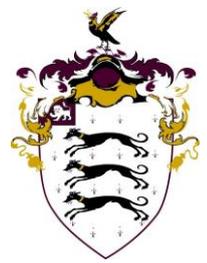


Sir John Moore School Anti-Bullying Policy



At Sir John Moore School we recognise that bullying violates the basic right of individuals to live in freedom and security. Bullying in all its forms is wholly unacceptable.

What is bullying?

Bullying can be physical, involving hitting, kicking, pinching, pushing, spitting or throwing things. It can also be verbal, involving name-calling, teasing, taunting or threatening. It can be silent, involving the isolation or ignoring of the victim or deliberate exclusion from the group. It can be rude gestures, staring or giving menacing looks. It can involve stealing, damaging or hiding a person's property. It can be online, on social media or using other forms of technology. All are designed to cause discomfort or hurt in another. It is something that is often ongoing and does not seem to stop. It is defined to our pupils as **Several Times On Purpose**. Bullying can be repeated, deliberate and systematic. The bully will look for opportunities to hurt the victim, possibly in a variety of ways.

Note: This policy is split into two main sections, bullying and cyber bullying - cyber bullying begins on Page 4. Whilst SJM is committed to preventing all bullying - it is recognised that cyber bullying can be sufficiently different from, for example, physical bullying to have its own section of this policy.

Responding to bullying

Pupils;

- ✓ Be aware that you do not deserve to be bullied. You are an individual and should be proud of any differences between you and others
- ✓ Try to be strong and say "NO". Walk away even if you do not feel brave inside
- ✓ Go to people you like as there is safety in numbers
- ✓ Try to trust others to help you by talking about it to your friends, parents or a member of staff. If you don't feel able to talk, put a letter in the bully box.
- ✓ Do not fight back as this can make things worse
- ✓ Remember that a bully relies on you keeping quiet, **Start Telling Other People**.
- ✓ You can sit on the buddy bench if you feel left out. Someone will come and talk to you.

If you see someone being bullied;

- ✓ Do not ignore it as this may seem that you are taking the side of the bully
- ✓ If you feel able to, tell the bully to stop
- ✓ Tell an adult

How to make yourself safe;

- ✓ Stay with people who you like and trust
- ✓ Keep in areas where you can be easily seen
- ✓ Talk to a trusted adult if you have any worries

Staff:

- Watch for any early signs of distress in pupils
- Treat any reports of bullying seriously by reassuring the victim that you will help
- Report the incident to the relevant class teacher(s) so that the situation can be dealt with
- Investigate the incident taking the necessary action to alleviate the situation
- Report severe cases to the head teacher
- Ensure that incidents are followed up at a later stage to ensure that problems are not recurring

Parents;

Watch for signs that your child may be being bullied. These may include;

- Unwillingness to go to school or to take a particular route to school
- Falling standards of work
- Arriving home with clothes or equipment damaged
- Becoming aggressive, surly or unreasonable
- Changing eating patterns or refusing to eat
- Becoming withdrawn or anxious
- Developing minor ailments
- Asking for extra money or stealing
- Unexplained bruises or cuts
- Crying at night, nightmares or bed wetting
- Bullying of siblings or other children
- Refusing to discuss what is wrong

There may well be other reasons for such behaviour but should you suspect that your child is being bullied, give reassurance of your support and contact the school immediately.

Do not encourage your child to retaliate as this often makes the situation worse.

The school;

The school takes the following action to prevent bullying;

- ◆ Regular promotion of the Behaviour Policy, Code of Conduct and Anti-Bullying Policy through class lessons, assemblies and break-times
- ◆ Use of circle time, R time, and SEAL activities to explore the problems encountered in the bullying situation.
- ◆ Provision of advice and training for all staff in the management and prevention of bullying
- ◆ Involving parents of both the bully and the victim to support the children.

- ◆ The School Council is a group that the victim/bully can approach for support. They meet regularly with the designated member of staff to suggest ways of improving the school, including any on-going bullying situations.
- ◆ The school provides a bully box for confidential information
- ◆ Reinforcing positive behaviour through reward and praise
- ◆ Promotion of sociable use of leisure time through a range of lunchtime and out-of-school hours activities
- ◆ Ensuring good supervision during play times including the use of play coaches.
- ◆ Maintaining and improving the safe play opportunities within the school grounds
- ◆ Involving pupils in the setting of rules for behaviour
- ◆ Carefully monitoring bullying incidents by recording in the Incident Book in the Headteacher's room.
- ◆ School will use outside agencies e.g. Family Steps to help support children with difficult relationships.

It is recognised that incidents of bullying can be complex issues that will require sensitive handling. Each incident will be dealt with according to the situation and the individuals involved. Bullies are often being bullied themselves by others or are unhappy for other reasons. As such, both the bully and the victim will need support in order to solve the problem. Everyone involved will be given a chance to change their behaviour for the better.

Most incidents can be solved through mediation where both parties are brought together with a member of staff. Where there is a need for confidentiality, counselling both parties is a more suitable way of helping to resolve a problem.

Bullies need to develop more positive social skills and victims need to learn strategies for dealing with anti-social behaviour and how to keep safe.

The school undertakes to act strongly to deal with any bullying incidents. However, in line with our **Behaviour Policy**, should the bullying persist then stronger sanctions would be applied as a last resort.

Counter Cyber bullying

Sir John Moore believes that everyone in the school community has the right to learn and to teach in a supportive and caring environment without fear of being bullied. We are committed to helping all members of the school community to benefit from information and communication technology, whilst understanding its risks, and to equip children with the knowledge and skills to be able to use it safely and responsibly.

Aims

This policy aims to ensure that:

1. Pupils, staff and parents are fully aware about cyber bullying and its consequences;
2. The School has the knowledge, policies and procedures to prevent and, if necessary, to deal with cyber bullying in school or within the school community;
3. We monitor the effectiveness of our procedures.

What is cyber bullying?

- Cyber bullying includes sending or posting harmful or upsetting texts, images or other messages, using the internet, mobile phones or other communication technology.
- It can take many forms and can go even further than face to face bullying, by invading home and personal space and can target one or more people.
- It can take place across age groups and target pupils, staff and others.
- It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation and unauthorised publication of private information or images.
- It can include messages intended as jokes, but which have a harmful or upsetting effect.

Cyber bullying may be carried out in many ways, including:

- Threatening, intimidating or upsetting text messages;
- Threatening or embarrassing pictures and video clips via mobile phone cameras;
- Silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible;
- Threatening or bullying emails, possibly sent using a pseudonym or someone else's name;
- Menacing or upsetting responses to someone in a chat-room;
- Unpleasant messages sent during instant messaging;
- Unpleasant or defamatory information posted to blogs, personal websites and social networking sites (e.g. Facebook)

In some cases, this type of bullying can be a criminal offence.

Prevention of Cyber Bullying

Understanding and information

- The Head will act, as an e-Safety Officer, to oversee the practices and procedures outlined in this policy and monitor their effectiveness.
- The e-Safety Officer will ensure that the school maintains details of agencies and resources that may assist in preventing and addressing bullying.

- Staff will be trained to identify signs of cyber bullying and will be helped to keep informed about the technologies that children commonly use.
- A Code of Advice (see Appendix 1) will be developed, periodically reviewed and communicated to help pupils protect themselves from being caught up in cyber bullying and to advise them on reporting any incidents.
- Pupils will be informed about cyber bullying through curricular and pastoral activities.
- Pupils and staff are expected to comply with the school's Acceptable Computer Use Policy.
- Parents will be provided with information and advice on cyber bullying.

Practices and Procedures

- The responsibilities of the school and of pupils as set out in the Anti-Bullying Policy apply also to this policy.
- Positive use of ICT will be promoted and the Acceptable Computer Use Policy will be kept under review as technologies develop.
- CPD will be used to help staff develop their own practices and support pupils in safe and responsible use of ICT.
- The school will encourage safe use of ICT, emphasising, for example, the importance of password security and the need to log out of accounts.
- The school will promote the message that asking for help is the right thing to do and all members of the school community will be informed how cyber bullying can be reported.
- Confidential records will be kept of all cyber bullying incidents.

Responding to cyber bullying

Cyber bullying will generally be dealt with through the schools anti-bullying policy as stated in the preceding pages. A cyber bullying incident might include features different to other forms of bullying, prompting a particular response. Key differences might be:

- Impact: possibly extensive scale and scope
- Location: the anytime and anywhere nature of cyber bullying
- Anonymity: the person being bullied might not know who the perpetrator is
- Motivation: the perpetrator might not realise that his/her actions are bullying
- Evidence: the subject of the bullying will have evidence of what happened

Support for the person being bullied

As with any form of bullying, support for the individual will depend on the circumstances.

Examples include:

- Emotional support and reassurance that it was right to report the incident
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- Advice on other aspects of the code to prevent re-occurrence
- Advice on how the perpetrator might be blocked from the individual's sites or services
- Actions, where possible and appropriate, to have offending material removed
- Advice to consider changing email addresses and/or mobile phone numbers

- Discuss contacting the police in cases of suspected illegal content

Investigation

Again, the nature of any investigation will depend on the circumstances. It may include, for example,

- Review of evidence and advice to preserve it, for example by saving or printing (e.g. phone messages, texts, emails, website pages)
- Efforts to identify the perpetrator, which may include looking at the media, systems and sites used. Witnesses may have useful information.
- Contact with the Internet Watch Foundation, the police or the

Leicestershire Safeguarding

Children Board Officer if images might be illegal or raise child protection issues

- Requesting a pupil to reveal a message or other phone content or confiscating a phone. Staff do not have the authority to search the contents of a phone.

Working with the perpetrator

Work with the perpetrator and any sanctions will be determined on an individual basis, in accordance with the Anti-Bullying Policy, with the intention of:

- Helping the person harmed to feel safe again and be assured that the bullying will stop.
- Holding the perpetrator to account, so they recognise the harm caused and do not repeat the behaviour. First informing their parents of the incident if the victim is a pupil.
- Helping bullies to recognise the consequences of their actions and facilitating change in their attitude and behaviour.
- Demonstrating that cyber bullying, as any other form of bullying, is unacceptable and that the school has effective ways of dealing with it.

Evaluating the effectiveness of anti-bullying procedures

- Members of staff will report any incidents of cyber bullying to the Head teacher.
- The Head teacher will review any serious incident within three months of the school dealing with any reported cases and will ensure that an annual review of Cyber Bullying and the Anti-Bullying procedures are carried out.
- The review will take into account comments and suggested areas for improvement from staff and students, including input from the School Council.

Appendix 1

Cyber Safety Code

Three Steps to Safety

1. Respect other people - online and off. Don't spread rumours about people or share their secrets, including phone numbers or passwords.
2. If someone insults you online or by phone, stay calm. Ignore them, but tell someone you trust.
3. "Do as you would be done by!" Think how you would feel if you were bullied. You are responsible for your behaviour - so don't distress other people or encourage others to do so.

If you are being bullied

It is never your fault. It can be stopped and it can usually be traced.

- Don't ignore the bullying. Don't reply, but do tell someone you can trust, such as a teacher or parent, or call an advice line.
- Try to keep calm. If you seem frightened or angry it will only make the person bullying you more likely to continue.

Text / video messaging

- You can turn off incoming messages for a couple of days.
- If bullying persists you can change your number (ask your mobile phone provider).
- Do not reply to abusive or worrying messages. You can report them to you mobile phone provider.

Email

- Never reply to unpleasant or unwanted messages.
- Don't accept emails or open files from people you don't know.
- Don't delete bullying emails – print them or save them as evidence in a separate folder.

Social networking sites, chatrooms and instant messaging

- Change privacy settings so you can choose who to be friends with and who can see your profile. Don't add anyone you don't know to your friend list.
- Don't use your real name in chatrooms.
- Never give out your photo or personal details, like your address, phone number or which school you go to.

Don't post any pictures or videos you wouldn't be happy for your parents or teachers to see. Once they are online they can be copied and posted in other places where you can't get rid of them.

- Keep your passwords private and don't tell anyone, not even your best friend.

- To report suspicious behaviour online and to learn more about keeping yourself safe online visit www.thinkyouknow.co.uk

Always report bullying incidents. Not doing that allows the bully to continue. That's not good for the victims, for those who witness the incidents or for the bully, who may need help to change their antisocial behaviour.

