



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

Anti-Bullying Policy

	Position	Date
Prepared by	Assistant Headteacher: Learner Experience	February 2017
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FOR WEBSITE



ILKLEY GRAMMAR SCHOOL

ANTI-BULLYING POLICY

RATIONALE

The school aims to create a safe and secure environment for all students within its community. To do this, we must develop and sustain mutually caring and positive relationships, whilst recognising and celebrating diversity amongst all members of the school.

DEFINITION

Bullying takes different forms and can be by students and adults: it will not be tolerated.

Physical bullying seeks to intimidate and cause fear; at serious levels (assault, actual bodily harm or wounding) it is a criminal offence. It can involve pushing and shoving - 'bumping' or jostling with deliberate intent. Physical bullying can also involve theft or damage to property - although, of course, not all instances of theft or damage are evidence of bullying. The threat of violence very often accompanies thefts from persons - for example, of mobile phones or money - and there can be clear instances of extortion focused on weaker students. The motive - or a large part of it - is to demonstrate power and create fear.

Verbal bullying most often takes the form of name-calling and teasing. This can involve messages by mobile phone and email, which means that bullying can even invade life at home.

Another form of bullying is where it is meant to hurt by spreading rumours, making malicious accusations, manipulating social networks, and seeking to sideline or ostracise individuals.

Bullying can focus on race, nationality, culture or religion, or a mixture of these. It can also focus on sexual attractiveness, or the perceived lack of it, and sexuality, based on homophobia, misogyny, or both.

The focus of bullying can be more or less anything that distinguishes an individual, for example size, body shape, hair colour, skin, eyesight, dress, language or mannerisms; and prowess, or the perceived lack of it, in learning, sport or other activity. It can focus on personal backgrounds, including parents' jobs, houses and lifestyles, and can sometimes derive from deep-seated local feuding.

Bullying can be a one-off or sustained. It can be painfully obvious, but it can also be surreptitious and subtle. Bullying can be perpetrated by an individual, one-on-one, or by a group on one individual or on a group.

Cyber Bullying is also acknowledged by this policy: see Appendix I

OBJECTIVES

1. To make a clear statement that bullying will not be tolerated and will be dealt with firmly and fairly
2. To ensure that all adult members of the school community appreciate the importance of setting an example and an ethos which will encourage students to:
 - a) maintain a standard of behaviour which brings credit to the individual and the school.
 - b) co-operate with, and show tolerance and respect for other members of the school community and visitors to the school.

3. To deal with the issue of abuse of power (bullying) in a sensitive, open and accessible way through various areas of the curriculum e.g. tutorials, assemblies, RE, Personal Best Time and Citizenship, Drama, English, etc.
4. To ensure that all students and adults who are part of the school community feel able to approach staff and tell them their concerns about bullying in the knowledge that they will be listened to and their concerns investigated thoroughly and taken seriously.
5. To ensure that bullying is **always** followed up with victims and bullies and that adult judgement will not underestimate the stress of the student.
6. To involve parents in dealing with bullying.
7. To encourage tolerance, patience, trust, respect, empathy, co-operation and a genuine concern for others.

GUIDELINES

These are the guidelines, given to the separate groups.

Leadership Team

- Organise training for all staff
- With Heads of Year and Key Stage Directors analyse and monitor the levels and different forms of bullying throughout the school
- Organise Pastoral Student Voice collections to ensure that the views of students on bullying and feeling safe in school are taken into consideration to inform next steps
- Use records of incidents and outcomes of investigations to decide on any specific training required by staff.
- Deal with serious incidents as specified in the Personal Best Policy and in line with Actions Bring Consequences (ABC).
- Involve parents where disciplinary measures are taken against those responsible for, or involved in, bullying, in order to emphasise that bullying is contrary to the school's code of conduct and therefore unacceptable. The measures may include verbal warnings, detention, meeting with parents, isolation, exclusion from school, involvement of outside agencies, as well as counselling.
- Ensure that the Personal Best system is known and applied throughout the school.
- Ensure positive relationships and anti-bullying are part of the taught curriculum.

Key Stage Directors/Heads of Year/Student Support

- Use assemblies to raise awareness of the school's stance on bullying
- Use assemblies to inform students of relevant outside agencies for support and information
- Use assemblies to build self-esteem, self-confidence and responsible assertiveness.
- Use the tutorial programmes to raise awareness of the school's attitude to bullying and to consult students about the types and frequency of incidents both informally and formally through whole school Student Voice collection
- Use tutor reps meetings to discuss bullying concerns, feedback from tutorials and take information to school council meetings
- Use the NO BLAME approach as far as is practical
- Make appropriate recorded details of incidents
- Provide appropriate support and counselling for the victim and the bully
- Inform parents, as deemed appropriate, of both the victim and the bully, about the situation to enable all parties to work together
- Involve parents where disciplinary measures are taken against those responsible for, or involved in, bullying, in order to emphasise that bullying is contrary to the school's code of conduct and therefore unacceptable. The measures may include a range of sanctions such

as verbal warnings, detention, meeting with parents, isolation, exclusion from school, involvement of outside agencies, as well as counselling

- Monitor and record the levels and different forms of bullying in the year group
- Encourage the use of the Personal Best System and the application of ABC

Tutors

- Watch for possible warning signs- distress, illness, and irregular patterns of attendance etc.
- Allow an opportunity in tutorial time to discuss students' experiences and concerns of bullying and ways of combating it by building self-esteem, self-confidence and responsible assertiveness
- Provide appropriate support and counselling for the victim and the bully
- Inform Heads of Year, Student Support and Transition Manager, Designated Safeguarding Person or the Leadership Team as appropriate
- Monitor and record the different forms of bullying in the tutor group
- Reinforce the Personal Best system

Teaching Staff

- Watch for possible warning signs- distress, illness, irregular patterns of attendance and relationships within the group etc.
- In suspected cases of bullying, teachers are required to investigate the matter fully, or where appropriate, involve the form tutor, Year Leader, Designated Safeguarding Person or a member of the Leadership Team
- Report incidents of bullying to the tutor in the first instance
- Awareness of bullying, strategies for dealing with it and self esteem is raised and discussed in Drama, PBT, and Citizenship lessons at various times throughout the school

Duty Teams

- At the beginning of the school day, morning break, lunchtimes and at the end of the school day, duty teams in particular are responsible for monitoring the behaviour of students
- To be aware of and to patrol areas deemed to be potential 'hot spots' for bullying
- To deal with any reported incidents from students as pass on to the duty leader, Key Stage Director or Head of Year as appropriate

Learning Support Assistants

- Report any incidents of bullying to the member of staff with whom you are working
- Report any incidents of bullying of SEN students to the SENCO and Head of Year

First Aider

- To inform the relevant Head of Year when there are any suspicious circumstances or where a student reveals they are being bullied

Peer Mentors/ iLeaders / Student Leadership Team

- To offer support by being accessible and listening to younger students with bullying problems
- Report to tutor and Head of Year any incidents that appear to involve bullying

Students

- Students are encouraged to take appropriate action if they, or another student, are the victims of bullying. Information should be conveyed to an adult at the earliest opportunity. All such information will be treated in confidence as appropriate and acted upon appropriately
- The following guidelines (in the Student Planner) should be followed to deal with, or support students to cope with bullying

STUDENT PLANNER INFORMATION FOR STUDENTS

At Ilkley Grammar School, our policy is very simple; bullying will not be tolerated. Bullies have no place here; the victim is always supported and the bullies are helped to see the hurt they cause.

We believe that everyone in our school has the same basic rights of freedom from all forms of harassment. Students are encouraged not only to treat others as they would wish to be treated, but also actively to safeguard the rights of others.

The system is based on trust between students and staff. Students must tell staff when things are not right and they must trust them to handle the situation sensitively to make it better not worse. Many hours are spent in counselling students and restoring relationships. If you are being bullied or your friend is bullied, tell a teacher you trust. You will be taken seriously and given support.

Anti-Racist Policy and Prevention from Extremism

At this school we are strongly opposed to any form of racism. No racist, or extremist literature, insignia or bullying is acceptable. Anyone seen to be behaving in a racist manner will be firmly dealt with. The school also works in collaboration with the police to 'prevent' extremism. The ABC document (Actions Bring Consequences) is consulted to decide the tariff of sanctions.

Are you being bullied?

- 1) Tell an adult you can trust.
- 2) Tell yourself that you do not deserve to be bullied; it is the bully who has the problem.
- 3) Get your friends together and say "NO" to the bully.
- 4) Stay with groups of people even if they are not your friends - there is safety in numbers.
- 5) If possible, avoid being alone in places where bullying is more likely to occur.
- 6) Try to ignore the bullying.
- 7) Try not to show that you are upset, which of course, is difficult.
- 8) Try being assertive; shout "NO" loudly. Practise this.
- 9) Walk quickly and confidently even if you do not feel that way inside. Practise this.
- 10) If you feel in danger, get away. Do not fight to keep possessions.
- 11) If you feel you need support at break or lunchtime, use the 'safe area' provided by the learning mentor or the learning support manager.
- 12) Fighting back may make it worse. Seek advice. Talk to an adult first.
- 13) If you are different in some way, be proud of it. It is good to be an individual.

Parents

- a) Parents should regularly remind their son/daughter of the school's code of behaviour (PB), especially in terms of behaviour expected, in order to reinforce the aims of the school and to minimise the chance of their child's involvement in bullying.
- b) Parents should be alert to signs that their child may be the victim of bullying. Such signs may include: problems with attendance, illness, unusual money requests, missing or damaged equipment, physical injuries.
- c) If any parents suspect or discover that their child is being bullied, they are recommended either to encourage their child to inform a member of staff, or to inform the appropriate form tutor, Head of Year or member of the Leadership Team

directly. To assist teachers in their subsequent enquiries, full details of any incident should be given.

Governors

- Serious incidents of bullying may be referred to the Governor Pupil Disciplinary Committee.
- Governors can help anyone to access the information available including this policy and should encourage anyone seeking advice to speak to someone at the school.

The success of the school's anti-bullying policy can only arise as the result of the co-operation, understanding and determination of all involved parties:

Students - Parents - Staff - Governors

Other related Policies:

Personal Best (Behaviour)

Equality

ICT Acceptable Use Policy and E-Safety Policy (Online bullying)

Child Protection/Safeguarding (including Prevent and Extremism)

Appendix I - Cyber Bullying

Young people have fully embraced the use of information and communication technologies to maintain contact with friends and make new ones. They send emails, create their own websites, post intimate personal news in blogs (online interactive diaries), send text messages and images via cell phones, message each other through IMs (instant messages), chat in chatrooms, post to discussion boards, and seek out new friends in teen community sites.

While most interactions are positive, there are increasing reports of these technologies being used to harass and intimidate others. This has become known as cyber bullying.

Definition

- **Cyber bullying** is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, pre-teen or teen using the Internet, interactive and digital technologies or mobile phones. It has to be a minor on both sides, or at least have been instigated by a minor against another minor.

- www.stopcyberbullying.org

Ilkley Grammar School is committed to developing a safe environment where the students act respectfully and positively towards each other in acceptable and non-threatening ways.

Procedure

The named e safety officer at Ilkley Grammar school is Andy Calvert and should be consulted when cyber bullying is suspected

Staff at Ilkley Grammar School have the responsibility to ensure that:

- all forms of cyber bullying are prohibited at Ilkley Grammar School
- staff are aware of cyber bullying and are able to identify and look for signs of occurrence among the students
- students are aware of the consequences of cyber bullying
- a code of conduct is in use for technology, including computers, iPads, mobile phones and their personal devices whilst on the school premises
- all cases of cyber bullying are reported to the e-safety officer and responded to promptly
- there is supervision of technology that is effective for monitoring and deterring cyber bullying

Students at Ilkley Grammar School have a responsibility to ensure that they:

- do not participate in cyber bullying
- do not use mobile phones, iPads, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff
- advise students being victimised by cyber bullying to talk to an adult
- offer to speak to an adult on behalf of the student who is being victimised by cyber bullying