



**ANTI-BULLYING PROCEDURE**

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**Anti-Bullying Procedure**

This procedure is an important and integral part of both the school’s Behaviour and Safeguarding Policies.

**Purpose & Background**

Beaumont School aims to ensure that all members of the school community feel welcome, safe and happy and so are able to learn and make progress. Bullying of any kind (whether it takes place in school or at home) prevents this from happening.

As a school, we take bullying very seriously. Pupils, parents and carers should understand that reporting bullying is essential and be assured that the school will support them fully whenever bullying is reported. It is the responsibility of all members of the school community to implement the Anti-Bullying Procedure.

**What is Bullying ?**

Bullying is ‘Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally’ (*Preventing and Tackling Bullying, DfE 2011*). It can be carried out by individuals or by groups.

Bullying is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation or belonging to a minority group such as travellers. It can arise from actual or perceived differences between children such as academic ability, SEND or physical appearance.

Forms of bullying can be:

- Emotional      being unfriendly, excluding, tormenting ( e.g. hiding books )
- Physical        pushing, kicking, hitting, punching or any use of violence
- Verbal          name-calling, sarcasm, spreading rumours, teasing
- Cyber            all areas of internet, such as email and social media misuse;  
mobile threats by text messaging & calls; misuse of associated  
technology , e.g. camera & video facilities

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### Procedure Objectives

- To build and maintain an anti-bullying ethos within the school community
- To ensure all staff, pupils and parents and carers have a clear understanding of what bullying behaviour is both in and out of school bounds and hours
- To ensure all governors and staff know and understand the school policy on bullying and follow it when bullying is suspected or reported
- To ensure that all pupils, parents and carers know the school policy on bullying and feel confident to activate the anti-bullying systems
- To challenge attitudes about bullying behaviour
- To increase understanding for pupils who are victims of bullying

### Practice and Procedures

#### Preventing Bullying

While we acknowledge that bullying cannot be completely eradicated, as a school, we are wholly committed to taking measures to minimise its presence and impact on individuals and the student body. The following strategy, developed in consultation with pupils, parents, staff and governors, gives details of how we hope to achieve this.

- Beaumont School has an effective pastoral system which takes all allegations of bullying seriously, investigates them and acts upon the findings according to the guidelines in this and the associated behaviour policy. This will always involve discussion with all pupils involved and, in the majority of instances, their parents.
- The teachers' observation of the behaviour of the pupils in their care is often the first indicator of bullying. The Form Tutor's role is vital but all staff will be vigilant and alert for signs of bullying.
- A "worry post box" is located outside the school's Finance Office where pupils can leave notes about any issues causing concern, including bullying. Pupils can choose to address the note to a specific member of staff if they so wish. The box is checked regularly with its contents passed, in confidence, to a senior pastoral post-holder.
- Year 11 students are used as form mentors for Year 7 tutor groups. This relationship allows younger pupils to discuss problems, including bullying, with older peers. Mentors are aware that they should always alert a member of staff to any bullying of which they become aware.
- Sixth Form students take part in a peer-mentoring scheme operating in Years 8 and 9. All participants receive mentor safeguarding training and would make an informed judgement about when to involve pastoral staff.
- Anti-bullying advice is published in all pupil Planners and features on the school's website.

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- The PSHE and Citizenship curricula address issues such as bullying, conflict and its resolution and peer pressure as do other subject areas such as Drama. Pupils discuss both the impact of such behaviour on others and also look at effective ways of dealing with the situations they may experience. Pupils will also be made aware of anti-bullying strategies through assemblies and form periods.
- The ICT Code of Conduct includes specific measures to tackle cyber bullying through the misuse of digital media, such as images of pupils, both in and out of school.
- A notice board in the main building displays the contact details for reputable local and national agencies that offer services to children in difficulty and information leaflets are available to all pupils at the *Pastoral Help Point*, emphasised with the support of the PCSO during national *Anti-Bullying Week* displays and assemblies,

### Reporting Bullying

Pupils who are bullied, who witness bullying or who have even participated in bullying, should feel confident to report it to any member of the school staff whom they trust enough to tell. This would typically be a member of pastoral staff. Each incident will be dealt with on an individual basis but all reported incidents of bullying will be taken seriously and investigated. Incidents will be recorded with pupils' statements and actions taken forming part of this record. Proven instances of bullying will be recorded using the LA *Integrated Bullying and Harassment Record and Monitoring Form*. If the bullying has a racist element then it will also be treated as a racial incident according to the LA guidelines (*'Preventing and dealing with racist incidents'*, 2007). School Incident Forms contain specific "tick boxes" to enable staff to record whether an incident should be categorised as bullying and/or racist. A separate record is kept of these for reporting to the LA.

### Responding to Bullying

When an incident of bullying is confirmed, staff will discuss issues relating to the incident with the pupils involved, in a way suitable to their age and level of understanding. We try to make use of a problem-solving approach, centred upon facilitated mediation. Each pupil will be given an opportunity to express them self and the discussion will remain focused on finding a resolution to the problem and preventing any recurrence of the bullying. Pupils who have been bullied will receive appropriate support, including help from external agencies or the school's counsellor, where needed. Pupils who have bullied will be offered help or mentoring and may be placed on a behaviour contract.

If bullying persists, one or a combination of the following actions will be taken:

- An official report will be made and filed in the pupil's personal record ( see above ).
- The Head of Year and typically senior staff will be informed.
- Existing disciplinary sanctions will be used.

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- Parents or carers will be contacted to discuss the issues. They will be given feedback on progress in dealing with the incident. Additional external help may be sought for example from the Links Centre, Targeted Services or the PCSO which may involve the running of an Acceptable Behaviour Contract or Agreement for the pupil.
- Exclusion from the school – this is dependent on the severity and/or persistence of the bullying and will be a final resort.

### Involvement of parents and carers

Where appropriate, the parents or carers of pupils who bully and those who have been bullied will be informed of the incident and will be asked to support the strategies used to resolve the problem.

Pupils who bully will be helped to understand the pain this causes to others and reminded of the possible consequences of bullying. The sanctions for repeated incidents will be explained clearly to them. Support will be agreed to ensure they do not repeat bullying behaviours and their behaviour may be monitored. Parents and carers will be involved in ensuring that the monitoring process runs smoothly and in any subsequent actions designed to reduce bullying behaviour.

### Monitoring, Evaluation and Review

The procedure has been developed in line with advice from the Local Education Authority and in accordance with the DCSF published anti-bullying guidance for schools *Safe to learn: Embedding anti bullying work in schools (2007)*; *The Equality Act (2010)* and DfE guidance: *Preventing and Tackling Bullying - Advice for School Leaders, staff and Governing Bodies (2011)*.

Monitoring and evaluation of this procedure forms a regular part of our self-review process. All policies are evaluated and reviewed with involvement from staff, pupils, the governing body, parents and carers.

From September 2011, this policy and its implementation will also be informed by the outcomes of the Hertfordshire Anti-Bullying Initiative 'Your Say' pupil surveys and supported by the "roll out" of Student Voice Committee 'Anti-Bullying Ambassadors' through the school.