



- Spreading rumours or sensitive personal information.
- Damaging or defacing another pupil's property.
- 'Borrowing' or taking any property or extortion of any kind.

## **Action**

In order to achieve the objectives outlined above, the school will:

- Set down whole school strategies to combat bullying and accept that bullying does exist within the school,
- Ensure that there is a procedure to follow (appendix 1) when incidents of bullying occur and that it is made clear to all staff, parents and pupils,
- Follow-up every incident of alleged bullying to ensure that the victim is given as much support as possible,
- Inform parents of victims and bullies of the action being taken, and what they can do to reinforce and support that action,
- Ensure that all pupils know there are a number of staff (e.g. Class Teacher/ Form Tutor/Head of Year/ House, Phase Leaders, Inclusion & Intervention Manager) to whom they can talk in confidence. Pupils need to know that something will be done, and that the incident will be handled in a sensitive manner,
- Ensure that all areas of the school are patrolled at break and lunchtime.
- Encourage all support staff to be aware of the problem of bullying and to pass on any worries they may have about individual children,
- Provide a pastoral programme that contains specific sections on bullying,
- Use the curriculum as a positive means for combating bullying,
- Ensure that all pupils, parents and adults in the school know the school's definition of bullying, that bullying is completely unacceptable and that if they help to stop it they will be supported,
- Advise parents on how to look out for signs of distress and whom to contact if their child is being bullied.

Teachers should:

- Watch for early signs of distress in pupils - deterioration of work, poor attendance, sudden illnesses, isolation, need to stay close to adults. These concerns should be passed on to the relevant Phase Leader/Form Tutor/Class Teacher,

- Listen carefully and record all incidents in writing, and in turn inform the relevant Phase Leader/ Form Tutor/Class Teacher,
- Respond to the victim, offer help and put school's procedures into operation,
- make it clear to both the bully and his/her parents that this kind of behaviour is not acceptable in this school,
- Use all pupils as a positive resource in the stopping of bullying. Peer groups will often be willing to help and support victims once recognised by a teacher. They can also help shy pupils or newcomers feel welcome and accepted,
- Inform the Phase Leader/ Assistant Principal/Vice Principal(s)/Principal of incidences of bullying.

The following steps should be followed in recording incidents of bullying and also as a means of conveying to everyone how seriously the school regards bullying behaviour.

- The bullied pupil should record the events in writing with dates.
- The student responsible for bullying should also record the events in writing.
- The Class Teacher/Form Tutor and/or Phase Leader/Assistant Principal should record their discussions with both parties.
- The Vice Principal will examine the case with the Assistant Principal/Phase Leader and discuss with the Principal. The level of response will be/should be confirmed and appropriate sanctions will follow.
- The parents/carers of the pupils will be/should be informed in writing.
- The parents/carers of the pupils will be/should be asked to respond in writing.
- Copies of all written reports will be/should be placed in the files of all pupils involved.

Children should be encouraged:

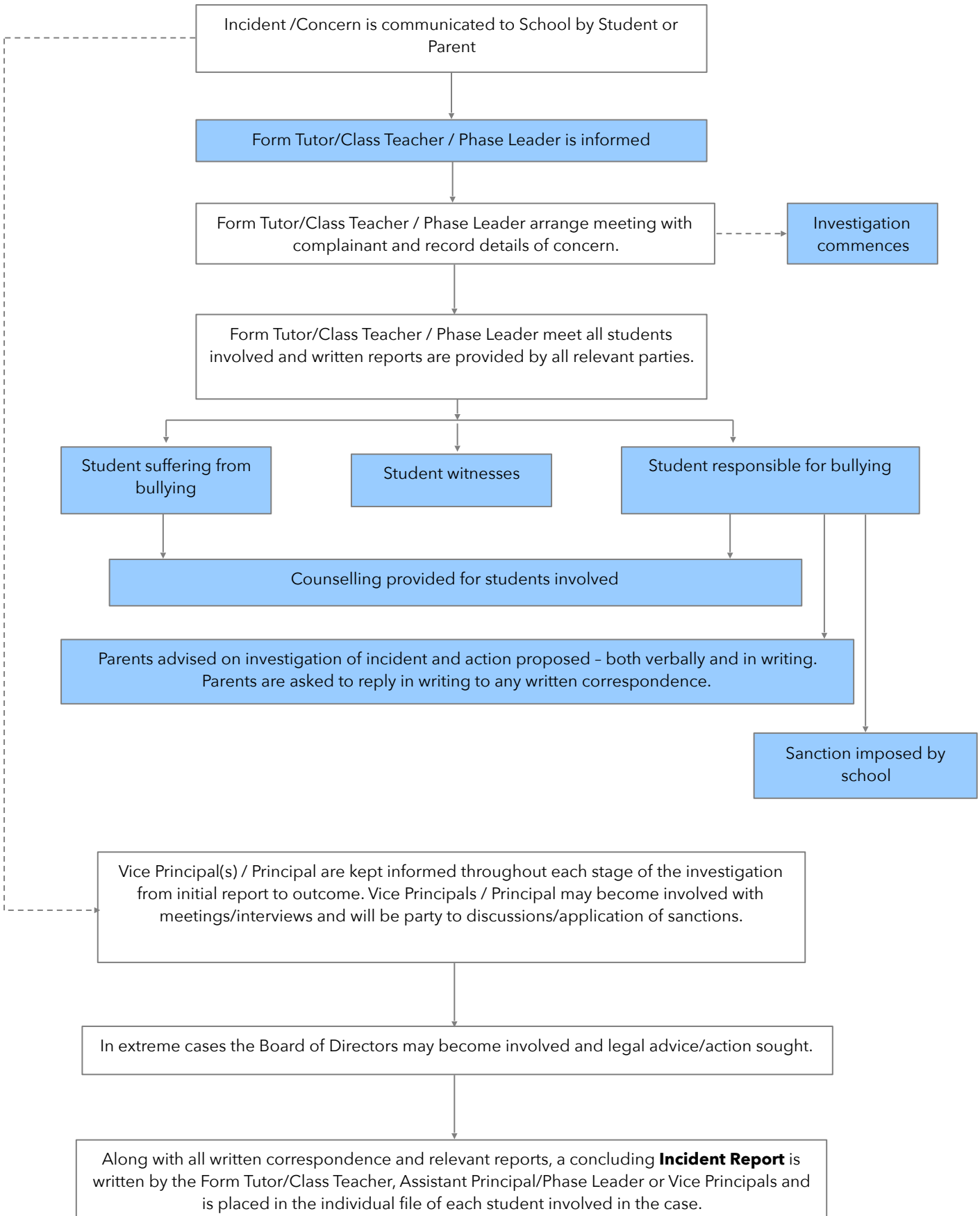
- To report to an adult when someone is being bullied or in distress,
- To inform an adult immediately if they do not wish to become involved himself or herself,
- To reject bullying in their social group.

Parents and carers should:

- Raise any change in behaviour of their children with the school,
- Treat any suggestion by their children that they may be being bullied seriously,
- Encourage their son or daughter to talk to a supportive adult they know if they cannot talk to their parents or carers.

Appendix 1

Guidelines for Response to Incident of Bullying



Appendix 2

Checklist for Response to Incident of Bullying



**Incident/Concern (To be completed by Phase Leader)**

raised by  please circle, and give their name

on  please insert date

by  \*

to  e.g teacher, form tutor, Past Coord

\* Please indicate, from the list below what paperwork has been collected and is included:

Email printout

Notes of telephone conversation

Notes of meeting

Copy of letter

Other  please specify..

**Involvement of Form Tutor/Class Teacher/Phase Leader**

**(To be completed by Phase Leader)**

Class Teacher / Form Tutor notified of incident  insert date

SLT notified of incident  insert date

**Meeting with Complainant**

Date	Time	Venue	Persons present	Duration

Paperwork collected and included: statement  teacher's meeting notes

