

# Ysgol Y Bont Faen

## Cowbridge Comprehensive School



### ANTI-BULLYING POLICY

Formulated by: Mrs Thomas  
Reviewed by: Mrs Thomas  
Adopted by CCS Main Governing Body: 26.09.13  
Last Reviewed: Spring 2018  
Review every 2 years or subject to changes in legislation  
Next Review: Spring 2020

Date of any amendments made to policy & brief points:

Date	Section
02.11.15	4. Achievement Assistant added to the process.
21.03.18	2. Objectives & 3. Our School Community: removal of LEA and youth service connection 7. Responding to bullying: Step 1, 2 & 3 amended Removal of appendices

## Cowbridge Comprehensive School Anti-Bullying Policy

### 1) Context

This policy follows the guidance issued by the Welsh Government – ‘Respecting Others’ 23/2003

‘Respecting Others’ 2011

Behaving and Attending: Action Plan responding to the National Behaviour and Attendance Review (2009)

Behaviour in Schools – Safe and Effective Intervention 071/2009

United Nations Convention on the Rights of the Child

Cowbridge Comprehensive School Behaviour and Discipline Policy

### 2) Objectives of this Policy

Cowbridge Comprehensive School Anti-Bullying Policy outlines what Cowbridge Comprehensive School will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the School community including:

- Pupils through the mechanism of Year and School Council;
- School governors;
- School staff;
- Parents.

We recognise it is a basic entitlement of all pupils in Cowbridge Comprehensive School to engage in their everyday activities and education, free from humiliation, oppression and abuse. It is expected that all members of the School community will actively work to identify, report and tackle incidents of bullying.

### 3) Our school community:

- Discusses, monitors and reviews our anti-bullying policy on a regular basis;
- Supports staff to promote positive relationships and identify and tackle bullying appropriately;
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy;
- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/carers in turn work with the School to uphold the anti-bullying policy;
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from other relevant organisations, when appropriate.

### 4) Definition of bullying

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

Bullying can include: name calling, taunting, mocking, making offensive comments, kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, social networking sites and instant messenger); sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

## 5) Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture;
- Bullying related to special educational needs;
- Bullying related to appearance or health conditions;
- Bullying related to sexual orientation;
- Bullying of young carers or looked after children or otherwise related to home circumstances;
- Sexist or sexual bullying;
- Cyber bullying.

### What are the signs of bullying?

- Depression, i.e. pupil may become withdrawn, lack confidence;
- Low self-esteem;
- Truancy, lateness;
- Isolation;
- Academic underachievement;
- Lack of concentration;
- Threaten suicide;
- Have their possessions go missing or get damaged;
- Change usual routine;
- Fear travelling to and from school.

## 6) Preventing, identifying and responding to bullying

### We will:

- Never assume bullying does not happen in our school;
- Never ignore suspected bullying;
- Listen carefully to all accounts;
- Work with staff and, where relevant, outside agencies to identify all forms of prejudice-driven bullying;
- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience;
- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support and through the School Council;
- Ensure all staff follow procedures when they identify bullying;
- Actively create "safe spaces" for vulnerable children and young people.

### Other strategies used by the School will include:

- giving a strong ethos in school promoting tolerance and respect for difference and diversity;
- providing training for all staff members to raise and maintain awareness including new staff;
- periodic consultation with pupils to find out what bullying occurs, when, where, by whom;
- publicising outside organisations such as Child Line who can offer help to pupils who are being bullied;
- ensure there are confidential and varied means of alerting the School to current bullying;
- ensure efficient patrolling of the School by staff, especially toilets, lunch queues and secluded areas;
- attempt to break down age group isolation e.g. reading scheme, 6th Form mentoring scheme;
- investigate and further develop the 6th Form mentoring system;
- prompt investigation of incidents, including contact with parents of the bullied child and children exhibiting bullying behaviour in order to agree a course of action.

## 7) Responding to Bullying

Any bullying incident must be reported. Bullying can only be tackled effectively if we know there is a problem. Pupils who are being bullied or other pupils who know or suspect that someone else is being bullied can report problems via a 'Bully Box'. This will be checked on a daily basis by Heads of Year and will be acted upon. Alternatively, the issue can be reported to a 6th Form mentor if appropriate, Form Teacher, Head of Year or any other adult a pupil feels comfortable in talking to. The School can also be contacted by letter or e mail. All contact will be treated as confidential.

If the report of bullying is from a parent, then the victim's Achievement Assistant (Year specific) should be the first point of contact.

It would be helpful in these circumstances if parents could:

- try to stay calm;
- be as specific as possible about what has happened;
- make note of what action the School intends to take;
- ask if there is anything that they can do to help their child at school;
- stay in touch with the School.

It would be helpful in a general sense if parents would encourage children to be friendly and tolerant to others and not aggressive.

### Step 1

The person receiving the complaint will keep a written record of the conversation. The incident will then be referred to the appropriate Head of Year in the first instance. If necessary the victim will be interviewed by the appropriate member of staff. A written record will be kept. The Head of Year and any staff who subsequently deal with the issue must complete and maintain accurate records. These sheets should be signed and dated.

The alleged bully will be interviewed separately. A written record will be kept.

Any witnesses will be interviewed and a written record will be kept.

In the event of a complaint being upheld parents of both parties will be informed. Coping strategies with the victim will be discussed to avoid the situation. Reassurance will be offered. The child demonstrating bullying behaviour will be counselled by staff members, told to stop and given an official warning. The underlying cause of any bullying will be discussed. This will be recorded. The pupil will be informed of the procedures that will take place should the incident occur again and this will be in line with the School's Disciplinary Policy.

### Step 2

If the behaviour is repeated, the pupil's parents will be invited into school to discuss the situation. The pupil will be placed "on report" and sanctions applied which are individual and proportionate. All teachers will be alerted to the problem, where this is appropriate.

### Step 3

Any repetition of this behaviour could result in "inclusion" with the pupil working away from the normal timetabled lessons, for a period of time, in line with the individual nature of the issue. The School may access outside agencies along with parents to attempt to correct behaviour. This may include the School Police Liaison Officer.

In cases of severe and persistent bullying exclusion from school may follow.

Pupils subjected to bullying will need to be reassured that any repercussions will lead to sanctions being applied against the bully.

These procedures do not cut across, compromise or pre-empt the right of the parents or the pupils from making a direct complaint to the Police.

In most circumstances, a restorative approach will be applied and mediation between the pupils and a suitably Senior member of staff will take place. The aim of which will be to restore relationships and eliminate further unacceptable behavior. Mediation could take place between pupils and the School's Police Liaison Officer. Parents cannot be present during mediation meetings between pupils.

Some of the above steps may be bypassed dependent on the specific nature of the case.

## **8) Involvement of pupils/students**

### **We will:**

- Regularly canvas children and young people's views on the extent and nature of bullying;
- Ensure students know how to express worries and anxieties about bullying;
- Ensure all students are aware of the range of sanctions that may be applied against those engaging in bullying;
- Involve students in anti-bullying campaigns in schools;
- Publicise the details of helplines and websites;
- Offer support to students who have been bullied;
- Work with students who have been bullying in order to address the problems they have;
- Fulfill our duty in completing a termly report to the LA specifying the nature and frequency of bullying incidents.

## **9) Liaison with parents and carers**

### **We will:**

- Ensure that parents/carers know whom to contact if they are worried about bullying;
- Ensure parents know about our complaints procedure and how to use it effectively;
- Ensure parents/carers know where to access independent advice about bullying;
- Work with parents and the local community to address issues beyond the School gates that give rise to bullying.

## **6) Monitoring & review, policy into practice**

We will review this Policy at least once every two years as well as if incidents occur that suggest the need for review.

## **10) Responsibilities**

This Policy only works if it ensures that the whole school community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy;
- Governors, the Headteacher, senior managers, teaching and support staff to be aware of this policy and implement it accordingly;
- The Headteacher to communicate the policy to the School community;
- Pupils to abide by the policy.