

Sallygate School

Anti-bullying

Policy

Date Agreed: September 2016

Date of next Review: September 2017

Headteacher signature:

Management Committee Chair signature:

**All staff must have access to this policy, and sign to confirm that they have read,
understood and will adhere to its contents.**

Sallygate Anti-bullying Policy

Introduction

The Government has made tackling bullying in schools a key priority and identified the provision of a safe and happy learning environment as integral to achieving the wider objectives of school improvement: raising attainment, improving school attendance; promoting equality and diversity; and ensuring the well being of all members of the school community.

(Department for Education "Preventing and Tackling Bullying" (February 2013))

Objectives of this policy

This policy outlines what The Sallygate School will do to prevent and tackle bullying. We are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated.

Our school community

- Discusses, monitors and reviews our anti-bullying policy on a regular basis
- Ensure that through the School Council, pupils are able to discuss any areas of concern regarding bullying
- Supports all staff to promote positive relationships and identify and tackle bullying appropriately
- Ensure through PSHE lessons that all pupils know the difference e.g. between a possible unintended outburst without intention of hurting their feelings versus actual bullying behaviour towards them.
- Ensures that pupils are aware that all bullying concerns will be dealt with effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy
- Reports back to stakeholders regarding their concerns on bullying and deals promptly with complaints. Stakeholders in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice and utilises support from the Local Authority and other relevant organisations when appropriate.

Definition

For the purposes of this policy, harassment and bullying will be defined as: **'Behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual either physically or emotionally.'**

Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours. This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, instant Messenger, through web sites and social networking sites, and sending offensive and/or degrading images by phone or via the internet.

We do however recognise that the pupils who attend Sallygate can often display the unwanted behaviours listed above due to their various diagnosis including Attachment Disorders and Post Traumatic Stress Disorders. To ensure that these behaviours do not develop into repeated or targeted bullying behaviours we record all incidents of behaviour throughout each day and address any behaviours with various sanctions.

Forms of bullying covered by this policy

Bullying can happen to anyone. This policy covers all forms of bullying including;

- Bullying related to race, religion or culture
- Bullying related to LDD (learning difficulties or disability)
- Bullying related to appearance or health conditions
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers or looked after children or otherwise related to home circumstances
- Sexual, sexist or transphobic bullying
- Cyber bullying related to use of internet, mobile phone messages and social media

The Sallygate School regards bullying as a form of behaviour that is entirely unacceptable and that it must be dealt with firmly, swiftly and carefully. It is the responsibility of everyone to prevent it happening and this policy contains guidelines for staff and pupils.

Part One - Pupils

At The Sallygate School pupils have the right to feel safe and happy. Bullying of any kind undermines these rights and makes life miserable for all those affected.

Dealing with incidents of bullying:

Prevention is always better than cure and this is dependent upon:

1. Staff knowing their pupils.
2. Staff interacting with as well as knowing their pupils so that those pupils will trust their staff and be prepared to make an early complaint to them.
3. Making new pupils feel welcome and secure.
4. Staff dealing fairly, firmly and sympathetically with bullying situations and with all complaints of potential bullying.

Action:

1. All action must be non-judgemental and protective.
2. Any complaining or injured pupil must be instantly reassured.
3. Ascertain the facts, speak to witnesses and give each pupil the opportunity to state their case in a calm, unhurried atmosphere away from the scene of any incident.
4. Decide upon the action to be taken bearing in mind the fact that it must be our aim to modify the behaviour of the pupil concerned, not to carry out an act of apparent revenge on behalf of the victim. That would, in itself, constitute an act of institutional bullying and be manifestly unjust and counter – productive.
5. Inform the class teacher if he or she has not been involved from the outset.
6. Inform the stakeholders concerned and note the incident in the school bullying log.
7. Serious incidents, or those where an injury has been sustained must be recorded in the Incident Book without delay and reported to the Head teacher/Deputy Head.

Follow up action:

1. Monitor the behaviour of bully and victim.
2. Record any subsequent relevant behaviour.
3. Be sure that any sanctions imposed are seen to be understood by all the parties involved and that they are perceived to be fair, relevant and finite.
4. Make sure that no pupil is labelled as a bully. Treat each situation as the facts of that situation demand.
5. Use the curriculum to inform the pupils about the nature, origins and consequences of bullying so that the pupils will see that bullying in any form is unacceptable behaviour and that no pupil can become involved in bullying inadvertently or through ignorance.
6. Persistent bullies and regular victims will need further, individual work.

Where such situations arise, the involvement of the senior staff will be essential.

Part 2 – Staff

Policy on bullying and harassment among members of staff:

The Sallygate School is committed to protecting its staff from harassment and bullying. All forms of harassment and bullying are unacceptable and must be fully investigated. Everyone within the organisation is responsible for his or her conduct to others. People not only have a responsibility to themselves, in acknowledging their responsibilities to others, but they should also ensure that any incidents of harassment or bullying to others do not go unreported.

The Sallygate School believes that each member of staff has the right to be treated with courtesy, dignity, fairness and respect at all times. It is committed to this belief and this policy is aimed at giving further commitment to good employment practice and good practice in equal opportunities as well as underpinning its legal and professional obligations.

Harassment and bullying can have serious consequences within the workplace including anxiety, stress, physical ill health and recruitment and retention problems. This policy is aimed at ensuring that such problems do not arise in the first place and at ensuring that where such problems do occur, they are taken seriously. It aims to make it plain that anyone who feels that they are subject to any form of harassment or bullying can have the confidence to complain without fear of reprisal or ridicule.

In order for this policy to be successful in providing a positive support for all staff, everyone needs to give their individual commitment to ensure that harassment and bullying is recognised and not tolerated. This can only happen when:

1. Managers support this policy and are proactive and vigilant of the behaviour of others and are responsible for addressing actions which might cause offence.
2. All staff support this policy and are aware of how their behaviour may affect others. Staff must be proactive in promoting an atmosphere which is free from harassment and bullying and must challenge instances of such behaviour wherever they occur.

Action:

A. Managers:

1. Managers should be supportive of the staff and ensure that harassment and bullying is prevented in the first instance. It is the responsibility of the

management to ensure that each member of staff is made aware of this policy.

2. Where managers suspect incidents of harassment or bullying are occurring, they must address the issue as soon as is reasonably practicable. If there is sufficient evidence to believe that any individual's conduct is unacceptable, the matter should be investigated formally in accordance with the practices of The Sallygate School.
3. Managers should always act in a professional and fair manner and ensure that their own behaviour does not breach this policy.

B. Staff:

1. All staff should refrain from any conduct which would amount to harassment or bullying of another.
2. All staff should work together to both prevent and to report any instances of harassment or bullying.
3. All staff have a responsibility to create an atmosphere free from harassment and to challenge harassment or bullying wherever it is encountered.
4. Where staff are victims of any perceived harassment or bullying, or are witness to them, they have a duty to report such incidents safe in the knowledge that management will take such reports seriously and that all such reports will be dealt with promptly, sensitively and in the strictest of confidence.

C What to do if you believe that you are being harassed or bullied:

1. Do not hesitate to contact a senior manager or staff representative. They will be able to give support and advice on how to approach the matter and whether more formal action is required. The final decision on whether a formal complaint should be made rests with the person affected.
2. In the first instance it may be appropriate to try to resolve the situation by speaking directly to the other person involved and ask them to stop or amend their current behaviour. This gives that person the opportunity to recognise the effect of their behaviour on others.
3. If an individual has attempted to resolve the situation without success, a formal complaint should be made to the line manager of the person causing the harassment, or, where appropriate, to another senior manager.
4. It is good practice to keep a written record of any incidents. However, it is equally important to consider that the collation of detailed records against another person can, in itself, be considered harassment where there is no just or reasonable cause or where no attempts have been made to resolve any conflict.

D Investigating harassment or bullying:

1. Since harassment or bullying are normally considered to be gross misconduct it is important that all complaints are treated seriously and investigated promptly in accordance with procedure.
2. Each complaint must be investigated in a confidential manner and both parties made aware of any outcome or actions to be taken.
3. Where necessary, other people involved in the investigation may also be given feedback or appropriate debriefing.

Responsibilities

The named person with responsibility for this policy is **Soo Finn** (Head teacher).