



St Mary's Catholic School is founded upon gospel values. Therefore, everyone within the school's community should let their actions and words be a vehicle for God's love, striving always to support and affirm one another in a community where there are no divisions of ability, colour, culture or race. Words and actions are measured for their potential to nurture and support each other. This policy has been drawn up alongside the aims of the school and the Every Child Matters Agenda to promote the great importance of the safety, health and well-being of every individual child in the school.

Rationale

The school believes that every student should be respected for their personal worth and dignity and be supported and cared for appropriately. Each student will be encouraged to develop a caring attitude towards those around them and to respect and tolerate people of every background, race, religion and culture. All will be encouraged to develop self-discipline and to take responsibility for their decisions and actions.

Aims of the Policy

- To develop a school community where bullying is not tolerated and students feel safe to tell someone who can help them if they are being bullied.
- To promote an anti-bullying message through all aspects of the curriculum and to encourage all members of the school to act with tolerance, care and consideration to others at all times.

How will this work in practice?

- Everyone in the school has the right to be treated as an individual and with respect. Good relationships are vital to the successful working of a school.
- Everyone will act with courtesy and consideration at all times.
- Students are expected to treat people with the kindness and respect they would expect; and always speak politely to everyone, making it possible for everyone to learn.
- Bullying of any kind is against these principles and therefore will not be tolerated.

Our commitment is to:

- Ensure that students are aware of the anti-bullying policy and enlist their support and raise their awareness in lessons and around the school. Our view is that it is essential that student voice activities inform our work.
- Seek to bring about the situation in which students themselves actively discourage bullying and view reporting of incidents as taking responsible action. Encourage students to talk to staff about their concerns and reassure them they will always be listened to and kept safe. We aim to ensure the whole school community works together towards shared goals on this issue.
- Ensure that staff are alert to the possibility of bullying taking place, e.g. via tutor team meeting discussions, sending memos to staff, and making sure CPD opportunities are available to all staff.
- Ensure that students are not left unattended in corridors or classrooms.
- Ensure that good communication is maintained when monitoring and managing bullying. We will ensure effective communication with parents and between pastoral and curriculum staff.
- Whilst on duty ensure that staff are on time, that students are in allocated areas/rooms and that a positive presence is maintained. If staff know they are going to be away ensure they arrange to swap duties with someone else.
- Ensure that there is an emphasis on positive expectations of student behaviour.
- Ensure that staff are on time for lessons and are well prepared.
- Ensure that if students or parents report bullying the report is listened to, taken seriously, and appropriate investigations made and appropriate strategies put in place.
- Following investigations the outcome is made known to those involved and the situation monitored closely following the incident.

- Ensure that staff moving around the school regularly check the toilets, stairwells/corridors and discourage students from congregating in these areas.

What is bullying?

- Bullying takes many forms, face-to-face, or through third parties. The hurt can be either physical, emotional or both.
- Some bullying is physical:
 - Kicking, hitting, pushing
 - Taking and damaging belongings.
- Some bullying is verbal:
 - Name-calling
 - Taunting, mocking
 - Making offensive comments
 - Making threats.
- Some bullying is relational:
 - excluding people from groups,
 - deliberately ignoring
 - gossiping, spreading rumours.
- Some bullying uses modern technology such as mobile phones, or the internet. This 'cyber bullying' includes:
 - Text-message bullying
 - Phone call bullying
 - Picture/video-clip bullying (via mobile phone cameras)
 - Mail bullying
 - Chat-room bullying
 - Bullying through instant messaging
 - Bullying via websites e.g. Facebook.

What to do if you are being bullied or know someone who is being bullied

- Tell an adult you trust (this could be your parents, Form Teacher, Head of Year, Class teacher, the School Chaplain).
- Remember:
 - You will be listened to and taken seriously
 - You will be involved in discussing how the situation will be dealt with
 - It will be investigated and appropriate, sensitive action will be taken
 - The aim of the action will be to stop the bullying situation and restore self-esteem and confidence
 - Parents will normally be contacted to ensure you receive support at home

Strategies

- All staff are made aware of the policy and it is available on the school website to ensure staff are aware of the procedures and strategies used.
- There is effective monitoring, recording and analysing of the frequency and nature of bullying via the use of pastoral logs being completed and recorded.
- All students are issued with information/advice about bullying e.g. in assemblies, pastoral programme.
- Staff are aware that incidents of bullying in classrooms e.g. verbal abuse (including that with sexual, racist and homophobic content) must always be challenged and never ignored. They are aware that incidents of bullying must be reported as soon as possible so that incidents are dealt with promptly. Staff must be calm and consistent in their approach. All staff must ensure the immediate safety and well-being of those being bullied – pastoral staff will assume responsibility for this following a referral.

In addition St Mary's Catholic School will;

- Regularly review and reinforce the school's approach to anti-bullying at pastoral meetings, training days etc.
- Ensure the environment is well supervised.
- Ensure students are listened to and that there are opportunities for them to express their views and opinions within the curriculum.
- Explore multi-agency working to support the implementation of the policy.

- Explore and celebrate differences and diversity through a wide range of events in/outside of the curriculum.

Procedures

- When a member of staff is made aware that a student is being bullied they must report it **IMMEDIATELY** to the student's Head of Year.
- The relevant Head of Department must also be informed if in a classroom.
- Pastoral staff will provide a place of safety for students who have reported an incident of bullying/or a member of staff has reported they have been bullied.
- The incident will then be investigated fully. Statements (verbal and/or written) will be taken from any staff and students involved – the bully, the victim, and witnesses – staff and students.
- Teaching and support staff will be informed to ensure support and close monitoring.
- Parents will be contacted in all cases and will be invited into school where appropriate.
- The incident will be recorded, data will be collated and evaluated and appropriate actions put in place.
- Appropriate support will be provided for the victim, the bully and witnesses if appropriate. The Head of Year will discuss the most appropriate strategy to be used for the particular case.
- Following the incident both the victim and the bully will need support to ensure there is no recurrence and the situation will be monitored closely for the appropriate length of time following the incident, with immediate follow up by the Head of Year if any further concerns are reported.
- A multi-agency approach may be adopted if appropriate to the individual case.

Sanctions will be appropriate to the individual case and may (in line with the schools behaviour policy) include:

- Restriction of opportunities to socialise at break/lunchtime i.e. supervised breaks/lunchtimes
- Detentions at lunchtime, after school (by prior notification)
- Placing on daily report e.g. Tutor Report or Head of Year report
- Removal from parts of a timetabled curriculum for a fixed period of time
- Group changes
- Isolation
- In serious cases students may be excluded for a fixed term following the incident.
- In very serious cases students may be permanently excluded.

Dealing with bullying outside of the school premises

- We are aware of the possibility of bullying taking place outside the school gates and on journeys to and from school. Incidents occurring outside school/on school transport deemed to have a serious impact on the school community will be dealt with using this policy.
- Bullying outside school may involve young people from the school, young people from other schools or young people not at school at all. We actively encourage all our students to tell and to share their concerns. A multi-agency approach may also be used to deal with such incidents to ensure all young people are supported.
- Where a student reports bullying off the school premises, it may be appropriate to:
 - Talk to the transport company about bullying on buses;
 - Talk to the HTs of other schools, where students from these schools are bullying off the premises;
 - Plan safe routes to school with the students;
 - Talk to students about how to avoid or handle bullying outside school premises;
 - Talk to the local police about specific problem groups and problem areas.

Monitoring and Evaluation

Monitoring is essential to help assess progress and evaluate the impact of the anti-bullying policy. Monitoring will include regular analysis of information to provide details of types of bullying, frequency, action taken etc. This information to be shared/discussed at pastoral team meetings and practice reviewed.

Note to Parents/Carers

Please contact your child's Head of Year if you have any concerns about bullying issues. The school telephone number is 0191 215 3260.

Policy review date	By whom	Approved (insert date)
December 2015	FGB- Academy Directors	10/12/15