

# **SAINTFIELD HIGH SCHOOL**



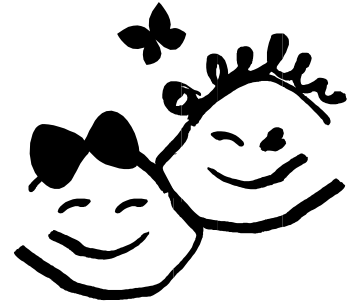
## **ANTI-BULLYING POLICY**

Reviewed June 2018

# ANTI-BULLYING POLICY

## MISSION STATEMENT

**In Saintfield High School we firmly believe that every child has the right to learn in an atmosphere free from fear and intimidation. We do not tolerate any form of bullying.**



## DEFINITION OF BULLYING

**Bullying is when a person's or a group of people's behaviour, over a period of time, deliberately makes another person feel uncomfortable, distressed or threatened. Bullying makes those being bullied feel powerless to defend themselves.**

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (eg hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours
- Cyber all areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, ie camera and video facilities.

### **The School aims to:**

- Increase awareness and encourage our pupils to report any concerns regarding bullying
- Promote an anti-bullying ethos as part of our school culture
- To develop the self-confidence and self-esteem of all our pupils
- To provide support, protection and reassurance for any pupils affected by bullying
- To work towards changing the behaviour of bullies
- Provide a safe and secure environment for our pupils to learn in.

### **Anti-Bullying Rules**

- We do not tolerate physical abuse of others.
- We do not tolerate threats being made against others.
- We do not tolerate pupils interfering with others belongings or school property.
- We do not tolerate name-calling.

- We do not tolerate larger pupils using their weight and strength against others.
- We do not tolerate pupils making sounds which would be hurtful to others.
- We do not tolerate exclusion from groups.

### **IT IS IMPORTANT THAT WE RESPOND TO BULLYING**

- We want every Saintfield High School pupil to feel safe while at school and make their School experience a positive one.
- We want to make it clear to everyone that bullying in any form is unacceptable in our school.
- We have a responsibility to respond promptly and effectively to bullying.

### **REPORTING CONCERNS ABOUT BULLYING**

**Pupils** – every pupil is encouraged to report bullying by:

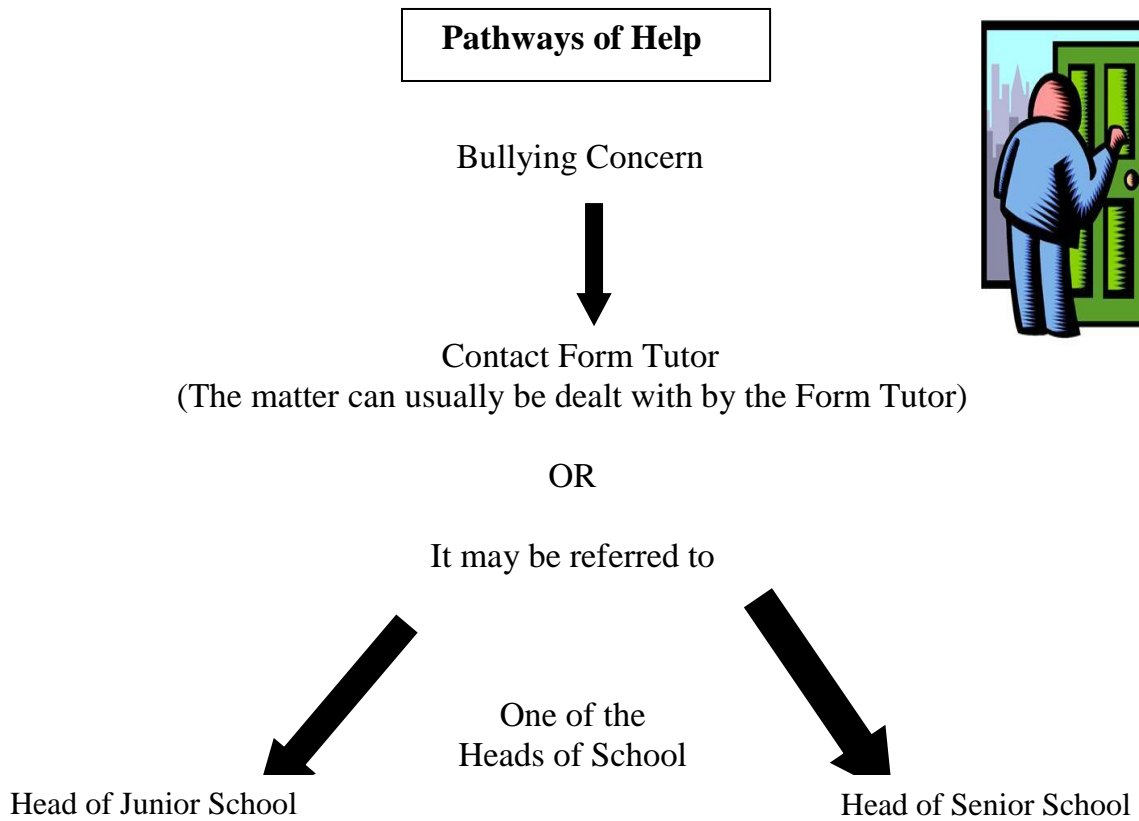
- Telling any member of staff – teaching or non-teaching
- Telling a friend, a parent/guardian or a trusted adult who can then tell a member of staff
- Using the North Down Family Works referral box outside the Library.

**All pupils need to be aware that staff want to be informed of any bullying incidents and that action will be taken when bullying is reported.**

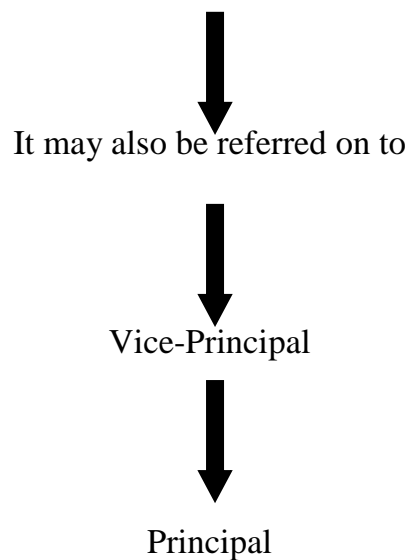
**Parents/Carers** –

- Parents should raise their concern with their child’s Form Tutor but may inform any member of staff
- Usually the Form Tutor will be able to deal with the matter
- More serious problems may require the intervention of a Head of School, Vice Principal or Principal. Most problems will be solved in this way.
- Where a parent feels their concerns have not been resolved, they are encouraged to contact the Principal.
- There is further advice in the School’s leaflet “How to Raise concerns or make a complaint” - **Appendix 2**

## Procedure for Reporting Bullying



The Designated Teacher for Child Protection  
Will be kept informed and included in the process



## HOW WE RESPOND TO REPORTS ABOUT BULLYING

- All reports will be treated seriously and fully investigated.
- The incident may be dealt with by a subject teacher, a Form Tutor or it may be passed on to a Head of School or Vice Principal or Principal
- Immediate steps will be taken to stop the bullying.
- All cases of bullying will be recorded by staff. (**Appendix 1**) The Designated Teacher for bullying will be informed and a copy of the written report given to the Designated Teacher, Vice Principal and Principal.
- Parents/Carers will be informed.
- The School's disciplinary sanctions will be implemented as appropriate to the incident – official warning, class withdrawal, suspension.
- Support will be available for the person being bullied – this may include counselling or other agencies where appropriate.
- The situation will continue to be monitored to ensure that further bullying does not take place.
- The bully will also be supported and we will work with the bully to help change behaviour. This may include counselling or other agencies where appropriate.

## PREVENTATIVE MEASURES

- All pupils follow a Resilient Curriculum.
- All staff are vigilant to the possibility of bullying occurring and will take immediate steps to stop it happening.
- The school has a Designated Teacher for Child Protection – including bullying.
- The school has advice leaflets on bullying for pupils, parents, teachers as well as an Anti-Bullying Policy.
- The school takes part in the national Anti-Bullying Week and this is followed up in the Personal Development Module of Learning for Life and work with Years 8 – 10.
- Awareness is raised by having assemblies on Bullying.
- There is a dedicated noticeboard to Anti-Bullying in one of the main school corridors.
- Bullying along with coping strategies and procedures is explored through our curriculum – Year 8 Personal Development (PD) novels and poetry in English, our Year 8 Booklet on Manners and Respect involves discussion and drama based on bullying.
- Questionnaires are used to obtain feedback from our school community – pupil, parent, staff in order to evaluate attitudes to bullying, knowledge of procedures and to register any shortfalls in our system.
- Our Anti-Bullying Policy is reviewed every two years.
- Year 8 pupils have Year 12 mentors.
- Support strategies for pupils who are bullied and for those who bully, which includes the availability of a counselling service.
- Effective supervision at breaktime, lunchtime, class change-overtime and in cafeteria, toilet areas and changing rooms.
- The culture of care and consideration for others in our school considers bullying to be unacceptable and we are committed to dealing with bullying.
- Central to our ethos is the integration of all pupils including children with learning or physical disabilities. The school will, after discussion, make all reasonable adjustments to facilitate pupils with learning or physical disabilities. This may involve discussing the disability with the child's class.
- Pupil pastoral alert system.
- Pupils participate in mental health awareness week - inter-departmental approach.

- Year 9 and Year 11 pupils participate in 4 – 6 week module.
- Year 10 pupils complete a resilience curriculum.
- All adults in the school should be positive role models which is shown in our behaviour towards each other as well as to pupils. Anti-bullying role models:
  - ~ show respect for every child as an individual
  - ~ are aware of vulnerable children
  - ~ criticise the behaviour rather than the child
  - ~ avoid playing favourites
  - ~ are seen to be fair
  - ~ avoid labelling
  - ~ have high expectations of pupils
  - ~ avoid reference to other members of the family ('just like your brother')
  - ~ never give pupils ammunition to use against each other.

## **SIGNS AND SYMPTOMS**

All adults involved with our pupils – parents, teachers, non-teaching staff should be aware of possible signs that should be investigated – bullying may be the reason.

A child may indicate by signs or behaviour that he or she is being bullied by:

- being frightened of walking to or from school
- not wanting to go on the school/public bus
- changing their usual routine
- being unwilling to go to school (school phobic)
- beginning to truant
- becoming withdrawn, anxious or lacking in confidence
- starting to stammer
- crying themselves to sleep at night or has nightmares
- feeling ill in the morning
- beginning to do poorly in school work
- coming home with clothes torn or books damaged
- having possessions which are damaged or “go missing”
- asking for money or starting to steal money (to pay bully)
- having dinner or other monies continually “lost”
- having unexplained cuts or bruises
- coming home starving (money/lunch has been stolen)
- becoming aggressive, disruptive or unreasonable
- bullying other children or siblings
- stopping eating
- being frightened to say what's wrong
- being afraid to use the internet or mobile phone
- being nervous and jumpy when a cyber message is received.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## SUPPORT AGENCIES

Advisory Centre for Education (ACE)	0808 800 5793
Children's Law Centre	0808 808 5678
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.

Lifeline	0808 808 8000
Childline	<a href="http://www.childline.org.uk">www.childline.org.uk</a> 0800 1111
Samaritans Helpline	08457 909090
Barnardos	<a href="http://www.barnardos.org.uk">www.barnardos.org.uk</a>
<a href="http://www.youngminds.org.uk/young-people">www.youngminds.org.uk/young-people</a>	
<a href="http://www.aware-ni.org/moodmattersforyoungpeople.aspx">www.aware-ni.org/moodmattersforyoungpeople.aspx</a>	08451 202961
<a href="http://www.mindingyourhead.info">www.mindingyourhead.info</a>	

*We acknowledge Kidscape as a source in compiling this policy*

**SAINTFIELD HIGH SCHOOL  
BULLYING INCIDENT RECORD**

**NAME(S) & CLASS(ES) OF PUPIL(S) REPORTING**

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**DATE \_\_\_\_\_ TIME \_\_\_\_\_ OF REFERRAL**

**NAME(S) & CLASS(ES) OF ALL INVOLVED IN THE INCIDENT**

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**DETAILS OF THE INCIDENT**

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**ACTION TAKEN**

- Reconciliation
- Sanctions
- Strategies to manage the situation ~ outline below
- Parents notified      Yes/No      Date \_\_\_\_\_
- Follow up meeting(s)

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**SAINTFIELD HIGH SCHOOL  
BULLYING INCIDENT RECORD**

**TEACHER COMMENT/OBSERVATION**

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**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ANY FURTHER COMMENTS/DEVELOPMENTS**

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**DATE** \_\_\_\_\_

**PLEASE RETAIN A COPY OF THIS REPORT**

**SEND ORIGINAL FORM TO:**            **DESIGNATED TEACHER**  
   **VICE PRINCIPAL**  
   **PRINCIPAL**

**SAINTFIELD HIGH SCHOOL**  
**INFORMATION FOR PUPILS AND PARENTS**  
**HOW TO RAISE CONCERNS OR MAKE A COMPLAINT**  
***PLEASE READ CAREFULLY***

**For the Pupil ...**

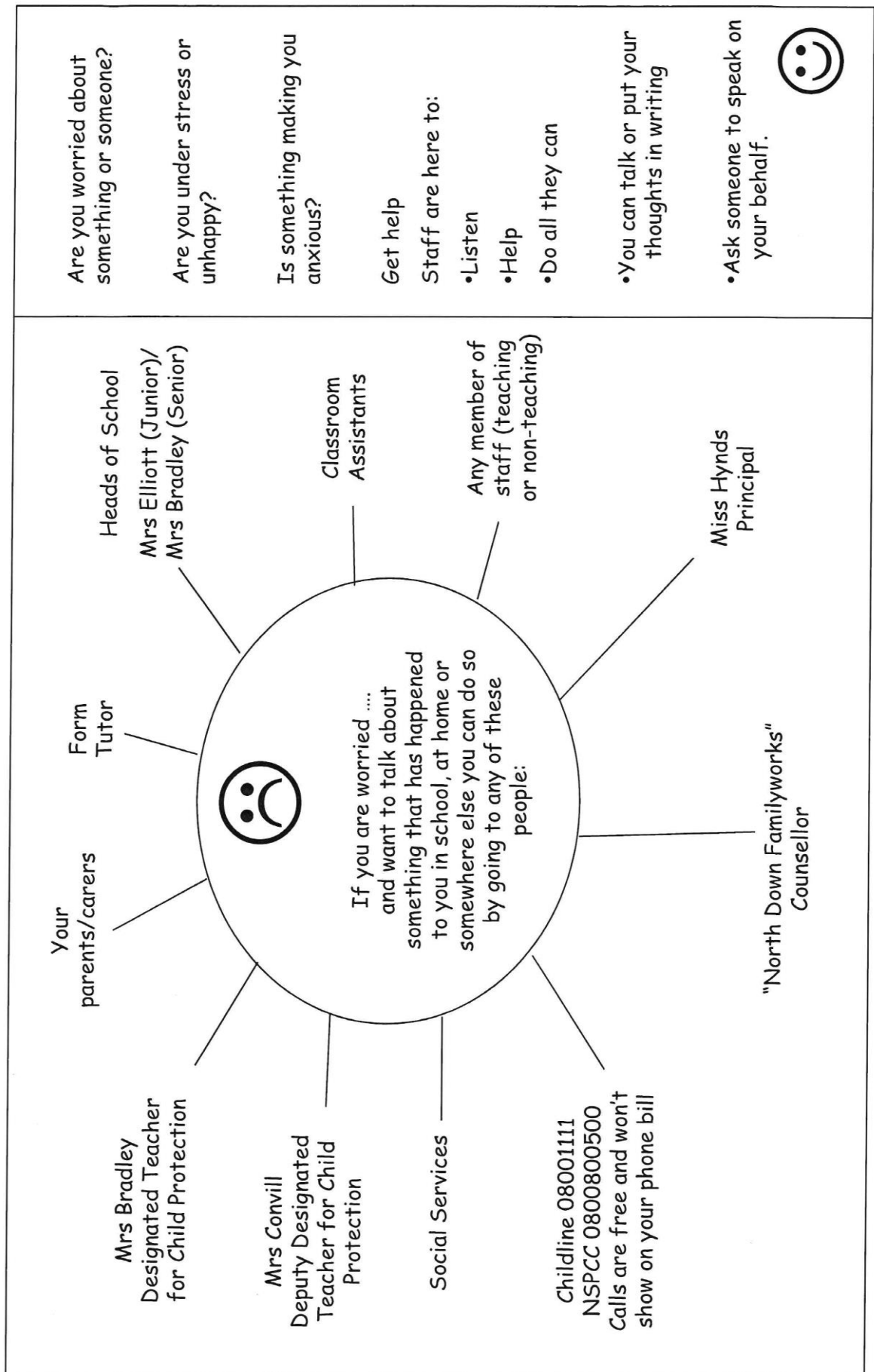
What happens if you want to talk about a worry or a problem?

- You can talk to a member of staff. He/she will listen.
- You will be taken seriously.
- You can bring a friend, member of staff with you if you wish.
- He/she will advise you on how to get help.
- To get that help for you, he or she may have to tell someone else. He or she cannot keep it a secret.
- You will always be told what is happening.
- The teacher in charge of Child Protection is Mrs R Bradley.
- Any member of staff will listen to you. If you find it difficult to confide in someone, you can phone: Childline 0800 1111; NSPCC 0800 800 500 or visit their website: [www.there4me.com](http://www.there4me.com)

**For the Parent...**

What happens when **you** raise a concern?

- The School will receive either a concern/complaint in written or verbal form.
- Depending on the nature of the concern/complaint it will be passed on to the Principal, Vice-Principal or Head of School.
- You will be told that the concern/complaint has been received and who is dealing with it also...
- You will be invited into school to discuss your concerns or complaint.
- Time will be needed to examine the issues. You will then be given a time and date when we will be ready to talk to you about it again.
- If you are not happy about how the complaint has been dealt with you may speak to the Chairperson of the Board of Governors.
- Additionally, parents/carers of pupils may refer their complaint to the NI Public Services Ombudsman (NIPSO), if they remain dissatisfied.
- Advice and help is also available from PSNI or Social Services.



Are you worried about something or someone?

Are you under stress or unhappy?

Is something making you anxious?

Get help

Staff are here to:

- Listen
- Help
- Do all they can

• You can talk or put your thoughts in writing

• Ask someone to speak on your behalf.

