



## Northern House School – Wokingham Anti-bullying Policy

### Vision

#### **Statement of Intent**

Northern House School – Wokingham is committed to working with pupils and parents to provide a learning environment that is secure and supportive so that all individuals can develop academically and socially free from fear of ridicule, harassment or physical threat.

We aim to create an environment where all members of the school community feel safe, respected and valued. All children have an absolute right to be protected from others who may wish to harm, degrade or abuse them. Bullying of any kind is unacceptable at our school. Bullying may be verbal, physical or psychological. In fact any action which makes a child feel uncomfortable, insecure or threatened may be defined as bullying. The school disapproves of bullying in all its forms and considers it a most serious offence. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

The staff take the lead in creating a climate in which pupils will report immediately any bullying incident in the expectation that it will be dealt with urgently and firmly. Parents have an essential role to play in counteracting bullying. Where bullying is clearly established, parents of both victim and perpetrator will always be contacted and the school will seek to involve them in securing solutions.

#### **Scope**

This policy applies only to incidents of bullying which take place on school premises. However, the school has an enduring interest in the welfare and conduct of its pupils and will respond positively to any information it receives about bullying outside school thus:

- If it emerges that a student is responsible for bullying other children outside school then this matter will be addressed and (if appropriate) the bully's parents/carers informed.
- If a child is found to be the victim of bullying outside school then help and support will be offered and advice given on how to avoid further incidents in future. The victim's parents/carers will be informed.
- If there are more general concerns about children's safety outside school then the local police and social care may be contacted and their help sought in making the area around the school premises more secure. If concerns arise in relation to school transport then the issue will be raised with the transport companies and their help sought in dealing with the problem.
- If information is received that a child is being bullied by a sibling or parent/carer outside school this will initially be discussed with the parents. If concerns persist then the matter will be referred to social care to safeguard the student (see Safeguarding and Child Protection Policy).



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- If children are being bullied by pupils of another school then pastoral staff of that school will be informed and invited to deal with the matter.

## Definition

There is no legal definition of bullying.

However, it's usually defined as behaviour that is:

- repeated over a period of time;
- deliberate and intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation;
- it is difficult for those being bullied to defend themselves, and
- those who bully have and exercise power inappropriately over others.

All forms of bullying can be damaging to the development of both the person being bullied and the person bullying. Bullying can take many forms, but the main types are:

<b>Physical</b>	Pushing, hitting, kicking, punching, taking belongings or an act of violence with intent to harm;
<b>Verbal</b>	Name calling, insulting, threats/intimidation, teasing or making offensive remarks;
<b>Indirect</b>	Spreading nasty stories about someone, exclusion from social groups or being made the subject of malicious rumours;
<b>Cyber</b>	Tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted using text messaging, e-mail, instant messaging or any other type of digital technology e.g. social networking sites (BEB0, Facebook, MySpace, BBM, Twitter). Misuse of associated digital technology such as camera and video aids – refer to Safeguarding policy.
<b>Racist</b>	Bullying based on a person's background, colour, religion or heritage.
<b>Sexual</b>	Unwanted physical touch, sexually abusive remarks, pornographic imagery
<b>Homophobic</b>	Focussing on issues of homosexuality.

Bullying is not one off fall outs between friends.

## The effects and signs of bullying

Young people who are being bullied are being denied the opportunity to reach their full potential. Effects may be long term and include:

- Absenteeism – unknown or prolonged periods of time out of school
- Frightened to walk around school without a member of staff
- Doesn't want to get in taxi during school transport



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- Starts running away from school
- Items being lost
- Clothes torn and property damaged
- Changes in regular routines
- Feeling ill in the morning
- Increased need for money
- Unexplained cuts and bruises
- Fall in academic performance
- Poor self-esteem
- Health problems
- Can't and won't say what is wrong
- Begins bullying other pupils
- Relationship difficulties.

This is not an exhaustive list and there could be other explanations for these behaviours, however, bullying should be considered.

## **Reporting and Recording Incidents**

### **Reporting Incidents of Bullying - Pupils**

The school encourages and equips the whole school community to report all incidents of bullying, including pupils who have experienced being bullied and bystanders who have witnessed an incident.

The school endeavours to provide clear, accessible and confidential incident reporting systems, which include access to:

- Staff including teachers and support staff who are aware of the importance of listening to pupils' concerns. We encourage all pupils to think about significant members of the school community that they can go to when they have a problem. This will generally be the child's Form Tutor.
- They can complete a Reporting Bullying Form (appendix 1).
- There is one Designated Safeguarding Lead, Mr Fisk and two Deputy members of staff (see Safeguarding and Child Protection Policy).
- A buddy system to support younger/vulnerable pupils in school.

### **Reporting – Parents/Carers**

At Northern House School - Wokingham, we firmly believe in communication between parents, pupils and the school. Without this pupils' needs are not best met. If you have a concern or complaint we would like you to tell us about it. We welcome suggestions for improving our work and want to know if you have any concerns. If you have a concern, please let us know as soon as possible. It is difficult for us to properly investigate an incident which happened some time ago.

Staff at the school will make every effort to respond to your call/letter within 48 hours. More serious issues will be responded to within 24 hours. Due to the complex nature of some issues it is not always possible to resolve matters within this time frame, but staff will at the very least acknowledge your concern and indicate who is dealing with the matter.



## Recording

This is an extremely important element in effectively managing bullying behaviour. All staff hold a responsibility for ensuring that recording systems are maintained. This means that monitoring system can effectively work to protect victims of bullying and persistent bullying behaviour can be highlighted and managed.

All incidents of bullying should be recorded on SLEUTH within 24 hours of the incident. This is a centralised recording system for bullying incidents. Where possible the pupils involved should be part of this process and their views recorded. If the young person involved refuse to take part then this should be recorded with the reason why. Staff should record all bullying incidents even if they are resolved with staff at that time to give a clear picture of the extent of bullying. Data will be used to identify trends with specific groups (e.g. cyber-bullying) or within particular areas of the school site to allow preventative programmes to be planned. By taking the positive action of recording incidents of bullying Northern House School is giving a clear message that we take these incidents seriously and can become essential evidence if there is a dispute between the parties about how an incident of bullying has been handled.

The young people at the school can report bullying in any way that suits them. Pupils can go directly to staff or complete a Reporting Bullying Form. It is the staff's responsibility to ensure that each incident is consistently dealt with and that the appropriate recording takes place. It should be recognised that "bully" and "victim" are labels that describe behaviour and not the whole person. This behaviour is learned and so can be unlearned.

Pupils may fill in their own record of bullying by completing a bullying sheet; these should be available in classrooms and in the residential unit and then hand them to a member of staff. Where an action plan is agreed it is necessary to indicate how this will be monitored and by whom with a date set to evaluate the outcome. When bullying records are completed tutors should be notified. It is their role to ensure that all incidents are being appropriately managed at the correct level while overseeing any action plans and monitoring outcomes. Any concerns as a result of this should be shared with a member of the Senior Management Team. Bullying records that have been resolved are placed in the individual's main file and in the individual's residential placement file. Tutors are also responsible for carrying out a risk assessment for their areas that provide opportunities for bullying behaviour.

The SLEUTH bullying record is monitored and the Senior Leadership Team is notified of regular incidents of bullying. These will be discussed at Senior Leadership Team Meetings. If a pupils name is entered on SLEUTH five times in any half-term period, the tutor will be required to call a level 1 Meeting and parents informed. Monitoring will highlight individuals who are persistently bullying and being bullied. This will allow the staff team to incorporate work that will help individuals to change behaviours that are negative for them and help those that are being bullied. This can be done through individual work or through PSHE/citizenship and group work.

Northern House School has developed a culture that celebrates success and established systems and practices which encourage, acknowledge and reward positive and friendly behaviour. This includes

- Direct verbal acknowledgement and praise
- Special mentions which are recognised in assemblies
- Contact made with parents/carers



- Additional buzz points which leads to extra rewards

## Level Meeting Process

At Northern House we believe that all incidents should be dealt with as close to the incident(s) as possible; and that the management of this should involve the pupil(s) and staff concerned. Management of incidents at a personal level follows a process of conflict resolution and works within the ethos of team teach.

Where difficulties are not resolved or where specific behaviour patterns are exhibited by pupils level meetings can be convened. Parents/cares are to be informed when level meetings are instigated by letter and telephone contact.

Level meetings must involve the young person, be clearly focussed upon statistical and observable behaviour, provide strategies for change, provide target behaviour to move forwards and provide a timescale within which behaviour will be re-assessed. The meeting is to be minuted by the member of staff who convened the meeting and the action plan should be circulated to all affected parties.

**Level 1:-** Meeting to be called by Form Tutor. Plan of action to be developed and review date agreed. Bullying Forms and Level Meeting Form to be held by Form Tutors. Parents/cares to be informed by telephone or face to face.

**Level 2:-** Meeting chaired by Deputy Head Teachers and/or Head of Care. Review level 1 action plan and agree on new plan. Individual pupil discussed at Senior Leadership Meeting. Consider whether parent/care attend meeting.

**Level 3:-** Meeting chaired by Head Teacher. Progress review of level 1 and 2 action plans. Invite parent/carer/LEA.

It is expected that meetings arranged are proportional to the behaviour being exhibited by the young person and that claims made by staff can be substantiated with statistical and objectively based information.

If felt to be appropriate the Chair of Meetings at level 1,2 and 3 can convene a meeting without recall to previous level meetings and action plans. The reason for the meeting however needs to be clearly identified. Formal letters may be sent out to parents if the incidents are deemed to be of a serious nature.

**We all have a responsibility to make sure that bullying has no place at Northern House School - Wokingham.**

## REPORTING BULLYING

Your Name: \_\_\_\_\_

Your Age: \_\_\_\_\_

1. Can we chat to you about what happened?

Yes

No

2. How can we contact you?

Home

School

Email

Phone

3. Where did the bullying happen?

Classroom

Dining Hall

Playground

Corridors

Taxi

Outside  
School

Trip

4. What type of bullying was it?

Physical

Verbal

Cyber

Sexual

5. When did the bullying happen?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

6. What time did it happen?

Morning

Afternoon

Evening

Night

7. Who did the bullying?

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8. How did the bullying make you feel?



Sad



Angry



Scared



Or another emotion:

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9. What happened?

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10. Did anyone else see the bullying?



Yes



No

11. Who?

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## REPORTING BULLYING

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Your Age: \_\_\_\_\_

1. Can we chat to you about what happened?



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Taxi



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School



Trip

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Physical



Verbal



Cyber



Sexual

5. When did the bullying happen?



Monday



Tuesday



Wednesday



Thursday



Friday



Saturday



Sunday

6. What time did it happen?



Morning



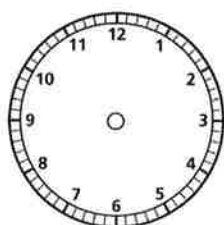
Afternoon



Evening



Night



Lesson No: \_\_\_\_\_



7. Who did the bullying?

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8. How did the bullying make you feel?



Sad



Angry



Scared



Or another emotion:

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9. What happened?

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10. Did anyone else see the bullying?



Yes



No

11. Who?

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# WITNESS TO BULLYING FORM



**Who was bullying who?**

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**What happened?**

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**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Level Meeting.....Meeting**

Date:	
Name:	
Present:	
Incident/s leading directly to the Level.....Meeting:	
Pupil's View:	
Concerns:	
Actions and Agreed Plan:	
Review Date:	