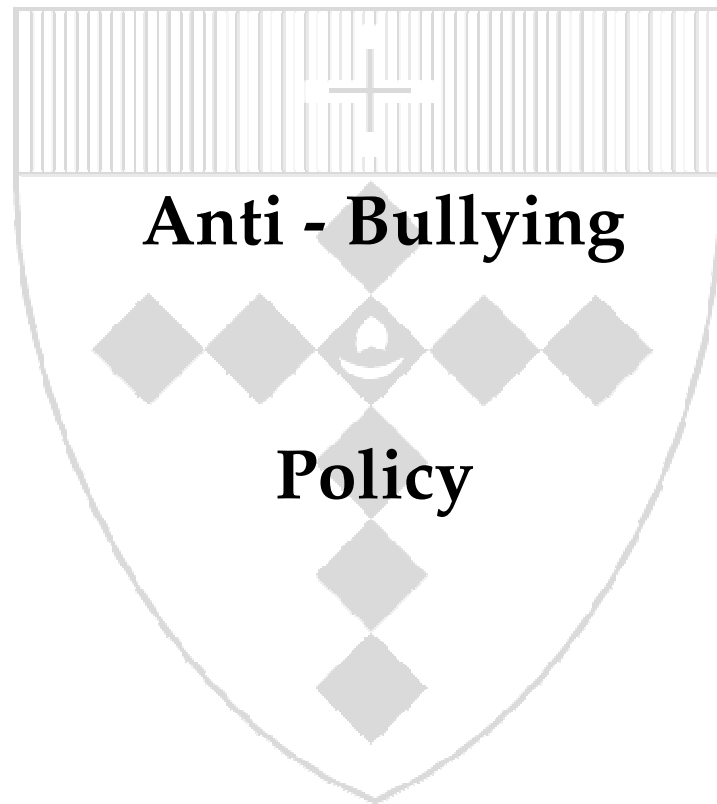




# Brigidine School Windsor



<b>Policy History</b>	
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## Introduction

**Brigidine School Windsor is a TELLING and LISTENING School.**

We are committed to providing a caring, nurturing, friendly and safe Christian environment for all our pupils and staff so that they can learn and work in a secure atmosphere. Bullying of any kind is unacceptable in our school.

Any pupil who feels he/she is being bullied will be given guidance, counselling and support from staff and from other pupils. If bullying does occur, all pupils should be able to TELL and know that someone will LISTEN and that incidents will be dealt with promptly and effectively.

Any pupil who makes life intolerable for another will be dealt with swiftly and severely. Parents will be made aware of the consequences. If the bully does not heed the warning and advice, she may be required to sign a written contract. In extreme cases, suspension and finally, expulsion will be considered.

Everybody must recognise that a bully thrives on threats and on fear. For the sake of the victim and of the bully, we take positive measures at Brigidine School Windsor to ban bullying. This means that anyone who knows that bullying is happening is expected to tell a member of staff.

*The full protocol and procedure backing this policy is to be found in the Staff Handbook. This policy, the protocol and procedures have been written with reference to the "Safe to Learn" document from the Department for Children, Schools and Families (DCSF).*

## What is Bullying?

Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying results in pain and distress to the victim.

*Types of Bullying:*

### Emotional

For example: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)

### Verbal

For example: name-calling, sarcasm, spreading rumours, teasing

### Physical

For example: pushing, kicking, hitting, punching or any use of violence

### Race, religion or culture

For example racial taunts, graffiti, gestures

### Special educational needs (SEN) or disability

Bullying related to disability

### Sexist or Sexual

For example: unwanted physical contact or sexually abusive comments

### Homophobic

Bullying related to sexual orientation

Bullying can take place between pupils, between pupils and staff, or between staff; by individuals or groups; face to face, indirectly or using a range of cyber bullying methods.

Cyber bullying is a 'method' of bullying rather than a 'type' of bullying. It includes bullying via text messages; via instant messenger services and social networking sites; via emails and via images or videos posted on the Internet or spread via mobile phones. It can take the form of any of the types of bullying listed above. It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass the target.

### **Why is it Important to Respond to Bullying?**

Bullying hurts – both physically and emotionally. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

### **Aims of this Policy**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### **Signs and Symptoms of Bullying**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from school
- Doesn't want to go on the school/public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- Begins to truant
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Begins to do poorly in school work
- Comes home with clothes torn or books damaged

- Has possessions which are damaged or “go missing”
- Asks for money or starts stealing money (to pay bully)
- Has dinner or other monies continually “lost”
- Has unexplained cuts or bruises
- Comes home starving (money/lunch has been stolen)
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what’s wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## Procedures

1. Report all bullying incidents to a member of staff or a Buddy.
2. The incident must be recorded on the “I’m Being Bullied” Report Form.
3. This form must be retained for the purpose of tracking repeat offenders.
4. Information must next be passed to the pupil’s class teacher or form tutor who will follow up the allegation.
5. Serious concerns should then be passed to the Assistant Head – Head of Juniors Head of Key Stage or the Head of Welfare.
6. Bullying behaviour or threats of bullying will be investigated, and action taken to stop the bullying quickly.
7. In serious cases parents will be informed and will be asked to come in to school to discuss the problem.
8. All attempts will be made to help the bully (bullies) change their behaviour.
9. Pupils who have been the victims of bullying will be supported.
10. If necessary and appropriate, the police will be consulted.

## Strategies

May include the Following:

1. Create opportunities right across its curriculum for groups to discuss bullying in role-play situations
2. Pupils learn how to handle bullies better
3. Bullies learn how things feel from the victim’s point of view
4. Everybody learns that such behaviour is unacceptable
5. Naming assigned people and whom pupils can go if they feel intimidated e.g. Buddies, Teachers, welfare staff, older girls, and mentors among the Sixth Form
6. Ensure that risk areas are supervised and patrolled during break times; at the beginning and at the end of the day
7. Encourage pupils who witness bullying and tell an adult immediately
8. Staff and pupils must be extra vigilant with shy pupils/new pupils
9. Mentoring or befriending schemes across Form/House/Year Groups
10. Using the School Council and House System to raise awareness

11. Raising self-esteem through activities (PSHE lessons) designed to improve social skills
12. Help the pupil to recruit friends
13. Staff must be made aware of “charges” brought, by whom and against whom so that they can be aware of the more subtle forms of bullying in the classroom and keep an eye out for victim/offenders
14. Adopt a “no blame” strategy/technique

In the Early Years Foundation Stage (EYFS) we believe that children and adults flourish in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In order to achieve this all staff in the EYFS ensure that rules are applied consistently, all adults provide a positive model for the children. All staff reflect the ethos of the EYFS and government legislation (Children Act 2004).

## Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the pupils will be reconciled.
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## Help Organisations

Advisory Centre for Education (ACE)	0808 800 5793
Children’s Legal Centre	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>
Visit the Kidscape website <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a> for further support, links and advice.	

## Bullying Information for Staff

- Don’t let the victim suffer in silence
- Do not ignore or play down the information/allegation
- Record the incident
- Inform Class teacher/Form Tutor/Head of Key Stage/Head of Juniors/Head of Welfare
- Alert teachers at briefing
- Tell the victim that the school will support him/her
- Assure the victim that she is not a “super grass”, and that she should not be feeling guilty
- Tell the bully that their conduct is unacceptable, use one or more of the recommended strategies – issue warning
- Monitor the situation

## Bullying Information for Pupils

If you are being bullied

- Don't suffer in silence
- Be firm and clear – look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult what has happened straight away
- If you think it will be repeated try to get some names of witnesses

After you have been bullied:

- Tell a teacher or another adult in your school
- Tell your family
- If you are scared to tell a teacher or an adult on your own ask a friend to go with you
- Keep on speaking up until someone listens

When you are talking about bullying with an adult, be clear about:

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What have you done about it already

Some strategies you can try:

- Don't blame yourself, TELL yourself you are important
- Try to ignore comments made to you; nothing stops a bully quicker than if the one being bullied does not react
- TRY to laugh and make a joke about the bully's comments
- TRY to get support from your friends
- TRY not to look like a victim; WALK TALL !

If you are being bullied outside school:

- Try to avoid the trouble spot
- Always go with a friend
- Tell your parents or a member of staff

## **Bullying Information for Parents**

- Reassure your child that there is nothing wrong with them
- Advise your child not to buy the bully off or to retaliate
- Advise your child to inform their Form Tutor/Class Teacher or any member of staff whenever afraid
- Advise your child to inform their Form Tutor/Class Teacher immediately so that action may be taken
- Keep a record if the bullying persists
- Help your child to recruit friends
- Take positive steps to raise your child's self esteem

## **Bullying by a Member of Staff**

- Occasionally a parent, a pupil, member of staff, might bring a claim of bullying against a member of staff
- The complaint must be handled in the strictest confidence and the following procedures adopted
- The complaint must be investigated by the Headmistress
- Anyone bringing or passing on a complaint must be advised to keep material confidential
- The Headmistress must immediately question the child to establish the facts. The member of staff must be immediately advised of the situation. Depending on the degree and nature of the bullying, the child should be counselled and advised. (Often these complaints are exaggerated and start from a 'picking on me' syndrome. More often than not, the child realises that she has over-reacted and the matter need not go any further.) However, it is always prudent to advise the member of staff concerned so that a better understanding and working relationship between child and staff is achieved.

## **Bullying of a Member of staff by a Parent**

- This should be handled in the strictest confidence by the Headmistress.

## **Bullying of a Member of Staff by another Member of Staff**

This section should be read in conjunction with the main anti-bullying policy and definitions of bullying as set out there apply here also.

Reference should also be made to the 'Grievance Procedure' which forms part of the contract.

It is important that:

- Professional behaviour is observed at all times
- Individuals think before they speak or act
- Staff treat others as they would expect to be treated themselves
- In the first instance, matters should be resolved on a one to one basis as close to the incident's occurrence as possible
- The matter be kept confidential to protect all involved
- Use is made of the School's 'Independent Listener' who may act as an intermediary or support
- Formal complaints are made to the Line Manager or Headmistress according to the Grievance Procedure

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## **"I'm Being Bullied" Report Form**

**Complaint made by** \_\_\_\_\_

**Form** \_\_\_\_\_

**Date** \_\_\_\_\_

**Complaint made to** \_\_\_\_\_

**Alleged Perpetrator(s)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witnesses** \_\_\_\_\_

**Nature of bullying** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action Taken** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_