

# ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



## ANTI BULLYING POLICY AND PRACTICE May 2015

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## Mission Statement

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum delivered in modern facilities, equipping students with the ability to meet the challenges of the 21<sup>st</sup> Century confidently, and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

We are a fully inclusive, Catholic girls' secondary school meeting high academic standards, promoting spirituality, pastoral care and the Catholic community.

We recognise in all our relationships the dignity and value of each person showing one another mutual acceptance and respect.

***'Act justly, love tenderly, walk humbly with your God.'***

All forms of bullying are not tolerated at St Anne's Catholic High School for Girls and any incidents will be thoroughly investigated and dealt with accordingly.

### **Definition**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, disability, gender, gender identity, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgments about each specific case.

**(DfE Advice Oct 2014.)**

### **Symptoms of Bullying**

Early signs that a child is being bullied could be: becoming withdrawn, tearful, anxious, angry; disruptive behaviour; making up illnesses as a means to go home or go to the medical room; poor attendance; wanting to be around adults during break/lunchtime. For an adult working in the school environment many of the above signs apply. Physical symptoms for children and adults can include: headaches; stomach ache; vomiting; panic attacks; depression. A child or adult can in extreme cases become suicidal and decide to take their own life.

All staff at St Anne's have a responsibility to report any concerns or incidents of bullying amongst students to school Achievement Leaders who will then liaise with the appropriate staff members. If a staff member is feeling that he/she is being bullied by a student(s) it is important for them to report this and discuss ways forward and action to be taken to support them. In the first instance the appropriate person to speak to would be:

- **Subject and Achievement Leaders for Subject Teacher**
- **Inclusion Manager for Teaching Assistants**
- **Line manager for other colleagues**

All concerns and reports of Bullying will be investigated and appropriate follow-up taken. It is recognised that many bullies are also victims who may themselves need support. Achievement Leaders need to log all incidents and the action and outcomes regarding bullying in the section of the Whole School Inclusion log and not only in the students file.

The playground is the most typical place that bullying takes place; but corridors, toilets and classrooms are also common sites. Pupil behaviour off the school site is considered to be within the scope of the school's bullying policy in circumstances such as:

1. Bullying behaviour in school uniform
2. Bullying behaviour which has its roots in school
3. Bullying behaviour which is affecting other pupil's performance or attendance in school
4. Bullying behaviour towards adults who work in school.

It is worth noting that *"Teachers have the power to discipline pupils for misbehaving outside the school premises."* (DfE Advice Oct 2014.)

## **Prevention and Education**

We aim to prevent bullying through implementing this policy and where cyberbullying is suspected the **e-safety policy**.

Pupils are encouraged to tell a teacher if they or someone they know is being bullied and the use of the 'suggestion boxes', SHARP (school help and reporting page) and school website is reinforced. (The suggestion boxes are for pupils on each site to be able to write notes of concern or make suggestions in an anonymous way and are regularly checked).

Whole school display on anti-bullying also promotes a 'telling' culture. We introduced an anti-bullying display in October 2014 and hope to repeat this each year. Pupils have anti-bullying information in their student planners and form tutors and Achievement Leaders refer to this with students at appropriate times.

## **Advice for Staff**

### **Five key points:**

1. Never ignore suspected bullying
2. Don't make premature assumptions
3. Listen carefully to all accounts – several students saying the same thing does not necessarily mean they are telling the truth
4. Adopt a problem-solving approach which moves students on from justifying themselves
5. Follow-up repeatedly, checking bullying has not resumed.

The 5 points provide guidance but must be carried out in conjunction with school referral procedure as outlined in the **Behaviour for Learning Policy**.

## **Procedure for Dealing with Bullying**

On all occasions of bullying we will aim to ensure that reconciliation between the students affected should be the objective. Students should always be encouraged to report any issues of bullying that they are aware of as part of their responsibility to each other.

In the case of bullying from students towards an adult(s) the objective will be to stop the student behaviour and to support the adult and student in building a positive relationship.

This will also involve the application of student sanctions as appropriate and in line with our behaviour for learning policy and the offer of mentoring/coaching for the adult to support them in their role.

1. All evident bullying will be initially dealt with by the adult when witnessed.
2. The matter will be reported the same day to the Achievement Leader.
3. If it is a first offence and relatively minor, the Achievement Leader will reprimand the student.
4. If the offence is repeated or it is a more serious first offence the teacher will report the matter to the Achievement Leader in writing. The Achievement Leader will issue a verbal reprimand and the recorded incident will be placed in the Students file.
5. If other incidents occur, parent/carer will be informed by telephone and followed in writing regarding what has happened and advised that a subsequent incident will result in further sanctions; which could be an SMD or fixed term exclusion.
6. Following exclusion the offender may only return to classes after a re-entry meeting with her parent/carer and clear assurances are given that there will be no further bullying. An apology will also be made by the offender to the student(s) offended as part of the resolution process.

7. All Student Planners contain student-friendly advice regarding bullying and 'what to do' in addition to the transition to St Anne's booklet and other resources mentioned earlier on in this policy.

Our **Achievement Leaders, Learning Mentor, Safer Schools Police Officer** and related external agencies work with students who have been bullied and students who have bullied in a variety of ways and where appropriate also offer support to parent/carers.

### **Good Practice**

We want the victim to feel supported and empowered to deal with the situation; knowing that issues will be dealt with sensitively and effectively. In the case of an adult being bullied by a student this would also be an appropriate action with the consent of the adult who is the victim. Parents must be kept informed of the situation and information logged on school referral forms.

Students may come to you with information regarding themselves or others, which they ask you not to tell another member of staff about. **Do not guarantee any pupil absolute confidentiality** in this respect as the information may need to be shared immediately or at a later stage with other staff members and pupils need to be clear that this is the case. (See **Child Protection Policy**.)

If you are concerned that bullying is taking place outside of school by a parent/carer or other adult you should complete an initial Child Protection concern form (refer to: **Child Protection Policy**) following discussion with the Achievement leader of that year group.

Bullies often need support to address their behaviour and intervention should be focused on this alongside any sanctions that take place.

## **GUIDANCE: CYBERBULLYING**

[Q:\General Information\Policies\POLICIES - STATUTORY\e-Safety Policy](#)

### **Procedure relating to child protection**

The Schools named Child Protection Officer is Jennie Gumbrell, Deputy Headteacher (see Child Protection Policy for information).

<b>ARRANGEMENTS FOR MONITORING AND EVALUATION:</b>	<b>Annually</b>
<b>DATE ESTABLISHED BY GOVERNING BODY:</b>	<b>January 2008</b>
<b>DATE REVIEWED:</b>	<b>June 2015</b>
<b>DATE OF NEXT REVIEW:</b>	<b>As Required</b>
<b>RESPONSIBILITY:</b>	<b>AHT KS4</b>

**Further Sources of Information Department for Education resources:**

DfE Behaviour and Discipline in Schools Guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/368340/preventing\\_and\\_tackling\\_bullying\\_october14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368340/preventing_and_tackling_bullying_october14.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/287610/Behaviour\\_and\\_school\\_attendance\\_research\\_priorities\\_and\\_questions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/287610/Behaviour_and_school_attendance_research_priorities_and_questions.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/368135/supporting\\_bullied\\_children\\_factsheet\\_october2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368135/supporting_bullied_children_factsheet_october2014.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/374850/Cyberbullying\\_Advice\\_for\\_Headteachers\\_and\\_School\\_Staff\\_121114.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/375420/Advice\\_for\\_Parents\\_on\\_Cyberbullying\\_131114.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/375420/Advice_for_Parents_on_Cyberbullying_131114.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/409061/preventing\\_and\\_tackling\\_bullying\\_october2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409061/preventing_and_tackling_bullying_october2014.pdf)

**Specialist organisations:**

<http://www.anti-bullyingalliance.org.uk/>

<https://www.kidscape.org.uk/>

<http://www.bullying.co.uk/cyberbullying/>