



Knowledge · Virtue · Aspiration

Upper Junior School for Girls

ANTI-BULLYING POLICY

INTRODUCTION AND PRINCIPLES

Our Anti-Bullying Policy takes account of all the different forms of bullying that may occur between and with the children who attend our school; it covers all those incidents of which we become aware, which may occur whilst the children are on the premises at school under our supervision or else outside of it.

This policy should be seen in conjunction with our Child Protection and Safeguarding Policy and our Staff Code of Conduct Policy, a copies of which are lodged at our website. The policy applies to all pupils.

The policy aims to outline a consistent school response to any bullying incident that may occur.

OUR GENERAL POLICY GOVERNING OUR CHILDREN AND BULLYING

Our community is based upon respect, good manners and fair play. It is imperative that all children at the School feel welcome, secure and happy. Only if this is the case will all members of the school community achieve their maximum potential. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/her full potential. We expect our pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together.

The school prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they work cooperatively together. Acceptance of our Behaviour Policy forms part of our contracted terms and conditions. This policy is available to parents/guardians of pupils and prospective pupils on our website and in hard copy on request.

We aim to make all those connected with the school aware of our intolerance of bullying and our support of the latest DfE guidance provided within its document Keeping Children Safe in Education (KCSIE) September 2018. Bullying of any sort prevents children from achieving their potential and prevents equality of opportunity. Therefore, bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents/guardians fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school.

Each incident reported will therefore be investigated and it is the responsibility of everyone involved, including staff, pupils and parents, to deal with any proven incidents quickly and effectively and to aim to prevent the occurrence of bullying.

DEFINITIONS OF BULLYING

The DfE guidance document "Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies" (October 2014) defines bullying as: "Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally."

Put another way: Bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including email, social media and SMS or other instant messages), and emotional means (by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation., where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural or family background, special educational needs, disabilities or other physical attributes (such as hair colour or body shape). It may also be unpleasant in other ways. Bullying can also encompass being drawn into terrorism including support of extremist organisations.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents/guardians.

DEFINITION OF CYBERBULLYING

Cyber bullying can be defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others" (Belsey, <http://www.cyberbullying.org/>). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/ herself.

Cyber-bullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or Hijacking / cloning e-mail accounts.

Cyberbullying is further covered in our **E- Safety Policy**.

THE SCHOOL'S RESPONSE TO BULLYING

We always treat bullying very seriously. It conflicts sharply with the school's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour and radicalisation and support of extremist ideas. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on school trips or outside of the school's premises will not be tolerated any more than bullying on school premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside school premises and outside school hours.

SIGNS OF BULLYING

In order to identify incidents of bullying and the identity of bullies at the School we require all staff to:

- Watch and check for early signs of distress in pupils
- To act as a deterrent by being clearly visible at playtimes
- Monitor children's behaviour in the playground
- To ensure children are never left unattended except when at the toilet
- To ensure appropriate behaviour is normal practice, particularly in the play spaces

A child may indicate by their behaviour that he or she is being bullied. Staff will look out for some or all of the following signs, which may be evidence of bullying.

Children may:

- be frightened of walking to and from school
- change their usual route
- not want to go on the school bus
- be unwilling to go to school (or be 'school phobic')
- feel ill in the mornings
- begin truanting
- begin doing poorly in their school work
- come home regularly with clothes or books destroyed
- come home starving (bully taking their lunch)
- become withdrawn, start stammering, lack confidence
- become distressed and anxious, stop eating
- attempt or threaten suicide
- cry themselves to sleep, have nightmares
- have their possessions go missing
- ask for money or start stealing (to pay the bully)
- continually 'lose' their pocket money
- refuse to talk about what's wrong
- have unexplained bruises, cuts, scratches
- begin to bully other children, siblings
- become aggressive and unreasonable
- give improbable excuses for any of the above
- choosing the company of adults rather than peers

Although there may be other causes of some of the above symptoms, a repetition or sufficient combination of these possible signs of bullying would be investigated by parents/guardians and teachers and reported/ recorded as appropriate.

SPECIFIC OBJECTIVES

Within the school, we have the following areas of focus and concern in safeguarding our children, which we update to latest statutory guidance, specifically this year to the DfE document “Keeping Children Safe in Education” (KCSIE) September 2016:

1. Preventative Measures
2. Induction and Training for all staff engaged in regulated activities, ensuring the latest available guidance is imparted on the best practice for understanding and dealing with bullying
3. Strategies for identifying and monitoring bullying by those responsible for children
4. Reporting and referrals where appropriate within the school, and externally to the Local Authority or police of serious incidents of which we become aware
5. The role of parents/guardians in assisting anti-bullying measures

PREVENTATIVE MEASURES

We take the following preventative measures to ensure that bullying does not become a problem at our school:

PUPILS

All new pupils are told about the school's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished and will be supported.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions but sometimes we may remove a treat for hurtful behaviour.

Occasionally, a child may be sent to see the Headteacher, who will explain the inappropriateness of a particular action, but such instances are rare. Parents/guardians are always informed by telephone when any sanction is needed and, in cases of repeated instances of hurtful or inappropriate behaviour, they will

be invited into the school to discuss the situation with their child's Teacher to agree a joint way of handling the difficulty.

Assemblies address the issue at regular intervals

Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other.

Other lessons, particularly RE, Islamic Studies, CV&V and English highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.

All our pupils are encouraged to tell a member of staff at once if they believe that bullying is taking place in line with our policy on whistle-blowing.

Pupils are supervised in all areas outside the classroom and staff patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.

STAFF

Training in child protection and anti-bullying is an important part of the induction process. Every new member of our teaching staff, including part-timers, temporary, visiting and contract staff working in school, receive appropriate training on these responsibilities. This requires them to be alert to the signs of abuse, bullying and radicalisation and on the procedures for recording and referring any concerns internally and where appropriate externally.

All school staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support.

All reported incidents are recorded and investigated at once. We always log reported incidents. Records of any incidents are kept securely in the admin office in order that patterns of behaviour can be identified and monitored; A copy of the template for logging an incident is attached to this policy as Appendix A.

We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils. The school has the right to take disciplinary measures in respect of such acts.

PARENTS AND GUARDIANS

We encourage close contact between the Head Teacher and parents / guardians, and will always make contact if we are worried their child might be being bullied, or who suspect that their child may be the perpetrator of bullying. If parents or guardians have any concerns about bullying they should contact their child's class teacher immediately. It is essential that they provide all the details of which they are aware as early as possible.

Parents/guardians have a responsibility to support the school's anti bullying policy and to actively encourage their child to be a positive member of the school.

We welcome feedback from parents/guardians and guardians on the effectiveness of our preventative measures and results of this anti-bullying policy.

In the event that parents/guardians feel that a situation has not been resolved satisfactorily, they should refer to the School's Complaints Procedure, a copy of which may be found on the website.

CYBER-BULLYING - PREVENTATIVE MEASURES

In addition to the preventative measures described above, the school:

- Expects all pupils to adhere to its procedures for the safe use of the internet. Certain sites are blocked by our K9 web filtering system and our IT technical staff supply reports monitoring pupils' use.
- Will impose sanctions for the misuse, or attempted misuse of the internet.
- Offers guidance on the safe use of social networking sites and cyber bullying in PSHE lessons and on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Pupils are not permitted to have mobile phones in school.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

All pupils know that there are adults to whom they can turn to if they are worried. Kirpa Dhokia is Designated Safeguard Lead (DSL), Shakeel Ahmed and P. Saeed Alam, our Head Teacher are our deputy DSL's. Our procedures require that Ms. Dhokia or in her absence, Shakeel Ahmed or P. Saeed Alam the Deputy DSL's, be informed should a member of staff, a parent or any other adult ever have any concerns of their own, or if they are ever approached by a child.

For all teaching staff approached, the emphasis is always on a caring, listening, unprejudiced approach as bullies may be seen or unseen at work; bullies are often unseen victims too - that is often why they bully; bullying activities may be undertaken by children against each other; and so communication is the key to addressing bullying. Our staff will therefore;

- Undertake discussions at length with the alleged victim in a private location so as to ascertain their version of the events. This will require patience and understanding.
- Obtain reports from witnesses if possible.
- Undertake discussions with the alleged bully/bullies, who will be asked to give their version of events.

If they own up, then staff follow the procedure outlined:

- If they do not own up, staff will investigate further. Not all instances of claimed bullying behaviour are clear and proven and not all incidents are one-sided.
- If there is clear evidence of bullying, the bully is helped to recognise their unsociable behaviour and offered support to modify that behaviour.
- Where a child is deliberately aggressive, for example, in the playground, he/she should be removed from the situation so that others can enjoy their break and gradually re-introduced to the playground, with progress monitored carefully.
- Introduce sanctions for the child who is bullying, which may include, depending on the perceived severity of the incident(s) obtaining an apology, withdrawal from favoured activities, loss of playtimes, suspension or, with persistent or serious incidents, exclusion from school.
- If deemed necessary and with the approval of the Head or a senior member of staff, a class teacher may have separate discussions with parents/guardians of bully and victim.
- Inform the parents/guardians that an incident has occurred and the action that has taken place and ask that they support the strategies proposed to tackle the problem.
- Make a written record of the incident which will be logged in the class log and serious behaviour log.

- Continue monitoring the situation by observing at playtimes/lunchtimes and having discussions with victim to ensure no repetition occurs.
- Assuming the behaviour of the child who is bullying improves, favoured activities etc. can be reinstated, and the child should be praised for good behaviour. This will rebuild the child's self-esteem, which may have been damaged after being caught bullying, or could have been low anyway, hence the bullying.
- Review and analyse the incident to identify lessons learnt
- Report all incidents to Kirpa Dhokia as the designated Safeguard Lead (DSL) or in her absence to Shakeel Ahmed or P. Saeed as the deputy designated DSL's.

COMPLAINTS

Parents/guardians are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly.

APPENDIX 1.a

Greenfields Upper Junior for Girls Behaviour & Communication Log 2017 - 2018

DATE	TIME	PLACE	PUPILS INVOLVED	BEHAVIOUR	RESPONSE	ENTRY MADE BY	NOTES

APPENDIX 1.b

Bullying Incident Report Form (Page1)

Name of Child:	Class:
Date of Incident:	Time of Incident:
The child has been: Bullying ___ Victimised ___ (please tick)	
Child's Account of the Incident:	
Other children involved:	
Name of Teacher Present:	
Teachers Account and Steps Taken:	
Parents of bully informed Yes/No	Parents of victim informed Yes/No
Report Logged by:	Date:

Bullying Incident Report Form (Page2)

Date	Information
------	-------------

--	--

APPENDIX 2

RELATED SAFEGUARDING POLICIES

Please refer to the following policies, all available at our website, which relate to Safeguarding matters and which should be read in conjunction with each other:

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- Health and Safety General Policy
- Induction of New Staff
- Missing Child and Child Handover Policy and E- Safety Policy
- Policy for Pupils on Confidentiality
- Recruitment, Selection and Disclosures Policy
- Staff Code of Conduct Policy
- Taking, Storing and Using Images of Children Policy

P. Saeed Alam - October 2018

This policy will be reviewed in September 2019