

# Appendix 1

## ANTI-BULLYING POLICY

### **Section 1 - Introduction**

This policy sets out Wellfield Middle School's position with regard to bullying. It outlines roles and responsibilities of all stakeholders and measures that are taken by the school to prevent bullying in the first instance and also to deal with issues of bullying should these arise. This policy should also be read in conjunction with our behaviour policy, ICT policy and the anti-bullying guidance booklet used with all pupils in the school. This booklet was produced with help from the Local Authority and a number of pupils who assisted in its production.

### **Section 2 - What is bullying?**

By bullying we mean "Behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally"

We acknowledge that there are different types of bullying which broadly speaking fit into the following categories:

- Fighting, kicking, punching
- Tripping up
- Spreading nasty rumours
- Laughing at someone
- Name calling
- Staring
- Taking someone's possessions
- Threatening

- Leaving someone out deliberately
- Cyber bullying

As a school we recognise that bullying can take place in and out of school. We reserve the right to intervene and take action against bullies who become involved in incidents on their way to or from school whilst wearing our school uniform.

### **Section 3 - How we aim to prevent bullying**

It is the aim of our school to prevent incidents of bullying happening and to take a pro-active approach at all times. This involves giving key messages to all pupils on a regular basis in assemblies and in form tutor times. Posters and displays around school convey key messages about the school's core values of respect, tolerance, honesty, co-operation etc.

Pupils have worked with local authority officers to produce an anti-bullying child speak leaflet. Key messages from this are refreshed with pupils for example in assemblies. The booklet has been shared with the Parents' Forum such that messages about anti-bullying can be reinforced at home and parents play their role in taking a pro active approach.

Discussion about anti-bullying also takes place in curriculum time. As well as form tutor time, when opportunities to talk about anti-bullying arise, all pupils in the school have one lesson of Be Spirited. In these lessons reference is made to values and pupils are given opportunities to discuss together and reflect on bullying, its effects and consequences.

Pupils are encouraged to come forward and share their worries and anxieties with staff, parents or friends. Our ethos of care and kindness towards all members of our community means that pupils hopefully feel able to share these knowing that they will be listened to and dealt with sympathetically.

### **Section 4 - How we aim to deal with issues of bullying**

We will always listen to pupils complaining about bullying. We will gather information about what has happened and decide how serious the situation is. Sometimes the problem can be dealt with quite easily by talking to those involved.

Where a clear incident of bullying is confirmed (see definition above) a written record will be made and parents will be informed. We will decide what action needs to be taken in terms of punishment in line with our behaviour policy and sanctions. Where necessary other pupils may be asked to give a statement about anything they have seen or heard.

When such a situation occurs the following staff will be kept informed :

- Form teacher
- Key Stage Manager

- Head of Learning Support (if the pupil involved is on the SEN register)
- All teaching staff (where bullying is thought to be occurring within lessons)
- Lunchtime staff (where bullying is thought to be occurring at lunchtimes)

And in serious cases

- Deputy Headteacher
- Headteacher

The situation will be carefully monitored and the pupil involved asked at a later date if there are any remaining problems. Where appropriate the school will give regular feedback to parents of a bullied child to ensure that the problem really has been dealt with to the satisfaction of all those concerned.

### **Section 5 - Help for the bully**

For those who are found to be involved in bullying others help will be given to support them and prevent them bullying in the future. They will be reminded about the consequences of their actions and of the school's values and stance on bullying. Opportunities will be given to discuss their own problems or reasons for bullying and appropriate help given. This might involve talking to one of our mentors in school, a school buddy or the school nurse.

### **Section 6 - Roles and responsibilities with regard to anti-bullying**

#### **The role of the Form Teacher**

The form teacher's role is pivotal in that they see the pupils each day and are able to pick up on any signs of anxiety, stress etc. They will deal with any issues of bullying in the first instance and especially ones of a lower level nature. They will consult with the Key Stage Manager as appropriate.

#### **The role of the Key Stage Manager**

The Key Stage Manager will offer support and guidance to the form teacher and will become involved directly in more serious cases of bullying. They will liaise with other staff as appropriate.

They will also contact and speak with parents as appropriate

#### **The role of the Learning Support Manager**

The LSM will offer an additional layer of support to any SEN pupil who is being bullied and will liaise with other members of staff dealing with a particular incident. The LSM will talk to parents of the child if required.

#### **The role of the Headteacher**

The Headteacher will ensure that the anti-bullying policy is being implemented and that all staff are familiar with it and with the procedures for dealing with bullying in school. The HT will also be involved in very serious cases of bullying. He/she will

also ensure that all key staff are informed at all times about instances of bullying affecting a particular pupil.

### **The role of parents and pupils**

It is absolutely essential that pupils tell us when something is happening. If parents are made aware of bullying in school affecting their child they must inform the school as soon as possible. We cannot deal with bullying if we are not informed.

### **The role of Governors**

Governors will ensure that the policy is being implemented and that it is reviewed on an annual basis. They will offer support and guidance in cases of serious bullying.

### **The role of all staff**

It is important to state that all staff (teaching and non teaching) have a role to play if we are to deal with bullying effectively. Everyone must look out for signs of bullying and be prepared to listen sympathetically to a pupil's concerns and to pass on information to the correct person. Although we have clear lines of referral it must be remembered that any pupil could bring a concern to any member of staff. A more senior member of staff may become involved at any stage often because they happen to be in a particular place at a particular time. The important thing is, however, to ensure that all staff who need to be are fully involved and kept in the picture.