

SWANMORE COLLEGE OF TECHNOLOGY

Anti-Bullying Policy

All schools must accept that some bullying may take place within them and need to have a clearly thought out policy for preventing it where possible, and for dealing with it if it does occur. Swanmore College of Technology is committed to values of tolerance and respect for others and as an institution opposes all forms of bullying. All members of the college community – pupils, parents, teaching and non-teaching staff – have an important part to play in fostering an atmosphere where bullying is discouraged and each individual feels cared for and valued and also in ensuring that where bullying does come to light it is dealt with speedily and effectively.

Definitions

- Bullying is deliberately hurtful behaviour.
- It is repeated often over a period of time.
- It is difficult for those being bullied to defend themselves.

Bullying may take many forms but three main types are:

- **Physical** - hitting, kicking, taking or hiding belongings.
- **Verbal** - name calling, insulting, making racist or other deliberately hurtful remarks
- **Indirect** - spreading unpleasant stories about someone or excluding someone from social groups, in order to intimidate.
- **Cyberbullying** - when the internet, mobile phones or other devices are used to send or post text or images intended to hurt or embarrass another person. (see Appendix 1 – Anti-Cyberbullying Guidance for Parents and Pupils).

Encouraging other people to engage in any of these types of behaviour is also bullying. In fact, in some ways it is even worse because it has a bad effect on the people who are persuaded to do these things as well as on the victim.

All bullying is damaging to those who experience it and to those who perpetrate it. Recent studies suggest that the consequences of bullying can last for many years and in extreme cases can undermine a person's confidence for life. At Swanmore we find all behaviour of this sort unacceptable and will do our best to prevent it through ensuring that all pupils in the college are well aware of how dangerous and damaging it is, by rewarding pupils for caring and considerate behaviour, but support all victims of bullying and by taking firm action against those who are responsible for bullying.

Procedures

Pupils should be encouraged to approach a member of staff or tell an adult if they are being bullied. They should understand that:

- It will be taken seriously.
- It will be investigated and appropriate action taken.
- If they feel unable to make the issue public, information will be recorded and kept on file should bullying persist.
- Counselling and support is available.

Pupils can also refer a worry about bullying, either against themselves or another via email to 'stopthebully@swanmore-sec.hants.sch.uk' .

- In the first instance where a teacher or tutor detects an issue it will be for the pupil's House/Form tutor to investigate. (For minor incidents)
- All further cases of bullying or alleged instances of bullying that are reported will be thoroughly investigated either by the teacher, tutor, PSM (Pupil Support Manager), , Head/Deputy Head of House or a member of the Senior Leadership Team.
- The person dealing with the incident must report it for centralised logging with the PSM.
- The target time to investigate an incident will ideally be within 24 hours but no longer than 48 hours.
- The needs of the pupil making a referral will be sensitively managed.
- Each incident will be investigated and evidence collected from various witnesses where possible. Evidence will be recorded in writing in a factual way without bias.
- Pupils who are victims of bullying should be interviewed in an office.
- When evidence collection is completed the person looking into the incident will discuss their findings with another member of the team. From this discussion action will be decided.
- Action will depend on factors such as whether it is the first occasion the pupil has been involved in bullying; the type of bullying and the dangers to other pupils.

Supporting victims of bullying

If it is found that a pupil has been bullied the parents will be informed of the incident and any actions taken. Parents will be invited into college to discuss the issues if they wish. Children who are victims of bullying will meet with the Director of Year 7, Head/Deputy Head of House, PSM, Director/Deputy Director LII or Assistant Head on a daily basis and may also be asked to keep a diary of experiences in college. This will continue until it is felt that the bullying has ceased. Children who feel at risk will be given various methods of support, including peer support, until the problem has been eradicated. Parents of all children involved will be kept informed and their support will be expected.

Dealing with the bullies

Action

- Immediate contact with the bullies' parents by telephone or letter, followed by an interview in college should there be a repetition of bullying.
- All incidents will be logged on pupil records and in a central file by the PSM's or Director of Year 7 or Head/Deputy Head of House.

Possible ranges of sanctions includes:

- Withdrawal from lessons (isolation)
- Lunchtime detention
- Withdrawal of privileges e.g. removal from field trips for a stated period of time.
- After college detentions
- Written work.
- Referral to outside agencies where help can be given if the bullying is perceived as being on-going.
- Fixed term exclusion
- Referral to the Police

Pupils who have carried out an act of bullying will be interviewed about the incident and made aware of the impact their actions have had on the victim. Support will be given to them where it is deemed necessary either by internal 'counselling' or via external agencies.

If bullying is persistent, parents may be asked to withdraw their child from the college if it is their child who is proven to be responsible for bullying behaviour.

Bullying allegations made against a member of staff by a pupil

- Any disclosure made against the teacher should be taken to the Assistant Headteacher (pastoral).
- A full investigation is to be carried out immediately with written statements produced.
- The issue should be immediately reported to the Headteacher together with the subsequent findings of the investigation.

Incidents occurring outside college hours involving college pupils

Any incident which occurs outside of college hours but impacts on the daily running of the college must be dealt with in the same way as other incidents.

- Help will be offered to the victims of any bullying.
- The bully will be interviewed with follow-up liaison with parents
- Depending on the severity of the case the police will be informed by the college.

Bullying on vulnerable groups of children

Pupils classified in this category are to be specifically overseen and interviewed by the lead teacher responsible for their welfare and progress to investigate the reasons for the bullying and to assess the impact of such bullying on them. Action plans should be set up to support the victims.

Self-made victims of bullying

Sadly it is recognised that certain pupils seem to attract bullying either by their own behaviour patterns, the way they look or by their naïve actions or poor interpersonal skills.

Such pupils will be given help through practical workshops and parents will be kept fully informed. The intention is to skill the child dealing with the protagonists and to build their self-esteem.

This document is not a discrete policy, but must be seen as part of other policies concerned with discipline, behaviour and the personal and social education of pupils. As such, it concerns all members of staff within the college.

The Role of the Staff

The Form Tutor

- Note changes in friendship groups
- Observe closely the socialisation of new pupils.
- Check on patterns of attendance, lateness and sickness in college.

Subject Teacher

- Note instances of withdrawn personality.
- Be suspicious of a sudden drop in achievement.
- Be careful of unintended outcomes when choosing groups or when partner work is involved.

Teachers of Duty

- Patrol areas which are not directly observable.
- Note the occurrence of isolated pupils.
- Observe inappropriate behaviour of pupils in the playground.

Support Staff

- Listen to children when they seek you out to talk about problems.

Year 7 Director, Key Stage Directors, Heads/Deputy Heads of House, Pupil Support Manager, Director/Deputy Director LII

- Act immediately on parents' suspicions or pupil referrals.
- Ensure all incidents reported by teachers, parents and pupils are recorded in a central electronic log.
- Arrange support for both victims and bullies. If necessary discuss with Assistant Head suitable sanctions.
- Keep parents of victims and bullies informed of events and actions.

Assistant Head (Pastoral)

- Keep an overview of and monitor all bullying incidents reported.
- Liaise with Head of Year 7, Heads of House and Director and Deputy Director LII to ensure support and sanctions are in place for victims and bullies in reported incidents.
- Ensure actions are followed up and victims are provided with appropriate support until the problem is eradicated.
- Ensure that parents of victims and bullies are kept fully informed of all actions.
- Intervene and take responsibility for incidents that involve extreme forms of bullying (eg when a child's physical safety is being seriously compromised) or for persistent cases requiring more serious sanctions (eg exclusion).

Curriculum

- Raise awareness of bullying through subjects, assemblies and tutor time activities.
- Gives opportunities for pupils to discuss the issue of bullying in follow up activities, eg in tutor time following assemblies.

The Role of All Parents

Parents are requested to report instances of bullying if:

- Your child is a victim.
- A friend of your child is a victim.
- Your child is involved in bullying.

All information will be treated with the utmost discretion so that nobody will feel compromised by passing it on.

The Role of All Pupils

- Care for each other and report any incidents of unkind behaviour or verbal abuse to any adult in the school.
- Support the child who is the recipient of hurtful behaviour. BE A GOOD FRIEND. Remember it could be you.
- Think before you say unkind words and be aware of how your behaviour may be viewed by others.
- Never touch another pupil in an aggressive manner.
- Do not leave other children out of social activity. Make an effort to involve everyone whenever possible.

Date reviewed: May 2011

Next Review: May 2013

Staff Responsible: Mrs C Chadderton