



## **Anti-bullying Policy**

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## **Section 1 - Principles behind this policy**

At Mayfield School, all pupils have a right to learn and all teachers have a right to teach free from intimidation and fear. As a result, we will not condone or tolerate bullying of any kind. We pride ourselves on providing a safe and caring environment for all of our pupils to flourish – all members of the school community (teachers, pupils, support staff and governors) are given training on how to spot bullying and how to deal with it when it occurs. The school is proud of its “Bee Kind” initiative and actively encourages the school community to “Bee Kind” to one another.

Everyone has a responsibility in ensuring that bullying does not take place and that all reported incidents will always be taken seriously. Support will be provided for affected pupils – they will be listened to and helped with positive strategies to help them cope. Appropriate sanctions and challenge will be put in place to help bullies change their behaviour.

All incidents of bullying will be recorded in a consistent way that allows for tracking and analysis of the effectiveness of our actions.

## Section 2 - Definition of Bullying

The government defines bullying as:

“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”<sup>1</sup>

### Forms of Bullying

Bullying can take many forms and can include (but is not limited to):

- name-calling;
- taunting;
- mocking;
- making offensive comments;
- kicking;
- hitting;
- pushing;
- taking belongings;
- inappropriate text messaging and emailing;
- sending offensive or degrading images by phone or via social media;
- producing offensive graffiti;
- gossiping;
- being unfriendly and excluding people from groups;
- spreading hurtful and/or untruthful rumours.

The school will use the government definition in deciding whether or not something is classified as bullying. It is important to note that although one-off incidents of these nature will not be classified as bullying, support will be given to all affected pupils as well as sanctions where appropriate.

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<sup>1</sup> (Safe to Learn, Department for Children, Schools and Families, 2007)

## Signs of Bullying

Although there can often be other reasons, the following can often be signs that a pupil may be a victim of bullying:

- is frightened of walking to or from school;
- doesn't want to go on the public bus;
- begs to be driven to school;
- changes their usual routine;
- is unwilling to go to school (school phobic);
- begins to truant;
- becomes withdrawn anxious, or lacking in confidence;
- starts stammering;
- attempts or threatens suicide or runs away;
- cries themselves to sleep at night or has nightmares;
- uses excuses to miss school (headache, stomach ache etc);
- begins to suffer academically;
- comes home with clothes torn or books damaged;
- has possessions which are damaged or " go missing";
- asks for money or starts stealing money (to pay bully);
- has dinner or other monies continually "lost";
- has unexplained cuts or bruises or shows signs of being in a fight;
- comes home starving (money / lunch has been stolen);
- becomes aggressive, disruptive or unreasonable;
- is bullying other children or siblings;
- changes their eating habits (stops eating or over eats);
- goes to bed earlier than usual;
- is unable to sleep;
- is frightened to say what's wrong;
- gives unlikely excuses for any of the above;
- is afraid to use the internet or mobile phone;
- is nervous and jumpy when a text message or email is received.

It is worth noting that many of these can sometimes be indicators of things other than bullying. If you have any concerns at all then the advice in section 3 should be followed.

## Cyberbullying

The misuse of technology and social media is become an increasingly common form of bullying.

Whilst the government have identified that the school have a responsibility to investigate and act upon reported incidents of bullying (including cyberbullying) it is important to note that we can only sanction pupils anywhere that they are "on school premises or under our 'lawful control' "<sup>2</sup>. This means that we cannot sanction pupils for any bullying whilst they are under the lawful responsibility of their parents. We can, however, work with the families of the affected pupils to ensure that sanctions are put into place by parents, to support the victim and ensure that they are safe at school and, where relevant, ensure that the relevant authorities are contacted.

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<sup>2</sup> Cyberbullying: Advice for headteachers and school staff, DfE (November 2014)

Advice for parents and pupils on how best to deal with cyberbullying are placed on the school website.

Where you suspect that cyberbullying has taken place it is important to still inform your child's class teacher (Primary) house tutor (or in their absence, the Head of House) as the bullying may also be taking place in other forms. We can inform you of the best actions to take and whether or not to report the incidents to the relevant authorities.

"Advice for parents and carers on cyberbullying" (Department for Education 2014) is an extremely useful document for parents and will be placed on the school website for parents to read.

## **Section 3 - Procedures for reporting incidents of bullying or anti-social behaviour**

### **Primary Section Staff**

All incidents of suspected bullying should be reported to the class teacher straight away. Staff will make sure that the victim is safe and feels safe. In order to support children, staff on duty wear high-vis so that it is easy for pupils to seek out staff immediately if they need to report an incident.

Staff will listen and speak to all children involved in the incident separately. The problem will be identified, and possible solutions suggested. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying and staff will reinforce to the bully that their behaviour is unacceptable. If possible, the pupils will be reconciled. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour and they may be asked to genuinely apologise. This is likely to take place as a restorative meeting with a trained member of staff.

In cases of serious bullying, the incidents will be recorded by staff as an incident on CPOMS, parents will be informed and will be invited to come into school for a meeting to discuss the problem. An anti-bullying contract may be put in place.

### **Senior Section Staff**

All incidents of suspected bullying or disrespectful behaviour must be reported by staff to the Duty Manager straight away and recorded using CPOMS. At this point staff will make sure that the victim is safe and feels safe. The following steps will be taken (for further details see Appendix A):

- A member of the behaviour team will interview all involved parties (separately) as soon as possible to determine the extent of the problem. Initial support will be offered to the victim and sanctions applied to the aggressor.
- If the incident is deemed to be bullying:
  - The incident will be logged as such on our safeguarding system (CPOMS).
  - Details of the incident will be passed to the relevant Heads of House. At this point the victim will be offered appropriate further levels of support (as listed in section 4 (page 8) in agreement with the pupil's parents.
  - The bully will receive a sanction and may be placed on an anti-bullying contract - appropriate further sanctions (as listed in section 4 (page 8) will be outlined to the pupil and their parents.

Should the bullying not cease after these steps then fixed term exclusions or time in our alternative provision can be applied.

### **Parents (Primary Section and Senior Section)**

- Be alert for any changes in your child's behaviour as outlined in section 2 (page 5). If you suspect that your child is the victim of bullying, then please reassure them and listen to their concerns. It is important to report the incident(s) to any member of staff (ideally your child's class teacher (primary section), form tutor or Head of House (senior section)), even if your child doesn't want you to – although these things sometimes 'peter out' by themselves this does not address the bully's behaviour and prevent it happening again.

- Under no circumstances should parents confront suspected bullies or their family members – this never calms a situation down and will often result in the bullying becoming worse for your child.

## **Pupils**

Where a pupil suspects that bullying has taken place towards themselves or another pupil they should report it to any member of staff. They may, where appropriate, also offer the following actions:

- Intervene to protect the pupil who is being bullied (unless it is unsafe to do so).
- Offer emotional support to the pupil being bullied – ask them if they are ok and if there is anything that can be done to support them.
- Encourage and support them to report the incident themselves to a parent or member of staff.



## Section 4 - Interventions, Support and Sanctions

### Support for Targets of Bullying

- Pupils who are the victims of bullying will be offered the following targeted support (where appropriate):
  - The opportunity to have a restorative meeting (led by a member of staff) with the bully;
  - The opportunity to tell the bully how they felt throughout the bullying (either in person, in writing or through a third party (i.e. a member of staff));
  - The opportunity to discuss what happened with their form tutor (or a member of staff of their choice);
  - The opportunity to discuss with a young leader or prefect the incidents so they can develop some positive coping strategies;
  - The opportunity to attend supervised break or lunchtime clubs (for example 'Buddy Club and Lunch Club');
  - Referral to local authority children's services;
  - Referral to Child and Adolescent Mental Health Services (CAMHS).

### Preventative Measures

We will undertake all of the following to help raise awareness of, and prevent, bullying:

- Ensuring that all pupils and parents are aware of how and when to report bullying;
- Monitoring the 'stop bullying' email ([stopBullying@mayfield.portsmouth.sch.uk](mailto:stopBullying@mayfield.portsmouth.sch.uk)) and ensure that all reported incidents are investigated and taken seriously;
- Using PSHE, circle time and tutor time sessions to reinforce awareness and prevention of bullying;
- Using PSHE, circle time and tutor time sessions to have regular discussions about bullying and why standing up to it matters;
- Having visible displays around school that promote anti-bullying and make it clear to all pupils that it is not tolerated at Mayfield School;
- Ensuring that all pupils (through circle time, tutor time and assemblies) are aware of the rights of others, why they should show respect towards these and what this respect should look and sound like;
- Introducing playground improvements and initiatives such as a Friendship Bench (primary section);
- Training older junior pupils to be Playground Pals (primary section);
- Using praise and rewards to reinforce good behaviour;
- Using the Bee Kind initiative to encourage the whole school community to model appropriate behaviour towards one another;
- Ensuring that this policy is supported by regular activities within the curriculum such as writing stories or taking part in drama-based activities about bullying;
- Raising awareness by supporting national events such as Anti-Bullying Week.

In the instance of bullying the following targeted interventions can be used to cease offending by the bully, depending on the severity of the incident:

### **Sanctions (Primary Section):**

- Loss of playtimes and spend these with an adult;
- Removal from class to work in the Primary Reflection room;
- Be placed on a Teacher Intervention Plan, Individual Behaviour Plan or Pastoral Support Plan;
- Be withdrawn from participation in school visits and clubs not essential to the curriculum;
- Fixed term exclusion;
- Change of placement;
- Permanent exclusion.

### **Sanctions (Senior Section):**

- Detention;
- Loss of break or lunchtimes for a fixed time and to spend these with an adult;
- Exclusion from certain areas of school premises;
- Internal exclusions;
- Extended internal exclusions;
- Refocus;
- Fixed-term exclusions;
- Change of Placement;
- Alternative provision.

In both sections of the school, pupils who have been identified as bullies will be required to undertake some/all of the following targeted interventions (where appropriate):

- To make a written apology to the victim;
- To make a face to face apology to the victim;
- The opportunity to discuss with a member of the behaviour team the reasons behind their behaviour. Where appropriate, support will be put in place to help the bully positively correct their behaviour. For example: behaviour plan, ELSA, anger management, targeted work with EP or MHST. In addition, signing, with parents, an anti-bullying contract.

## Section 5 - Continuing Professional Development of Staff

All staff will have annual training/refreshers on how to spot, prevent and report bullying. This will include strategies that staff can use when working with potential victims of bullying. The procedure for dealing with bullying and how/when to report it will be placed into the staff planner so that all staff can refer to it if needed.

### Useful guidance

In writing this report the following publications were used:

Safe to Learn, Department for children, schools and families (2007)

Bullying at school, Gov.uk, 2015

Advice for parents and carers on cyberbullying, Department for Education (2014)

Cyberbullying: Advice for headteachers and school staff, Department for Education (2014)

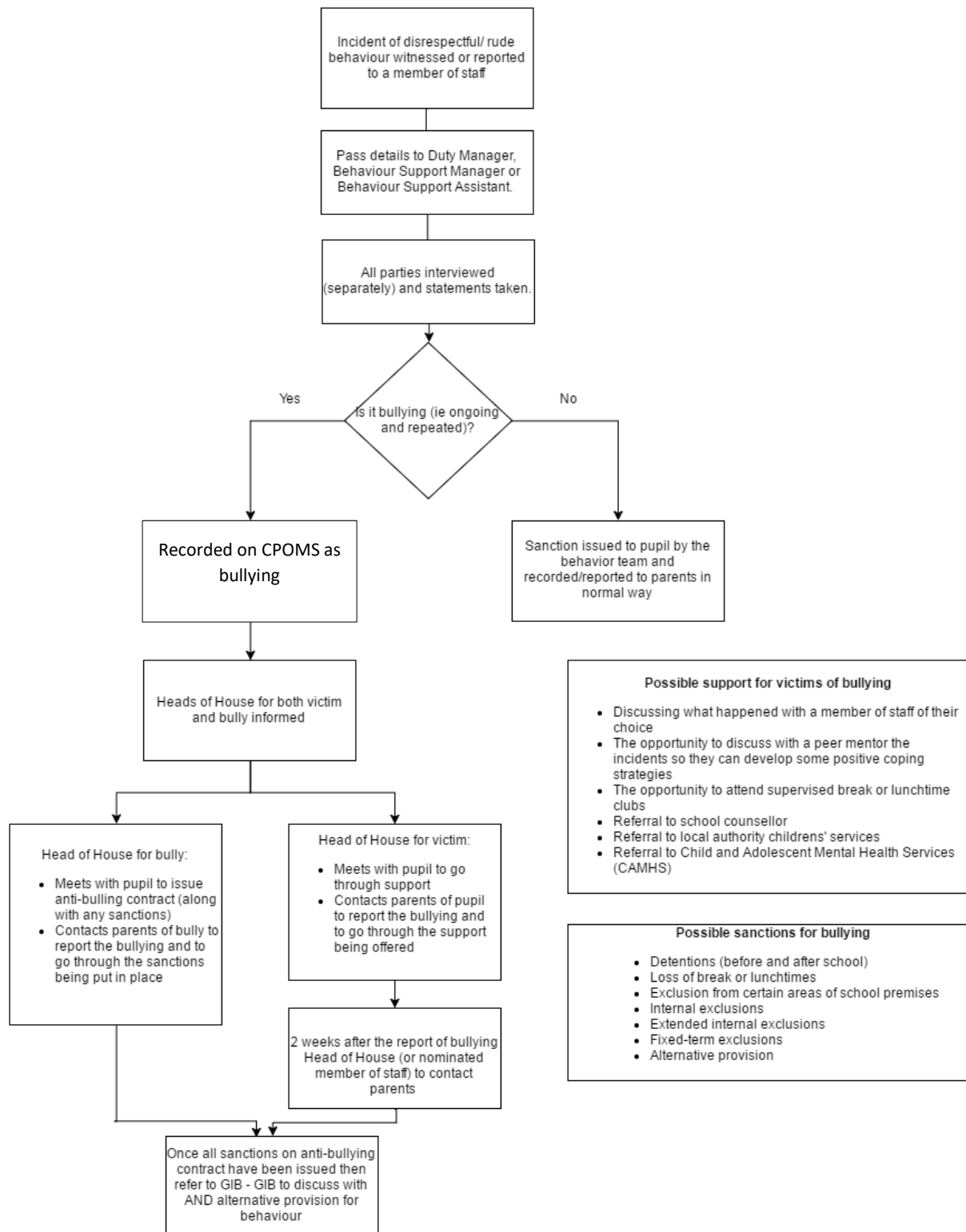
Preventing and tackling bullying, Department for Education (2014)

School support for children and young people who are bullied, Department for Education (2014)

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# Appendix A – procedures for senior section staff dealing with suspected bullying



## Appendix B – example anti-bullying contract



### Anti-Bullying Contract

At Mayfield school we pride ourselves on providing a safe and caring environment for all of our pupils to flourish.

The government defines bullying as:

*“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”*

By signing this contract, **{Student's Name}**, (hereafter referred to as "Student,") understands that:

- Bullying is *“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”* (Department for children, schools and families (2007).
- Bullying can be physical, verbal, or emotional.
- Bullying consists of, but is not limited to: name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging and emailing, sending offensive or degrading images by phone or via social media, producing offensive graffiti, gossiping, excluding people from groups, spreading hurtful and untruthful rumours.
- Pupils should all be treated with courtesy and equality regardless of age, gender, race, religion, orientation, size, disability, intelligence, athletic ability or popularity.

Student pledges to uphold the following rules:

- To not instigate, be part of, or encourage any bullying towards another pupil.
- To abide by the school's policy concerning bullying.
- To report incidents of bullying to a trusted teacher or staff member.
- To stand up for victims of bullying.
- To encourage others to treat all pupils with respect and courtesy.
- To help make the school a place where everyone feels safe, heard, and respected.

Student understands that being involved with any further incidents of bullying will result in the following consequences:

1 report of bullying:

o **{Sanction 1}**

2 reports of bullying:

o **{Sanction 2}**

If bullying persists the school will look at alternative consequences which could be a fixed term exclusion or time in Alternative Provision.

\_\_\_\_\_  
(Child's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)