



WROTHAM SCHOOL

Anti-Bullying Policy

This policy was reviewed and adopted by the Governors Behaviour and Safeguarding Committee in May 2016

Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, sex, sexual orientation, transexualism, and marital status.

Definition of bullying:

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

(DfE “Preventing and Tackling Bullying”, November 2014)

At Wrotham School we will also investigate incidents as bullying, if that is how the incident(s) have been perceived by the person reporting. This is to ensure that the school takes full account not only of what the victim says, but also the perceptions of those who have witnessed the incident, reported it or are aware of the circumstances.

Who to contact:

If you have a concern about your child being bullied, please contact your child’s Progress Tutor in the first instance for an initial discussion. We ask this because your child’s Progress Tutor is the key point of contact for your child and is likely to know them better than any other member of staff. The Progress Tutor will pass a concern form with full details of the incident(s) to the Safeguarding Lead.

They may be able to take actions themselves to investigate the incident or they may seek the support of their Progress Leader, or the Safeguarding Lead, depending on the nature of the concern and the year groups of the student(s) involved.

If you wish to report a serious incident, please contact the Progress Leader for your child’s year:

Year 7 – Mr Williams: kwilliams@wrotham.kent.sch.uk

Years 8 & 9 – Miss Kelvie: tkelvie@wrotham.kent.sch.uk

Year 10 - Miss Dunn: ldunn@wrotham.kent.sch.uk

Year 11 – Mr Matthews: dmatthews@wrotham.kent.sch.uk

Sixth Form – Miss Hollinshead: ahollinshead@wrotham.kent.sch.uk

Progress Leaders will also pass a concern form with full details to the Safeguarding Lead. Mr Cater. If you are unsure of whom to speak to, please contact reception and you will be put through to your child’s progress team.

Objectives of this Policy

This policy outlines what Wrotham School will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community through Student Voice, and we are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people, will be tolerated.

Our school community:

- Discusses, monitors and reviews our anti-bullying policy and practice on a regular basis.
- Promotes the *Rights and Responsibilities* of students as set out below.
- Supports all staff to promote positive relationships to prevent bullying and will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy.

- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate

Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers, children in care or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.
- Bullying via technology – cyberbullying.

Rights and Responsibilities

The rights and responsibilities below will be made widely available to all students and signposted around the school. They will also be referred to in special assemblies and during Progress Time activities on anti-bullying, online safety and relationships. The rights and responsibilities serve to make clear Wrotham School's stance on bullying. Students and parents can be assured that every effort will be made to make learning at Wrotham School an enjoyable and safe experience.

Rights:

As a member of Wrotham School, you have the right to:

be happy and safe
be an individual and be proud of being different
have adults you can talk to if you are being bullied
speak out against bullying without retribution

Responsibilities

As a member of Wrotham School, the school expects you to:

be accepting of difference
treat others the way you want to be treated
report any incidents you have witnessed or heard about – as soon as possible
report any incidents which have affected you – as soon as possible

Preventing, identifying and responding to bullying

The school community will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all.
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop students' social and emotional skills, including their resilience.
- Provide a range of approaches for students, staff and parents/carers to access support and report concerns.
- Challenge practice which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Consider all opportunities for addressing bullying in all forms throughout the curriculum, supported with a range of approaches such as through displays, assemblies, peer support and the school prefects.
- Regularly update and evaluate our approaches to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
- Train all staff including teaching staff, support staff (including administration staff, lunchtime support staff and site support staff) and pastoral staff to identify all forms of bullying, follow the school policy and procedures (including recording and reporting incidents).
- Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring.
- Actively create "safe spaces" for vulnerable children and young people.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Work with other agencies and the wider school community to prevent and tackle concerns.
- Celebrate success and achievements to promote and build a positive school ethos.
- Be encouraged to use social media responsibly.

Involvement of students

We will:

- Regularly survey children and young people’s views on the extent and nature of bullying.
- Ensure that all students know how to express worries and anxieties about bullying.
- Ensure that all students are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve students in anti-bullying campaigns in schools and embedded messages in the wider school curriculum.
- Publicise the details of help lines and websites.
- Offer support to students who have been bullied and to those who are bullying in order to address the problems they have.

Liaison with parents and carers

We will:

- Make sure that key information (including policies and named points of contact) about bullying is available to parents/carers in a variety of formats.
- Ensure that all parents/carers know who to contact if they are worried about bullying.
- Ensure all parents/carers know about our complaints procedure and how to use it effectively to raise concerns in an appropriate manner.
- Ensure all parents/carers know where to access independent advice about bullying.
- Work with all parents/carers and the local community to address issues beyond the school gates that give rise to bullying.
- Ensure that parents work with the school to role model positive behaviour for students, both on and offline.

Links with other school policies and practices

This Policy links with a number of other school policies, practices and action plans including:

- Behaviour policy
- Complaints Policy
- Safeguarding policy

- e-Safety (Online Safety) and Acceptable Use Policies (AUPs)
- Searching and confiscation

It is the responsibility of:

- school Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Headteacher, Senior Leaders, Teaching and Non-Teaching staff to be aware of this policy and implement it accordingly.
- The Safeguarding Lead to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- Staff to support and uphold the policy.
- Parents/carers to support their children and work in partnership with the school.
- Students to abide by the policy.

The named Governor with lead responsibility for this policy is: Mrs J Finney

The named member of staff with lead responsibility for this policy is: Mr Cater

Monitoring & review, policy into practice

This policy was approved by the Governing Body on: 26th May 2016

This policy will be monitored and reviewed in: Term 5 2017

The named Governor for bullying will report on a regular basis to the governing body on incidents of bullying and outcomes. The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. Any issues identified will be incorporated into the school's action planning.

Supporting Organisations and Guidance

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- DfE: "Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies", and "Supporting children and young people who are bullied: advice for schools" November 2014: <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- DfE: "No health without mental health": <https://www.gov.uk/government/publications/no-health-withoutmental-health-a-cross-government-outcomes-strategy>
- Family Lives: www.familylives.org.uk

- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net Cyberbullying
- Childnet International: www.childnet.com
- Digizen: www.digizen.org
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk LGBT
- EACH: www.eachaction.org.uk
- Pace: www.pacehealth.org.uk
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk SEND
- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- DfE: SEND code of practice: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> Racism and Hate
- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Show Racism the Red Card: www.srtrc.org/educational

Dealing with Incidents

The following steps may be taken when dealing with all incidents of bullying reported to the school:

- If bullying is suspected or reported, a clear and precise account of the incident will be recorded and given to the designated lead
- The designated lead will interview or instruct the Progress Leader/Progress Deputy to interview all concerned and will record the incident
- Teachers/Progress Tutors will be kept informed
- When responding to cyberbullying concerns the school will take all available steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. The police will need to be involved to enable the service provider to look into the data of another user.
- If content posted online is offensive or inappropriate, and the person or people responsible are known, then the school will ensure that they understand why the material is unacceptable or offensive and will request that they remove it.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools behaviour policy.
- Parents/carers will be kept informed.
- Sanctions will be used as appropriate in accordance with the school behaviour policy.
- If necessary and appropriate, the police or other local services will be consulted.

Supporting Students

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with their Progress Tutor or a member of staff of their choice
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Reassuring the student and providing continuous support to restore self –esteem and confidence.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

Students who have bullied will be helped by:

- Discussing what happened and establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the child.
- Providing appropriate education and support.
- If online, requesting content be removed and reporting account/content to service provider.
- Sanctioning in line with school behaviour/discipline policy. This may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), fixed-term and permanent exclusions.
- Speaking with police or local services.

Supporting Adults

Adults who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the Headteacher.
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools staff conduct/behaviour policy.
- Reassuring and offering appropriate support
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Adults who have bullied will be helped by:

- Discussing what happened with the headteacher and establishing the concern.
- Clarifying the schools official procedures for complaints or concerns.
- If online, requesting content be removed and reporting account/content to service provider.
- Instigating disciplinary, civil or legal action.