



## **ANTI-BULLYING POLICY**

## **Introduction**

Everyone at Drumduan School has the right to feel welcome, secure and happy. Social, emotional and academic growth is optimised in an environment free from feelings of humiliation, distress, fear and despair. It is everyone's responsibility to prevent any kind of bullying and to promote an ethos of respect, trust, caring and consideration for others in our school.

This Anti-bullying Policy is a positive step towards creating that ethos and needs to be actively supported by all teachers, students and parents. Everyone has to be clear and confident that our approach to bullying is one of zero tolerance: working at both preventing bullying and dealing swiftly and carefully with issues if they arise.

## **Definition**

Bullying is any behaviour by an individual or group that:

- Is meant to hurt: the person or people doing the bullying knows what they are doing and means to do it;
- Happens more than once: there is a pattern of behaviour, not a 'one-off' incident;
- Involves an imbalance of power: the person being bullied finds it very hard to defend themselves.

Bullying includes any of these behaviours:

- Physical: kicking; hitting; hurting; interfering with, taking or damaging belongings or personal space;
- Verbal: making threats; name calling; put-downs; taunting; humiliating; making offensive remarks
- Emotional: spreading nasty stories; excluding; gossiping; frightening;
- Cyber: text messages; e-mails; abuse via social network sites;
- Encouraging others to act in any of these ways is also bullying.

Bullying is a subjective experience, and can only be measured by the effects experienced by the victim/s.

## **Statement of Intent**

Bullying is totally unacceptable in any situation. Drumduan School anti-bullying policy aims to ensure that students learn in a supportive, caring and safe environment without fear of being bullied; and that staff are free from fear of bullying by students or by parents. Where bullying is identified Drumduan Upper School will implement a fast response approach.

We recognise some bullying is motivated by prejudices such as racism, sexism or homophobic attitudes, or perceptions about disability and/or special educational needs. Particular strategies will be adopted to deal with this

bullying. Staff will be equipped with appropriate training to respond to these issues on the wider scale, as well as in relation to bullying.

### **School Ethos**

As a school we aim to create an environment in which everyone in our school community is valued, and where we treat one another with the consideration which we would like others to pay to us. We aspire to:

- create a safe environment where students can learn, work and play within a culture of supportive, mutual respect;
- foster relationships between staff and students, such that students can feel safe speaking to a staff member about their concerns, confident that they will be heard and given help;
- be clear that if bullying takes place, we will work together, promptly, to help both those who have been hurt, and also those responsible for bullying, such that they learn how to behave appropriately

### **Pro-Active Anti-Bullying Strategies**

- Promotion of school-wide ethos of care and respect for all as equals;
- Regular classroom conversations, appropriate to the age of the children concerned, regarding common expectations of behaviour;
- Using PSE lessons to deepen students' understanding of both positive and inappropriate behaviours;
- Striving for clear communications between staff and parents;
- Regular parents' evenings, with opportunities for concerns about bullying to be aired and discussed
- In-service training for staff on aspects of bullying;
- Regular opportunities in Faculty meetings to discuss bullying issues
- Provision of weekly agenda time in Faculty for teachers to raise and share with colleagues concerns they may have.

### **Identifying Incidents of Bullying**

Students who are bullied do not always report it, for fear of consequences from the bullies. We encourage staff to notice and follow up changes in students' behaviours that may suggest they are a victim of bullying:

- Withdrawn, unhappy, anxious behaviour
- Deterioration in work, including lacking concentration
- Erratic attendance, persistent lateness; or spurious illness
- Persistently arriving late at school or truanting
- Remaining close to adults, e.g. during playtime

Students who are aware of bullying ('bystanders') can be a powerful force in helping to address it and will be encouraged to do so in a safe way.

### **All students will be encouraged to report bullying by:**

- Talking to their class teacher, or staff member with whom they feel comfortable;

- Students may wish to contact national support agencies: we still encourage them to speak to someone at school, so that the bullying can be tackled at source.
- Staff who are being bullied are encouraged to report it to their mentor/headteacher/colleague of choice.
- Parents are encouraged to report concerns about bullying to the school, and thereby support the school in tackling it.

### **Actions Following a Report of Bullying**

If a student is bullying another student or member of staff, the school will:

1. Immediately have the allegation investigated, by the member of staff taking the report;
2. Record a clear account of the concern (usually by the reporting staff member), given to the relevant teacher(s) and copy placed in the Incident File (Office)
3. Ensure that all accounts of the incident(s) are heard (including those of bystanders). Written records will be kept of all incidents and the response.
4. The incident, including any background information, will be discussed with the children concerned (victim/s and bully/ies) at separate meetings, at the discretion of the responsible adult, and possible solutions will be discussed;
5. No victim will be expected to have to face someone who has been/is bullying them unless they are well supported, and are willing so to do;
6. Both parties should be informed/reassured that the matter will be dealt with urgently and as a serious matter;
7. They will also be informed that the parents of those involved will be informed.

### **If a member of staff is being bullied by a parent the school will:**

- Inform the designated personnel members of Management Team, and Trustees;
- They, or a delegated representative of those members, will discuss the situation with both parties, ascertain the problems behind, it and discuss possible solutions with both the member of staff, and the parent.
- Written records will be made of all discussions;
- Until the situation is resolved, the member of staff will only meet with the parent in the presence of a colleague.

### **Actions Taken when bullying is found to have occurred:**

The teacher and, if required, an appropriate colleague, will meet separately with parents of both the bullied child and the bully, to discuss the situation and possible solutions and actions; A brief anti-bullying action plan will be produced within 3 days which will;

1. Address any specific issues;
2. Identify actions required so that the bullied child can feel safe at school; this may include restricting the movements and freedoms of the bully;
3. Gives clarity to students, parents and staff about actions which are to be taken/followed;
4. Remind all the students in a class that they too must share the responsibility to care for all their classmates and other children in the school. To allow bullying to take place without intervening to stop it, or report it, is to actively participate in bullying.
5. There will be active follow-ups by the lead teacher concerned, and these will be reviewed in Faculty meetings, to monitor progress and check that the bullying has not resumed. It is the responsibility of that lead teacher to ensure review is on the appropriate agenda.
6. Review will include communicating with the parents of both parties, for their observations and report on progress.

### **Supporting students who have been bullied**

Our priority is to ensure the student who has experienced this unacceptable behaviour is safe from further bullying, and that s/he feels safe and secure in school. Further, that they do not experience any negative consequences as a result of the bullying being exposed. Our aim is for the child to return, with confidence, to a normal school life as swiftly as possible.

- The class teacher (or agreed staff member) will take responsibility for ensuring all the steps above (*Actions Taken when Bullying is found to have Occurred*) are put into effect, and sustained until such time it is agreed the situation is resolved.
- The class teacher (or agreed staff member) will monitor the child appropriately, tactfully and discretely, to gauge progress.
- The class teacher (or agreed staff member) will ensure that actions are followed-up; review brought to Faculty meetings, and that parents are kept informed of the situation in school.

Students who have bullied will be helped to change their behaviour through active support from their class teacher/agreed appropriate staff member by:

- Discussing what happened and what led up to it;
- Discovering why the student became involved /instigated the action;
- Establishing with the student the wrong doing and the need to change;
- Working with the parents to help the pupil change their attitude;
- Use specialist interventions or referrals to other agencies where appropriate
- Apply sanctions as appropriate

### **Sanctions WILL include the following**

1. Official warning to cease bullying behaviour;

**Sanctions MAY include the following**

2. Tasks of value to the wider community of school children may be assigned, providing an opportunity for reparation.
3. Detention during morning or lunch-time breaks;
4. After school detention (with 24 hours written notice given to parents);
5. Exclusion from a school trip or other event, if not an essential part of the curriculum;
6. Separation from group – either in the same classroom (i.e. desk away from any other child) or within another supervised room, for a day.
7. Where bullying involves violence and the child is deemed to be present a risk to other children, they may be suspended from school for a fixed period.
8. Permanent exclusion may be necessary in cases of extreme persistence or of serious violence.
9. In serious cases the school may be obliged to refer the matter to the police.

Policy Adopted	April 2014
Reviewed	April 2019

**Drumduan Upper School**  
**Bullying Incident Report Form**

Name of Student	Class
Date	

Details of incident
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Incident reported to
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Action taken
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Parent Contacted?
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Signed by	
Student	Class Guardian