

Introduction :

Knightsfield School believes that its pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied. All schools, both large and small, contain some pupils with the potential for bullying behaviour. Knightsfield School has a clear behaviour policy, which promotes the rights and responsibilities of every individual. Bullying is **WRONG** and will not be tolerated.

Bullying affects everyone, not just the bullies and the victims. It also affects those other children who observe or are drawn in by group peer pressure.

What is bullying ?

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can be planned and organised or it may be unintentional. It may be perpetrated by individuals or groups.

Bullying can take many forms. It can be :

- Physical - A child can be physically punched, kicked, spat at, etc.
- Verbal - This can take the form of name-calling, insulting or making offensive remarks. It may be directed towards gender, ethnic origin, nationality, religion, colour, disability, or sexual orientation.
- Indirect - A child can be bullied by being left out of discussions/activities, being made the subject of malicious rumours, being sent malicious emails or text messages.
- Damage to or theft of property - Pupils may have their property damaged or stolen. The bully may use physical threats in order that the pupil hand over property to them.

Bullying is behaviour that impacts negatively on others :

1. The behaviour is intended to cause distress or results in significant distress.
2. The behaviour is repeated or results in multiple impacts on the victim.
3. There is an imbalance of power between the bully and victim.

What can the school do about bullying ?

Responsibilities of staff:

Our staff will:

- Foster in our pupils self-esteem, self-respect and respect for others.

- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils.
- Discuss bullying with all classes, so that every pupil learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens.
- Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to form tutors or the Deputy Head.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

As a school:

Through the curriculum, teaching pupils

- that bullying is unacceptable,
- about differences, perceived difference or discriminatory attitudes towards certain groups regardless of whether the victim is actually a member of these groups.
- about different types of families – whether anyone is, or would be, teased about having same sex parents.
- about homophobic / transphobic bullying.

If bullying is suspected, we talk to the pupils involved and any witnesses. If bullying is identified, the following action will be taken :

Help, support and counselling will be given as 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 with their form teacher or another teacher if they choose.
- By informing their parent or guardian as appropriate
- By offering further support if they feel they need this.
- By taking one or more of the six disciplinary steps described below to prevent further bullying.

We support the bully in the following ways:

- By interviewing them about the incident and establishing the reason for the bullying.
- By informing their parent or guardian.

- By taking one or more of the six disciplinary steps described below to prevent further bullying.
- By encouraging appropriate behaviour. By referring the pupil to the CAF Team for specialist support.

As a pupil : if you are being bullied :

- Try to stay calm and look as confident as you can.
- Be firm and clear – look them in the eye and tell them to stop.
- Get away from the situation as quickly as possible.
- Tell an adult what has happened straight away.

After you have been bullied :

- Tell a teacher or another adult in your school.
- Tell your family.
- If you are scared to tell an adult by yourself, ask a friend to come with you.
- If nothing is done to stop the bullying, or the bullying continues, speak to the adult again.
- Fill in a pupil complaint form.
- Don't blame yourself for what has happened.

If you see / know someone who is being bullied :

- Help the pupil tell the bully to stop.
- Report the bullying to staff and fill in a pupil complaint form.

When you are talking to an adult about bullying, be clear about :

- What has happened to you.
- How often it has happened.
- Who was involved.
- Who saw what was happening.
- Where it happened.
- What you have done about it already.

If you find it difficult to talk to anyone at school or at home,

ring/text : **ChildLine**, Freephone 0800 1111

or www.childline.org.uk - for instant messaging

The phone call is free. It is a confidential helpline so they won't tell anyone else about anything you say unless you want them to.

What can the parents do about bullying?

As a parent, if your child is being bullied :

- Be aware of unusual behaviour in your child. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- If you feel your child may be a victim of bullying, make a note of what your child says and inform the school. The matter can then be investigated.
- It is important that you do not advise your child to fight back. It can make matters worse.
- Reassure your child that telling you about the bullying was the right thing to do.
- Explain that all problems should be reported to a teacher immediately.

As a parent, if your child is bullying other children :

- Talk to your child and explain that bullying is unacceptable and makes others unhappy.
- Discuss the situation with other members of your family and stress the importance of setting a good example at home.
- Praise your child when they are friendly, kind and co-operative with other people.

Procedures for dealing with bullying

The following guidelines are suggestions to help staff deal with bullying.

1. Any suspicion of bullying should be taken seriously.
 - inform the form teachers of both the victim and the bully
 - inform parents if appropriate or ask if they have noticed anything
2. Form teacher offer the victim the opportunity to express any worries they may have.
3. Form teachers are responsible for supporting both the bully and the victim. They are also responsible for informing colleagues if they feel the situation warrants this.
 - a. Pupil/staff write down story.
 - b. Form teacher either deems it 'minor' and deals with it, or deems it serious and completes a complaint form with pupil. (Also an incident form as well, if thought necessary).
 - c. Complaint form to the Senior Teacher or Deputy Head.
 - d. Senior Teacher or Deputy Head will follow up with the bully and the victim and take action i.e. warning, etc.
4. A Bullying Log is kept in the Headteacher's Office. This will be completed for every complaint about bullying. If a pupil's name is logged twice in a term, the parents will be informed.

Disciplinary steps :

1. The bully will be warned officially to stop offending.
2. The bully may be put in detention in school at break and/or lunch times. The bully may have a privilege or extra curricular activity withdrawn, or have an internal suspension.
3. The parents/guardians of both bully and victim will be informed.
4. If they do not stop bullying, they may be excluded for a fixed period of either one or two days. If the bullying continues, they may be excluded for a longer period.
5. Where serious violence is involved, it is the Headteacher's discretion whether permanent exclusion is appropriate.
6. In the event of criminal behaviour, the matter will be referred to the police.

This policy should be read in conjunction with all other relevant school policies, Ofsted and DfE guidance: Child Protection, Behaviour, Acceptable Use of the Internet.

Policy Review : June 2014
Next Review: June 2017

Approved by the Governing Body

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Chair of Governors

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Date

Bullying

Don't Suffer in Silence

If you are being bullied

- Try to stay calm and look as confident as you can
- Be firm and clear - look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult what has happened straight away

After you have been bullied

- Tell a teacher or another adult in your school
- Tell your family
- If you are scared to tell an adult by yourself, ask a friend to come with you
- Keep speaking up until someone listens and does something to stop the bullying
- Fill in a pupil complaint form
- Don't blame yourself for what has happened

When you are talking to an adult about bullying, be clear about

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What you have done about it already

If you find it difficult to talk to anyone at school or at home,

Ring : ChildLine, Freephone 0800 1111

or write : Freepost 1111, London N1 0BR

The phone call or letter is free. It is a confidential helpline, so they won't tell anyone else about anything you say unless you want them to.

Pupil's Complaint Form

I want to complain about

.....

Name

Please describe what happened :

Signed :

.....

Date :

.....

Please give this form to your teacher