



WHOLE SCHOOL POLICY

Anti-bullying Policy

Type of Policy: Statutory

Review Board: School Board

(Produced with reference to the “Preventing and tackling bullying guide for head teachers and school staff” issued by the Department of Education. Document attached.)

Rationale

The Ark Christian School is completely opposed to bullying and will not tolerate it. It is completely contrary to the values and principles we work and live by. All members of the school community have the right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment. We want the school to be a place where children are safe, healthy and happy.

Bullying is among the top concerns that parents have about their children's safety and well being. It is also a top concern for children and young people themselves. Bullying makes the lives of its victims a misery; it undermines their confidence and self-esteem; it destroys their sense of security; it impacts on its victim's attendance and attainment at school; and it can have a lifelong negative impact on the lives of children.

Principles

To be able to tackle bullying and the effects on children we as a school need to acknowledge that this problem can occur in our school as well as outside in the local community. Bullying can take place on the journey to and from school and the increasing use of digital technology and the internet has also provided new and particularly intrusive ways for bullies to reach their victims.

We want our pupils to be able to learn free from intimidation and fear, therefore our response to bullying will not start at the point at which a child is bullied but our staff will be proactive in monitoring issues between pupils which might provoke conflict.

Definition of bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously our school's first priority but we also recognise that emotional bullying can be more damaging than physical.

Bullying often involves an imbalance of power between the perpetrator and the victim. This could involve the perpetrator having control over the relationship making it difficult for the victim to defend themselves. The imbalance can manifest in several different ways, physical, psychological, intellectual or through the capacity to isolate and exclude from a group. It can result in intimidation of a person through the threat of violence or by isolating them either physically or online.

Forms of bullying

There are many different forms of bullying and this list is not exhaustive:

- Physical violence such as hitting, pushing or spitting at another pupil
- Interfering with another pupil's property, by stealing, hiding or damaging it
- Using offensive names when addressing another pupil
- Teasing or spreading rumours about another pupil or his/her family
- Belittling another pupil's abilities and achievements
- Writing offensive notes or graffiti about another pupil
- Excluding another pupils from a group activity
- Ridiculing another pupil's appearance, way of speaking or personal mannerisms
- Misusing technology (internet or mobile phones) to hurt or humiliate another person.

Responsibilities of all stakeholders

The responsibilities of staff

Our staff will

- Foster in our pupils self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils
- Discuss bullying with all classes, so that every pupil learns about the damage it causes to both the child who is bullied, to the bully and the importance of telling a teacher, parent or friend about bullying when it happens
- Be alert to signs of distress and other possible indications of bullying
- Listen to children who have been bullied, take what they say seriously and act to support and protect them
- Report suspected cases of bullying to our designated teacher for child protection
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

The responsibilities of pupils

We expect our pupils to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity
- Report to a member of staff or parent any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help prevent further instances

The responsibilities of parents

We ask parents to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying
- Advising their children to report any bullying to their form tutor or the school manager and explain the implications of allowing bullying to continue unchecked, for themselves and for other pupils.
- Advising their children not to retaliate violently to any form of bullying
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken
- Informing the school of any suspected bullying, even if their child is not involved
- Co-operating with the school, if their child is accused of bullying.

Preventative measures

The Ark Christian School staff are proactive in gathering intelligence about issues between students which may lead to conflict and have developed strategies to prevent bullying occurring in the first place. These strategies include talking to students about issues of difference, which takes place in various forms, including PSHE lessons, R.E lessons, assemblies and morning devotionals. In addition to this, dedicated events and projects are incorporated into the curriculum.

These strategies are used to create an ethos of good behavior where students treat one another and school staff with respect.

Staff, in particular form tutors, are expected to be vigilant, watching for early signs of distress in children, to be empathetic, listening to the students, believing what they are being told and acting upon it.

Bi-annually the school conducts a survey of the children (appendix 1) to ascertain the level of perceived bullying within the school community and cross-references this information with recorded incidents. This allows the school to monitor the strategies that are currently in place, implement additional training and make relevant alterations to procedure.

To assist parents in recognising the signs of bullying the school has produced a bullying leaflet (appendix 2) which is available from the school office.

Procedure for dealing with incidents of bullying behavior

When a child or young person does encounter bullying we will ensure that procedures are in place to allow them to:

- Report the incident and feel they have been listened to, and taken seriously
- Have the incident properly recorded so that it can be monitored, appropriate action is taken and followed up

Incidents are to be reported using the Bullying Report Form (appendix 3) and this is to be given to the school manager. This form will be kept on the file of both the pupil being bullied as well as the bully.

The following is a list of actions available to the school depending on the perceived seriousness of the situation. The emphasis is always on a caring, listening approach as bullies are often victims too – that is why they bully.

- Discussions at length with the victim. This will require patience and understanding. Remember – Listen, believe, act.
- Discussions with the bully. Confront them with the details and ask them to tell the truth about the situation/incident. Make it clear that bullying is not acceptable at The Ark Christian School.
- If they own up then follow the procedure outlined below and in the behaviour management policy.
- If they do not own up, investigate further. If it is clear that they are lying, continue with the procedure. Children usually own up if presented with all the facts.
- Separate discussions with parents of the bully and the victim will be arranged to discuss the sanction that will be taken. Sanctions may include withdrawal from favoured activities, detention or placement on daily report, depending on the perceived severity of the incident(s).
- Continue monitoring the situation by observing whenever possible and having discussions with the victim to ensure no repetition.
- Regular feedback will also be made to parents of both pupils.

Monitoring and Review

The School Manager and members of the Leadership Team will monitor the use of this policy on a day to day basis. Periodic reports will be made to the Board of Governors about the use and implementation of this policy. The policy is subject to regular review, according to the cycle of policy review determined by the Board of Governors.

Policy adopted by the Board of Governors	
To be reviewed	
Signed by Chair of Governors	

This Anti-Bullying Policy was formally adopted by The Ark Christian School.

Appendix 1

Anti-bullying questionnaire for pupils

The answers that you give to these questions are private and you do not have to include your name on this form. Please tick the boxes and leave any comments you would like to share.

Boy <input type="checkbox"/>	Girl <input type="checkbox"/>
Age	

1. Have you ever been bullied?

Yes

No

If you have never been bullied please go to question 12.

2. If yes, how recently?

This week

This month

This year

Last year

3. Were you bullied by a group of children or someone on their own?

Someone on their own

A group

4. Were other children present to witness this?

Yes

No

5. How were you bullied?

Called names

Left out / ignored

Threatened

Hit, kicked, punched, choked

Sent nasty messages on phone or computer

Forced into doing something you didn't want to do

Personal property damaged

Personal property stolen

Had rumours spread about you

Other (please describe)

.....
.....
.....

6. Where did it happen?

- | | |
|------------------------------|--------------------------|
| Classroom | <input type="checkbox"/> |
| Corridor | <input type="checkbox"/> |
| Hall | <input type="checkbox"/> |
| Park/Playground | <input type="checkbox"/> |
| On the way to or from school | <input type="checkbox"/> |
| Online or mobile phone | <input type="checkbox"/> |

Other (please describe)

.....
.....
.....

7. How did it make you feel?

- | | |
|-------------|--------------------------|
| Sad | <input type="checkbox"/> |
| Angry | <input type="checkbox"/> |
| Lonely | <input type="checkbox"/> |
| Scared | <input type="checkbox"/> |
| Embarrassed | <input type="checkbox"/> |

Other (please describe)

.....
.....
.....

8. Did you tell anyone?

- | | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

9. If yes, who did you tell?

- Adult at school
- Adult outside of school
- Friend
- Older boy or girl
- Brother or sister

Other (please describe)

.....
.....
.....

10. If no, what stopped you telling someone?

.....
.....

11. What happened after you told someone?

- The bullying stopped altogether
- The bullying did not stop
- The bullying did not stop and got worse
- The bullying stopped for a bit but then restarted

Any other comments

.....
.....

12. Do you feel like the school takes bullying seriously?

- Yes No

13. What does the school do to stop bullying?

.....
.....

14. Have you ever bullied anyone?

- Yes No

15. Have you ever witnessed someone being bullied?

- Yes No

16. If yes, what did you do?

- Tried to help them
- Told someone

Did nothing

Other (please describe)

.....
.....

17. Please add anything else you would like to share about bullying

.....
.....
.....
.....



BULLYING REPORT FORM

This form when completed should be handed to the school manager

Name of person completing form: (this can be a parent, child or teacher on behalf of younger members of the school)
Name of pupil(s) being bullied:
Form group:
Male/Female:
How can we contact you? At school: Yes/No At home: Yes/No Email: Yes/No Telephone: Yes/No Please provide contact details:
Describe briefly what happened/is happening:
Where did it happen?

When did it happen?
Who was doing the bullying? If there was more than one person involved how were they involved?
Did anyone else see it happen, if so who?
How often is the bullying taking place?
How long has it been going on?

If you are being bullied how does it make you feel? If you are reporting bullying that is happening to someone else how do you think it makes them feel?
If you are being bullied are you being physically hurt? If you are reporting bullying that is happening to someone else are they being physically hurt?
<p>Have you told anyone else about the bullying? Please write their name next to who they are in the list below:</p> <p>Parent/guardian:</p> <p>Brother/sister:</p> <p>Other family member:</p> <p>Friend:</p> <p>Teacher:</p> <p>Other: (please state who)</p>
If you are being bullied what sort of help and support would you like?
Do you have any worried now that you have reported this bullying?