

ANTI-BULLYING POLICY

Statement of Intent

Wycliffe 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, where pupils can talk about their worries, confident that an adult will always listen and offer help. Wycliffe regards the right of every child to enjoy all aspects of his or her education here, without interference from other pupils, as being of paramount importance. Any incident where a pupil's conduct adversely affects another's ability to enjoy this right is deplored. However, when a pupil persistently or repeatedly acts in such a way that another's happiness is directly and seriously affected, we are likely to regard this conduct as bullying. We take such cases very seriously. Pupils are told and regularly reminded that allegations of bullying will always be investigated. When bullying happens we will work as a community, in accordance with the policy set out, to help both the people who are harmed and the perpetrators. We will ensure the safety of the victim and do our best to support improved behaviour from the bully.

Mission Statement:

'Any form of bullying is completely unacceptable, and those who cannot understand the destructiveness of bullying, either physical or mental, clearly cannot expect to remain a member of our community.'

'At Wycliffe you are expected to act with consideration and respect for other people, their property and the environment.'

Definition of Bullying

'Bullying is the repeated intimidation of a victim that is intentionally carried out by a more powerful person or group in order to cause physical and/or emotional hurt.' (Dan Olweus)

Bullying is, *'the wilful, conscious desire to hurt, threaten or frighten someone.'* (D Tattum)

Bullying can be:

Physical	pushing, kicking, hitting, pinching, or any use of violence
Verbal	name-calling, sarcasm, spreading rumours, teasing
Emotional	excluding, tormenting (i.e. hiding books, threatening gestures), being unfriendly, taunts, graffiti, gestures
Sexual	unwanted physical contact or abusive comments
Homophobic	focussing on the issue of sexuality
Racist	racial taunts, graffiti, gesture
Electronic	threatening/abusive e-mails or mobile text messaging

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- is unwilling to go to school (school phobic)
- becomes withdrawn, anxious, lacking in confidence, starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions go 'missing' and money 'lost'
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Aims of the policy

- To clarify for pupils and staff that bullying is always unacceptable
- To encourage an environment where independence is celebrated and individuals can flourish without fear
- To ensure that every pupil has the right to be safe and happy and to be protected when he or she is feeling vulnerable
- To take positive action to prevent bullying from occurring through a clear school policy on personal and social development
- To show commitment to overcoming bullying by practising zero tolerance
- To take immediate action whenever someone reports an incident of bullying
- To deal with the incident in a consistent and effective manner
- To provide caring professional support for both victim and bully

Objectives of the policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors, teaching and non-teaching staff, pupils and parents should know what the school policy is on bullying, and follow it when bullying is reported
- All pupils and parents should be aware of the school's expectations and to foster a productive partnership, which helps maintain a bully-free environment
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- All pupils and parents should be reassured that they will be supported when bullying is reported since we take bullying seriously
- Clear procedures for the reporting of bullying should be understood and followed
- All staff should be aware of their role in fostering the knowledge and attitudes which will be required to achieve the above aims
- All staff (and prefects/senior pupils at the Senior School) will receive INSET

Advice to pupils

Remember that your silence is the bully's greatest weapon! Teachers will take you seriously and will deal with bullies in a way, which will end the bullying and will not make things worse for you.

- Tell yourself that you do not deserve to be bullied, and that it is WRONG!
- Be proud of who you are. It is good to be individual.
- Try not to show that you are upset. It is hard but a bully thrives on someone's fear.
- Stay with a group of friends/people. There is safety in numbers.
- Be assertive - shout "No!" Walk confidently away. Go immediately to a teacher or other member of staff.
- Fighting back may make things worse. If you decide to fight back, talk to a teacher or parent/guardian first.
- Generally it is best to tell an adult you trust straight away. You will get immediate support.

If you know someone is being bullied you should:

- TAKE ACTION! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.

- If you feel you cannot get involved, tell an adult IMMEDIATELY. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not be, or pretend to be, friends with a bully.

Advice to parents

- Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunchtime was spent etc.
- If you feel your child may be a victim of bullying behaviour, inform the School IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow.
- It is important that you advise your child not to fight back. It can make matters worse!
- Tell your own son or daughter there is nothing wrong with him or her. It is not his or her fault that they are being bullied.
- Make sure your child is fully aware of Wycliffe's policy concerning bullying, and that they will not be afraid to ask for help.

Procedures to follow when dealing with incidents of bullying

The aim is

- To stop the bullying happening again by encouraging both victim and bully to think about their behaviour. This may also include colluders or bystanders.
- To consider ways of avoiding or resolving the difficulties they are experiencing.

It is important to understand the varying behaviour patterns of victims and bullies, which have been established as a consequence of the values and experiences they bring into school.

Follow, 'The Step-by-Step Guides to handling a Bullying Incident' for Senior School, Prep School or Pre-Prep. *(See separate documents for each section of the School)*

The 'Welfare Flow Chart' shows the lines of communication that are followed at Wycliffe. *(See attached document)*

Basic Points to Remember when dealing with the Incident

- Support the victim by ensuring that the pupil feels that he/she is listened to.
- Help the pupil feel safe by assuring him/her that all bullying incidents are taken seriously.
- Reassure the pupil further by explaining how support will be given and how the incident will be dealt with.

Dealing with the Bully

- Explain the reasons for your meeting.
- Assure the pupil that all incidents of bullying are taken seriously and are not acceptable.
- Keep calm and non-judgmental and ensure that the pupil feels that he/she is listened to.
- Explain how the incident will be dealt with.

Interview the pupils individually (victim, bully, colluders and bystanders).

- Find out how the victim feels about the incidents and also who was involved.
- Ensure that you have permission from the victim to let the bully know how the victim feels. This may require some agreement as to how much information the victim is prepared to give the bully at this stage.
- Explore the situation with the bully (and any colluders) from the perspective of the victim, explaining how the victim feels.
- Identify how the situation could have been avoided or resolved by other means.

Convene separate meetings with all the pupils involved.

- Listen more than you speak
- Summarise what you are told at intervals during the meeting to ensure that all parties perceive the situation in the same way.
- Encourage them to reflect on their behaviour through your questioning.
- Encourage empathy on the part of the bully.
- Ensure that all parties are aware that there is no blame apportioned or threat of punishment at this stage.
- Enable each pupil to see how he or she can resolve the present conflict, to share responsibility and so avoid a recurrence.
- Encourage the bully to put forward one or more ways in which he/she can change his/her actions.

Explain that the Bullying Incident will be recorded to give:

- Details of the incident.
- The future conduct of the pupils as identified at the meeting.
- Actions either pupil should take if there is further bullying.
- The date when a review meeting will take place.

The Review Meeting

Discuss with pupils how things have been going - keep them involved in the process while monitoring the bullying.

If there is no further incident

The Bullying Incident Reports are kept in the pupils' files. Everyone directly concerned with the victim's welfare is made aware of what has happened and the action taken.

If there is further provocation

Parents will be contacted to agree on and implement appropriate strategies and sanctions.

Constructive options should be identified to enable the problem to be resolved successfully. Ensure that a full record of staff concerns and the actions taken to support the pupils has been kept and is to hand when meeting parents.

Footnote: It is important that these procedures are consistently followed in order to demonstrate to pupils that bullying is a serious issue and that all pupils involved will be seen and listened to and that something will be done to change things for the better.

Disciplinary Steps

The following steps indicate the range of options open to the School and are dependent on the severity of the incident. All or any will be used at the discretion of the Head.

- The bullies will be warned officially to stop offending.
- The parents/guardians of the bullies and the victims will be informed.
- If necessary and appropriate, the police will be consulted.
- If they do not stop bullying they will be suspended for a period of time.
- If they will not end such behaviour, they will be recommended for permanent exclusion (expulsion).

Help, support and counselling for victims and the bullies

Help, support and counselling will be given as is appropriate to both the victims and the bullies.

We support the victims in the following ways:

- By offering them an immediate opportunity to talk about the experience.
- By informing the victims' parents/guardians.
- By offering continuing support when they feel they need it.

- By taking one or more of the disciplinary steps described to prevent further bullying.

We also discipline, yet try to help the bullies in the following ways:

- By talking about what happened, to discover why they became involved.
- By discussing ways in which the bully must change their behaviour
- By informing the bullies' parents/guardians.
- By continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible.

Implementation of the Policy

Communication - 'A Whole School Policy'

- Staff will receive INSET training on bullying procedures
- Bullying procedures will form part of the induction process for new members of staff
- Prefects and Heads of Houses (Senior School) will receive INSET training on bullying procedures
- A copy of the policy will be sent to the Governors and all parents
- The policy will be included in the Staff Handbook

As a School

- We shall organise the community in order to minimise opportunities for bullying, e.g. provide increased supervision at problem times.
- We shall use any opportunity to educate and discuss aspects of bullying, the appropriate way to behave towards each other, to be sensitive to the feelings of others, to use clear direct and honest messages, to use assertiveness techniques, to solve conflicts etc. e.g. the Life Skills - PSHE programme, House/Tutor groups.
- We shall deal quickly, firmly and fairly with any complaints, involving parents where necessary.
- We shall continue to have a firm but fair discipline structure. The rules are clearly set out in the Pupil Handbook/Term Calendar.
- We shall not use teaching materials or equipment, which give a bad or negative view of any group because of their ethnic origin, sex, etc.
- We shall encourage pupils to discuss how they get on with other people and to form positive attitudes towards other people. This includes a review of what friendship really is.
- We shall use outside specialist agencies to make presentations to pupils about bullying.
- We shall encourage pupils to treat everyone with respect. Good role modelling is a vital factor, if pupils are to see the positive effects of social, as opposed to anti-social behaviour.
- We shall treat bullying as a serious offence and take every possible action to eradicate it from Wycliffe.

Monitoring & Evaluation

- The policy is a living document, which will be evaluated, refined and updated on a regular basis.
- 'Phoenix' will be used to record bullying incidents, in addition to House Staff, Heads of Houses and Pre-Prep teachers keeping their own records in Senior School/Prep School/Pre-Prep respectively.
- There will be a continuing programme of INSET as deemed necessary.
- There will be regular pupil input, via questionnaires and discussion in Life Skills - PSHE, in House, in Tutor period etc.
- Resource materials will continue to be updated and made available to both staff and pupils.

Other Policies/Staff Guidelines, which have relevance to the *Anti-Bullying Policy*, are:

- Statement of Professional Roles & Duties of Teachers
- Child Protection
- Pupil Restraint
- Student Confidentiality
- 'Whistle Blowing'
- SENDA
- SEN
- SRE

Member of Staff responsible: Liz Buckley
The Policy is effective from: January 2003
Revised Annually in June