



## Anti-bullying (incl. Cyberbullying) Policy

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Shared:	Governors, All staff on Moodle, Website.

### Statement of Intent

At Wellfield High School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Wellfield. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING/LISTENING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

### What Is Bullying?

Bullying is the **PERSISTENT** use of negative behaviour with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology , i.e. camera & video facilities

### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying. At Wellfield High School we are committed to providing a caring, friendly and safe environment for all our pupils so they may feel free to learn in a supportive, disciplined and secure environment. At Wellfield High School Bullying of any kind is unacceptable. i.e. Pupils on Pupils; Pupils on Staff; Staff on Pupils.



## Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- This policy should be considered alongside the school's other related policies.

These are:

Safeguarding and Child Protection Policy	Health Education Policy
DfE – Keeping Children Safe in Education	Sex and Relationship Policy
Behavioural for Learning Policy	Drugs Awareness & Substance Abuse Policy
PSHE Policy	Special Education Needs Policy
Health and Safety Policy	South Ribble Anti-bullying Charter

- **Please note: Procedure for reporting the bullying of a pupil by an adult member of either the school or the wider community is detailed in the Safeguarding and Child Protection Policy**

## Roles & Responsibilities

### School Responsibilities:

Everyone should be made aware that bullying will not be tolerated and all members of the school community should clearly understand:

- The school's definition of bullying.
- The school's procedures to deal with bullying, this will be achieved through INSET, the Staff Handbook (Moodle), Tutorial Sessions, Citizenship, the E-safety activities and Assemblies.

### Staff Responsibilities

- Staff should be vigilant during registration times, during lessons and whilst on duty, so that bullying does not pass undetected.
- Staff should report any allegations of bullying via PARS and take the pupil's concerns seriously.
- Staff should ensure promptness to lessons and duties in order to prevent situations developing.
- Staff should never bully, torment or be sarcastic to pupils, and should not tolerate this from others in lessons.
- Staff should constantly reinforce the school's firm stand against bullying through daily contact.



## **Pupil Responsibilities**

- Pupils should be expected to treat others with kindness, consideration and respect as stated in Pupil's Planners, South Ribble Anti-Bullying Charter and the schools objectives in the Vision Statement.
- Pupils should report any incidents of bullying either of themselves or others to a member of staff.
- Pupils should ask for help from a member of staff in diffusing a difficult situation. They should not retaliate.
- Pupils who are mentors/prefects should always report incidents to a member of staff even when they feel that a situation has been resolved.

## **Parent / Carer Responsibilities**

- If parents have any concerns about bullying they should inform their child's Form Tutor.
- If they continue to have concerns then it is advised they contact the appropriate Pastoral Manager.
- Parents must keep any malicious text messages, comments on social networking sites or emails received by their children as evidence.

## **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
- doesn't want to go on the school / 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
- feels ill in the morning
- begins to do poorly in school work
- 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
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating / excessive eating
- is frightened to say what's wrong



- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received
- increasingly secretive regarding internet and mobile phone use

## **Or any other behaviour that is out of character with your child.**

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

## **Procedures**

1. All allegations of bullying incidents should be reported to staff and recorded on PARS/SIM's. Staff deployed as appropriate with Pastoral Managers /SLT taking the responsibility of overview.
2. Incidents will be investigated thoroughly. In cases of suspected cyber bullying this may include viewing pupils' use of the internet, including use of social networking sites; evidence provided by other pupils, e.g. screen shots, mobile phone/mp3 content.
3. In all cases parents will be informed and may be asked to come in to a meeting to discuss the problem further.
4. If necessary and appropriate, police or other agencies will be consulted and their support enlisted.
5. The bullying behaviour or threats of bullying must be investigated and strategies must be put in place and recorded to enable the bullying behaviour to be stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour

## **Outcomes**

- 1) The bully (bullies) will be expected to remedy the situation and to give assurance that it will not reoccur. Sanctions will reflect the seriousness of the incidents.
- 2) Where parental contact has already been made or, the incident/concern has been initiated by parents then we will feedback outcomes.
- 3) In serious cases, inclusion or even exclusion will be considered
- 4) If possible, the pupils will be reconciled through mediation with a member of staff.
- 5) After the incident / incidents have been investigated and dealt with, each case will be monitored on the bullying log to ensure repeated bullying does not take place.
- 6) Cases of homophobic/ racist bullying will be reported to County in-line with policy.

## **Prevention**

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- Creating an open environment for sharing issues related to bullying (being a Telling/ Listening School).



- Raising the understanding of bullying related issues in Assemblies, PSHE (and other lessons as appropriate).
- Creating and exploring easy methods for pupils to report incidents of bullying.
- Dealing with bullying issues quickly, efficiently and sensitively.
- Imposing quickly appropriate sanctions for perpetrators as necessary.
- Use of drama / role play to create opportunities for pupils to experience the issues with bullying.
- Use of our counsellor to work with victim and perpetrator separately where appropriate.
- Display of anti-bullying materials around our environment.

## **HELP ORGANISATIONS:**

Advisory Centre for Education (ACE)	020 7354 8321
Children's Legal Centre KIDSCAPE	0845 345 4345
Childline	0800 1111
Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access Bullying Online	020 8772 9900

[www.bullying.co.uk](http://www.bullying.co.uk)

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support , links and advice.

## **Cyberbullying**

*Additional information and policy on Cyberbullying.*

Cyberbullying takes different forms: threats and intimidation; harassment or “cyber-stalking” (e.g. repeatedly sending unwanted texts or instant messages); vilification / defamation; exclusion or peer rejection; impersonation; unauthorised publication of private information or images and videos and the manipulation of.

The procedures for dealing with, the outcomes and preventing Cyberbullying are similar to those we use for Anti-bullying. Tackling cyber bullying can sometimes be more challenging as it can take place outside of school (although not always) and the evidence can be difficult to gather. To this end we rely on parents monitoring their children’s use of technologies, e.g., the internet and mobile phones with particular regard to social networking sites.

We are committed to preventing all forms of bullying and have worked with other high schools in South Ribble to develop an E-Safety Charter.

### **In School:**

Access to social networking sites is not available in school due to the Lancashire Firewall. At Wellfield when pupils log on to a PC they are asked to agree to Acceptable Use Policy as well as the Acceptable Use Agreement that all pupils and parents must sign before they are allowed access to the ICT network at Wellfield.



We use an additional security facility that monitors words which are typed in or images viewed on a pupil's PC. Where inappropriate words or images are found the software screen shots the pupils PC screen and this is forwarded to the Network Manager and Headteacher. These pictures maybe sent home to parents as necessary.

Pupils may as a result have their right to ICT access restricted, withdrawn or monitored indefinitely. This is at the discretion of the Headteacher

## **Parents/Pupils:**

Should a parent or child become aware of bullying or inappropriate use of the internet or mobile devices then they must try and record any instance, through the use of the screen shot / print screen. i.e. taking a digital image of the screen they can view and saving it or printing it.

This could be used by the School in line with our anti-bullying policy, or the police/other agencies should it be deemed necessary.

## **Mobile Phones:**

Mobile phones are one of our biggest concerns at present. The development of internet-ready mobile phones can allow pupils access to the internet outside school's safe network through mobile providers. This technology allows pupils complete access to social networking sites, texting, calls and image/data storage and sharing.

The school recognises that mobile phones and digital devices are now an integral part of young peoples' culture and way of life and can have considerable value, particularly in relation to individual safety. It is recognised that such technology will play an increasing part in future learning practices, but, akin to existing ICT use, this should follow agreed rules and guidelines to prevent disruption and instil good learning habits. The school therefore accepts that pupils are permitted to bring mobile phones and digital devices to Wellfield but that their use is subject to the following guidelines and only used in the designated "Phone Zones".

The school aims to educate pupils in the responsible use of technology.

**Note:** The term 'phone' in this policy denotes mobile phones, Ipods, Mp3, Mp4 players and any similar portable electronic devices.

Mobile phones do present a number of problems:

- They are valuable items that can be stolen / lost
- Their use can render pupils subject to potential bullying or inappropriate contacts
- They can disrupt the learning environment
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images

## **Responsible Use:**

Pupils are required to use phones responsibly at all times.

1. Pupils must ensure that files stored on their phones do not contain violent, degrading or offensive images.



The transmission of some images/information can be a criminal offence and will be dealt with as such by the school.

2. Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour in line with our anti-bullying policy.

Only use phones in the "Phone Zones" located around school.

3. The school is a workplace, and phones can interfere with the atmosphere and good order of the workplace, even when in silent mode. Wellfield expects that **phones will be switched off and kept in bags/blazer during and between lessons**. Hand the phones into the valuable box in PE before going into the changing room.

## Rules:

1. Responsibility for the phone rests with the pupil and the school accept no financial responsibility for damage, loss or theft.

2. Pupils must not use phones during or between lessons. This means that phones must not be used for example, for making calls, checking the time, texting or used as a calculator. Mobile phones/headphones etc must not be visible during or between lessons, **phones must be switched off and stored in the pupil's bag/blazer**. Where appropriate, an individual member of staff may give permission for the use of a device for a specific educational purpose.

3. **Head phones must not be worn** during or between lessons, for reasons of safety and courtesy.

4. Pupils must **not use phones or MP3 players to broadcast music, or transfer inappropriate material**.

5. **No device should be used in the school to photograph or video pupils or staff** without the authority of the Headteacher.

6. If there is an emergency which requires communication with home, **pupils must speak to a member of staff** who will deal with the matter. Parents/carers should only contact pupils at break-time or lunchtime via text as it will be less intrusive on the pupil's activity at those times e.g. eating/drinking, queuing in the lunch line, using the toilet, carrying out duty, getting help from a member of staff etc..

In an emergency parents/carers should phone the reception and a message will be taken to the pupil. This ensures that a pupil is given support and privacy in dealing with a potentially difficult situation. Pupils who feel unwell must always contact home via the school office and not use their mobile phone. This allows support and supervision and also avoids pupils leaving the school without a record being made by the school.

7. Mobile phones cannot, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.

8. Pupils need to **acknowledge that it is a privilege** to be permitted to bring mobile phones to school and abuse this policy may lead to a curtailment of this privilege.

9. Mobile phones can be used outside teaching hours, i.e. during breaks and lunchtime but phone calls can only be made in designated areas, "Phone Zones" **outside of the buildings**.

10. If for any reason a member of staff approaches a pupil who is on their **phone the pupil will be expected to pause or stop their call as a sign of respect** and also in case the member of staff has to share important information.



## **Consequences:**

- If a member of staff is aware that a pupil is using a mobile phone during teaching hours then the phone will be confiscated, sent to the school office until the end of the school day when the pupil may retrieve it from the office. A text will be sent home to inform parents. If this is persistent the parent may have to collect the phone in person, be invited to meeting to discuss the persistent behaviour or asked that the pupil keeps their phone at home until future notice.
- Persistent misuse of a mobile phone will be dealt with under the Behaviour Management policy and may lead to more severe sanctions being used.
- Should any member of staff suspect that a pupil's mobile phone contains any information, files or media that is harmful or inappropriate then the headteacher or delegated member of staff may search the pupil's mobile phone.
- Where pupils act illegally with technology they will be reported as appropriate.

*“Education and Inspections Act 2006 also provides a defence for school staff in confiscating items from pupils. This can include mobile phones when they are being used to cause a disturbance in class or otherwise contravene the school behaviour / anti-bullying policy. More information on confiscation can be found in section 3.8 of the School Discipline and Pupil Behaviour Policies guidance 4. School staff may request a pupil reveal a message or show them other content on their phone for the purpose of establishing if bullying has occurred, and a refusal to comply might lead to the imposition of a disciplinary penalty for failure to follow a reasonable instruction. Where the text or image is visible on the phone, staff can act on this. Where the school's behaviour policy expressly provides, a member of staff may search through the phone themselves in an appropriate case where the pupil is reasonably suspected of involvement.”*

### **DCSF – Safe to Learn: Embedding anti-bullying work in schools.**

Where concerns are further raised or the school cannot gain access to the phone the police maybe called to assist.