



## Broughton Hall Catholic High School

# ANTI-BULLYING POLICY

### **AIMS AND OBJECTIVES OF THE SCHOOL ANTI-BULLYING POLICY**

Founded by the Sisters of Mercy, Broughton Hall is committed to the Catholic Education of girls through Gospel values and respect for one another, which permeates the life of the school.

Broughton Hall is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere.

Working in partnership with pupils and parents, the school will aim to:

- reduce the incidence of bullying in this school
- create a safe environment for all pupils and staff

The aim of the anti-bullying policy is to clarify the system of dealing with a bullying incident and outline the content and manner in which anti-bullying education will be delivered in this school.

Other school policies which have relevance to the anti-bullying policy are:

- PSHE & Citizenship
- Equal Opportunities
- Child Protection
- Behaviour
- Education for Personal Relationships
- Special Needs
- Drug Education
- E Safety Acceptable Use Policy
- Cyber Bullying – referred to in E-Safety Policy & E-Safety Acceptable Use Policy

### **Objectives:**

- To ensure that there is an effective system of monitoring bullying incidents in place.
- To provide guidance on how bullying incidents should be responded to.
- To set out a programme of awareness raising and education on the issue with both staff and pupils

### **MORAL AND VALUES FRAMEWORK**

The school believes that all staff and pupils have the right to feel safe and secure in the school environment. The school encourages the following values:

- respect for self
- respect for others
- responsibility for their own actions
- responsibility for their family, friends, school and wider community

## **EQUAL OPPORTUNITIES**

This school is committed to working towards equal opportunities in all aspects of school life and will ensure that this policy is implemented equally in all cases, without regard to ethnic origin, cultural differences, gender, disability or sexuality issues. We will ensure that pupils are listened to and that their concerns are appropriately addressed.

## **DEFINITION OF BULLYING AND CYBERBULLYING**

“Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.” (DfE 2014)

Cyber-bullying can occur in or outside of school and “is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.” (DfE 2014)

Our definition of bullying does not include conflict and/or friendship problems between children and of similar age and size which does not imbalance of power or intimation. These problems will still be taken seriously and dealt with immediately to prevent them developing into bullying behaviour.

## **GUIDELINES OF HOW INCIDENTS ARE RESPONDED TO**

Broughton Hall has a rigorous and robust procedure for dealing effectively with allegations of bullying. It is the responsibility of all members of the school community to act if bullying is apparent and to promote a culture within the school which helps pupils develop positive relationships. The school will treat seriously all incidents which are brought to the attention of the staff. The victim will be listened to.

Through thorough investigations, all parties will be interviewed and the facts clarified.

Written accounts will be taken from the alleged bully, any victims and witnesses.

A record of the incident will be documented and appropriate actions will be taken dependent on individual circumstances.

Parents/guardians will be notified and kept informed as appropriate.

## **OUTLINE OF MONITORING PROCEDURES**

Records will be kept of all reported bullying incidents by the Progress Manager / Assistant Headteacher who will provide support to pupils and liaise with parents. An observation in the record will be made as to how these facts were obtained e.g. hearsay, gossip, observation, the age and gender of all pupils involved, the nature of the incident and type of response made. A record book of bullying incidents will be made available to Progress Managers and this will be regularly monitored by the Assistant Headteacher and follow up interviews with pupils will be implemented if considered necessary and /or appropriate.

A factual brief summary of the incident will be placed in the victim’s and bully’s file. These records can be accessed by the Progress Manager and Assistant Headteacher and are available for viewing on an appointment basis. These files will be held according to school policy.

A Bullying Survey will be undertaken and will be repeated on an annual basis.

The School Council will be regularly asked to report findings in relation to bullying.

### **STRATEGIES FOR PREVENTING BULLYING**

Prevention strategies are implemented throughout the school community underpinned by the Gospel Values of the school and the moral values framework as outlined earlier. Other preventative strategies include:

- Parent Information e.g. Internet Safety
- Anti-Bullying week in November
- Regular surveys to evaluate the current climate of the school
- Restorative Justice Meetings
- Prefects Programme
- Circle of friends

### **THE ROLE OF OUTSIDE AGENCIES AND PROCEDURES FOR THEIR INVOLVEMENT**

Outside agencies will be used to support and assist the teachers in the development of the classroom based work and on a one to one basis. They will be required to work within the school's moral framework outlined earlier. Every individual who has contact with the pupils will be police vetted.

### **CONFIDENTIALITY**

Pupils will be made aware that some information cannot be held confidential and that their best interests will be maintained.

### **DISCLOSURE OR SUSPICION OF POSSIBLE ABUSE**

Broughton Hall High School has a Child Protection Policy and procedure for dealing with related issues based on the LA guidelines and recommendations. This policy is available on request.

### **HIV/AIDS POLICY**

The school follows the procedure outlined by the City Council with regard to supporting pupils or staff infected or affected by HIV/AIDS (see relevant document).

### **SAFETY OF SCHOOL ENVIRONMENT**

Every effort has been made to ensure the safety of pupils and staff at Broughton Hall High School. Staff have been allocated duties at the start and end of every day and at break and lunchtimes in areas where students gather and they are requested by the Leadership Team to be proactive in these duties, ensuring vigilance and giving students a point of immediate reference should they encounter any difficulties.

### **CONSULTATION WITH PARENTS/GUARDIANS**

The Assistant Headteacher will be informed of all bullying incidents. She will be involved in parent/guardian liaisons as appropriate and kept regularly updated.

### **COMPLAINTS PROCEDURES**

Any complaints about the anti-bullying procedures or programme should be made to the

Progress Manager who will report to the governors via the link governor.

### **DISCIPLINARY PROCEDURES**

The school will handle each case individually recognising that the future of the pupils involved could be affected by the decision and subsequent action employed.

### **INCIDENTS OUTSIDE SCHOOL**

Headteachers have a statutory power to discipline pupils for misbehaving outside of school premises "to such an extent as is reasonable". (DfE 2014)

This can relate to any bullying incidents occurring off the school premises, such as on public transport, outside the local shops or in a town centre. This also relates to cyber bullying.

Where bullying outside school is reported to school staff, it should be investigated and acted on. The head teacher should also consider whether it is appropriate to notify the police of the actions taken against a pupil.

Parents have the right to decide if they notify the school of such incidents.

### **DISSEMINATION OF THE POLICY**

All staff members and governors will receive a copy of this policy. Several copies are available for loan from the secretary's office on request. A short summary of this policy will be included in the School Prospectus.

### **EVALUATION, MONITORING AND REVIEW**

Possible success indicators which will indicate the effectiveness of the programme will include:

- any reduction in the number of incidents of bullying
- monitoring individual victims / bullies with a view to improved circumstances
- positive feedback from pupils reporting that they feel the school is trying to do something to reduce and prevent bullying
- monitoring the willingness of pupils to report bullying concerns
- more staff responding to bullying behaviour.

Feedback from staff, parents and pupils will indicate the effectiveness of the procedures and education programme.

An annual report will be made by the Assistant Headteacher in the Safeguarding Report to the Governors. A nominated governor will have a link role between the school and governing body.