



CASTELL ALUN HIGH SCHOOL

ANTI-BULLYING POLICY

Agreed by Governing Body	September 2013
Reviewed	December 2016

The school is committed to providing a caring, friendly and secure environment for all. Everyone has the right to be treated with respect and no member of our community should be made to feel unhappy or unsafe. Any form of bullying is totally unacceptable and anyone experiencing distress from such behaviour can expect to be supported promptly and effectively.

PURPOSE:

- To ensure the policy complies with the Welsh Government Circular 23/2003 – Respecting Others: Anti-bullying Guidance and Flintshire L.A. guidelines
- To clearly define what the school considers to constitute bullying
- To regard bullying as a whole school issue and consult regularly with a wide variety of groups when developing and reviewing the policy
- To ensure all staff, students, parents/carers and Governors have an understanding of the different types of bullying, how to complain and the consequences of such actions
- To provide a school environment where bullying is not tolerated and students feel safe to tell someone if they are suffering distress, knowing that appropriate action will be taken
- To ensure that there are clear procedures and systems for reporting and recording bullying, which are understood and followed by all students, staff and other associated members of the school
- To respond quickly and appropriately when bullying issues are identified
- To identify a range of strategies which can be used to reduce bullying and deal with incidents as they occur
- To raise the awareness of and promote an anti-bullying message through all aspects of the formal and informal curriculum

GUIDELINES:

The school regards bullying to be aggressive or insulting behaviour by an individual or group, often repeated over a period of time that intentionally upsets or harms the victim. Those who bully aim to hurt by means of force, intimidation or ridicule in order to control others' feelings

- Bullying can appear in many different ways; it may be directed towards, or instigated by, individuals or groups: the following gives examples but it is not exhaustive. Bullying can be:
 - Physical** – pushing, kicking, hitting, punching or any use of violence
 - Verbal** – name calling, sarcasm, spreading rumours, teasing
 - Emotional** – being unfriendly, excluding, tormenting (e.g. hiding property, threatening gestures)
 - Racial** – using racist taunts, graffiti, gestures
 - Sexual** – unwanted physical contact or sexually abusive comments
 - Homophobic** - because of, or focussing on the issue of sexuality
 - Written** – derogatory written comments or drawings
 - Cyber** – social media, text, offensive images
- Definition of Cyber-Bullying – Cyber-Bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.
By cyber-bullying, we mean bullying by electronic media:
 - Bullying by texts or messages or calls on mobile phones
 - The use of mobile phone cameras to cause distress, fear or humiliation
 - Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
 - Using e-mail to message others

- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, Youtube and Ratelyteacher.

Castell Alun High School educates its students both in the proper use of ICT and about the serious consequences of cyber-bullying and will, through PSE and in ICT lessons and assemblies, continue to inform and educate its students in these fast changing areas.

Castell Alun trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. Castell Alun endeavours to block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no student is allowed to work on the internet in the computer room or any other location within the school which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, Castell Alun audits ICT communications and regularly reviews the security arrangements in place.

- Students who are being bullied often show changes in behaviour, e.g. becoming shy and nervous, feeling sick or feigning illness, taking unusual absences and truanting or becoming more attached to staff and/or other adults. There may be changes to work patterns and a lack of concentration.
- When reviewing all issues regarding the anti-bullying policy and procedures, students will be consulted via the School Council as a representative group. Staff, parents/carers and Governors will formally be asked for their views via questionnaires and individual and group discussions. Ongoing opinions, suggestions and observations on bullying issues are considered as they are made when incidents and situations occur
- All staff, parents/carers, students and Governors are made aware through the Behaviour and Discipline booklet, Student Organiser and the Home School agreement that any form of bullying in school will be dealt with firmly and recorded. These documents also outline the personnel involved in dealing with matters and a variety of sanctions, which may be used if they choose to bully someone in school. On occasions strong action is needed. A graduated scale of response is used, which may lead to fixed term or even permanent exclusion
- Job descriptions advise staff of their obligations to be responsible for all students at all times. Staff are asked to recognise their influence in creating a positive learning environment, where respect for others is reinforced
- All staff, students and parents/carers are made aware of the channels available to complain if they feel they are being bullied. Year prospectuses, student organisers and staff manuals outline these procedures, including the availability of support staff and external agencies. Parents/carers are asked to inform us of any bullying issues affecting their children.
- Students are advised to tell someone if they are being bullied themselves or if they witness or hear about others being bullied. Once bullying concerns have been expressed some or all of these stages will be followed:

Talk with the victim – to find out the extent and nature of the incident(s)

Talk with the alleged bully – to find out their view about the incident(s)

Talk with witnesses – if appropriate or necessary; to find out more details

Alert appropriate staff to the situation – thus avoiding further conflict

Design coping strategies with the victim – to avoid future problems until the matter can be resolved

Keep the two parties apart (whenever possible) – until the situation is resolved

Allow the victim and bully to meet (if appropriate) – leading to conflict resolution

Employ sanctions (as appropriate) – detentions, internal exclusion, fixed term exclusion, permanent exclusion

Parents/carers of the bully and victim will be contacted at some stage of the proceedings, whenever appropriate

All incidents are recorded and notes of discussions taken – records are kept on the school SIMs database.

Every case will be different and will require different actions and solutions. It is important that the victim can see that the issue is being dealt with in an appropriate manner

- Trained Peer supporters are available daily for students to talk with, if they prefer, to discuss any problems regarding bullying issues. These students pass on information to staff, if the situation demands and are there to offer support the victim in the first instance
- Students are regularly reminded of the procedures for reporting incidents and all staff have been instructed to listen to and offer reassurance to students in the first instance. They then liaise with the appropriate Learning Manager, Group Tutor or Student Development Manager, who will take appropriate action
- Bullying incidents are dealt with as quickly as possible, usually by the Group Tutor or Student Development Manager, who will inform and liaise with the parents/carers of both the bullies and the victims at the earliest possible convenience. They will act as mediators and try to resolve situations.
- Student development Managers and Group Tutors give advice to victims on how to best deal with distressing situations. They also ensure that the bully is given advice and positive support on how to behave appropriately. All these discussions are communicated to parents/carers and are sometimes held with parents/carers present, so they too can often act in a supportive role. Bullies who are unable to change their behaviour are referred to agencies for additional support
- Issues surrounding bullying are incorporated into the PSE programme and assembly themes and students are regularly reminded that bullying will not be tolerated in the school. Other curriculum areas reinforce anti-bullying in the work covered e.g. English, Drama, History. We realise that no single strategy can be applied to bullying, therefore a range of strategies are available (all mentioned above), which may be implemented
- Bullying incidents are carefully monitored via Quality Assurance checks and the Leadership Team and Student Development Managers discuss incidents as they occur. The policy is reviewed annually by the Leadership Team, Student Development Team and Governors; this usually occurs during the summer term in readiness for the new academic year.

CONCLUSION:

Through the implementation of this policy, all students will have the opportunity to flourish at Castell Alun in an atmosphere where bullying is not tolerated. An ethos of anti – bullying will be promoted and all members of the school will be encouraged to act with tolerance, courtesy and consideration for others.