

# **GRACE DIEU MANOR SCHOOL**

## **ANTI-BULLYING POLICY**

### **BULLYING AND GRACE DIEU**

**This is a whole-school policy and relates to Early Years, as well as Key Stages 1, 2 and 3.**

Bullying occurs in all schools to a greater or lesser degree, and so there is no room for complacency in this key area.

This policy must be seen in the context of the fact that bullying causes serious psychological damage and although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

Any form of bullying is unacceptable at Grace Dieu, where we believe that all children have the right to come to school without the fear of intimidation. As a Christian school, governors and staff take very seriously the challenge of protecting and supporting the vulnerable within our community. In the formation of this policy, reference has been made to DfE Guidance "*Safe to Learn: Embedding Anti-Bullying work in schools*"

### **AIMS OF THE POLICY**

- To demonstrate that the school takes bullying seriously and that it will not be tolerated in EYFS, KS1 or in the Senior School.
- To take measures to prevent bullying in the school, and on off-site activities
- To support everyone in their attempts to identify and protect those who might be bullied
- To demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with bullying
- To promote an environment where it is acceptable to tell someone about bullying

### **WHAT IS BULLYING?**

Bullying is the *deliberate and repetitive* intention to hurt, threaten or frighten someone else. It may take place through physical, verbal, or silent means. It can be perpetrated by individuals, or by groups of people. A playground argument does not necessarily constitute bullying. The repetitive element is key.

Kidscape helpfully suggests that the following factors are usually involved in bullying:

- Deliberate aggression

- Unequal power relationship
- Resulting pain and distress
- Persistence

The following would constitute bullying if they happened persistently:-

PHYSICAL (such as)

- Kicking.
- Hitting.
- Punching.
- Pushing.
- Pinching.
- Extortion.
- Stealing, or persistent interference with an individual(s) property.

VERBAL (such as)

- Persistent name calling.
- Repeated teasing, mimicking
- Denigrating remarks of a racist, religious, sexist/sexual or cultural nature
- Denigrating remarks of a homophobic nature
- Persistent insults, possibly relating to special educational needs and/or disability
- Verbal intimidation and threats
- Cyber bullying (via emails or text messages, on social networking sites, via mobile phones or via photographs)

INDIRECT (such as):

- Spreading rumours.
- Persuading others to “gang up” on individuals.
- Organised and persistent exclusion from friendship groups.
- Making others feel unwelcome

Bullying is normally seen as part of a pattern of behaviour rather than an isolated incident. Such incidents normally have three things in common:

- *It is deliberately hurtful behaviour*
- *It is repeated over a period of time*
- *It is difficult for those being bullied to defend themselves*

**HOW CAN WE PREVENT BULLYING?**

“Prevention is better than cure!”

- The whole community needs to be educated in the Christian ideal of mutual service, rather than privilege and status. Power should not be the issue, but rather the service of others.

- The policy needs to be known and implemented; and it needs to be reviewed annually.
- All adults at Grace Dieu must provide positive role models.
- Our assemblies have become excellent vehicles for a range of educational themes – bullying will sometimes feature in these (see role of Deputy Headteacher (Pastoral))
- Sometimes, visiting groups have led drama workshops to focus upon the topic of bullying (Ten Ten Theatre Group was here in 2010 and 2011)
- We must encourage discussion on the topic of anti-bullying strategies
- The various aspects of bullying are addressed in detail each year as part of the P.S.H.C.E. syllabus (anti-bullying week etc.). It is the first topic in this syllabus in each academic year, but it may also be returned to as and when required.
- The school approaches the issue of bullying on a regular basis by means of confidential questionnaires within year groups.
- Free and full communication between children and staff is essential, and we encourage this wholeheartedly. The bully only survives where there is a culture of silence about such matters, and everything is done to foster a spirit of openness.
- Staff appreciate that it is an important aspect of their pastoral rôle to monitor pupil behaviour and interaction.

## **HOW DO WE RECOGNISE POSSIBLE SIGNS OF BULLYING?**

- Reluctance to come to school, perhaps on certain days or for certain activities.
- Avoiding other children.
- Periods of self-imposed isolation.
- Clinging to adults.
- Mystery non-specific illness (perhaps feigned).
- Personality change: Withdrawn, temper tantrums, inability to concentrate; sudden lack of confidence; sudden greater shyness and nervousness.
- Unexplained damage to clothing and property (property “going missing”).
- Unexpected under-achievement, changes in work patterns.

All staff will be aware of the above and will report any suspicions of bullying to the Deputy Headteacher (Pastoral) who has responsibility for pastoral care.

## **WHO HAS RESPONSIBILITIES?**

**THE HEADTEACHER will:**

- Fulfil his/her legal duty under the School Standards and Framework Act, 1998 to draw up a policy and procedures to help prevent bullying among pupils
- Ensure that bullying as a topic is raised regularly at staff meetings, and that strategies are in place to make it hard for the bully to operate
- Ensure that the Deputy Headteacher (Pastoral) with responsibility for pastoral care is aware of his/her responsibilities in this regard and is sensibly regular in his/her administration of pupil questionnaires, and is fully aware of the great need to have a culture in which it is good to talk about bullying
- Ensure that procedures are brought to the attention of staff, parents and pupils
- Communicate with the Chair of Governors if a serious case of bullying occurs

**THE DEPUTY HEADTEACHER (in charge of pastoral care) will:**

- Be responsible for the day to day management of the anti-bullying policy in school
- Work closely with Form Tutors and Class Teachers in the prevention of and dealing with incidents of bullying
- Interview pupils to establish the truth of a situation, using the help of other staff if scribing is needed
- Take statements from alleged victim and bully
- Be particularly vigilant in the observation of children day to day, and to administer a pattern of pupil questionnaires so that the children feel they can communicate in confidence in writing if they find approaching a member of staff difficult
- Administer and maintain all necessary paperwork and records of incidents of bullying (see Appendices 1 and 2)
- Ensure that there are positive strategies in place to help both the bullied and the bully
- Keep the Headteacher informed of all incidents of bullying, and will contact the parents if this is agreed with the Headteacher to be the best thing at that moment. (Parents of the bullying party will not always be contacted if it is the first incident of this type. Sometimes, it may be judged by the Headteacher that a child has the right to make a mistake in school without reference to parents)
- In consultation with the Headteacher, determine how best and when to involve parents in the solution of individual problems
- Be aware of the parts of the PSHCE programme which deal with anti-bullying
- Liaise with the Head of PSHCE to further develop the school's anti-bullying programme
- As the person who arranges school assemblies, the Deputy Headteacher (Pastoral) must ensure that bullying arises as a theme with regularity or ensure that visiting groups address the theme

**THE HEAD OF PRE-PREPARATORY DEPARTMENT will:**

- Keep the Deputy Headteacher (Pastoral) informed of any difficulties in that area and will complete and keep any necessary records

**THE FORM TUTOR/CLASS TEACHERS will:**

- Be responsible for liaising with the Deputy Headteacher (Pastoral) immediately over all incidents of bullying involving pupils in their class
- Be involved in any agreed strategy to achieve a solution
- Be punctilious about the careful delivery of the anti-bullying programme contained in the school's PSHCE programme, and to make suggestions to the Head of PSHCE or the Deputy Headteacher (Pastoral) about improving that programme where appropriate

**ALL STAFF will:**

- Know this policy and procedures
- Deal with incidents according to the policy
- Be aware of the importance of the bullying content in the PSHCE programme
- Include bullying as a theme in class assemblies (liaise with the Deputy Headteacher (Pastoral) in this regard)
- Act as positive and respectful role models in their relationships with pupils and colleagues
- Be vigilant and observant, and to ask pupils what is happening to them
- ***Never allow any incidents of (potential) bullying pass unreported, whether in school or on an off-site activity***
- ***Provide the Deputy Headteacher (Pastoral) with a brief written report of what has been observed/reported (see Appendix 1)***
- Have discussions with pupils in places where the child is at ease
- Be aware the confidentiality cannot be assured if the bullying is to be addressed
- Move *swiftly* to report suspected bullying to the Deputy Headteacher (Pastoral) who will then liaise with the Form Tutor. This swift action allows the victim to feel supported, respected and valued, but it is also vital for the establishment of the facts
- Take into account the needs of both the victim and the bully
- Bear in mind that no case is ever the same and each deserves an individual response and consideration
- Sanctions may not be the first response on the part of the school – a careful and measured approach must be adopted, and consultation with the Deputy Headteacher (Pastoral) is required. Staff should not act on their own – the incident observed or reported may be part of a bigger picture of which only the Deputy Headteacher (Pastoral) is aware

**ALL PUPILS will:**

- Treat all members of the school community with respect
- Not take part in any form of bullying
- Not put up with any form of bullying

- Report any incidents of bullying that they see
- Work with others to help stop bullying

## **STAFF PROCEDURES IF BULLYING IS SUSPECTED OR ALLEGATIONS ARE MADE**

- The member of staff involved will report the matter to the Deputy Headteacher (Pastoral) and will provide a completed form (Appendix 1) to the Deputy Headteacher (Pastoral), and will discuss the matter with him/her
- The Deputy Headteacher (Pastoral) will decide if he/she or the Form Tutor is to conduct interviews and take written statements from the alleged victim and the alleged bully
- It may be that the matter can be easily resolved through discussion/negotiation and mediation, and that, if this is a one-off incidence of bullying, then the Deputy Head (Pastoral) and Headteacher may decide not to inform parents
- Full notes will be kept and filed by the Deputy Headteacher (Pastoral) for future reference, should that be necessary
- The reporting of bullying may not always lead to direct punishment of the accused. The school is aware that this can give confusing messages, but there are occasions when punishment is not the appropriate response
- The school is well aware that both the victim and the perpetrator need care and support and this resonates very clearly with the school's Christian ethos of forgiveness and "getting back on track" after failing to show consideration for others
- If complaints are shown to be well-founded and the behaviour continues, parents will certainly be involved and the full range of school sanctions are available to the Deputy Headteacher (Pastoral) and the Headteacher, as per the Behaviour Policy
- It has to be noted here that pupils who find it impossible to rectify their bullying behaviour – after every effort has been made to modify the tendency - may be suspended and may, in the end, have to leave the school
- Governors will be informed by the Deputy Headteacher (Pastoral) at each termly meeting of any matters involving serious bullying
- The Headteacher will inform the Chair of Governors if a serious incidence of bullying takes place

This policy is due for review in September 2012

**APPENDIX 1**

**To be completed by a member of staff**

**FOR THE ATTENTION OF THE DEPUTY HEADTEACHER  
(Pastoral)**

**SUSPECTED BULLYING REPORT**

**Teacher reporting incident: .....**

**Date:**

**Name of alleged victim: .....**

**Class: .....**

**Description of reported/observed incident:**

(Location? Who was doing the bullying? type of bullying? Frequency? Effect upon the alleged victim? Who else was present?)

**This form is to be kept and filed by the Deputy Headteacher  
(Pastoral)**

**APPENDIX 2**

**To be completed by the Deputy Headteacher (Pastoral) after alleged incident is reported to him/her OR to record his/her own observations/investigations.**

**This record must be kept and filed by Deputy Headteacher (Pastoral).**

**Date of report: .....**

**Name/class of alleged victim: .....( )**

Who else was involved?

What was the location?

What was the **frequency** of the bullying activity?

Is there a previous history to this incident? Has the victim complained before?  
If so, when was that? What action was taken then?

What does the alleged victim want done now?

Is any support needed for the victim or for the bully?

**What is the action to be taken now by the Deputy Headteacher (Pastoral)?**

