Anti-Bullying Policy

Responsible for Policy:	School Improvement Board (Interim Academy Committee)
Date of Policy:	April 2019
Date Approved by SIB:	July 2019
Date of Review:	April 2022
Cycle of Review:	3 years

The school is named after Cardinal Nicholas Wiseman who became the first Cardinal upon the re-establishment of the Catholic hierarchy in England and Wales in 1850. His coat of arms is displayed on every student's blazer. The motto is 'All things for Christ' therefore faith is at the heart of everything we do, as well as recognising that we are all made in the image of God.

RATIONALE

We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Cardinal Wiseman Catholic School, whether it is at school or during off-site activities. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. *Anyone* who knows that bullying is happening is expected to tell the staff.

All members of the school community, including parents and governors, should have an understanding of what bullying is and what the school's procedures are for responding to bullying.

As a school we take bullying seriously. Pupils and parents should be assured that we do not tolerate bullying and that they will be supported when bullying is reported.

This policy should be read in conjunction with the School Behaviour and Discipline Policy, the Safeguarding & Child Protection Policy and the E-Safety Policy.

AIMS

- To develop a strong ethos in the school which promotes tolerance and respect, including respect for difference and diversity.
- To ensure efficient patrolling by staff of school site, especially lunch queues and secluded areas, and to ensure a staff presence at the school gates at critical times of the day.
- To ensure prompt and thorough investigation of reported incidents, including contact with parents of victims and bullies.
- To record incidents of bullying so that analysis can inform policy and practice.
- To encourage all members of the school community to be vigilant.
- To enable pupils to report incidents of bullying without fear.
- To ensure effective activities within the curriculum to promote awareness of intolerance and bullying and to effect a change in the behaviour of bullies.

WHAT IS BULLYING?

At Cardinal Wiseman Catholic School we define bullying as actions or words that are deliberately hurtful, repeated often over a period of time and difficult for victims to defend themselves against. We see that there are four main types of bullying:

- **Physical** – hitting, kicking, taking belongings, aggression and inappropriate touching.
- **Verbal** – name calling, insulting, making offensive remarks including those of a sexual nature.

- **Indirect** – spreading nasty stories about somebody, social exclusion, sending malicious emails or text messages on mobile phones including photographs and images.
- **Cyber** – sending malicious emails or text messages on mobile phones, inappropriate and persistent messaging and images through social networking sites.

Bullying can also be:
- **Emotional** - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- **Interference** with possessions.
- **Racist** - racial taunts, graffiti, gestures.
- **Sexual** - unwanted physical contact or sexually abusive comments.
- **Homophobic** - because of, or focusing on the issue of sexuality.
- **Special Educational Needs** – because of learning or physical disabilities.

SIGNS AND SYMPTOMS
A pupil may indicate by signs, words or behaviour that he or she is being bullied. To those who know the pupil this may simply be a feeling that 'things aren't quite right'. Adults should be aware of these possible signs and that they should investigate if a pupil:

- Does not want to walk to and from school.
- Refuses to attend school.
- Begins to truant for no apparent reason.
- Becomes withdrawn or displays a sudden lack of confidence.
- Attempts or threatens to commit suicide.
- Is upset at night and has displayed a disruptive sleep pattern linked with increased nightmares.
- Is continuously complaining of feeling unwell in the morning and at school.
- Possessions and clothes are torn or damaged or go missing.
- Asks for money or steals money (to pay bully).
- Loses dinner money on a regular basis.
- Has a sudden increase in bruises or cuts which the pupil finds difficult or is unwilling to explain.
- Comes home hungry (money or lunch has been stolen).
- Stops eating.
- Suddenly displays unusual aggressive and disruptive behaviour.
- Starts to bully other peers or family siblings.
- Is reticent or unwilling to talk about what is going wrong.
- Shows a sudden drop off in their use of the mobile phone or internet chat rooms.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

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BULLYING OUTSIDE SCHOOL PREMISES

- Staff will investigate bullying incidents outside of school (within reason) when reported by a parent, pupil or member of the community.
- The school will discipline pupils for bullying/misbehaving outside of the school premises e.g. on school buses, at local shops if appropriate.
- Parents will be informed of an incident and subsequent action taken by the school.
- The school will consider whether it is appropriate to notify the police should the nature of the incident be criminal or pose a serious threat to a member of the community

ROLES AND RESPONSIBILITIES

The Principal and the Local Academy Committee:
- The Principal has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils.
- The Local Academy Committee is responsible for approving the Anti-Bullying Policy.

The Vice Principal will:
- Ensure that all staff have an opportunity of discussing strategies and reviewing them.
- Determine the strategies and procedures.
- Discuss development of the strategies with the Leadership Team.
- Ensure appropriate training is available.
- Ensure that the procedures are brought to the attention of all staff, parents and pupils.
- Analyse and report on incidents to the Leadership Team and the LAC.

Year Heads, Key Stage Leads and the Behaviour Team will:
- Be responsible for the day-to-day management of the policy and systems.
- Deal with incidents that swiftly and appropriately including referring the incident to the Leadership Team if necessary
- Ensure that there are positive strategies and procedures in place to help both those being bullied and the bullies.
- Keep the Leadership Team informed of incidents.
- Determine how best to involve parents in the solution of individual problems.
- Make a regular report through the pastoral notes and CPOMS.
- Develop resources to support the anti-bullying elements of the tutor time programme.

What will we do to prevent bullying?
We will ensure that everyone understands what bullying is and how to deal with it through:

- Communication of this policy to parents, pupils, staff and governors.
- Lessons and assemblies.
- Tutor time programme.
- Regular reminders about courteous and respectful behaviour in normal lessons and everyday activities within the school.

- Publication of advice through posters on notice boards and computer screens.
- External agencies as appropriate e.g. theatre productions.
- Transition activities for Year 6 into Year 7 pupils.
- Work with the Chaplaincy team e.g. year retreats.
- Support from Time for You, Learning Support and Youth Workers.
- Parent workshops on e safety and cyber bullying.
- Input with Year 7 on cyber bullying from the police liaison officer.
- Staff receive Child Protection training annually.
- Links to advice websites for parents and pupils.

All incidents of bullying will be seen as important and will be dealt with in a sensitive, consistent and urgent matter. Sanctions and counselling will be adopted. Pupils will be encouraged to feel able to report **ALL** incidents of bullying and to support each other when witnessing incidents. Friends of victims will be encouraged to report bullying if they are aware of it, even if the victims ask them not to. In all cases the victims will be given support to reassure them.

Some incidents may be relatively minor e.g. hiding a bag or a coat or using nicknames etc. and may be dealt with by reprimand, a warning, a detention and a clear statement that such behaviour is unacceptable at Cardinal Wiseman Catholic School. However, minor cases will be recorded and passed to the appropriate Year Head.

Repetition or serious cases of abuse or bullying will result in parents being notified and/or interviewed and in more severe cases sanctions being used with the bully e.g. fixed-term exclusion.

Anti-Bullying Procedures: Parents
- If parents suspect their child is being bullied they should contact the Year Head or Attendance and Pastoral Care coordinator for their child's year. Parents should be prepared to talk about the signs and symptoms and any suspicions they have regarding those carrying out the bullying.
- Parents must leave the initial investigation to the school. Any attempt to resolve the issue themselves will inevitably make the matter worse.
- Parents should encourage their child to talk to their form tutor or another member of staff in the first instance.

Anti-Bullying Procedures: Pupils
- If a pupil thinks they are being bullied they must tell an adult, parent, form tutor or another member of staff and be prepared to explain what form the bullying is taking and how it affects them.
- Pupils who witness bullying or strongly suspect bullying must tell an adult, parent, any member of staff.

Anti-Bullying Procedures: Staff

In cases of reported or suspected bullying staff will:

- Make it clear to pupils that bullying is unacceptable.
- Teach pupils how to co-operate in controlling bullying e.g. posters, newsletters etc.
- Respond immediately if a pupil reports an incident of bullying by either dealing with it or referring it to the pupil's Year Head.
- Interview the victim(s) and friends to get a written account.
- Interview the bully and friends to get a written account.
- Pass on the details to the Year Head.
- Try to make sure that the bullying is prevented by being vigilant on duty before and after school, at break and lunch time and during lesson changeovers.

Anti-Bullying Procedures: Year Heads and Leadership Team

- Add the incident to CPOMS if appropriate.
- Record all bullying incidents in the bullying log for each year, with actions and outcomes.
- All homophobic and racist incidents will be recorded on SIMS by staff and Leadership Team will be alerted. Such incidents will be recorded and reported to the Local Authority.
- Carry out interviews with the victim and bully if not already done by member of staff.
- Discuss the incident with the victim and the bully together to resolve the situation if possible.
- Inform parents of the victim and the bully of the incident and the actions taken.
- Interview the parents of the victim and bully if necessary.
- Exclude the bully if appropriate.
- Refer the bully to the Governors.
- Involve the Police if appropriate.
- Deploy strategies for improving the self-esteem of and offering care for the victim e.g. inter-agency work (Education Welfare Service/CAF), resolution meetings, rewards, listen and value what the victim says.
- Deploy strategies for changing the behaviour of the bully e.g. inter-agency work, resolution meetings, behaviour support plans, alteration to curriculum etc.
- Follow the normal procedures of the behaviour referral system unless there is a need for 'fast-track' action to help the victim or the bully.

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff.
- Reassuring the pupil.
- Offering continuous support with a designated member of staff.
- Restoring self-esteem and self-confidence.
- Referral to a counsellor.

- Offering continuous support and advice to parents.
- Being informed about the outcome of the investigation in to their concerns.

Pupils who have bullied will be helped by:
- Discussing what happened.
- Discovering why the pupil became involved.
- Establishing the wrong-doing and the need for change.
- Informing parents to help change the attitude of the pupil.
- Referral to a counsellor.

Changing the attitude and behaviour of bullies will be part of the responsibility of the positive procedures used by the school. However, the school recognises that sanctions will also have to be used against bullies.

Sanctions:
Pupils who have bullied will be punished appropriately according to their behaviour, in accordance with the school's Behaviour Policy. For persistent offenders or incidents considered as gross acts of aggression, a pupil may have a fixed term exclusion, an alteration to their curriculum or timetable, be permanently excluded and or reported to the police.

Complaints:
If a parent or guardian is dissatisfied with the nature or swiftness of a response made by the school following a reported incident of bullying, he/she may wish to make a complaint. The complaints procedure is available on the school website.

The underlying principle of the procedure is that any concerns raised should be handled, if at all possible, without the need for formal procedures. If, however, the informal procedures are unsuccessful and the complainant wishes to take the matter further, formal measures will have to be taken.

Equal Opportunities:
In implementing this policy all members of staff must take into account the school's Equal Opportunities Policy. Staff must ensure that no pupil involved in any incident of bullying is disadvantaged on the grounds of gender, race, disability, sexual orientation, age, religion or belief.

Monitoring, Evaluation and Review:
Governors work with staff and pupils to review our Anti-Bullying Policy, improve mechanisms and support all new initiatives.

We will review this policy at least every two years and assess its implementation and effectiveness.

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APPENDIX A

Taken from: Keeping Children Safe in Education 2018

ONLINE SAFETY

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation – technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material.
- Contact: being subjected to harmful online interaction with other users.
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Filters and Monitoring

Governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from the school or colleges IT system. As part of this process governing bodies and proprietors should ensure their school has appropriate filters and monitoring systems in place. Whilst considering their responsibility to safeguard and promote the welfare of children, and provide them a safe environment in which to learn, governing bodies and proprietors should consider the age range of their pupils, the number of pupils, how often they access the school's IT system and the proportionality of costs VS risks.

The appropriateness of any filters and monitoring systems are a matter for individual schools and colleges and will be informed in part by the risk assessment required by the Prevent Duty.

The UK Safer Internet Centre has published guidance as to what "appropriate" might look like:

- UK Safer Internet Centre: appropriate filtering and monitoring.
- Guidance on e-security is available from the National Education Network – <u>NEN</u>. Buying advice for schools is available here.

Whilst filtering and monitoring are an important part of the online safety picture for schools and colleges to consider, it is only one part. Governors and proprietors should consider a whole school approach to online safety. This will include a clear policy on the use of mobile technology in the school. Many children have unlimited and unrestricted access to the internet via 3G and 4G in particular and the school and college should carefully consider how this is managed on their premises.

Whilst it is essential that governing bodies and proprietors ensure that appropriate filters and monitoring systems are in place; they should be careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

Staff Training
Governors and proprietors should ensure that as part of the requirement for staff to undergo regularly updated safeguarding training (paragraph 64) and the requirement to ensure children are taught about safeguarding, including online (paragraph 68), that online safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.

Information and Support
There is a wealth of information available to support schools and colleges to keep children safe online. The following is not exhaustive but should provide a useful starting point:

www.thinkuknow.co.uk

www.disrespectnobody.co.uk

www.saferinternet.org.uk

www.internetmatters.org

www.pshe-association.org.uk

www.educateagainsthate.com

www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

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