

Anti-Bullying Policy

1. Policy statement

This policy has been drawn up in the context of the school aims in particular:

- to provide a stimulating and supportive environment where individual needs and abilities are recognised and all are encouraged to develop to their full potential
- to encourage each pupil to take responsibility for her own learning, personal development and physical health throughout life
- to encourage self-esteem, self awareness and self-confidence
- to encourage pupils to form positive relationships and to communicate effectively with other people
- to encourage respect for other people's feelings, values, beliefs and property

Our school is a community based on self-discipline and a sense of responsibility towards others. We expect our girls to behave with courtesy towards staff, visitors and fellow pupils, to act with common sense and to co-operate with and consider others. They should respect their own property, other people's property and that of the school. The same standards of behaviour are expected outside school.

Underlying all of the above is the school's commitment to discourage dishonesty, deceit, irresponsible actions, cheating and bullying. This should be in a partnership between home and school, with parents supporting the school on issues of attitude and behaviour.

As a school we take bullying seriously. Pupils and parents will be supported when bullying is reported. Bullying will not be tolerated.

Objectives

To develop and implement an anti-bullying policy based on a consistently implemented whole school approach

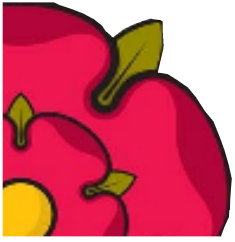
To raise awareness among staff; parents and pupils about the issue of bullying and the school's attitude towards it and to create an environment in which bullying is seen as inappropriate and unacceptable.

To be proactive in the prevention of bullying.

To make pupils, parents and staff aware of what steps to take when an incident of bullying has occurred.

2. Definition of bullying

Bullying is deliberately hurtful. It is repeated over a period of time and it is difficult for those being bullied to defend themselves.



Anti-Bullying Policy

Bullying can be:

Verbal – eg, name calling, insulting, making offensive remarks

Physical –hitting, kicking, taking belongings

Indirect -spreading nasty stories, exclusion from groups, spreading malicious rumours, sending malicious e-mails or text messages.

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. Within school we will pay particular attention to:

- Racial harassment and racist bullying.
- The use of homophobic language.
- Bullying of pupils who have special educational needs or disabilities.

3. Procedures to follow

3.1 Identifying a cause for concern

Any member of staff who suspects bullying is taking place should talk to the Head of Year. A note will be made in the pupil log book and the Head of Year and form tutor will monitor the situation.

3.2 Responding to an allegation

Pupils need to report any bullying behaviour. They can tell their parents, the school nurse, an older pupil, their form teacher, any subject teacher, Head of Year or a Deputy Head or Headteacher.

Pupils will be listened to and reports recorded and taken seriously.

Any allegation of bullying should be dealt with as thoroughly and quickly as possible. Staff should

never ignore suspected bullying

not make premature assumptions

listen carefully to all accounts - several pupils saying the same thing does not necessarily mean they are telling the truth

adopt a problem-solving approach which moves pupils on from justifying themselves

3.3 Investigating an allegation of bullying behaviour

A key member of staff should investigate the allegation; this could be the form tutor, Head of Year or Deputy Head.

The key member of staff investigating should talk to the pupil and ask them to write down what has happened. The key teacher should then look into the allegations, talking to other pupils as necessary and decide whether the allegations are true or false.

If allegations are proven to be true, contact should be made with the parents of those involved. Details should be placed in the log book.



Anti-Bullying Policy

3.4 Responding to a clear incident of bullying behaviour

Key staff should consider whether the pupil is at any risk and whether it is necessary to keep pupils apart. An appropriate response in the short term should be decided on and any longer term solutions. These should be explained to all pupils involved and parents contacted and informed.

3.5 Responding to an extremely serious violent incident

Key staff should assess the safety of the pupils involved and if necessary follow first aid procedures. Parents should be informed.

Staff should follow the same procedure as above and arrange for the safety of the pupils for the rest of the day, journey home and return to school.

3.6 Responding to a concern from a parent/carer

The concern should be logged and acted upon. An investigation should be carried out and the key teacher should check that the parent is satisfied that the school has acted in an appropriate way. There should be a follow up call two weeks later to check no further occurrence has taken place.

3.7 Responding to complaint from a parent/carer

The Headteacher and key teacher should work together in dealing with a complaint. The parents should be invited in to discuss the matter with both members of staff and a record kept. A record of action already taken is shown to parents and any further action agreed and recorded.

4. Procedures for reporting and recording

All reported allegations and incidents should be recorded in the pupil logbooks with a note of what support was given to pupils. Records should be kept of conversations with parents. Any pupil statements should also be kept in the logbooks.

5. Strategies and sanctions for dealing with bullying behaviour

The way in which the school responds to bullying incidents will differ from incident to incident and will depend on the circumstances and seriousness of the bullying. The views of the pupil (s) who have been bullied will be sought but other factors will also be taken into account.

The following strategies may be used as appropriate

Pupil spoken to and warned that a record has been kept

A group of pupils spoken to about the need to change their behaviour

Contract drawn up about future behaviour

Mediation involving the pupil who has been bullied, the pupil who has bullied and the key teacher. Opportunity for conciliation and to draw up strategies for the future



Anti-Bullying Policy

If necessary, LGGS will take tougher action to deal with persistent and/or violent bullying. Sanctions might include:

removal from the group (in class)
withdrawal of break and lunchtime privileges
detention;
withholding participation in any school trip or sports events that are not an essential part of the curriculum
fixed period exclusion
where serious violence is involved, the head teacher may permanently exclude a pupil

6. Prevention strategies

LGGS has a number of preventative measures designed to prevent bullying.

The school ethos is one which is supportive and encourages self discipline and respect
Relations between pupils and staff are positive
Behaviour in class is very good and the school is supervised during break and lunchtime
Bullying and stereotypes are dealt with in the school curriculum in Year 8 Citizenship
Monitoring of attitudes towards bullying through the LEA Pupil Attitude questionnaire
Assemblies are used to raise awareness of any issues
School Council can raise issues of concern
A peer mentoring system is being trialled
A prefect system ensures that pupils have the opportunity to raise any issues with sixth formers and the prefects themselves are aware of any bullying
There are a wide range of extra curricular, lunch time and after school activities which provide pupils with opportunities to develop themselves and make new friends

7. Intervention strategies

Sometimes there might be a need to intervene to try and change behaviour if bullying persists. A range of interventions may be used in addition to the sanctions above:

involvement of outside agencies eg, School Nurse, EWO, LEIS counselling service
working closely with parents to change behaviour

8. Implementation of the policy

All staff involved in the teaching and/or supervision of children will receive training in the anti-bullying policy and take responsibility for addressing incidents which fall within the school's definition of bullying.

All pupils need to be aware that staff want to be informed of any incidents or concerns and that action will be taken when bullying is reported. A pupil friendly version of the policy is to be produced by pupils and displayed on noticeboards.

All new parents and pupils will be informed of the policy. LGGS is firmly committed to working in partnership with parents and would wish to enlist their support.



Anti-Bullying Policy

9. Monitoring and evaluating

Each incident of bullying falling within the school definition will be recorded in the pupil logbooks. Any incidents with a racist, sexist or homophobic element will be identified.

An annual report will be made to the Governing Body indicating the extent of the problem and any trends which may emerge.

Senior staff and Governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any ongoing concerns. These will be shared with staff, parents and pupils.