

SAINTFIELD HIGH SCHOOL



Anti-Bullying Policy

Reviewed June 2020

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.



Within our school community we work hard to implement our school pledge:

Individual success for *all* pupils - learning and achieving together.

This can only be achieved when pupils feel safe, content and happy at school.

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 (e.g. 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/LGBTQ 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, i.e. camera and video facilities.

The School aims to:

- Increase awareness and encourage our pupils to report any concerns regarding bullying;
- Celebrate Anti-Bullying Week annually with a range of pupil activities across a range of Departments and Subjects;
- 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, emotional, sexual, racist, homophobic, verbal or cyber 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 intentional hurtful comments being made 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, happy and content 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;
- We want to ensure all members of the school community follow the School Community Code of Conduct.

Reporting concerns about bullying:

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.

Pupils – every pupil is encouraged to report bullying by:

- Telling any member of staff – teaching or non-teaching;
- Telling a friend, School Counsellor, Prefect, Mentor, 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.

Parents/Carers – if a parent/carer has a concern regarding bullying in the school community, they should follow the instructions below:

- Parents/Carers should raise their concern with their child's Form Tutor as a first point of contact, but may inform any member of staff;
- In most cases the Form Tutor will be able to deal with the matter;
- More serious problems may require the intervention of a Head of School or Vice Principal;
- Where a parent/carer 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

Pathways of Help

Bullying Concern

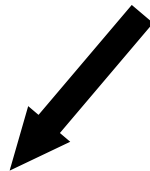


Contact Form Tutor

(The matter can usually be dealt with by the Form Tutor)

OR

It may be referred to



Head of Junior School

One of the
Heads of School



Head of Senior School



If appropriate, the Designated Teacher for Child Protection
will be kept informed and included in the process



If a matter is not resolved with the procedures above it may be referred on to



Vice-Principal



Principal

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, if it is deemed necessary, 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 fully informed throughout the process;
- The School's disciplinary sanctions will be implemented as appropriate to the incident;
- 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 Resilience Curriculum;
- All staff received regular training and are vigilant to the possibility of bullying occurring and will take immediate steps to stop it happening;
- The school has a Designated and Deputy Designated Teacher for Child Protection;
- The school has advice leaflets on bullying for pupils, parents, teachers as well as an Anti-Bullying Policy;
- The school selects an anti-bullying champion from the Year 12 Prefect Team;
- 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;
- Anti-bullying assemblies take place regularly;
- There is a dedicated noticeboard to Anti-Bullying in one of the main school corridors;
- Pupils in Year 9 and Year 11 complete a 'PASS Survey' which questions their feelings of well-being within the school community. Based upon the results, pastoral support is implemented;
- Bullying along with coping strategies and procedures is explored through our resilience 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. Year 9 6 week Mental Health Awareness in Religious Education. Year 10 'Resilience Programme' in Learning for Life and Work. Year 11 3 week Mental Health Programme;
- Questionnaires are used to obtain feedback from our school community – pupil, parent/carer, 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 to support, encourage and guide;
- 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;
- Pupil pastoral alert system;
- Pupils participate in Mental Health Awareness Week - inter-departmental approach;
- All adults in the school should be positive role models, as stated in Staff Code of Conduct, 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 having favourites;
 - ~ are seen to be fair and consistent at all times;
 - ~ avoid labelling or making judgements of pupils;
 - ~ have high expectations of all 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. 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;
- having intimidating or unkind messages sent via facebook or other social media outlet;
- overly protective of their phone;
- not wanting to go out.

This is certainly not an exhaustive list, but rather are some of the signs and behaviours that could indicate other problems, but bullying should be considered a possibility and should be fully investigated.

SUPPORT AGENCIES

Advisory Centre for Education (ACE)	enquiries@ace-ed.org.uk	0300 0115 142
Aware	info@aware-ni.org	02890 357 820
Barnardos	www.barnardos.org.uk	02890 672 366
Bullying UK	askus@familylives.org.uk	0808 800 2222
Cara-Friend/LGBT Switchboard NI	www.cara-friend.org.uk	0808 8000 390
Childline	www.childline.org.uk	0800 1111
Children's Law Centre	info@childrenslawcentre.org	02890 245 704
Family Lives	askus@familylives.org.uk	0808 800 2222
KIDSCAPE Parents Helpline	info@kidscape.org.uk	0845 1 205 204
Lifeline	www.lifelinehelpline.info	0808 808 8000
Minding your head	www.mindingyourhead.info	
NSPCC	help@nspcc.org.uk	0808 800 5000
Samaritans Helpline	www.samaritans.org	116 123
The Mix	www.themix.org.uk	0808 808 4994
Young Minds	www.youngminds.org.uk	0808 802 5544
Youth Access	admin@youthaccess.org.uk	020 8772 9900

Due to the current COVID-19 pandemic many support agencies have asked that enquires are made via email.

**SAINTFIELD HIGH SCHOOL
BULLYING INCIDENT RECORD**

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

DATE _____ TIME _____ OF REFERRAL

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

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DETAILS OF THE INCIDENT

ACTION TAKEN

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

**SAINTFIELD HIGH SCHOOL
BULLYING INCIDENT RECORD**

TEACHER COMMENT/OBSERVATION

SIGNED _____ **DATE** _____

ANY FURTHER COMMENTS/DEVELOPMENTS

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 ...

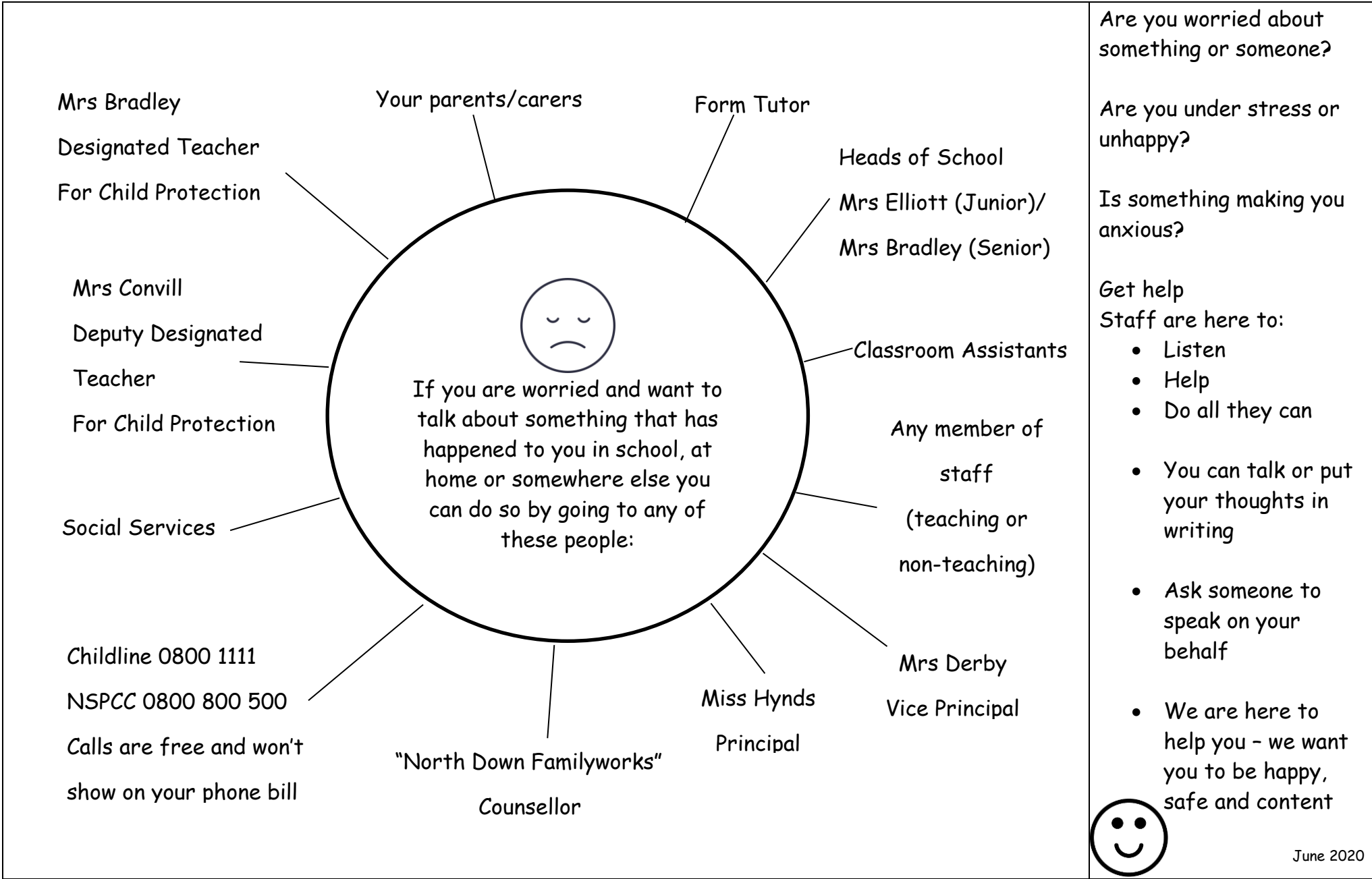
What happens if you want to talk about a worry or a problem?

- 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 or NSPCC 0800 800 500.

For the Parent/Carer...

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 Form Tutor/Head of School/Vice Principal/Principal.
- You will be told that the concern/complaint has been received and who is dealing with it.
- 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 necessary, you will be invited into school to discuss your concerns or complaint.
- 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
- We are here to help you - we want you to be happy, safe and content

