

Ambassadors High School
Anti-Bullying Policy
& Form

Our Policy Statement is:

The individual

- Respect every student's needs for, and rights to an environment where safety, security, praise, recognition, and opportunity for taking responsibility are available.
- Respect for every individual's feelings and views.
- Recognise that everyone is important and that our differences make each of us special.
- Show appreciation of other, by acknowledging individual qualities, contributions and progress.
- Ensure safety by having anti-bullying rules and practices, developed with the participation of the students, carefully explained and displayed for all to see.

Bullying

- Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name-calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation, and the continual ignoring of individuals
- Racial taunts, graffiti, gestures
- Sexual comments, and/or suggestions
- Unwanted physical contact
- Students from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Where a child is found to be exhibiting sexually harmful behaviour to another child, it is important to involve the relevant Local Safeguarding Children Board as soon as possible for AHS the local authority will be Lambeth:
Lambeth Safeguarding Children Board
- . Each establishment should have clear policies and procedures to ensure that staff and volunteers are aware of the differences between sexually harmful behaviour and bullying behaviour.
- Where a child's bullying behaviour is of a particularly violent or aggressive nature and the establishment is unable to address the behaviour through behaviour management strategies or disciplinary measures within a reasonable time, it is worth considering instigating child protection procedures.
- All incidents should be recorded.

ANTI-BULLYING POLICY

The school has a 'duty of care' towards its students with regards to bullying in that the Headteacher and staff stand in loco parentis (in place of the parents). This duty of care includes protecting students from harm of all types including bullying.

This policy takes full account of the school's legal obligations under the School's Standards and Framework Act:

- have a policy to prevent all forms of bullying amongst students
- to make a written copy of the anti-bullying statement available on request
- to set out the strategies to be followed with a system to implement them and a mechanism for monitoring and reviewing their effectiveness.

Definition of Bullying

Bullying can be defined in several ways. Ambassadors High School follows DfES guidance which defines bullying as:

“Bullying is deliberately hurtful behaviour repeated often over a period of time or on isolated occasions, where somebody deliberately intimidates or harasses another”.

Bullying has been described as:

- name calling
- teasing
- physical abuse e.g. hitting, pushing, pinching or kicking
- having personal possessions taken e.g. bag or mobile phone
- receiving abusive text messages or e-mails
- being forced to hand over money
- being forced to do things they don't want to do
- being ignored or left out
- being attacked in any way due to religion, gender, sexuality, disability, appearance or racial or ethnic origin.

Specific Examples of Bullying

Racist bullying – an incident which is perceived to be racist by the victim or any other person. This can be in the form of:

- verbal abuse, name calling, racist jokes, offensive mimicry
- physical threats or attacks
- wearing of provocative badges or insignia
- bringing racist leaflets, comics or magazines
- inciting others to behave in a racist way
- racist graffiti or other written insults, even against food, music, dress or customs,
- refusing to co-operate in work or play.

Sexual bullying – this is generally characterised by:

- abusive name calling
- looks and comments about appearance, attractiveness, emerging puberty
- inappropriate and uninvited touching
- sexual innuendos and propositions
- pornographic material, graffiti with sexual content
- in its most extreme form, sexual assault or rape.

Sexual orientation – this can happen even if the students are not lesbian, gay or bisexual. Just being different may be enough. This can be in the form of:

- use of homophobic language
- looks and comments about sexual orientation or appearance.

SEN or disability – These students are often at greater risk of bullying. This can be characterised by:

- name calling
- comments on appearance
- comments with regards to perceived ability and achievement levels.

The need for adult sensitivity should be considered in several instances, e.g. when grouping children, marking children's work, sharing of results and assessment arrangements as well as an awareness of appropriate language being used when addressing students.

Text/Cyber bullying – this is on the increase and can involve students receiving threatening or disturbing messages from possibly anonymous callers. Students' phones are placed in the phone pockets which are stored in the office from the beginning of school day, until the end of the school day.

School Statement of Intent

Ambassadors High School believes that:

- Bullying is undesirable and unacceptable.
- Bullying is a problem to which solutions can be found.
- Seeking help and openness are regarded as signs of strength not weakness.
- All members of the school community will be listened to and taken seriously.
- Everyone has the right to work and learn in an atmosphere that is free from fear.
- All of us have a responsibility to ensure that we do not abuse or bully others.
- Young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously.
- Young people should be involved in decision making about matters that concern them.
- We all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.

Aims of the Policy

- To assist in creating an ethos in which attending school is a positive experience for all members of the school community.
- To make it clear that all forms of bullying are unacceptable at school.
- To enable everyone to feel safe while at school and encourage students to report incidences of bullying.
- To deal effectively with bullying.
- To support and protect victims of bullying and ensure they are listened to.
- To help and support bullies to change their attitudes as well as their behaviour and understand why it needs to change.
- To liaise with parents and other appropriate members of the school community.
- To ensure all members of the school community feel responsible for combating bullying.

Objectives

- To ensure all parents and students have received and had opportunity to comment upon the school anti-bullying policy.
- To maintain and develop effective listening systems for students and staff within the school.
- To involve all staff in dealing with incidents of bullying effectively and promptly.
- To equip all staff with the skills necessary to deal with bullying.
- To involve the wider school community in dealing effectively with, and if necessary referring, bullying incidents.
- To communicate with parents and the wider school community effectively on the subject of bullying.
- To acknowledge the key role of the class teacher/ form tutor in dealing with incidents of bullying.
- To ensure that all incidents of bullying are recorded and appropriate use is made of the information and where appropriate shared with relevant organisations.

Specific School Targets

AHS targets are as follows:

- To ensure all parents, students, teaching and non-teaching staff have seen this policy.
- To ensure all staff are familiar with reporting incidents procedures and to ensure all incidents of bullying are recorded.
- To ensure every student receives regular opportunities to discuss the policy in PSME, citizenship lessons PSHE lessons and at Meet Ups.
- To continue to develop peer mediation strategies.

Code of Conduct (with regard to school behaviour and relationships within the school community)

We recognise that all adults in the school are, in effect, role models for the students. The way in which we behave towards each other and to students is particularly important in terms of providing positive role models. Therefore, as adults we must:

- show respect for every student and other colleagues within the school community as individuals
- be aware of vulnerable students
- criticise the behaviour rather than the student
- avoid favouritism
- be seen to be fair
- avoid labelling
- have high expectations of students
- never give students ammunition to use against each other
- actively seek to develop a praise culture within the school.

Young people also have a responsibility to role model appropriate behaviour for their peers. We, therefore, believe that all students must:

- show respect for their fellow students and adults working within the school Community.
- support and be sensitive to others when they may be feeling vulnerable
- actively seek to develop a praise culture within the school
- actively support the school anti-bullying policy
- take responsibility for their own behaviour.

Equal Opportunities

Every member of the school community is entitled to expect equality of protection from bullying as well as protection and support from school policies and procedures designed to ensure that the school remains a safe environment in which to teach and learn. (refer to the school's equal opportunity policy)

Procedures and Dealing with Incidents – A Whole School Approach

a) Role of students in recording a bullying incident

- Complaints box (students can write their complaints and post them in the box, this is checked every day by the class teacher or head teacher and addressed during sessions or individually).
- Fill in a bullying student form and hand it to their teacher
- Speak to a teacher/Headteacher if being bullied or saw someone bullying.

b) Guidance for parents

If your child has been bullied:

- Calmly talk with your child about his/ her experiences.
- Download the Bullying incident form from the school's website fill in and bring into school.
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened.
- Reassure your child that he/ she has done the right thing to tell you about the bullying.
- Explain to your child that should any further incidents occur he/she should report them to a teacher immediately.
- Make an appointment to see your child's teacher.
- Explain to the teacher the problems your child is experiencing.

When talking with teachers about bullying:

- Try to stay calm and bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved. If possible, fill in the Bullying incident form.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child or the school.
- Stay in touch with the school and let them know if things improve as well as if problems continue.

If you are not satisfied:

- Check with the school anti-bullying policy to see if agreed procedures are being followed.
- Make an appointment to discuss the matter with the Head teacher and keep a record of the meeting.
- If this does not help follow the complaints procedure set out in the Parent Handbook, which all parents are given a copy of when joining the school and regular updates as required.

If your child is bullying others:

- Talk with your child and explain that what s/he is doing is unacceptable and makes other children unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how he/ she can join in with other children without bullying.
- Make an appointment to see your child's teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/her bullying others.
- Regularly check with your child how things are going at school.
- Give your child lots of praise and encouragement when s/ he is co-operative or kind to other people.

If your child is experiencing any form of electronic bullying:

- Ensure your child is careful whom they give their mobile phone number and e-mail address to.
- Check exactly when a threatening message was sent.
- Where necessary report incidents to the police.

Role of staff

- Talk privately with the offending individual(s) record all that is being said as it is being said on the Bullying incident form. These forms are kept in the head teacher's office in the Anti Bullying folder. Form to be filled in as fully as possible.
- Attempt to include an excluded student in lessons, perhaps by controlling the groupings.
- Intervene to diffuse a blatant act of bullying.
- On discovering the details, deal sympathetically with all the students involved.
- Do not bully the bully or humiliate him/her. Try to look objectively at the incident.
- Listen to what is being said and take notes in the bullying book.
- Reassure the student but do not promise confidentiality. (Refer to child protection policy procedures)

Schools steps of dealing with bullying

Staff:

If a disclosure is made by the student being bullied:

- To be observant
- Record any incidents or disclosures on the Anti bullying form
- Arrange a meeting with the parents and fill in the issues form, if needed have the student present.
- Arrange peer support for the student
- Report to head teacher if bullying persists.

If you see a student bullying:

- Speak to the student
- Encourage them and remind them of the Anti-Bullying policy
- Ask them to write on the think cards
- Detention according to the strategies recorded on the behaviour policy.
- Arrange a meeting with the parents to discuss further if the bullying behaviour is continuous. Fill in the issues form and have the child present at this stage. set clear targets for the student to help them work on their behaviour.
- Make sure all incidents, conversations are recorded exactly how they happen.
- Report the students behaviour to the Head teacher if need be ask for intervention.

Parents:

- Speak to your child fill in the form
- Speak to your child's teacher and together work on strategies make sure you agree on strategies for your child to improve their behaviour.
- If you are not satisfied with the results after having meetings and review meeting with your child's teacher, you can ask for a meeting with the Head teacher this can be done via email or by calling into the office.
- The head teacher will look at the strategies set by the students and will guide parents and teachers incase external intervention is required.
- If you are still not satisfied with the outcome you should (see complaints policy) make contact with proprietor who will then liase with and decide the next steps depending on the nature of complaint made.

Management:

- The head teacher is responsible for making sure all students are safe by putting in place strategies to prevent bullying and harm to all students attending Ambassadors high school.
- She will make sure all staff, parents and students are heard to and responded too.
- If a parent is not satisfied with the way a teacher has dealt with the process they can contact the Proprietor (refer to complaints policy) who will then further investigate and liaise with all people involve.

Monitoring

- At AHS bullying is a standing item at least once a year at whole school meetings in which the proprietor will take part (more regularly if there are high incident levels).
- To make this discussion evidence-based and meaningful, the head teacher and staff will share relevant data with the Proprietor and all staff.
. Relevant data could include:
 - ❖ data from pupil and/or parent and carer surveys
 - ❖ a log of bullying incidents
 - ❖ a record of any parental complaints and outcomes
 - ❖ a record of exclusions for bullying or bullying-related behaviour
 - ❖ attendance figures.

Tackling bullying at AHS:

- The Head teacher to update the proprietor on action that the school is taking to prevent and respond to bullying.
- The same form will be used at staff meeting when bullying issues are discussed.

Strategies to Reduce Bullying

The school will adopt a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and bullies. Including:

- Co-operative group work.
- The support group approach/No Blame Approach.
- Peer mediation.
- Peer counselling.
- Buddy systems.
- External speakers
- Making anti bullying awareness main part of Drama and PSHE, SMSC and other lessons taught at school
- Anti-Bullying week
- Think cards
- Reflective assignments

Confidentiality

School staff cannot promise absolute confidentiality if approached by a student for help. Staff must make this clear to students. Child protection procedures must be followed when any disclosures are made.

It is very rare for a student to request absolute confidentiality. If they do, in situations other than those involving child protection issues, staff must make a careful judgement whether or not a third party needs to be informed. This judgement will be based upon:

- The seriousness of the situation and the degree of harm that the student may be experiencing.
- The student's age, maturity and competence to make their own decisions.

Where it is clear that a student would benefit from the involvement of a third party, staff should seek consent of the student to do so. If appropriate, staff might inform the third party together with the student. Unless clearly inappropriate, students will always be encouraged to talk to their parent/ guardian.

An underlying principle in supporting students in our school is that all children are listened to sensitively and objectively and all incidences of bullying will be taken seriously.

Although the school cannot guarantee confidentiality students will be informed of national and local help lines, if appropriate, where confidentiality can be maintained.

Support for Students Who Experience Bullying

If you are being bullied

- Tell an adult or somebody you trust what has happened straight away.
- Get away from the situation as quickly as possible.
- Try to stay calm and look as confident as you can.
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel.

After you have been bullied

- Tell a teacher or another adult you trust within school.
- Tell your family.
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you.
- Keep on speaking until someone listens and does something to stop the bullying.
- Don't blame yourself for what has happened

When you are talking to an adult about bullying be clear about

- What has happened to you.
- How often it has happened.
- Who was involved.
- Who saw what was happening.
- Where it happened.
- What you have done about it already.

If you experience bullying by mobile phone text messages or e-mail

- Tell a friend, parent or teacher.
- Be careful who you give your mobile phone number or e-mail address to.
- Make a note of exactly when a threatening message was sent.

For contacts and details of where to seek help outside school see below:

- **Childline** Telephone number 0800 1111 (Open 24 hours a day) For children who are deaf or hard of hearing textphone service 0800 400222
- **NSPCC** Telephone number 0808 800 5000 or 0800 1111 (A registered charity dedicated to stopping cruelty to children)
- **Kidscape Kidscape Office**
2 Grosvenor Gardens
London SW1W 0DH
Tel: **020 7730 3300**
- **Anti-Bullying Campaign** Telephone number 0207 378 1446
- **Andrew Christie** *Independent Lambeth Safeguarding Children Board Chair*
Email: drichardson@lambeth.gov.uk
- **Parent line Plus** Telephone number 0808 800 2222

Policy Review

This policy will be evaluated and updated where necessary annually by the whole school. The views of students and staff will be used to make changes and improvements to the policy on an ongoing basis.

All parents are given a copy of the Parent Handbook, which contains several policies including Anti-Bullying. Updated reviews are sent as required. Copies of the policy are posted on the school's website. Copies of all policies are also available from the School office.

Date: August 2018

Review date: August 2019

Useful websites regarding bullying in schools:

- BBC Bullying Survival Guide www.bbc.co.uk/education/bully/index.htm Provides information, guidelines for dealing with all aspects of bullying, a help and resources list and accounts of celebrities who were bullied when they were at school
- Childline www.childline.org.uk Gives details on the CHIPS initiative and other information regarding bullying
- Kidscape www.kidscape.org.uk Gives advice and support for victims, schools and parents
- Bullying Online www.bullying.co.uk A registered charity, which contains advice for both parents and students
- NSPCC www.nspcc.org.uk A registered charity dedicated to stopping cruelty to children
- Bullyweb www.uclan.ac.uk/facs/science/psychol/bully/bully.htm
A research site with links to other sites on bullying
- Peer Support Networker www.peersupport.co.uk
Newsletter linked to Peer Support Forum

BULLYING INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident: _____ Repeat infraction? YES NO

Location of Incident (circle all that apply):

Hallway Restroom Classroom Gym Lunch Room Playground Locker Room Bus Stop On Bus Parking

Lot To/From School After School Program School Sponsored Event Text/Phone/Internet/Social

Media Other: _____

Name of victim(s):

Name of student(s) bullying:

Name(s) of witnesses/bystanders:

Type of Bullying:

Verbal

Physical: Result in injury? YES NO
Reported to First Aider and recorded on medical form? YES NO
Reported to Police? YES NO

Relational

Bullying Behaviours (circle all that apply):

Shoved/Pushed	Hit, Kicked, Punched	Threatened	Stole/Damaged Possessions
Excluded	Taunting/ridiculing	Writing/Graffiti	Told Lies or False Rumors
Staring/Leering	Intimidation/Extortion	Demeaning Comments	Inappropriate touching
Cyber-bullying using:	Text messages	Email	Other: _____
	Website		

Racial, Sexual, Religious or Disability Circle one and describe: _____

Additional Notes: _____

Reported to school by (circle all that apply):

Teacher Student Bystander Victim/Target Parent Bus Driver Anonymous Other: _____

Describe the incident:

Physical Evidence? Notes Email Graffiti Video/audio Website Other: _____

Actions Taken (see Protocol for Guidelines):

Consequences: _____

Remediation: _____

Referral for additional support services: _____

Parent Contact: Date _____ Time _____ Person making contact: _____

Result: _____

Today's Date: _____ Reported by: _____ Signature: _____

Bullying Incident Follow-Up

Follow-up Conference Date: Time:

Conducted by: _____

People present:

Administrator _____ Social Worker _____ Counselor _____ Teacher _____

Student _____ Parent _____ Parent _____ Witnesses _____

Psychologist _____ Other _____

According to student, situation is: Better Worse No difference

Comments:

Parent Contact: Date: _____ Time: _____ Person making contact: _____

Additional Actions / Notes:

Follow-up Conference Date: Time:

Conducted by: _____

