

ORCHARD SCHOOL BRISTOL

Anti Bullying Policy

- Version: 0.6
- Date: May 2017
- Review Date: May 2018



POLICY AND AIMS

It is the policy of the school to ensure that all people (children and adults) in the school community are able to work in a safe and secure environment free from humiliation, harassment, oppression and abuse. Specifically:

1. To clarify for all members of the school community that bullying is not acceptable and must be totally discouraged. Everyone must act in a positive way to ensure that bullying is challenged and reported.
2. To ensure that all pupils, parents, staff, governors and others are aware of this policy and know that appropriate action will be taken.
3. To recognise that bullying can take place off-site and that the school will endeavour to respond appropriately as if it had happened on site by involving external agencies.

What is bullying?

Bullying is when someone uses words or actions that hurt or upset another person.

It can be:

- Using physical violence against another person.
- Encouraging someone else to use physical violence against another person.
- Filming or recording someone else bullying another person, also known as 'happy slapping'.
- Calling someone names or saying hurtful things about them. This includes all prejudiced-based bullying: racist and homophobic bullying, or bullying someone because of a disability.
- Spreading lies and rumours about someone.
- Deliberately not talking to someone or leaving someone out of a group, and encouraging others to do the same.
- Demanding money or belongings from another person.
- Cyber bullying

Encouragement to Tell (Disclosure by pupils being bullied)

The school will create an atmosphere in school where anyone who is being bullied, or others who know about it, feel that they will be listened to, and that action taken will be swift and sensitive to their needs. Disclosure (telling an adult) can be direct and open or indirect and anonymous. Please see 'Take a bite out of bullying' in Appendices.

Detailed procedures are included with an appendix to this policy and complementary advice is provided to pupils, staff and parents.

PROCEDURES

Procedural Guidelines and Philosophies

The totally anti-social and unacceptable nature of bullying should be constantly reinforced as an integral part of the school's stated aim of creating a caring and protective environment for all of its children and staff. This notion should be reinforced through the formal channels of House assemblies, the Curriculum, the Personal PHSE & Social Education programme and through school groups including the Anti-Bullying task force. Individual members of staff are expected to respond to all instances of bullying.

The exact course of action will vary with each situation but the main objectives should be that bullying incidents are brought into the open, discussed and strategies agreed to help resolve the problem. It is always important to make clear that:

1. The bully's behaviour is unacceptable and the bullying must stop.
2. Everything that happens is carefully recorded on specific Anti Bullying Log (updated daily and analysed weekly/termly)
3. The application of sanctions will depend on the individual circumstances of each incident.
4. Revenge is not appropriate for the victim.
5. The school will work with the parents of both the victim and the bully.
6. Support will be available for the victim.
7. Support will be available for the bully to help change his/her behaviour using the restorative model.

Signs of Bullying:

All adults on the school site have a responsibility to be aware of signs of distress in pupils as well as responding to direct/indirect disclosure. While the following types of behaviour may be symptomatic of other problems they may be the product of bullying:

- a. Obvious signs of distress such as tearfulness or constantly miserable expression.
- b. An unwillingness to come to school.
- c. Frequent headaches, stomach aches or complaints of feeling generally unwell.
- d. Request for money from staff or friends.
- e. Bruising on face or body.
- f. Isolation from other children.
- g. A sudden deterioration in standards of work.
- h. A reluctance to leave the classroom at the end of the lessons or at the end of the school day.
- i. A tendency to staff close to staff during breaks.
- j. Damage to child's property.
- k. Uncharacteristic behaviour.

The list is not exhaustive.

APPENDIX

RESPONSES TO BULLYING:

Response by School Staff – Teaching and Non-Teaching initially by the member of staff who learns of the matter.

- Intervention following observation of signs of bullying or following disclosure.
- Receiving, responding, taking seriously and acting upon the information which is disclosed.
- Recording and reporting (in writing using the internal referral system if appropriate) any incident which is observed or disclosed.
- Reports of all incidents will be filtered quickly to the appropriate Staff who will advise about future action in respect of both the victim and the bully.
- Seeking support quickly from any member of SLT if very serious bullying (e.g. extortion or violent assault) it is observed, suspected, or disclosed.
- In dealing with instances of, or persistent, bullying it will be made clear that:
 - the bully's behaviour is unacceptable and the bullying must stop;
 - everything that happens is carefully recorded;
 - the application of sanctions will depend on the individual circumstances of each incident;
 - revenge is not appropriate for the victim;
 - the school will work with the parents of both the victim and bully;
 - support will be available for the victim;
 - support will be available for the bully to help change behaviour using the restorative model.

Strategies

Strategies often have to operate within a number of constraints:

- incidents need to be resolved, not just smoothed over;
- those who feel aggrieved want to see justice done;
- blame may not be all on one side;
- it may never be possible to prove what really happened;
- levels of tolerance may vary enormously for pupils and parents;
- expectations may be unrealistic.

In responding, staff will use a range of strategies to resolve issues. The following four approaches are a number of the many possibilities available, but they can be seen as consistent with the constraints (above). Adults are crucial to all these procedures, but their role essentially rests on helping the pupils to deal with bullying themselves.

Cyberbullying

Bullying doesn't just happen face to face. It can happen over the internet and phone as well. This is known as cyberbullying, and can be just as hurtful and frightening as bullying that happens in person. Cyberbullying can happen in several ways. These include:

- Writing things on the internet that might hurt another person's feeling or make them feel unsafe. This can be on a personal website, forums, chat rooms, blogs, or social networking sites such as Facebook and AskFM.
- Posting video recordings of someone being bullied or attacked.
- Saying hurtful or threatening things on instant messenger programmes such as BBM or What's App.

- Making silent, threatening or hurtful phonecalls to another person.
- Sending text messages or emails that make another person feel hurt or unsafe.

Advice to Parents

At Orchard School we recognise that bullying affects everyone, not just the bullies and the victims. It affects pupils who witness bullying and other pupils might be drawn in through peer group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up, and it rarely sorts itself out. It is clear that certain jokes, insults, intimidating/threatening behaviour, written abuse and violence are to be found in our society. Only when we effectively address issues of bullying will a child be best able to benefit from the opportunities available at the school.

Our mission statement and the policies on equal opportunities are the basis of our approach to supporting all pupils. The general aim of the school is to maximise the intellectual, physical, social and moral development of each pupil.

At Orchard School we believe that it is the right of every pupil to learn in a supportive, caring and safe environment without the fear of being bullied.

We have a clear emphasis on the promotion of good citizenship and all staff make it clear that bullying is a form of anti-social behaviour that will not be tolerated.

Parents and families have an important part to play in helping schools deal with bullying

1. **First**, discourage your child from using bullying behaviour at home or elsewhere. Show them how to resolve the difficult situations without using violence or aggression.
2. **Second**, ask to see the school's anti-bullying policy. All schools should have an anti-bullying policy. It is a document that sets out how the school deals with incidents of bullying. You have a right to know about this policy, which is for parents as much as staff and pupils.
3. **Third**, watch out for signs that your child is being bullied, or is bullying others. Parents and families are often the first to detect that a problem exists. Don't dismiss it. Contact the school immediately if you are worried.

If your child has been bullied

- **Calmly talk with your child** about his/her experience; if it is cyberbullying keep a record of the content using a screen shot or screen print.
- **Make a note of what your child says**, particularly who was said to be involved; how often the bullying has occurred; where it happened and what has happened.
- **Reassure your child that** he/she has done the right thing to tell you about the bullying.
- **Explain to your child** that should any further incidents occur he/she should report them to a member of staff immediately. See Appendices (Take a bite out of bullying)
- **Make an appointment** to see your child's class teacher or form tutor.
- **Explain to the teacher** the problems your child is experiencing.

When talking with teachers about bullying

- **Try to stay calm**, bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- **Be as specific as possible** about what your child says has happened, give dates, places and names of other children involved.
- **Make a note** of what action the school intends to take.
- **Ask if there is anything you can do** to help your child of the school.
- **Stay in touch with the school**; let them know if things improve as well as if problems continue.

If you are not satisfied

Families who feel that their concerns are not being addressed appropriately by the school might like to consider the following steps:

- **Check with the school anti-bullying policy** to see if agreed procedures are being followed.
- **Discuss your concerns** with the parent governor or other parents.
- **Make an appointment** to discuss the matter with the Headteacher; keep a record of the meeting.
- **If you need further support and information at any stage or the problem remains unresolved**, ring the helpline at Parentline or other local and national support groups.

If your child is bullying other children

Many children may be involved in bullying other pupils at some time or other. Often parents are not aware that their child is involved in bullying.

Children sometimes bully others because:

- **They don't know that it's wrong**
- **They are copying older brothers or sisters** or other people in the family whom they admire
- **They haven't learnt** other, better ways of mixing with their school friends.
- **Their friends** encourage them to bully.
- **They are going through a difficult time** and are acting out aggressive feelings.

To stop your child from bullying others

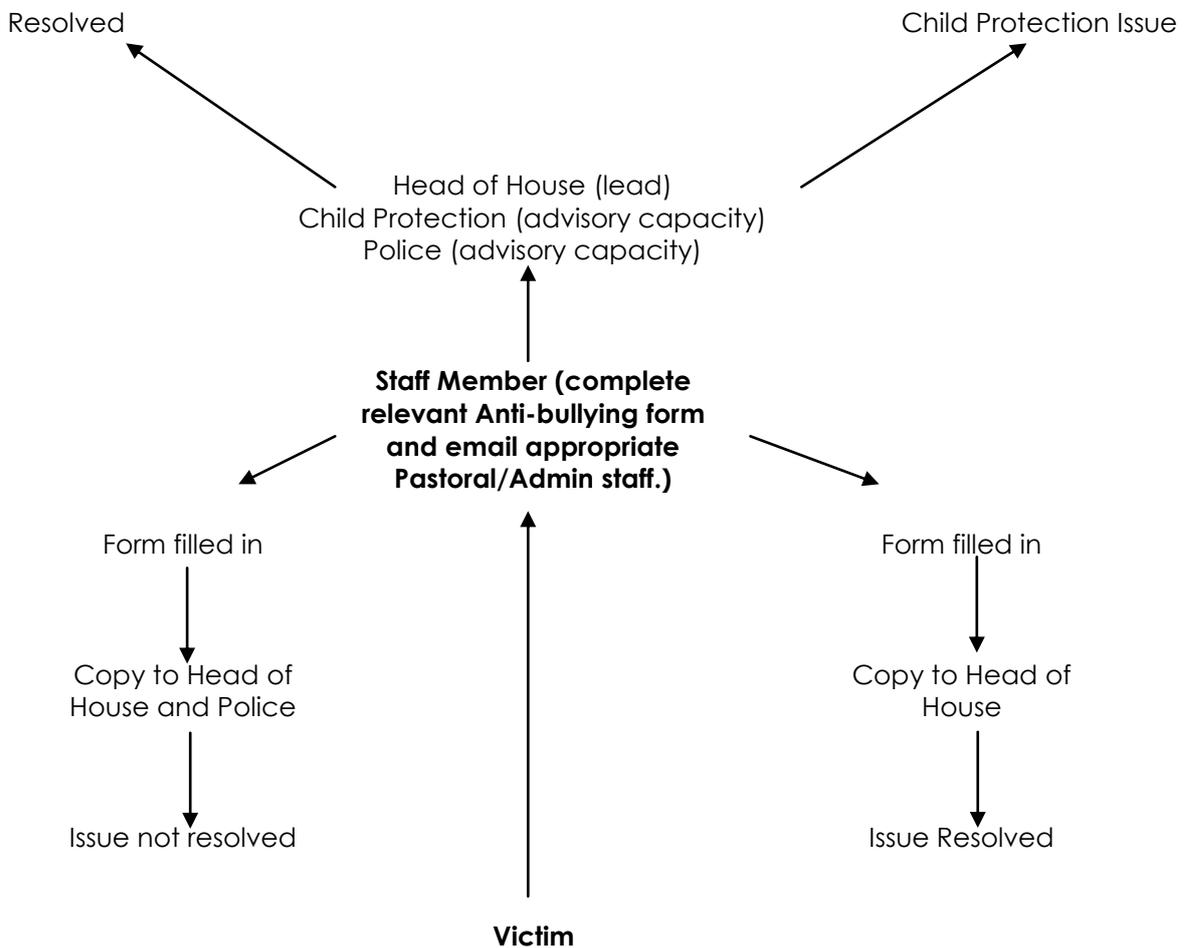
- **Talk with your child**; explain that what he or she is doing is unacceptable and makes other children unhappy.
- **Discourage other members** of your family from bullying behaviour or from using aggression or force to get what they want.
- **Show your child** how he/she can join in with other children without bullying.
- **Make an appointment** to see your child's class teacher or form tutor; explain to the teacher the problems your child is experiencing; discuss with the teacher how you and the school can stop him or her bullying others.
- **Regularly check** with your child how things are going at school
- **Give your child lots of praise** and encouragement when he or she is co-operative or kind to other people.

Bullying by mobile phone text messages or email

If your child experiences this kind of bullying, a parent can

- Complain to child's teacher.
- Ensure the child is careful about who they give their mobile phone number or email address to.
- Check exactly when a threatening message was sent.
- When necessary, report incidents to the police.
- Keep the messages that have been sent.

PROCESS FOR DEALING WITH INCIDENTS OF BULLYING



Actions

- The victim informs a member of staff of the bullying incident.
- **The staff member has a responsibility to take action**
- A statement is completed by the staff member, with the victim and is then given to the Head of House and a copy is also sent to the school police officer.
- The Head of House then meets the victim to discuss and agree next steps/actions. Parents of victim informed.
- If the issue is not resolved the Head of House meets with the School police officer to agree further actions. The Designated Teacher for child protection is also advised of ongoing issues. Parents are informed of continuing issues, and invited to attend a meeting to discuss actions that will be taken. The perpetrator's parents are also contacted.
- Deputy Headteacher is informed of the ongoing concerns and issues of bullying; further sanctions that can be used are discussed.

Useful Telephone Numbers:

Race Equality Officer Equalities and Inclusion Team CYPs	0117 353 3308
Advisory Centre for Education (ACE)	020 7354 8321
Ageist Harassment Young People	0117 927 9120
Anti-Bullying Campaign	020 378 1446 Office hrs 10:00am – 4:00pm
Avon and Somerset Constabulary	101 – non-emergency no In emergencies dial 999
Child Protection Helpline	0800 800 500
Childline line for danger	0800 1111 Confidential free phone Children in trouble or
Children's Legal Centre	0207 359 6251
DICE Disablist Incident & Crime Education	0117 377 3953
EACH (Educational Action Challenging Homophobia)	0808 1000 143
Homophobic Incidents Reporting	0808 1000 143
Kidscape	0207 730 3300 Bullying Counsellor available Monday – Wednesday 9:30 am – 4:30 pm
National Family and Parenting Institute	020 7424 3460
Parentline Plus	0808 800222
NSPCC	0800 800 500
Samaritans	0117 983 1000 Bristol Branch 0345 909090 Linkline
Support Against Racist Incidents (SARI)	0117 942 0060
Victim Support Scheme For harassment of adults:	0117 963 1114 0117 922 2658

Use Orchard's App-les to take a bite out of bullying



Tell any teacher
or member of staff

Teachers



Speak to
PCSO Kelly

PCSO support



Send an email
reportbullying@
orchardschoolbristol.co.uk

Email



Tell a student
with a red badge

Red badges



Leave a note
at reception

Note



Don't ignore it -
REPORT IT!

Look out



Tell a parent -
they can help

Parents

0117 377 2046



Use our bullying
phone line

Phone line



Find out more on
school website

Website



Take a bite
out of bullying!





Anti-bullying Charter - Orchard School Bristol

We should:

1. Think before we act and speak
2. Think how we use our phones and computers
3. Avoid deliberately hurting, upsetting or harassing others
4. Include people who feel left out
5. Treat others with respect
6. Try to help students who are being bullied

We believe that:

We all have the right to feel safe at school or at home



Take a bite out
of bullying!



Orchard School Bristol Bullying & Racist Incident Form

Sanctions applied must be in line with school's behaviour policy

Bullying?

Racism?

Staff member this incident was reported to?

Date:

		Tutor	Year		Tutor	Year
Who? Victim:				Perpetrator:		
Witnessed by? <input style="width: 100%;" type="text"/>						
When? Date of incident:	<input style="width: 150px;" type="text"/>			Time:	<input style="width: 100px;" type="text"/>	
Where? Location:	<input style="width: 450px;" type="text"/>					

What?
Indicate type of incident (mark all that apply with an X)

Cyber	Physical
Offensive text message <input type="checkbox"/>	Head butting <input type="checkbox"/>
Offensive e-mails <input type="checkbox"/>	Hitting <input type="checkbox"/>
Offensive social networking <input type="checkbox"/>	Kicking <input type="checkbox"/>
Sending degrading images <input type="checkbox"/>	Pushing <input type="checkbox"/>
	Threatening <input type="checkbox"/>
	Use of a weapon <input type="checkbox"/>
Emotional	Verbal
Being forced to do something <input type="checkbox"/>	Mocking/ Teasing <input type="checkbox"/>
Offensive graffiti <input type="checkbox"/>	Name-calling/taunting <input type="checkbox"/>
Spreading rumours <input type="checkbox"/>	Offensive comments/ language <input type="checkbox"/>
Other (please specify) <input style="width: 100%;" type="text"/>	

Brief description of incident:

Why? (mark all that apply with an X)

Appearance <input type="checkbox"/>	Home circumstances <input type="checkbox"/>
Disability <input type="checkbox"/>	Medical condition <input type="checkbox"/>
Ethnicity <input type="checkbox"/>	Religion <input type="checkbox"/>
Gender <input type="checkbox"/>	Sexuality <input type="checkbox"/>

Actions taken:
Details of action taken
(complete all boxes with either Y/N or initials - do NOT leave blank)

	Victim	Perpetrator
1 Action agreed with pupils (Y/N)		
2 Notified parents/carers (Y/N)		
3 Notified Head Teacher/Deputy Head (state initials of whom informed)		
4 Notified HCH/AHCH (state initials of whom informed)		
5 Notified Tutor/class teacher (state initials of whom informed)		
6 On-going support/monitoring from staff (Y/N)		
7 Restorative discussions with pupils involved (Y/N)		
8 School PCSO informed (Y/N)		

Action taken by? Date:

Further action required? (Y/N) By who?

Once completed this form MUST be emailed to the following staff who form part of the Bullying Task Force

l.miller@orchardschoolbristol.co.uk

d.coxon@orchardschoolbristol.co.uk

k.parslow@orchardschoolbristol.co.uk

Please copy the HOH & AHOH of the victim & perpetrator in the email
This will ensure that they are aware of the incident & that the appropriate sanctions are applied

HOH
Blue House
Green Dan Pitt

AHOH
Helen Burns
Tracey Poitling

HOH
Orange Craig Mawford
Yellow Phil Edwards

AHOH
Marie Gould
Debbie Piper