

Fitzalan High School

Anti-bullying Policy

Rationale

Fitzalan is committed to providing a caring, friendly and safe environment for all pupils so that they can learn in a relaxed and secure atmosphere.

Overview

Fitzalan uses the definition as set out in the Cardiff Anti Bullying Strategy 2011-2014 that "Bullying is generally considered to be deliberate, hurtful behaviour, repeated over a period of time, where a sense of powerlessness can make it difficult for the victim to defend him or herself. Bullying can occur in three main ways: verbal, physical or indirect."

Staff within the school will work promptly to resolve issues of bullying for the benefit of the victim and the bully. We believe that long term solutions lie in the Restorative Approaches framework and to this end all staff will be trained in the philosophy and practice. The Headteacher and SMT will lead the school in creating an atmosphere where pupils will feel able to report incidents in the belief that follow-up will be dealt with. Pupils need to be confident in the procedures and that staff are able to deal with bullying.

Objectives

1. All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
2. The Headteacher and SMT will take the lead in ensuring staff behaviours and the curriculum reflect this policy in order to, as far as is possible, prevent bullying from occurring.
3. All Governors, teaching and non-teaching staff, pupils and parents should be aware of the procedures to be followed in the event of bullying incidents.
4. These procedures, including RA, will aim to support both the bully and victim and work towards preventing reoccurrence.
5. Pupils will be re-assured that all staff are able to listen to complaints and to intervene on their behalf. Pupils are to be encouraged to report any incidents of bullying to a member of staff or their Head of Year.
6. Pupils are to be involved in maintaining and updating bullying policy through Form Group discussion and at School Council.

The Aims of the anti-bullying policy

The aims of the anti-bullying policy are to identify strategies and interventions systems:

- to react to bullying incidents in a reasonable, proportionate and consistent way
- to prevent, de-escalate and/or stop any continuation of harmful behaviour
- to safeguard the individual who has experienced bullying and to trigger sources of support
- to apply appropriate sanctions to those causing bullying and ensure that they learn from their experience using restorative approaches in order to manage their future behaviour
- to raise awareness of and tackle bullying among the school community.

Bullying by text messages and other social networking devices

This is an increasing problem within society and is difficult to trace. Children should be careful who they give their phone number and other details to, and keep a record of the date and time of any offensive message including Facebook, Twitter, My Space, BBM etc. Teachers need to encourage victims to save messages they are concerned about and let parents or a member of staff see them. Fitzalan takes bullying text messages very seriously, but the issue is fraught with problems. Any pupil using devices in school for the purpose of bullying will have the device confiscated and parents will be informed. Pupils will be asked to remove intimidating comments from social network sites. If the situation is serious and is happening on other occasions outside of school the child's family might also need to contact the police.

Procedures

The Anti-bullying policy is reviewed every 3 years and published annually.

Staff, pupils and parents are encouraged to be vigilant and are advised about how to identify and deal with bullying issues.

Reporting bullying

If the school is not aware of bullying then it cannot tackle specific incidents.

Other than the victim, there may be other people in a position to report incidents of bullying including: staff in school; parents and other adults; witnesses to bullying, including associates of a ring leader or bystanders.

Reporting arrangements for victims

Pupils:

- can tell a teacher or another adult in the school;
- can tell their family;
- can tell a friend or perhaps an older student or a member of the school council;
- can report information through the use of bullying forms which are available from reception, the library or the heads of year, this can be done anonymously. Witnesses and bystanders:
- can tell a teacher or other adult in school;
- can tell their family;
- can report information through the use of bullying forms which are available from reception, the library or the heads of year, this can be done anonymously.
- can use the 'Bullywatch' facility on the school website at any time of the day.

Parents and carers

- can tell their child's form tutor or head of year or other member of staff as appropriate
- can use the 'Bullywatch' facility on the school website at any time of the day.

Investigating bullying

The school will investigate incidents of bullying that are reported. This includes cyberbullying. The investigation will generally be conducted by the pastoral team in the first instance. After investigation, not all reported incidents will turn out to be bullying or

may not be as straightforward as first reported. Incidents of confirmed bullying are reported termly to Cardiff City Council.

If bullying is confirmed, the school will consider its action according to the needs of the victim and the incident itself. In addition to sanctions or reparations, the victim will be offered support and the perpetrator will be offered support to change their behaviour using restorative approaches.

Support Structure

All staff are aware of the policy and procedures and pupils are encouraged to share with staff any concerns.

The Personal, Learning and Thinking Skills programme encourages an open atmosphere in which issues can be discussed. Bullying as an issue will arise from topic based work on Friendship, Relationships and Rights and Responsibilities as well as through directed topics on Bullying.

Fitzalan provides two morning assemblies per week for each year group. The Headteacher and SMT regularly address year groups and are available to deal with issues as and when they arise. A planned programme of topics is provided and reference is frequently made to the value of positive relationships. Also, a 'Fitzalan thought for the week' is shared within form groups and, again, frequently contains references to the value of positive behaviours.

The Head of KS3 operates an ongoing programme liaising with feeder primary schools. Visits and positive relationships help ease fears over transition.

The Deputy Headteacher ensures that a comprehensive schedule of staff duties is maintained throughout the year. 'Hot Spots' are covered as identified through the Anti-Bullying survey and School Council. The Quad has been designated a 'quiet area' and designed accordingly with staff on duty during breaks. A 'Quiet Garden' has also been made available and is supervised by duty staff.

Pupils complete regular surveys which are analysed and recommendations made to SMT and School Council.

Heads of Year will use the skills of outside agencies such as CAB should this be deemed appropriate.

Please see appendices attached. All documents are also available through the school website.

Reviewed: September 2013 (YRA)

Next Review Date: September 2014

Appendix 1: Bullying definition and types of bullying

“Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.”

The school recognises that every child has the potential to be a victim and bullying is often subtle, usually secretive and hidden. It is destructive in the short and long term, for both the victim and the bully.

Specific types of bullying include:

- bullying related to race, religion or culture;
- bullying related to special educational needs or disabilities;
- bullying related to appearance or health conditions;
- bullying related to sexual orientation;
- bullying of young carers, looked after children, or otherwise related to home circumstances;
- sexist or sexual bullying;
- harassment, abuse or intimidation of staff.

Bullying can take place:

- between pupils;
- between pupils and staff;
- by individuals or groups;
- face to face;
- indirectly;
- by a range of cyberbullying methods;
- between two individuals in isolation or
- in the presence, or with the knowledge of, others.

The types of bullying take many forms and include:

- name calling; taunting; mocking; making offensive comments;
- kicking; hitting; pushing, spitting;
- taking or damaging belongings;
- inappropriate text messaging and emailing;
- sending offensive or degrading images by phone or via the internet;
- chat room misuse;
- producing offensive graffiti;
- excluding people from groups;
- gossiping; spreading hurtful or untruthful rumours.

There may be different people involved in bullying including:

- a ring leader;
- associates of the ring leader who actively join in the bullying;
- reinforcers who give positive feedback to the bully, perhaps by smiling or laughing;
- bystanders, who stay back or stay silent, therefore appear to condone or collude with the bullying behaviour.
- There may also be those who try and intervene to stop the bullying or comfort students who experience bullying.

Appendix 2: Anti-bullying information for parents

Parents may not always notice that their child is being bullied and when they do notice, are not always sure of the best course of action. The school's anti-bullying policy makes the school's position on bullying clear and outlines the course of action it will take when incidents are reported.

Parents should be aware of what constitutes bullying: "Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally."

It is not usually bullying when two people of equal strength or age fight or argue; or when friends fall out with each other or tease or banter.

The school may investigate allegations of bullying and parents should be prepared to accept that their child may be a bully, as well as a victim. Parents of those found to be bullying, are expected to support the school in dealing with the issue in line with the anti-bullying policy.

Changes in behaviour might indicate that a child is being bullied.

Although there may be other explanations for the following behaviours, parents should be alert for changes of behaviours when their child:

- becomes frightened of walking to or from school;
- begs to be driven to school;
- changes their usual routine;
- is unwilling to go to school – maybe saying they feel unwell regularly in the morning, when there is nothing medically wrong or they are better at the weekends and holidays;
- truants;
- becomes withdrawn or anxious; stops eating;
- starts stammering;
- self harms or threatens to self harm;
- cries at night or has nightmares;
- begins to do poorly in school work;
- has clothes unexpectedly torn;
- has books or other possessions damaged or 'missing';
- has unexplained cuts or bruises;
- comes home hungry as if they have not had their lunch;
- asks for money or frequently has money e.g. lunch money that is lost;
- becomes aggressive, disruptive or unreasonable;
- is bullying siblings;
- is afraid to use the internet or a mobile phone;
- is clearly frightened to say what is wrong;
- is nervous or jumpy when a cyber message is received;
- gives improbable excuses for any of the above. (List adapted from www.Kidscape.org.uk)

It is bullying if individuals or groups are:

- Calling your child names
- Threatening your child

- Pressurising your child to give someone money or possessions
 - Hitting your child
 - Damaging your child's possessions
 - Spreading rumours about your child or family
 - Using text, email, or web space to write or say hurtful things about your child.
- It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational needs or specific issues in your family.

What you should do to support your child.

- To support your child, you can find child centred advice on anti-bullying and the anti-cyberbullying code as published in student planners.
- Talk to your child. Take an active role in your child's education. Enquire how their day has gone, who they have spent time with and how they spent social time.
- Tell the school if you suspect your child is being bullied and work with the school to resolve the issues.
- The best way to deal with cyberbullying is to prevent it happening in the first place. Although it may be uncomfortable to accept, you should be aware that your child may as likely cyberbully as be a target of cyberbullying. Sometimes children get caught up in cyberbullying simply by not thinking about the consequences of what they are doing.
- Understand the ways they are using the internet and their mobile phone.
- Use the tools on the computer to prevent unwanted contact by having ownership of the parental controls. Monitor your child's use of the internet. Messenger services eg MSN Messenger, have features which allow users to block others. Conversations can be saved. Children using social networking sites eg Facebook should have their profile set to 'private' so that only approved friends can see it.
- Check your internet or mobile phone provider to find out what protections they can offer. Be prepared to change mobile numbers.
- Teach your child the seven key messages in the anti-cyberbullying code:
 1. Always respect others
 2. Think before you send
 3. Treat your password like your toothbrush
 4. Block the bully
 5. Don't retaliate or reply
 6. Save the evidence
 7. Make sure you tell

Appendix 3: Advice to students

Anti-bullying information

“Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.”

Is it bullying? It is if you feel hurt because individuals or groups are:

- Calling you names or taunting you
- Threatening you
- Pressurising you to give someone money or possessions
- Hitting, kicking or pushing you
- Taking or damaging your possessions
- Spreading hurtful and untruthful rumours about you or your family
- Using text, email, or web space to write or say hurtful things or to send offensive or degrading images
- It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational needs, appearance or issues in your family.

If you feel you are being bullied:

- Try to say calm and look as confident as you can
- Be firm and clear – look the bully in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult about what has happened as soon as possible or tell another student such as a friend or a member of the student council

If you have been bullied you must report it to someone who can help you. You can do this in a number of ways:

- Tell an adult in the school e.g. your head of year or your form tutor
- Fill in a confidential anti-bullying form – which you can get from either your head of year or from the library or reception
- Tell your family
- If you are scared to tell someone on your own, ask a friend to go with you

Key advice on cyberbullying

Anti-cyberbullying code

Being sent an abusive or threatening text message, or seeing nasty comments about yourself on a website, can be really upsetting. This code gives you seven important tips to protect yourself and your friends from getting caught up in cyberbullying, and advice on to how to report it when it does happen.

1. Always respect others

Remember that when you send a message to someone, you cannot see the impact that your words or images may have on the other person. That is why it is important to always show respect to people and be careful what you say online or what images you send.

What you think is a joke may really hurt someone else. Always ask permission before you take a photo of someone.

If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully and even be accused of cyberbullying yourself. You could also be breaking the law.

2. Think before you send

It is important to think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online forever. Do you really want your teacher or future employer to see that photo?

3. Treat your password like your toothbrush

Don't let anyone know your passwords. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you. Remember to only give your mobile number or personal website address to trusted friends.

4. Block the Bully

Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features, they are there for a reason!

5. Don't retaliate or reply

Replying to bullying messages, particularly in anger, is just what the bully wants.

6. Save the evidence

Learn how to keep records of offending messages, pictures or online conversations. These will help you demonstrate to others what is happening and can be used by the school, internet service provider, mobile phone company, or even the police to investigate the cyberbullying.

7. Make sure you tell

You have a right not to be harassed and bullied online. There are people that can help:

- Tell your parents.
- Tell an adult you trust who can help you to report it to the right place, or call a helpline like ChildLine on 0800 1111 in confidence.
- Tell the provider of the service you have been bullied on (e.g. your mobile-phone operator or social-network provider). Check their websites to see where to report.
- Tell your head of year or your form tutor.

Don't just stand there.

Bullying is anti-social and wrong.

Just by being a bystander, even if you are not actively involved in bullying, looks as if you are on the side of the bully. If you see or know of any sort of bullying going on, including cyberbullying, support the victim and report it.

How would you feel if no one stood up for you?

Appendix 4: Further support for parents and children

In addition to advice from staff in school (eg Heads of Year; Student Support Services), there are various sources of support and help.

Further information is available from the Welsh Government at

<http://wales.gov.uk/topics/educationandskills/publications/circulars/antibullying/?lang=en>

www.kidscape.org.uk

www.anti-bullyingalliance.org.uk