

PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: **Anti-bullying Policy (Students)**

SLT LINK MEMBER: Claire Eales-White

GOVERNORS SUB COMMITTEE: T & L

This policy was adopted/updated: November 2018

This policy will be reviewed: November 2019

Statutory Policy: NO

Source: School

This policy was produced by a working party which included students, teaching staff and support staff. It was written largely by students themselves

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PLYMOUTH HIGH SCHOOL FOR GIRLS ANTI-BULLYING POLICY

1. AIMS

The aims of this policy are:

- That no person should feel themselves to be the victim of bullying or harassment and that any person who has such concerns has the right to be heard and for all of their concerns to be taken seriously and to have any necessary action taken.
- To encourage tolerance and understanding within our community
- To promote respect across the whole community
- To clarify the role and responsibilities of the Designated Person
- To explain how to proceed if any bullying issues arise
- To explain how these issues will be dealt with

3. LEGISLATION

This policy has been developed in accordance with the principles established by the;

- Children Act 1989
- Children Act 2004
- Safeguarding vulnerable groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002
- Adoption and Children Act 2002
- Female Genital Mutilation Act 2003
- Sexual Offences Act 2003
- Children and Adoption Act 2006
- Children and Young Persons Act 2008
- Border, Citizenship and Immigration Act 2009
- Apprenticeship, Skills Children and Learning Act 2009
- Education Act 2011

Policy and Guidance

- Working Together to safeguard children 2015
 - Keeping Children Safe in education 2015
 - Plymouth Safeguarding Children Board – Policies and Guidance:
<http://www.plymouth.gov.uk/localsafeguardingchildrenboard/>
- i) The Governing body takes seriously its responsibility to ensure no person is the victim of bullying or harassment within these premises.
 - ii) We recognise that all staff, governors, parents and students have a full and active part to play in protecting all persons from bullying.
 - iii) All staff, governors, parents and students believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical, and moral development of each person.
 - iv) We recognise that bullying can be both short term and long term, and we will, therefore, undertake to provide continuing support to a person for whom persistent bullying is perceived to be a problem.

4. DEFINITIONS

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against
- Maybe mental or physical, direct or through other means such as cyber bullying

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

5. ROLES AND RESPONSIBILITIES

The Anti Bullying Coordinator:

- Will act as a focal point for students, staff, parents and governors on the subject of bullying within these premises.
- Will keep a record of all such concerns and investigations and will ensure all records are kept confidential and secure.
- Will report formally to the Head of Year, and when appropriate the Deputy Headteacher on the matter of bullying in the school.
- Will undertake relevant training on a regular basis and will be required to develop the understanding of all staff on the signs and indicators of bullying.
- Will guide as to the appropriate sanctions

The Headteacher will

- Liaise with the Anti Bullying Coordinator to ensure full and fair implementation of this policy and procedure
- Will oversee the review of the policy annually, with the Governor's Teaching and Learning Committee

- Will oversee and review, annually, the system of sanctions and student intervention which supports the implementation of this policy together with senior staff and the Anti Bullying Co-ordinator
- Will keep the Governors informed of any serious bullying issues which arise

All staff and students

- Any person who feels that they are being bullied has the right to seek support, guidance, or intervention.
- Any person who witnesses bullying has the responsibility to report the incident as we all have a role to play in maintaining the close relationships in the school.
- Staff should assess any incident and if they suspect bullying might be involved should report it to the Anti Bullying Co-ordinator

6. PROCEDURE

The school and Anti Bullying Coordinator will ensure that staff and students are aware of the ways in which bullying can be reported and the support which can be offered.

Appendix 1 outlines examples of procedures for reporting incidents or concerns.

Appendix 2 is an example of the type of advice given to parents and students

7. SANCTIONS

It is the role of the Tutor, Assistant to the Heads of Year, Heads of Year, and staff involved in mentoring or mediation to assess any alleged incidents, and if they deem it to be a bullying issue, they will refer it onto the Anti-Bullying Co-ordinator.

Use of sanctions, will be guided by the Anti-Bullying Co-ordinator, the Head of Year and / or a member of SLT as each case must be treated in its own right, and using the annually reviewed system of sanctions which supports this policy.

8. MONITORING ARRANGEMENTS

This Anti Bullying policy (students) will be monitored and reviewed by the headteacher and the Governor's Teaching and Learning Committee annually.

At each review, the policy will be approved by the headteacher and the Teaching and Learning Committee.

The headteacher and relevant senior staff will review the pupil code of conduct, sanctions and rewards systems associated with implementing this policy annually.

9. LINKS WITH OTHER POLICIES

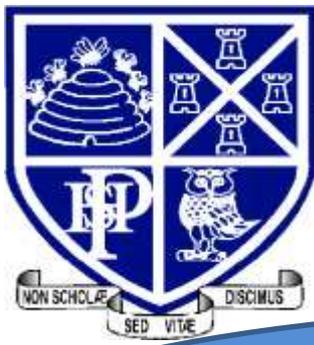
Behaviour Management policy

Safeguarding Policy

On Line Safety Policy

APPENDIX 1 EXAMPLE OF PROCEDURES

- i) If you feel you are being bullied (or someone you know is being bullied), you must TELL SOMEONE
- ii) In the first instance this will normally be your tutor but may be another adult if you feel this more appropriate (see below).
- iii) Your tutor (or other adult) will talk with you and judge what action to take. In many cases they will deal with the issues themselves talking to the alleged bullies and parents as appropriate. The incident will be recorded in the 'bullying log'. In more sensitive cases the tutor or teacher will refer the incident on as described below.
- iv) As requested by Student Voice we have a Designated Person (known as the Anti-Bullying Co-ordinator) who is responsible for and will co-ordinate all matters relating to bullying that impact upon a student's learning and wellbeing within School.
- v) The name of the Co-ordinator is publicised in Assemblies, Newsletters, Pupil Bulletins and Student Planners; students can contact the Co-ordinator through the following methods:
 - ◆ Email – SPEAKOUT
 - ◆ Bullying Box placed near Reception
 - ◆ Contacting the Co-ordinator directly during Tuesday and Thursday lunchtimes. Times and places will be clearly advertised.
- vi) The Co-ordinator will guarantee privacy for the individual raising the concern and ensure issues raised are handled sensitively and discreetly.
- vii) The Co-ordinator will undertake to investigate all incidents of bullying thoroughly and report back to the person raising the concern, and if necessary, refer the matter to another agency.
- viii) In the absence of the Anti-Bullying Co-ordinator, the school's Child Protection officer or Head of Year will fulfil the role.
- ix) Posters will be placed around the school, with details of how to contact the Co-ordinator.
- x) An attempt will be made to help the bully(ies) change their behaviour.
- xi) The bully(ies) will be encouraged to apologise, but the co-ordinator, in consultation with senior staff, will decide what other consequences will follow in any given situation. In serious cases, the Headteacher will consider isolation, suspension or even exclusion for the bully(ies).



APPENDIX 2: EXAMPLE GUIDANCE

Anti-Cyber Bullying

Guidance for Parents and Students

PHSG - NO PLACE FOR BULLIES!

PLYMOUTH HIGH SCHOOL FOR GIRLS AIMS TO BEAT BULLYING

VIRTUAL BULLYING

With more and more of us using email and mobile phones, bullying does not have to happen in person. Silent phone calls or abusive texts or emails can be just as distressing as being bullied face to face.

CYBER BULLYING

This is sending or posting harmful or cruel text or images using the internet or other digital communication devices.



**Bullying in all its forms has no place in
Plymouth High School.**



Text message bullying involves sending unwelcome texts that are harassing or cause discomfort.

Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed with images sent to other people. 'Happy slapping' involves filming and sharing physical attacks.

Phone call bullying via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.



Email bullying uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.

Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.

Bullying through instant messaging (IM) is an internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online (i.e. MSN, Facebook etc.).

Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyber bullying.

What can you do as a parent?

- Don't wait for something to happen before you act. Make sure your child understands how to use these technologies safely and knows about the risks and consequences of misusing them.
- Make sure they know what to do if they or someone they know are being cyber bullied.
- Encourage your child to talk to you if they have any problems with cyber bullying. If they do have a problem, contact the school, the mobile network or the Internet Service Provider (ISP) to do something about it.
- Parental control software can limit who your child sends emails to and who he or she receives them from. It can also block access to some chat rooms.
- Moderated chat rooms are supervised by trained adults. Your ISP will tell you whether they provide moderated chat services.
- Make it your business to know what your child is doing online and who your child's online friends are.

It is important that parents and carers ensure that their children are engaged in safe and responsible online behaviour. Some suggestions for parents to stay involved are:

- Keep the computer in a public place in the house. Periodically check on what your child is doing. Discuss the kinds of internet activities your child enjoys.
- Be up front with your child that you will periodically investigate the files on the computer, the browser history files, and your child's public online activities.
- Search for your child's name online, look at his or her profiles and postings on teen community sites, review web pages or blogs.

- 📱 Tell your child that you may review his or her private communication activities if you have reason to believe you will find unsafe or irresponsible behaviour.
- 📱 Watch out for secretive behaviour as you approach the computer such as rapidly switching screens, and for attempts to hide online behaviour such as an empty history file.

What can you do as a student?

If you are being bullied, remember bullying is never your fault. It can be stopped and it can usually be traced.

- 👤 Don't ignore the bullying. Tell someone you trust, such as a teacher or parent, or call an advice line.
- 👤 Try to keep calm. If you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.

There is plenty of online advice on how to react to cyber bullying. For example, www.kidscape.org and www.wiredsafety.org have some useful tips:

Text/Video Messaging

- 📱 You can turn off incoming messages for a couple of days.
- 📱 If bullying persists you can change your phone number (ask your mobile service provider).
- 📱 Do not reply to abusive or worrying text messages – your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.



Email

- 📧 Never reply to unpleasant or unwanted emails.
- 📧 Don't accept emails or open files from people you do not know.
- 📧 Ask an adult to contact the sender's ISP by writing [abuse@](mailto:abuse@hotmail.com) and then the host e.g. abuse@hotmail.com.

Web

- 🌐 If the bullying is on the school website, tell a teacher or parent, just as you would if the bullying was face-to-face.

Chat Room and Instant Messaging

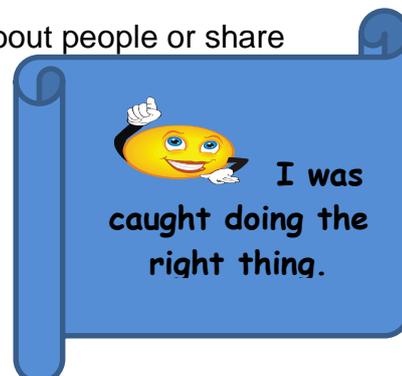
- 💻 Never give out your name, address, phone number, school name or password online. It's a good idea to use a nickname. Do not give out photos of yourself either.
- 💻 Do not accept emails or open files from people you do not know.
- 💻 Remember it might not just be people your own age in a chat room.
- 💻 Stick to public areas in chat rooms and get out if you feel uncomfortable.
- 💻 Tell your parents or carers if you feel uncomfortable or worried about anything that happens in a chat room.
- 💻 Think carefully about what you write – don't leave yourself open to bullying.

ALWAYS TELL AN ADULT

Three steps to safety

Respect other people – online and off. Do not spread rumours about people or share their secrets, including phone numbers and passwords.

1. If someone insults you online or by phone, stay calm – and ignore them, but tell someone you trust.
2. 'Do as you would be done by'! Think how you would feel if you were bullied. You are responsible for your own behaviour – make sure you don't distress other people or cause them to be bullied by someone else.



Why should we report bullying incidents?

Sometimes students do not want to report bullying incidents because they are frightened that this will make the situation worse.

Not reporting a bullying incident allows the bully to continue with their bullying behaviour.

This is not good for the bully, who needs help in order to change their antisocial behaviour, or for those who are the victims or those who witness such events.

If you are being subjected to a sustained level of unpleasantness, which includes any of the behaviours listed, then this should be treated as bullying and be reported to you anti-bullying co-ordinator or Head of Key Stage.

Once you have reported the bullying incident in school:

A member of staff will talk to you the same day and will go and take your statement.

The incident will be logged and your anti-bullying co-ordinator, if they are not already dealing with the incident will be informed.

An investigation will take place. This will usually take the form of your anti-bullying co-ordinator talking separately to the bully/bullies and to any witnesses.

Action will be taken. If appropriate, you and the bully may meet with your anti-bullying co-ordinator to discuss what has happened and to agree a way forward.

Some incidents may warrant intervention of the Police.

Consequences

Cyber bullying will be treated the same as bullying. There will be consequences for bullying behaviour. The consequences will vary according to the severity of the incident but all incidents of bullying will be treated seriously.



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