



# ANTI-BULLYING POLICY

**This policy was adopted by the  
Governing Body on:**

**Summer Term 2017**

**Next Review:**

**Summer 2019**

## **Ysgol Uwchradd Caergybi**

### **Anti-Bullying Policy**

**2016-17**

Message from the Headteacher: Mr Adam Rhys Williams JP

In January 2003, the Welsh Assembly Government published the consultative document 'Respecting Others', to offer guidance to deal with the problem of bullying in Welsh schools. The Anti-Bullying Policy is based on the Welsh Assembly Government's 'Respecting Others: Anti-bullying Guidelines, 2003'. The policy also complies with the Human Rights Act 1998 and Equality Act 2010.

The purpose of our anti-bullying policy is to reduce to an absolute minimum the amount of bullying that occurs. Recognising that bullying may and can happen is the first step in making sure that the school is safe. We will do our best to prevent it and to deal effectively with it if it happens. I acknowledge that bullying incidents are stressful not just for the individual being bullied but also on the parents and siblings. I expect all incidents of bullying to be treated seriously and in a consistent way. Therefore, it is crucial that bullies are dealt with according to this policy and my intention always will be to educate bullies so that they stop bullying. Where appropriate, we will work with pupils who have been bullied to help them develop the self-esteem and the skills to discourage others from bullying them.

If your child has been a victim of bullying, please contact initially your child's Head of Year for further advice. The school also employs a Restorative Officer who in a previous career was employed as an Education Police Liaison Officer and has years of experience dealing with educating children in the law and the rights of the child with regards to bullying of all types. – Mr Brian Jones

#### **Rationale**

Everyone at Ysgol Uwchradd Caergybi has a right to feel comfortable, secure and happy; this is the only way that all members of the school can achieve their full potential. Bullying of any kind prevents the implementation of equal opportunities. Everyone has a responsibility to prevent bullying; this policy includes guidelines to implement this ethos.

If any bullying occurs, the pupils being targeted must feel confident that the school can effectively deal with the problem. Our aim is to challenge any kind of bullying, to sympathise with any pupil/individual who has been bullied and help to develop an anti-bullying ethos within the school.

We are a TELLING school. This means that anyone who knows or suspects that bullying is happening, is encouraged to tell a member of staff.

The use of social media and messaging online to intimidate others is an increasing national trend. Bullying via social media, text, e-mail or phone call leave no physical scars but can be highly intrusive and harmful to one's mental well-being. The school will enforce its policies with regard to use of mobile phones and the internet safety and will continue to monitor all e-communications used on the school site.

## **Principles**

Children have an unconditional right to be educated in a safe and secure environment and to be protected from others who may wish them harm, belittle them or abuse them.

There is no justification for cruel behaviour, and no form of bullying should be tolerated. Discrimination based on race, religion, gender, sexual orientation and ability is totally rejected as a reason/excuse for bullying. Cruel behaviour is a problem for the bully and the victim. Incidents of bullying should be dealt with in a positive and constructive manner that will offer positive and developmental opportunities for both the bully and the victim.

The effective management of bullying is a shared responsibility, and strategies should include a commitment from school staff, parents/carers and professionals who deal with targeted children, or children who behave in a cruel manner.

Information relating to the school's bullying policy and procedures should be easily accessible and in a format that's understandable for children and their parents/carers.

## **Defining bullying – What is 'bullying'?**

Bullying is behaviour that torments over a period of time. It can be recurring to such a degree that the victim cannot defend himself/herself. As a school, we endeavour to ensure that all the pupils know the difference between bullying and a "dispute".

Cruel behaviour can be direct or indirect:

Bullying includes physical force and threats, verbal attacks and challenges, damage to property, demands, sexual interest or inappropriate touching\*, exclusion, malicious rumours, cruel or abusive graffiti and using electronic technology to harass.

Ysgol Uwchradd Caergybi takes any kind of bullying seriously and is ready to take action in cases relating to any form of bullying, or cyber bullying, including bullying on grounds of race, gender, disability, educational ability, sexual orientation or

health. In cases such as these we will discuss with the bully (and the parents, if appropriate) to deal with the matter.

\* Make sure that you record any incidents of sexual harassment and cruelty in line with the Child Protection Policy and Procedures, where necessary.

### **The welfare and behaviour of our pupils outside of school**

This policy is for examples of bullying on School premises only. The School does not have a legal responsibility for bullying which happens in other places. However, we as a School have a continual interest in our pupils' wellbeing and behaviour and we will give due consideration to any information we receive about bullying outside school premises and take it as part of our duty to look after our pupils' welfare.

- If we understand that a pupil is responsible for bullying other children outside of school premises we will notify the parents/ guardians of the bully.
- If we understand that a pupil is being bullied outside School premises we will be prepared to offer help and support and advice on how to avoid similar situations. Parents/ guardians of the individual being targeted will be notified.
- If we hear concerns about bullying outside the School premises we will advise parents / guardians to contact the local police to ask for help and guidance to deal with the situation.
- Discussions will be held with the bus companies if there are concerns involving School transport and they will be asked for their help in solving the problem.
- If we receive information that a child is being bullied by a sibling outside of school, first of all we will speak to the parents/carers.
- If our pupils are being bullied by children from another school, we will contact the Head of the school in question and invite him/her to deal with the matter.

### **Objectives of the policy**

- Fulfil the school's statutory responsibilities of respecting the pupils' rights and safeguarding and promoting their general welfare.
- Promote a school ethos in which each child feels safe and is able to achieve their full potential, and that attending Ysgol Uwchradd Caergybi is a positive experience.
- Make it perfectly clear that any type of bullying is unacceptable at the school.
- Encourage the pupils to report bullying incidents.
- Deal with cases of bullying effectively. Explain that the school has a responsibility to respond to cases of bullying and emphasize the school's attitude to bullying to all school staff, pupils and parents/carers.

- Face the problem of bullying and manage it by implementing the whole-school policy and procedures.
- Support and protect victims of bullying and ensure that we listen to them.
- Assist and support the bully so that he/she changes his/her attitude, as well as his/her behaviour and understands why he/she must change.
- Assure parents and carers that the school takes the welfare of their children seriously.

### **Aims of the policy**

Ysgol Uwchradd Caergybi will strive to meet the aim of this policy by achieving the following aims:

- Develop and implement an anti-bullying policy based on a consistent school approach.
- Ensure that pupils, parents/carers are aware of the appropriate steps to take in dealing with a case of bullying.
- Ensure that every member of staff treat cases of bullying effectively and immediately, by referring the case to the Head of Year or the SLT link.
- Raise awareness amongst staff, parents/carers and pupils of bullying and the school's attitude towards it, and create an environment where the fact that bullying is inappropriate and unacceptable is appreciated.
- To be proactive in the prevention of bullying.
- Show the bully that his/her behaviour is unacceptable and assure the victim that action will be taken to ensure his/her safety.
- Discuss their problematic behaviour with the bully in a fair, firm and friendly way. Provide them with support to enable them to change their behaviour.
- Ensure that copies of this policy are available to view on the school website and at parental request.
- Support the key role that class tutors/subject teachers have in recognising and preventing cases of bullying.
- Accurately record all cases of bullying, and monitor the effectiveness of anti-bullying strategies.

### **Code of Conduct for staff and pupils**

#### **a) The role of staff**

Every adult at the school, to all intents and purposes, is an example to the pupils. The way in which we behave towards each other and towards the pupils is important when creating a positive example. Members of staff should ensure that they:

- Show respect towards every pupil and all colleagues
- Judge the behaviour, rather than the pupil
- Avoid favouritism
- Implement the school's behaviour policy fairly and consistently
- Avoid labelling
- Have high expectations of the pupils
- Make a special effort to develop the habit of praising their pupils.

#### **b) The role of pupils**

Young people have a responsibility to show a good example to their peers. The pupils should ensure that they:

- Show respect towards their fellow pupils and adults who work at the school
- Support and be sensitive towards others, especially when they may be feeling weak
- Support the school's Anti-bullying Policy in an active way
- Be responsible for their own behaviour.

### **Whole-school steps to prevent bullying**

All staff members who are involved in the educating and supervision of children will be aware of the different elements of bullying, and the need to implement the school policy consistently when witnessing bullying or when cases are recorded. Staff members are expected to reinforce the message that bullying is totally unacceptable, and that strong action will be taken to prevent and control bullying.

The issue of bullying will be raised with the pupils on many different levels, including:

**A whole school level** – on the school website, in morning assemblies where there will be an opportunity to discuss the school's anti-bullying policy with the children.

**Class level** – during lessons, tutorial, cross-curricular work and CE/PSE lessons

**On an individual level** – children who are considered to be at risk of being bullied (or have already been bullied) are offered additional support and guidance.

Children who have bullied other children are given special support and advice, they are provided with strategies that will enable them to eradicate their unacceptable behaviour, and to stop them from misbehaving in the future.

**a) The role of the pupils**

Pupils are encouraged to report incidents of bullying that they have suffered themselves, or they have witnessed to staff. Pupils can report bullying to any member of staff in the school or report to Ystafell Pawb and report the incident to any member of the inclusion team. In these circumstances the Heads of Year, Restorative Practice Officer and staff will respond positively, and will give careful consideration to any concerns and will thoroughly investigate the incident.

**Parents/carers**

**b) The role of parents**

Parents/carers who believe that their children are being bullied should inform the school as soon as possible, and should be prepared to work with the school to ensure the safety of their children in the future. Any concerns are taken seriously and are thoroughly investigated.

In the same way, if parents/carers are worried about the behaviour of their child they are also encouraged to report their concern to the school, so that we can try to solve any problem and develop a plan to prevent further incidents and help the child/children to change their behaviour.

Ysgol Uwchradd Caergybi is committed to working in partnership with parents/carers and believes that the best results can be achieved when professionals and parents work together to tackle bullying. As a school, we realise the important influence that parents/carers have on their children, and our hope is that school/home agreements can be used to ensure parental assistance if their child/children are part of any bullying – either as the victim or the bully.

If a child is part of a serious incident, or if the school has evidence that a child is a regular participant in less serious incidents (either as the victim or the accused), the school will inform the parents/carers and will invite them to participate in strategies to deal with the problem and to prevent similar incidents from happening again. School staff members are responsible for dealing with individual, less serious incidents, and will contact parents/carers. If parents/carers are unhappy with the way the school has investigated an alleged case of bullying, they have a right to complain to the Head in the first instance. If they then believe that the issue remains unresolved they have the right to inform the Governing Body through the Chairman, who will decide if an investigation, should be conducted. The parents/carers will be given a

report directly. Please see separate policy on complaints procedures for further guidance.

### **c) The role of staff**

During lunchtime, break time, and at the beginning and end of the school day. We have arrangements in place to ensure that sufficient supervision is provided during these times to reduce the risk of bullying. All staff on duty are required to wear high visibility jackets and carry radios.

All of these preventative strategies will be implemented within the school ethos which is based on respect, responsibility and pride. To help the children to learn and develop the ability to respond appropriately to others, each member of staff will treat their colleagues, the children and parents in a polite and respectable manner and will strive to set an example for everyone around them.

### **Procedures to follow**

- All reported incidents of bullying are investigated and taken seriously. If bullying/hurtful behaviour is suspected or reported, the incident will be dealt with immediately by the member of staff who was witness to it or the person to whom the bullying was reported.
- An account of the incident is recorded and given to the relevant investigating staff member.
- This staff member interviews all concerned and will record the incident.
- Form tutors/class teachers are kept informed and if bullying persists, the tutor/teacher will advise other members of staff as appropriate.
- Parents are kept informed.
- Support systems and/or sanctions are used as appropriate and in consultation with all parties concerned.
- Restorative work with both parties is considered and discussed with the bullied party. Restorative meeting often resolves the issue before escalating into major incidents.
- The parents of both the bully/bullies and victim/victims are informed about incidents and the action taken, or to be taken, by the school. Parents are asked to support the strategies which are proposed to tackle the problem. The bully/bullies will also be reminded of the possible consequences of bullying and the sanctions imposed for repeated incidents will be clearly explained. If appropriate, the students will undergo a process of restorative work.
- Persistent bullies may be excluded from school. A monitoring tool is normally used to ensure repeated bullying does not take place.

## **Cyber Bullying**

Where any form of cyber bullying (as previously defined) affects another pupil in the school or may bring the reputation of the school into disrepute, the school reserves the right to be involved whether the electronic material was produced within the school or outside. Further the school will review electronic material held or accessed by any pupil in the school including their e-mail account and their mobile phone if we suspect cyber bullying is occurring. Pupils must be aware that some forms and levels of cyber bullying are illegal and the school will advise parents to inform the police where necessary.

### **External Agency Involvement**

Where necessary we will call on outside resources to aid an investigation, or offer support to a victim and/or the bully. Such agencies include the police and school based counsellors. This will always be done in partnership with parents.

### **Monitoring and Evaluation**

Ysgol Uwchradd Caergybi reviews this policy annually and assesses its implementation and effectiveness. This policy is being promoted and implemented throughout the school. The school also analyses student questionnaires and uses this data to inform future practice and policy.

### **Conclusions**

An Anti-Bullying Policy alone cannot prevent bullying. We strongly believe that bullying is an aspect of life that cannot be reduced, without understanding why it happens. Our policy has been designed to improve this understanding and reduce the reasons behind bullying, and for this purpose it's an essential part of the ethos and philosophy of the school.

If a parent is concerned about bullying they should contact the Head of year Year. If a parent wishes to take the matter further they should contact the Assistant Headteacher Mrs Stella Dennis-Bunting. If the bullying continues and the matter is not resolved the Headteacher will engage in the matter.

Pupils are told they must report any incidence of bullying to an adult as soon as an incident has taken place, it is their responsibility to report this to a member of staff. Pupils are encouraged to be "Standbys rather than Bystanders".