

# HIGHGATE JUNIOR SCHOOL

## ANTI-BULLYING POLICY

*This should be read in conjunction with the School's Behaviour Policy*

- This policy fulfils the requirements of ISI handbook: The Regulatory Requirements, September 2010, Part 3, The welfare, health and safety of pupils, para 10.

### 1. Introduction

With effect from May 2009, Highgate Junior School has embarked upon a formal and collaborative process of school development. One aspect of its plan is to identify anti-bullying, in line with national DCSF guidance, as a school improvement issue. This policy is both a framework for current requirements and procedures as for future aspirations.

### 2. 2. Definition (ISI handbook, September 2010, para 58 (ii), p.16)

*Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.*

Bullying includes:

- Name-calling
- Taunting
- Mocking
- Making offensive comments
- Taking belongings
- Inappropriate text messaging and emailing
- Sending offensive or degrading images by 'phone or via the internet (eg on social networks)
- Producing offensive graffiti
- Gossiping
- Excluding people from groups
- Spreading hurtful and untruthful rumours
- Racist, religious, cultural, sexual, sexist, homophobic, special educational needs
- disability-related language and comments

It is also bullying if someone feels hurt because of things said about ethnic background, religious faith, gender, sexuality (homophobic), disability, special educational need, appearance or issues in their family.

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### 3. Statement of aims and objectives (58 (i), p16)

### **3. Statement of aims and objectives**

Bullying is unacceptable and will not be tolerated. Any member of the Highgate community, pupil, employee or volunteer, has the right to learn and work without fear of being bullied. Through this policy, Highgate Junior School aims to prevent bullying from occurring. Its objectives are to ensure that all members of the School community:

- feel safe from bullying
- recognise bullying behaviour
- understand and support the School's stance against bullying
- know how to report incidents of bullying
- contribute to informing and, where possible, evaluating the policy

### **4. Procedures**

Everyone at Highgate has the ability to contribute towards making the School a safe and happy place where bullying will have no place and where bullying will be challenged and eliminated.

Staff can and should:

- Be familiar with the definition of bullying
- Monitor changes in pupils' or colleagues' behaviour (eg becoming shy, nervous or withdrawn; pretending to be ill; taking unusual absences; in the case of children, clinging to adults)
- Ensure that pupils understand the definition of bullying and know the School's stance on bullying and are confident about the School's ability to deal with it
- Ensure that pupils reporting bullying are heard
- Make sure that a person being bullied feels safe and knows how and where to get support
- Records and reports cases of bullying (see Appendix 7.1)
- Help to foster a climate of respect through their own words and actions
- Prevent the use of inappropriate language (eg. the casual and pejorative use of the term 'gay')

### **5. Bullying**

#### **5.1 Pupils who engage in bullying**

Pupils who are guilty of bullying will be given sanctions (see Behaviour Policy for an explanation of the different kinds of sanctions) according to the severity of the offence. (58 (vii), p17) Pupils will be given opportunities to:

- Face up to the harm they have done
- Learn to behave in ways which will not cause harm in future
- Develop their understanding of how others think and feel
- Learn how to take steps to repair the harm they have caused
- Pay a penalty for the harm they have done and thus be held accountable for their actions

## **5.2 Staff who engage in bullying**

It is expected that all staff employed by Highgate School will recognise and eschew any behaviour which is bullying. Bullying of pupils or colleagues will be treated as a disciplinary offence.

## **5.3 Parents who engage in bullying of staff**

All parents of Highgate pupils will be expected to recognise and eschew any behaviour towards staff, or any other members of the Highgate Junior School community, that is bullying. Staff will inform the Principal if they are subject to bullying behaviour that they regard as unacceptable and the matter will be dealt with appropriately, in accordance with the Anti-Bullying Policy.

## **6. The role of the School**

The responsibilities of staff, including teachers, are set out at §4 and in section 7 below. In addition, the School will:

- Collate data about incidents of bullying and monitor trends, reporting termly to Governors and reviewing the anti-bullying procedures; this includes consulting children on their experience
- Provide training to new staff at induction and to all staff regularly, through Inset and briefings
- Promote awareness of where and when bullying is most likely to take place and ensure actions are taken to reduce the risk (58 (v), p17)
- Promote the anti-bullying policy and stance on bullying in assemblies and other activities at least once per year
- • Ensure that awareness of bullying is raised and anti-bullying measures are taught in PSHE lessons and assemblies (see PSHE syllabus) (58 (vi), p17)
- • Use assemblies, presentations, drama workshops and news items in the context of PSHE or more broadly to raise the awareness of bullying, the School's stance on it and develop pupils' understanding of the potential impact on people's lives of being bullied
- Ensure that pupils know about the roles they can take in preventing bullying
- Communicate to parents (via handbooks issued at the beginning of each Key Stage) guidance on anti-bullying measures in the school and make available this policy on request
- Ensure that parents are confident that the school will take any complaint about bullying seriously
- Review its policy and procedures in the light of data and any complaints
- Inform parents if their child is being bullied or is bullying someone else
- Review its policy and procedures in the light of data and any complaints
- Celebrate the success of anti-bullying measures and a positive culture where no one fears to learn

## **7. Appendices**

### **7.1 Responsibilities (58 (iv), p17)**

Whenever bullying is suspected the incident should be recorded and investigated.

In School, incidents not witnessed by Form Tutors should be reported to a Form Tutor and the Assistant Principal who will decide who will investigate. A Form Tutor receiving a report directly from a child or witnessing bullying will investigate and report to the Assistant Principal.

Where the bullying appears to be cross year groups, the Form Tutor will liaise with the Assistant Principal to determine lead responsibility.

All incidents of bullying must be recorded and forwarded to the Assistant Principal and to the Deputy Principal who keep a central log.

For incidents of bullying which are about ethnic or religious background or sexuality, the Deputy Principal must be informed.

## **7.2 Legal requirements**

The law requires that the Principal must:

- determine the more detailed measures (rules, rewards, sanctions and behaviour management strategies) on behaviour and discipline that form the school's behaviour policy, acting in accordance with the governing body's statement of principles in so doing. The policy determined by the Principal must include measures to be taken with a view to "encouraging good behaviour and respect for others on the part of pupils and, in particular, preventing all forms of bullying among pupils"
- publicise the measures in the behaviour policy and draw them to the attention of pupils, parents and staff at least once a year;
- determine and ensure the implementation of a policy for the pastoral care of the pupils;
- ensure the maintenance of good order and discipline at all times during the school day (including the midday break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.

The law requires that teachers must:

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to them, which includes ensuring as far as possible that pupils are free from bullying and harassment; and
- all staff must apply the school rewards and sanctions lawfully.

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### **7.3 When and where bullying is most likely to happen: guidance to staff**

Bullying can take place anywhere at anytime; however, it is most likely to happen outside normal lesson time in communal areas such as:

- Designated social areas e.g. Cholmeley playground, Fives Courts, behind Ingleholme, behind the old Craft Room, the Pavilion steps, in front of Senior Field and the Astro play area.
- Corridors and stairwells
- Changing rooms and toilets
- Cloakrooms
- In the Dining Hall
- Ingleholme basement

To reduce the likelihood of bullying taking place in these areas, the following preventative measures have been put in place:

- Staff Duty Rota - to ensure permanent supervision in the main communal areas at break time, lunchtime and after School until 4:15 pm.
- Staff in Form Rooms from 8:15am each morning
- Members of SMT in main playground from 8:05am until 8:25am every morning before school
- SMT Patrol Rota – to ensure that the Duty Rota is effectively enforced.
- Reminders to staff (at briefings and via email) about the importance of carrying out duties
- Guidance to staff about the necessity for punctuality to lessons and form time at the beginning and end of each day, pro-active monitoring of pupils' behaviour whilst moving between lessons, pro-active monitoring of pupil movement to, during and from lunch
- Teaching staff eating their lunch with children (duty guidance for staff states that no more than two adults should be together on any table in the DH)
- Duty/Support staff to check toilets during the school day
- Supervision of the changing rooms by a minimum of two members of teaching or support staff and two members of the P.E Department.
- Supervision of the cloakrooms (including Ingleholme basement).
- No access, at School, to the following internet sites: Facebook, MySpace; Youtube, Bebo, MSMessaging.
- CCTV cameras in playground, outside main Cholmeley entrance.
- 'Dummy' cameras in cloakrooms
- No pupils are allowed mobile phones whilst at school.

### **7.4 Reference**

This document has been prepared with reference to the DCSF guidance documents Safe to Learn: Embedding anti-bullying work in schools (Sep 2007), Guidance on preventing and responding to sexist, sexual and transphobic bullying (Dec 2009) and Cyberbullying: Supporting School Staff (Apr, 2009).