



ANTI-BULLYING POLICY

Statement of Intent

Highcliffe School is committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a calm and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

What is bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (*Department for Education Advice July 2011*). 'Intentional' includes the perception of the victim as well as the viewpoint of the bully.

Bullying takes many forms, but the main types are:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Cyber Misuse of email & internet chat room misuse
 Mobile threats by text messaging & calls
 Misuse of associated technology, i.e. camera & video facilities
- Homophobic because of, or focusing on the issue of sexuality
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Verbal name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

Objectives of this Policy

- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Procedures

1. Bullying incidents must be reported to members of staff.
2. Incidents are promptly and carefully investigated, witnesses are spoken to and statements are taken.
3. Victim and bully are spoken to separately.
4. Parents are contacted as the situation requires and referred to the anti-bullying and behavioural policies
5. Points of view are described by staff to each victim/bully in turn.
6. A restorative approach can be taken - if appropriate and all parties agree, the bully faces the victim, apologises for his/her behaviour and convinces them that the behaviour will not be repeated.
7. Sanctions are applied as necessary (see 'Information About Bullying for Students', below).
8. The bullying incident is recorded on the School Information System.
9. The situation is discreetly monitored for a period of time.
10. The incident is revisited after a period of monitoring to ensure there are no further problems.



INFORMATION ABOUT BULLYING FOR STUDENTS

What should I do if bullying is taking place?

- If you are being bullied or you know someone else is being bullied you should TELL SOMEONE. If it is urgent TELL the nearest adult. IF they do not listen TELL SOMEONE ELSE, DON'T GIVE UP, IF YOU DON'T TELL IT COULD GET WORSE.
- If you are being bullied, tell the bully to stop and that you dislike their behaviour.
- Tell your parents or guardian and in school tell your form tutor, any other adult that you trust or Peer Mentor.
- If the person you want to tell is very busy ask them when they can see you and spend some time with you.
- Walk away from any dangerous situations and GET HELP.

You can help stop bullying by:

- Being friendly towards people you know are being bullied, including them in discussions, games, break times and lunch times.
- Not laughing when someone is being bullied.
- Saying out loud that you don't like what is going on.
- Not joining in.
- Letting an adult know if you see someone else being bullied.

What will happen if you are found bullying other people?

In every case the incident will be taken seriously and the responses can include some or *all* of the following:

- You will have to explain your behaviour to a member of staff.
- An account of what you have done will be written down and you will have to sign a copy.
- Your parents will be informed of the incident and may be invited into school to discuss the matter.
- Your Head of Achievement will keep a record of the incident.
- You will have to apologise to the person you bullied.
- You will have to replace or repair any possessions you damaged.
- You will have to do something to improve things for the person you bullied.

Depending on the severity of the bullying incident you have been involved in, one or a combination of the following will apply:

- You may be placed in a detention after school or at break or lunch time.
- You may be placed on daily or weekly report or sign a contract detailing your apology and desire not to repeat your actions.
- You may undergo a series of sessions reflecting on your actions.
- You may be isolated from lessons for a limited period.
- Those who persistently offend may be excluded from school for a fixed term or permanently.
- You may have to explain your actions to the police if you assault another student.

*The way to make bullying stop is to TELL someone it is happening.
It is NOT 'dobbing' or 'grassing'; it is finding an answer to a problem.*



INFORMATION ABOUT BULLYING FOR PARENTS

An anti-bullying culture

Highcliffe provides opportunities for students to talk about and to share their problems in the following ways:

Hear For You (h4u)	Peer Mentors - students helping students
Assemblies	outlining what is expected
PSHE classes	learning about bullying and what to do about it
In lessons	stressing the right and wrong behaviour in situations e.g.: English, History, RS, etc

Please remember that most students do see bullying as unfair and something to be reported.

What can parents do?

1. Encourage your son/daughter to tell and have the problem dealt with immediately within the school system (e.g.: form tutor, class teacher, peer mentor)
2. If the victim will not tell, contact the school personally to discuss the matter.
3. Advise your son/daughter to tell the bully to stop and that he/she dislikes the behaviour. (This seems obvious but some victims laugh off the hurt.)
4. Advise your son/daughter never to give in to threats. The bullying may only get worse.
5. Do not tackle the problem yourself either with the bully or his/her parents. This can result in 'fixed' attitudes that are difficult to overcome later. Parents' defence of their own family is natural but may cloud judgements and not solve the problem.

Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. Below is a list of possible signs. The possibility of bullying should be investigated further if he/she:

- is frightened of walking to or from school or doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic) or begins to truant
- becomes withdrawn anxious, or lacking in confidence
- is unwilling to talk about his/her day, becomes withdrawn from the family
- starts stammering
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for, or starts stealing money (to pay bully) / has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating, or starts 'comfort-eating'
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone or is nervous/jumpy when a message is received

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



CYBER-BULLYING

This school believes that all people in our community have the right to teach and learn in a supportive, caring and safe environment without fear of being bullied. We believe that every individual in school has a duty to report an incident of bullying whether it happens to themselves or to another person.

WHAT IS CYBER-BULLYING?

There are many types of cyber-bullying. Although there may be some of which we are unaware, here are the more common.

1. **Text messages** that are threatening or cause discomfort - also included here is "Bluejacking" (the sending of anonymous text messages over short distances using "Bluetooth" wireless technology)
2. **Picture/video-clips via digital cameras (including built in to mobile phones, other devices and web-cams)** - images sent to others to make the victim feel threatened or embarrassed.
3. **Phone calls** — silent calls or abusive messages; or stealing the victim's mobile phone and using it to harass others, to make them believe the victim is responsible.
4. **Emails** — threatening or bullying emails, often sent using a pseudonym or somebody else's name or account.
5. **Chatroom bullying** — menacing or upsetting responses to students or young people when they are in web-based Chatroom, either in real time or in a forum style service.
6. **Instant messaging (IM)** — unpleasant messages sent while students conduct real-time conversations online using MSN (Microsoft Messenger), Yahoo Chat or other such live chat.
7. **Bullying via websites or 'Flaming'** — use of defamatory blogs (web logs), personal websites and online personal "own web space" sites such as Twitter, Facebook and Myspace – although there are others.

At Highcliffe School we take this bullying as seriously as all other types of bullying and, therefore, will deal with each situation individually. An episode may result in a simple verbal warning. It will result in a parental discussion. Clearly, more serious cases will result in further sanctions, which could include exclusion. Where necessary, outside agencies, including the police will be contacted.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe.

What should a student do if they have been bullied in this way?

- Do not keep silent – let someone know!
- Do not reply to any hurtful messages.
- Keep copies of any hurtful material and give it to your tutor/Head of Achievement.
- Make sure that your privacy/'friends' settings on the websites you use are set appropriately.

At Highcliffe School, students are taught (in PSHE lessons, assemblies, tutor time and ICT lessons) how to:

- Understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know are being cyber bullied.
- Report any problems with cyber bullying. If they do have a problem, they can talk to the school, parents, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

These topics are revisited across the curriculum and across year groups.

The Highcliffe School Organiser, which every student has, contains the *ICT Acceptable Use Guidelines For Students*.



Highcliffe School

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.

Compiled by: M. Yapp	Revision number:
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