



# Hayesfield Girls' School

*Achieving Ambitions*

## Anti-Bullying Policy

### General Statement

The School Standards and Framework Act 1998 require maintained schools to have an Anti-Bullying Policy.

The Governing Body values the good relationships fostered by the school, and expects that every allegation of bullying will be taken seriously.

All staff, students and parents should be aware of the negative effects that bullying can have on individuals and the school in general, and should work towards ensuring that students can work in an environment without fear.

### Aims

- Ensure everyone at Hayesfield, students and staff, feel safe in school;
- Ensure that parents and carers have confidence in school policies and practice;
- To demonstrate that the school takes bullying seriously and that it will not be tolerated;
- To take measures to prevent all forms of bullying in the school and on off-site activities;
- Give every member of the Hayesfield community the responsibility of challenging bullying behaviour;
- To demonstrate to all that the safety and happiness of students is enhanced by dealing positively with bullying;
- To promote an environment where it is **not** an offence to tell someone about bullying;

### Definition of Bullying

Bullying takes place when someone deliberately means to hurt, threaten, frighten or humiliate another. This may usually occur on repeated occasions over a period of time.

### Responsibilities

#### Governing Body

The 'nominated governor' will liaise with the Chair, the Head and 'designated teacher' over all anti-bullying strategies, and individual cases where appropriate.

The governing body will discuss, review and endorse agreed strategies on the initiative of the 'nominated governor', and in any case will discuss the Head's annual report on the working of this policy.

#### The Headteacher

The Headteacher has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among students.

**The Headteacher 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 students; and
- report annually to the governing body.

**Assistant Headteacher (Student Voice) will:**

- ensure that there are positive strategies and procedures in place to help both the bullied and bullies; and
- undertake a regular review of the policy with students and staff

**Assistant Headteacher (KS3 & KS4) will:**

- be responsible for the day-to-day management of the policy and systems
- Keep the Head and Leadership team informed of incidents
- Determine how best to involve parents in the solution of individual problems
- Make a termly report to the Head teacher.

**Heads of Year will:**

- be responsible for ensuring that the school's positive strategies are put into practice; and
- know the school's procedure and deal with any incidents that are reported.

**Form Tutors will:**

- be responsible for liaising with (Head of Year) over all incidents involving students in their form;
- be involved in any agreed strategy to achieve a solution; and
- take part in the anti-bullying programme.

**All Staff will:**

- know the policy and procedures;
- be observant and to ask students what is happening to them;
- deal with incidents according to the policy;
- never let any incidence of bullying pass by unreported, whether on-site or during an off-site activity; and
- participate in the anti-bullying programme.

**Anti-Bullying Education in the Curriculum**

The school will raise the awareness of the anti-social nature of bullying through the PSHEE programme, school assemblies, the school council, use of tutorial time and in the national curriculum programmes of study as appropriate.

- the Assistant Headteacher (Student Voice) is responsible for initiating and developing with appropriate colleagues an anti-bullying programme as part of the PSHEE course and through a programme of activities; and
- Heads of Department/subject heads are responsible for introducing anti-bullying material in their programmes of study as appropriate.

Changing the attitude and behaviour of bullies will play a major part in the strategies used by the school.

## **Procedures**

### **Bullying can involve:**

- |                                |  |                         |
|--------------------------------|--|-------------------------|
| - Physical attacks             | - Verbal attacks                                     | - Sexual harassment     |
| - Teasing/taunting             | - Spreading rumours/gossip                           | - Disability harassment |
| - Name calling                 | - Racial harassment                                  | - Cyber bullying        |
| - Damaging / stealing property | - Forcing someone to do something against their will | - Leaving someone out   |
|                                |  | - Homophobic comments   |

### **Signs of Bullying**

Students who are being bullied may show changes in behaviour, eg becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be changes in work patterns, a lack of concentration, or truancy.

All staff should be aware of these possibilities and to report promptly any suspicions of bullying to the Head of Year/Department.

Students will be encouraged to report incidents of bullying.

Form Tutors and PSHEE teachers will include anti-bullying training in their programmes.

Every 2 years the school will run a whole school Anti-Bullying Workshop for half the school day.

### **Dealing with Incidents**

- if bullying is suspected or reported the incident will be investigated and dealt with initially and immediately by the teacher approached;
- if a racial element to the bullying is suspected the Deputy Headteacher (Teaching & Learning) must be informed immediately;
- the teacher will record the details of the incident and inform the Head of Year;
- the Head of Year will interview all the parties and make a record;
- the form tutor will be informed ( and where appropriate, the teachers of the student);
- the Head of Year/form tutor will determine the appropriate strategy and plan of action to combat the bullying;
- the form tutor will oversee the implementation of the strategy;
- parents will be kept informed by the Head of Year; and
- any sanctions against the bullies will be determined by the Head of Year

Incidents that take place outside of school activities involving students at the school are not the direct responsibility of the school. It is the school's responsibility to provide support and take reasonable steps to eliminate bullying involving students at the school.

### **Bullied Students**

Staff who deal with students who have been bullied must always offer reassurance. Students who have been bullied will be given support determined by the Head of Year/Form Tutor in consultation with the student.

### **Bullies**

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**

Any of the school's formal punishments can be used against bullies as appropriate (see Behaviour for Learning policy). For persistent offenders or incidents considered as gross acts of aggression a student could be permanently excluded.

### **Involvement of Parents**

Parents, as well as all staff and students, should know that the school will not tolerate bullying, and takes a positive approach to educating students to combat it.

Parents of students who are being bullied and parents of the bullies will be involved in the solution to the problem as deemed appropriate by the relevant Head of Year in consultation with the Assistant Head teacher (KS3 / KS4).

Parents will be informed of the policy and procedures and the possibility of permanent exclusion following gross acts of bullying.

Parents will be invited to a bi-annual information evening to discuss the policy and aspects of bullying and support.

### **Involvement of Students**

Students will be involved in the positive strategies through both the school council and forms/tutor groups. Students will have an input into the PSHEE anti-bullying programme, and will be consulted on how it could be developed.

The School council will have regular input into the review of the policy.

Initiatives will be lead by the student Anti Bullying Counsellors (Year 10 and 11 students) who support at the Lower School Site.

Students will be surveyed annually on their experiences at school and their views on bullying.

Support will also be offered by external agencies including; Off The Record, School Nurse and Kidscape (ZAP courses)

### **Strategies for Dealing with Bullying**

The school takes bullying very seriously and will always confront the issue.

It is important to recognise that many incidents of reported bullying involving younger students are usually as a result of a friendship issues so action will be appropriate to the incident. At Hayesfield we consider it important that if a child feels they are being bullied then they can expect us to take it very seriously.

Strategies used are appropriate to the incident and include:

- conflict resolution work with all students affected;
- discussion with the victim about how the situation will be dealt with;
- Work with the perpetrator(s) to develop empathy and understanding of the impact of their actions;
- disciplinary action including, if appropriate, exclusion - particularly where violence is used.
- Police will also be involved if this is felt appropriate.
- In incidents occurring outside of school the parents may also be advised to involve the police.

We believe the most effective way of challenging bullying is for the bully to be confronted with their behaviour and we work with them to get them to understand how they made the other person feel.

Parents will be informed when bullying occurs and the actions that are being taken. (It will not be appropriate to discuss all the details of disciplinary action with parents other than those of the student being disciplined).

### **Criteria for Success**

- A reduction in reported cases of bullying annually
- A high percentage of students report feeling safe in the school (annual survey)
- A high percentage of students report they are aware of the anti bullying policy and feel confident in the school's approach to dealing with bullying.

### **Counselling**

The school is prepared in appropriate cases to arrange counselling for both bullies and the bullied.

Off The Record run a weekly drop in session for students and the school will refer students for support.

Y10 and 11 ABC counsellors are trained by the Off The Record team and will offer peer support to younger students and direct them to appropriate sources of support.

The student planner has a list of contact numbers and websites where help is available.

### **Cyber Bullying**

This is an increasing area of concern nationally as students spend increasing amounts of time communicating through computers and Mobile phones.

Cyberbullying is when one person or a group of people aim to threaten, tease or embarrass someone else by using a mobile phone, the internet or other technologies.

Cyber bullying takes place through:

- Sending e mails that can be threatening or upsetting
- Sending abusive instant messenger & chatroom messages about a person directly to them or to other people.
- Using social networking sites (eg; Bebo, Facebook) to set up false profiles of people to humiliate and abuse.
- Sending humiliating and / or abusive text or video messages, as well as photo messages and phone calls.
- Sharing photos and / or videos of a person without their informed consent and using those images to humiliate or abuse that person.

### **Dealing with Cyber Bullying**

Appendix 3 contains the parents' guide which is available to all parents and outlines detailed ways of dealing with cyber bullying.

Key points:

- Report abuse to the providers of the service
- Print out and / or keep any abusive messages or images
- Involve the police if it is persistent and inform the school.
- The school will always act if any students are involved in any form of bullying in school.
- If bullying takes place outside of school then it is the parents' responsibility to act in the first instance and if necessary involve the appropriate authorities.
- The School will offer support and advice and take any reasonable action to ensure such incidents are not repeated and that it does not affect either party's education.

### **Reporting and Recording Bullying Incidents**

All incidents must be reported and recorded using the school's 'Incident Form'.

### **Staff Training**

The Assistant Headteacher (Student Voice) is responsible for arranging a programme of staff development, which will include anti-bullying strategies.

This will include training for education support staff and governors as well as teachers.

### **Monitoring and Review**

The Assistant Head teacher (Behaviour For Learning) will keep and consider reports on serious incidents, and make a termly report, with statistics, to the Head. The Head will consider the reports with the Leadership Group to determine what can be learned from the incidents and how they were handled with a view to improving the school's strategies.

The Head will make an annual report to the governing body.

Signed

Chair

Headteacher

### **Appendix One**

#### **Student Policy: Anti-Bullying**

**Everyone at Hayesfield has the right to feel safe and happy everywhere  
Everyone should value themselves and treat others as equals and as individuals**

### **What is bullying?**

When someone deliberately means to hurt, threaten, frighten or humiliate another. It will usually happen on repeated occasions over a period of time.

#### **It can involve:**

- ~ Physical attacks
- ~ Verbal attacks
- ~ Homophobic, Racist & disability harassment
- ~ Emotional bullying
- ~ Cyber bullying
- ~ Damaging/stealing other peoples property

#### **You can help to stop bullying:**

- Don't stand by and watch ..... be a friend not a follower.
- Show that you and your friends disagree with bullying
- Always be supportive and sympathetic.
- Be careful about teasing people or making personal remarks. If you don't think they will find your comments funny, then don't say them
- If you know of any serious bullying, **tell someone**. The victim may be too scared or lonely to tell.
- Do not let bullies in your friendship group. They will soon stop if they feel left out

#### **If you are being bullied:**

- ☺ Get help – don't try to deal with it on your own!
- ☺ Talk to your Form Tutor / Head of Year or ask your friends to tell for you
- ☺ Stick with friends that you can trust.
- ☺ Act confident – Be confident!
- ☺ We are all different – be proud of who you are. It's good to be an individual
- ☺ Make an appointment with Off the Record (at the office) or talk to an ABC councillor.

#### **What do we do about it at Hayesfield:**

- **We take bullying very seriously and will work hard to sort it out.**
- **We will find out all the facts before acting.**
- **It is important to support the person who feels bullied.**
- **Students who bully can expect strong disciplinary action. We will not tolerate people who try to make other people's life miserable.**
- **We will work with anyone who bullies to help them understand how they made the other person feel.**

## Appendix Two

### Student Support

Your happiness, health and welfare is very important to us. You must ask for help if you are finding things difficult. Talk to your friends, your tutor or your Head of Year.

There are lots of sources of advice and support available to you:

- ✓ **School Nurse** Mrs Clapp offers a confidential drop in service at school. Contact – 01225 825670 (see posters by office/medical room).
- ✓ **Off The Record** A trained counsellor, runs a confidential weekly drop in service. Appointments can be booked through either office.
- ✓ **ABC Counsellors** KS4 students will work with Years 7–9 students to offer support and advice. They will be available every lunchtime at Lower School.

### Off The Record

Off the Record also run a Drop in Centre on Manvers Street (next to the Police Station) – Freephone: 0800 3895551 or Bath (01225) 335551

### Other Sources of Support:

Organisation	Description	Contact Details
<b>Childline</b>	Confidential listening service for young people	0800 1111 www.childline.org.uk
<b>SupportLine</b>	Confidential emotional support for young people	0208 5549004 www.supportline.org.uk
<b>Saneline</b>	Emotional/crisis support	0845 7678000 (12 noon – 2 am)
<b>RU Thinking</b>	Confidential Advice for Teenage girls.	0800 282930 www.ruthinking.co.uk
<b>Mentoring Plus</b>	Support Service for young people who have offended or are at risk of offending	01225 429694
<b>Likeitis</b>	Confidential Information on all aspects of sex education	www.likeitis.org
<b>Contraception &amp; Sexual Health (CASH) Clinic</b>	Free and confidential drop in service (times vary)	Riverside Health Centre, James Street West 01225 474242 01225 831593 (info line)
<b>The Hideout</b>	Offer support in dealing with domestic violence	0808 2000247 www.thehideout.org.uk
<b>Connexions</b>	Careers Support and general advice	28 Southgate Street 01225 461501

### Cyber Safety

- ~ Be safe when on the internet
- ~ Do not give out personal details & keep passwords private
- ~ Block people who say hurtful things and report any abuse to the website.
- ~ If you receive nasty comments do not reply. Print out and keep (or save on your phone)
- ~ TELL SOMEONE if you receive nasty comments or threats. The person must be stopped otherwise they will do it again and again....

## **Cyber Bullying – A Parent’s Guide**

### **What is Cyber-Bullying?**

Bullies will use many ways to get at their victims and the Internet gives them yet another method. This form of bullying is sometimes called cyber bullying and describes the misuse of email systems, the Internet or mobile phones for harassing people, such as by sending unpleasant or aggressive messages. The good news is that there are some direct practical steps that you can take to help your child if they are a victim.

### **Bullying by e-mail**

Experts on bullying believe that many bullies tend to lack good communication skills and therefore the impersonal nature of email makes an ideal tool for them to victimise others. Unfortunately it is not immediately possible to check where an email has come from - you have to trust that the named writer is genuine. But it is not always wise to make this assumption. The best evidence is:

- If a name is not familiar, it may be safer not to open the email.
- If the sender is a known bully or if they have sent unpleasant or annoying messages before, then ignore it and delete it straight away.
- If the bullying happens through a personal email account, report it to the sender's email account provider - you can find this address after the @ sign.
- If it is not obvious who the sender is and there is continual bullying using email, then there are tools to trace senders. To find out more about this email tracking, go to one of the search engines, (e.g. Google, Yahoo etc) and type in "email tracking software" - this software can then be downloaded. Once you know the identity of the bully, get in touch with your Internet Service Provider (ISP) who can then block the sender from your email.
- If the email bullying is occurring in school, then this will be dealt with through the school's anti-bullying policy.

### **Bullying on the Internet**

There are various ways that people can be bullied on the internet. This can be through posting comments, pictures or videos on social networking sites, creating websites that intend to cause embarrassment or hurt and nasty comments or threats on Instant messaging sites (eg;MSN).

Actions:

- Contact your ISP. They can find out who runs the site and can request that it is removed.
- Your child can block people from accessing their sites (etc) and report abuse on most social sites.
- If the person responsible is at school with your child, then let the Head of Year know.
- Any false accusations or anything on the website which you feel is breaking the law or is threatening or intimidating should be reported to the police.

Students using Social Networking sites such as Bebo need to think about what information they put on the site and whether they allow their information to be public.

### **Text Messages**

Bullying can also be carried out using text messaging on mobile phones. Practical steps you can take include:

- Encourage your daughter to tell you or another responsible adult if they receive unwelcome text messages.
- Get your child to change their number or even get a new phone.
- Advise your child to be careful about giving out their mobile number.
- Send a text message yourself warning the bully that it is an offence to use the mobile phone in this way.
- Trace the number and report the offender to the phone company.
- Involve the police if it persists and inform the school if the perpetrators go to the school

**Cyber Bullying in all its forms should be stopped. No one should be subjected to it, least of all your child.**

- Don't wait for something to happen before you act. Make sure your child understands how to use these technologies safely and knows about the risks and consequences of misusing them.
- Make sure they know what to do if they or someone they know are being cyber bullied.
- Encourage your child to talk to you if they have any problems with cyber bullying. If they do have a problem, contact the school, the mobile network or the Internet Service Provider (ISP) to do something about it.
- Parental control software can limit who your child sends emails to and who she received them from. It can also block access to some chat rooms.
- Moderated chat rooms are supervised by trained adults. Your Internet service provider will tell you whether they provide moderated chat services.
- Visit [www.nch.org.uk](http://www.nch.org.uk) for more information on Internet safety.

It is important to note that the school will always act if any students are involved in any form of bullying in school. If bullying takes place outside of school then it is the parents' responsibility to act in the first instance and if necessary involve the appropriate authorities. The School will offer support and advice and take any reasonable action to ensure such incidents are not repeated and that it does not affect either party's education.

### **Useful Links**

Advice and information on this issue can be found on the following websites:

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)