



Ash Villa School

ANTI-BULLYING POLICY

ASH VILLA SCHOOL ANTI-BULLYING POLICY

Policy Review Date and Contact

This policy is due for review: Autumn Term 2017-18

Person responsible for policy: Leigh Bentley

Approved by the school's Governing Body:

(Signed)  Chair of Governors

(Signed)  Headteacher

Date 24.1.17

Ash Villa School recognises the damaging effect that experience of bullying can have on a young person's self-esteem, confidence and ability to engage in both educational and social activities.

It is the aim of Ash Villa School to ensure that bullying behaviour in school is recognised as unacceptable and is dealt with effectively. Also, that the ethos and environment of the school encourages and supports students to be able to report current or prior experiences of bullying.

There is no legal definition of bullying.

However, it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, eg because of race, religion, gender or sexual orientation

(gov.uk Bullying at School)

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (eg email, social networks and instant messenger)

Ash Villa School recognises that this list is not exhaustive.

At Ash Villa School we seek to instil values in all members of the school which should educate about the effects of, and prevent occurrences of, bullying.

These are delivered through PSHE and Citizenship (see subject policies for further information) and reinforced through the school's Code of Conduct, written in consultation with the students. The school places importance on promoting equality of opportunity, (see the Single Equalities Policy), and seeks to challenge stereotypes, opposing prejudice, and respecting individuals regardless of age, gender, disability, colour, race, ethnicity, class, religion, marital status or sexual orientation.

Our computer network is monitored weekly for key words and phrases that may be indicative of bullying behaviour (either from or towards a student).

The school also plans themed sessions during Anti-Bullying Week which provide opportunities for discussion to help pupils understand the definition of bullying, explore the reasons why it happens and the possible consequences for both victim and bully. These sessions are repeated during the year as the student group changes and/or it is deemed appropriate.

Information is crucial to dealing with the problem. Those who feel that they are being bullied, or who are witnesses to what they believe is bullying, should always tell a member of staff. Any cases of alleged staff bullying should be taken to the Headteacher, or Chair of Governors if the allegation is about the Headteacher. Counselling, if required, should be offered for confidential support.

It is crucial to the school's success in dealing with bullying, that all members of the community recognise that it is unacceptable and should not be tolerated. It is the responsibility of all members of the community to take action if they see it happening. To remain silent is to condone the actions of the bully.

Procedure

When incidents occur outside school, they are still relevant to the health and welfare of students when they return to school, and should be taken into account. It is the stated policy of Ash Villa School that, although there is not a direct responsibility to deal with bullying out of school, the school will liaise with the nursing team and, if relevant, the main educational provider to ensure appropriate support is in place.

Where bullying occurs in school, either on-site or on off-site educational visits, the following procedures will be applied:

In all cases we assure the person making the allegation that we will take immediate action to collate information and resolve the alleged issue. Where students are involved parents/carers are informed as soon as practical.

Dealing With Incidents

- Staff will fill in the Bullying Incident Form and pass it to Headteacher where it will then be shared with the In-Patient Unit Manager.
- Except for the most straight forward cases in which truth has been established and the matter resolved swiftly, interviews will be conducted by the Headteacher with a second member of staff present. This will enable a record to be kept of the interview(s) and what is said to be corroborated, and has the benefit of both members of staff being able to confirm the evidence being given.
- Notes, rough copies and where necessary a brief summary, or any copies of letters sent to parents/carers to be put on student file with cross reference as appropriate. Interviews will be conducted fairly, giving all sides the opportunity to state their case, so as to establish the facts. In all cases those involved will be warned not to do or say anything that may prejudice their position vis-à-vis the member of school who has been bullied (no revenge / stirring up support among friends, no taking the law into their own hands).
- Full investigations will be followed by the appropriate sanction in line with the school behaviour policy. In practice the sanctions applied to pupils are at the Headteacher's discretion and range from a verbal, through to temporary or permanent exclusion, depending on the gravity of the offence and the pupil's previous record with reference to bullying.

The use of external agencies will be used where appropriate including the LADO and the Police.

The Role of Parents/Carers

- Parents/carers who are concerned that their son or daughter might be being bullied or who suspect that they may be the perpetrator of bullying should contact the Headteacher immediately.
- Parents/carers of pupils who are being bullied and parents/carers of the bullies will be involved in the solution to the problem, as appropriate, by the school.
- Parents/carers should be reassured that the school will not tolerate bullying, and takes a pro-active approach to educating students to combat it.
- If parents/carers have any concerns about the way the school is dealing with an on-going issue, parents/carers will make their concerns known to the Headteacher, or Chair of Governors if the concern is about the Headteacher.
- The school policy is published on the website and will be made available on request.
- The school will offer support to the parents/carers of any young person who is experiencing difficulties with and/or using bullying behaviour.

Monitoring and Evaluation

Monitoring of the policy at Ash Villa will include termly checks on Incident Report forms to see if a pattern of bullying behaviour can be observed. This termly check will also enable us to see whether bullying has become more or less frequent in nature.

There will be feedback from the Headteacher to Governors on accurate records of bullying incidents at each meeting (three times a year).

Appendix

Bullying Incident Report Form

Reported by:	Role:															
Date(s) of incident(s): _____																
Time(s) of incident(s): _____																
Locations(s) of incident(s): _____																
Details of people involved Please include names and details of each child's alleged role - ringleader, outsider, reinforcer, assistant, defender, victim - and level of involvement. 1 = very involved 2 = involved 3 = slightly involved 4 = only indirectly involved _____ _____ _____ _____ _____ _____ _____ _____ _____																
Bullying incident related to: tick all that apply <table><tr><td><input type="checkbox"/> Race</td><td>Appearance or health condition</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> SEN or disabilities</td><td>Sexual orientation</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Gender</td><td>Religion or culture</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Age</td><td>Other (define)</td><td><input type="checkbox"/></td></tr></table>		<input type="checkbox"/> Race	Appearance or health condition	<input type="checkbox"/>	<input type="checkbox"/> SEN or disabilities	Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/> Gender	Religion or culture	<input type="checkbox"/>	<input type="checkbox"/> Age	Other (define)	<input type="checkbox"/>			
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Forms of bullying used: tick all that apply <table><tr><td><input type="checkbox"/> Physical aggression</td><td>Damaging or taking personal possessions</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Deliberately excluding</td><td>Verbal threats</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Name calling and teasing</td><td>Spreading rumours</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Cyber bullying</td><td>Extortion</td><td><input type="checkbox"/></td></tr><tr><td></td><td>Other (define)</td><td><input type="checkbox"/></td></tr></table>		<input type="checkbox"/> Physical aggression	Damaging or taking personal possessions	<input type="checkbox"/>	<input type="checkbox"/> Deliberately excluding	Verbal threats	<input type="checkbox"/>	<input type="checkbox"/> Name calling and teasing	Spreading rumours	<input type="checkbox"/>	<input type="checkbox"/> Cyber bullying	Extortion	<input type="checkbox"/>		Other (define)	<input type="checkbox"/>
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Frequency and duration of bullying behaviour: <table><tr><td><input type="checkbox"/> Once or twice</td><td>Persisting over two months</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Several times a week</td><td>Persisting for more than a year</td><td><input type="checkbox"/></td></tr></table>		<input type="checkbox"/> Once or twice	Persisting over two months	<input type="checkbox"/>	<input type="checkbox"/> Several times a week	Persisting for more than a year	<input type="checkbox"/>									
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<input type="checkbox"/> Several times a week	Persisting for more than a year	<input type="checkbox"/>														

Other notes on incident: including relevant previous behaviour

Checklist: Tick as appropriate

- Does incident involve same person?
- Has a follow up date been set?
- Have parents/carers been notified?
- Has action been agreed with victim?
- Had individual discussions with all?
- Has action been agreed with perpetrator?
- Had group discussion with all involved?
- Are notes and comments attached?

Other actions:

- | | | |
|--|--------------------------------------|--------------------------|
| <input type="checkbox"/> medical treatment required? | referral to other agencies? | <input type="checkbox"/> |
| <input type="checkbox"/> police involvement? | specific report from staff attached? | <input type="checkbox"/> |
| <input type="checkbox"/> report to governors? | other? | <input type="checkbox"/> |

Details of actions agreed with everyone involved - including parents and carers where appropriate:

Follow up review dates and interventions:

Completed by: _____

Role: Date: _____

Checked by: _____

Role: Date: _____

Outcome of follow up and further actions taken:

Has the bullying stopped? Yes no

Describe any other outcomes, who was involved and when they occurred: