



# **Organisational Policy & Procedure**

## **Woodfield School**

### **Preventing and Tackling Bullying**

#### **1.13**

**March 2023**

Woodfield school is committed to preventing all forms of bullying. We work hard to ensure that bullying plays no part in our community by proactively dealing with all pupils, their families and staff, or eradicate and promptly address all reported incidents. Everyone at Woodfield school sees the issue of bullying as serious matter.

### **Purpose**

The purpose of this policy is to reduce the frequency of bullying and create an environment in which everyone feels safe, secure and respected. Accordingly, the school will:

- Create a culture, where pupils are confident to report incidents of bullying and understanding that their concern will be taken seriously
- Ensure that a clear, uniform approach to dealing with all forms of bullying is adopted and regularly monitored
- Anti-bullying initiatives are an integral part of the Citizenship programme for all years
- Provide advice to parents/carers and pupils on the school website
- Provide appropriate in-service training for all staff
- Provide a physical environment where pupils feel safe and secure
- Enlist the help and active support of parents/carers and outside agencies

### **Bullying Defined**

Bullying is the wilful, conscious desire to hurt, threaten, frighten or make someone feel uncomfortable over a period of time, where it is difficult for the person being bullied to defend themselves. It is distinct from random acts or aggression. Bullying manifests itself in a number of ways.

- Physical e.g. assaulting a person or property
- Verbal e.g. name-calling or teasing
- Damaging of personal property
- Indirect, damaging the reputation of the character of the victim or socially excluding them from games or conversation
- Cyber-bullying e.g. using technology particularly mobile phones and the internet deliberately to upset someone else

Bullying affects the ability of a pupil to fully participate in and enjoy school life.

### **Dealing with Bullying**

Woodfield school has a climate where it is 'the norm' to report bullying if it occurs. When bullying is reported there are three aims:

- For the bullying behaviour to stop
- For the perpetrator to understand the consequences of their behaviour and that it is not acceptable and must change
- For the victim to feel safe and secure in the knowledge that the bullying will stop

Parents/carers of both victim and perpetrator will at least be kept informed of the actions carried out by the school, and for more serious cases, be involved in the restorative process of rectifying the situation.

### **Prevention Strategies**

Staff charter – The adult as a model: Staff will not misuse a position of power to dominate the pupils in this school. We will avoid:

- Sarcastic comments
- Derogatory nicknames
- Dominating and humiliating behaviour

We will listen to pupils when they are willing to talk about bullying. We will be sensitive to a pupils need for privacy and respect, encouraging the ethos of ‘not only is it safe to tell, its important to tell’.

### **Student Charter**

Pupils will recognise each other’s rights to:

- Be physically safe
- Keep/own possessions and money
- Be free of insult, derogatory terms and teasing
- Be able to associate with other young people for companionship and friendship

The culture of the school will encourage pupils to ensure the:

- Physical safety of others
- Security of everyone’s personal possessions and money
- Freedom from hurt by name-calling, teasing and inclusion of all pupils in social and learning activities

### **Peer Support**

Peer support includes pupils from all years to act as mentors to each other.

### **The Curriculum**

We aim to make anti-bullying initiatives an integral part of the curriculum for all years. Where appropriate teachers encourage discussion, group work and co-operative learning to demonstrate the importance of bullying issues.

Bullying must never be kept a secret

### **Dealing with bullying**

All incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable. In dealing with bullying school staff will:

- 1) Listen to all accounts of the incident
- 2) Adopt a problem-solving approach that encourages pupils to find solutions rather than simply justify themselves
- 3) Ensure that all relevant personnel within school have been informed
- 4) Incidents will be reviewed to identify pupils, type, style and location of bullying. This will enable the school to identify patterns and to develop appropriate action plans
- 5) Adopt a restorative approach in the first instance, implementing sanctions as appropriate and in consultation with all parties concerned
- 6) Liaison with the relevant persons to ensure there is targeted support to address the underlying issues
- 7) Make regular follow-up checks to ensure that bullying has not resumed

## **Procedure to support a pupil who has been bullied**

- 1) Listen to the pupils account of the incident
- 2) Reassure the pupil that reporting the bullying incident was the right thing to do
- 3) Ideally, allow the pupil to write a statement or make a note of what the pupil said
- 4) Explain that the pupil should report any further incidents to a teacher or other member of staff immediately

## **Investigating the allegation**

Ideally, the pupil should be given the time and appropriate accommodation to make a written statement, which is jointly checked by the pupil and member of staff and where necessary amended to ensure clarity. The information is passed on as soon as possible to pupils' teacher. Depending on the seriousness of the allegation.

The pupil should write/say:

- 1) What happened
- 2) Whether or not this was the first incident, if not how many other incidents have there been
- 3) Who was involved
- 4) Where is happened
- 5) Who saw what happened (staff as well as pupils)
- 6) What the pupil had already done about it

Depending on the content of the allegation the accused bully and any witnesses will be asked to write statements of their own about the incident.

Members of staff who witnessed the incident should be asked to write the relevant details down as soon as possible and give these to the staff investigating. The victim should be consulted regarding their return to their learning activity.

## **Supporting pupils**

Depending on the nature of the bullying incident a pupil might be supported by one or more of the following:

- Their tutor
- Another adult (e.g. teaching assistant, SENCO)
- Pastoral support
- Specialist counsellor

The critical thing is for the pupil to feel confident to report any other incidents of bullying. To achieve this, ideally the relationship between the bully and the victim will be restored (or just formed for the first time) through restorative conversation(s). this is led by a member of the pastoral support. Pupils who have bullied often, bullies themselves have been victims. Often, they do not understand the hurt they have caused. In most cases the bully will receive counselling by a member of the pastoral support team in preparation for a restorative conversation with the victim.

The conversation with the bully might include:

- 1) How things are going generally in school
- 2) Why they acted as they did
- 3) A discussion of how bullying affects others

- 4) A discussion about how to join in with others without bullying
- 5) Examples of and praise for positive behaviours

### **Bullying by text message, mobile phones and the internet**

Pupils will be warned about the need for care when giving out their contact details, whether through social networks or a mobile phone number. A record should be kept of the date and time of any offensive messages. Pupils are treated as any other incident. There may be occasions where the phone is kept by the school for a period of time or handed to the police in some instances.

### **Use Numbers/Links**

#### **Beyond bullying award for schools**

[The Beyond Bullying Award Website](#) gives information how schools can achieve the award in this academic year. For further information, please contact either:

Sue Bosley on 01163055125, [sue.bosley@leics.gov.uk](mailto:sue.bosley@leics.gov.uk) or:

Caroline Harbison on 01163055124, [caroline.harbison@leics.gov.uk](mailto:caroline.harbison@leics.gov.uk)

Bullying UK

<https://familylives.org.uk/how-we-can-help/confidential-helpline/?ga=2.237355463.638887420.1612861670-1380731764.1612861670>

If you are concerned for the safety of a child, please call Children's duty First Response	<a href="tel:01163050005">01163050005</a>
For EHCP or other needs, call SENA	<a href="tel:01163056600">01163056600</a>
For children missing education or a child with medical needs, call education and inclusion team	<a href="tel:01163052071">01163052071</a>
For Autism Outreach, visual/hearing Impaired, call the Specialist Teaching Service	<a href="tel:01163059400">01163059400</a>
General Enquiries call:	<a href="tel:0116305002">0116305002</a>