

Anti-Bullying Policy

Here at Crown Woods we do not tolerate bullying of any kind. We are committed to providing a caring friendly and safe environment so all of our pupils can learn in a relaxed and secure atmosphere. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the staff.

What is Bullying?

Bullying can be a one off incident or repeated harassment over a period of time, which is done in such a way that it makes it difficult for someone being bullied to defend him or herself.

There are three types of Bullying:

Verbal Bullying, including:

- o Teasing
- o Sarcasm
- o Name Calling and cussing
- o Continually ignoring someone
- o Racist, sexist and homophobic remarks

Physical Bullying, including:

- o Taking your money or personal belongings
- o Pushing, hitting, kicking and punching
- o Sexual abuse, including unwanted physical contact or comments

Indirect Bullying, including:

- o Spreading rumours or gossip about you
- o Getting into trouble for no real reason
- o Excluding you
- o Sending hurtful messages about you via texts, e-mails, phoning and letters
- o Saying or doing things that humiliate you

TELL SOMEONE ABOUT IT....TELL SOMEONE ABOUT IT.....TELL SOMEONE ABOUT IT....

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Managing a Bullying Incident

Procedure

For staff in response to a reported or discovered incident:

- o Stay calm; you are in charge. Reacting emotionally may add to the bully's enjoyment and give them control over the situation.
- o Take all incidents seriously – don't prejudge based on prior knowledge of any pupil.
- o Ensure that the situation is safe – ie that there is support for the victim and control of the bully. It may be necessary to refer to a more senior colleague to assist if your time is limited.
- o Write a full report of the incident. Wherever possible get a statement from the pupils involved, include witness accounts.
- o Pass the relevant information to the pupil's tutor and/or Year Learning Manager as soon as possible. (Preferably the same day)

All incidents of bullying should be recorded on a bullying record slip – these are kept in the staff room and in reception. This is to ensure that any patterns of bullying behaviour are picked up and an overview formed by the Year teams.

Year Learning Manager and Tutor – response and follow up

A number of strategies may be suitable – your actions should be based upon your discretion: common sense, But should make it clear that:

- o The school takes bullying seriously
- o A record will be kept of the incident on the pupils' files
- o Conciliation between all parties is desirable – an appropriate time to do this may be decided upon
- o Sanctions/punishments should be appropriate i.e. designed to change the behaviour of the bully/s
- o The situation will continue to be closely monitored
- o Reassurance and support for the victim will be given
- o The parents/Carers of the victim and the bully will be informed and interviewed if necessary

Strategies and Intervention

- o Interview the victim, the bully and any witnesses separately
- o Reassure the victim – do not make them feel inadequate or foolish
- o Take ownership of the situation. Tell them what you are going to do how the school is going to deal with the issue reported
- o Where appropriate contact the Parent/carers promptly stating the action the school is taking. A prompt response is also required if a Parent/Carer reports an issue of Bullying.
- o Ideally any contact by phone should be followed by letter, conforming the content of the telephone call
- o Work with the bully to see the victim's point of view.
- o Emphasize that all parties that any further incidents of bullying must be reported and that sanctions will increase in severity
- o Try to identify strategies to prevent the reoccurrence of further incidents of bullying.