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Anti-Bullying Local Procedures Aurora Redehall School & Caterham Education Centre

Please refer to Main Policy A3 Anti-Bullying Policy

1.1 – Cyber bullying

Advice for the victim –

- Talk to someone you trust about it, like a friend, a teacher or an older relative; keep and save any bullying emails, text messages or images you receive;
- Make a note of the time and date that messages or images were sent, along with any details you have about the sender.
- Try changing your online user ID or nickname.
- Change your mobile phone number and only give it out to close friends; mobile phone companies and internet service providers can trace bullies, so don't be afraid of reporting it to them; block instant messages from certain people or use mail filters to block emails from specific email addresses; don't reply to bullying or threatening text messages or emails – this could make matters worse and lets those carrying out the bullying know that they've found a 'live' phone number or email address; report serious bullying, like threats of a physical or sexual nature, to the police.

What can staff do?

Always be alert to the possibility that one or more of the children and young adults in your care are being bullied, or, quite possibly, are bullies themselves. It is reported that 1 in 5 school children have, at some time, been the victim of online and mobile abuse.

Be supportive. If you sense something is wrong, then talk to the child/young person to find out what the real problem is.

Report the bullying to staff. We have a duty to protect children in their care.

All of the most important ISP's, social network sites, mobile phone companies etc. have facilities for dealing with cyberbullying, including dedicated websites. Talk to them about the problem, listen to their advice and gain their support.

Encouragement to Tell

In our school, we recognise that it is important to create an atmosphere where those who are being bullied, or others who know about it, feel that they will be listened to and believed, and that action will be taken. We work hard to ensure all understand that by not

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telling, the bullies will be protected, and this conveys the message that they can continue, perhaps bullying others too.

Procedures for Telling

- Report bullying incidents to staff.
- Incidents will be recorded by staff.
- Information will be referred to the SLT.
- Parents/ carers should be informed and will be asked to come in to a meeting to discuss the problem if it cannot be resolved easily by staff
- If necessary and appropriate, police will be consulted
- The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly
- Every effort will be made to protect victims of bullying.

1.2 Action to be taken when bullying is identified

We will support the victim in the following ways:

- By offering to talk about the experience with a staff member or with a peer, through appropriate communication methods according to everyone's needs
- By informing and involving parents/ carers and ensuring that they know how it is managed.
- By providing continuing support, which makes use of staff or other agencies as appropriate.
- By taking appropriate action to deal with the bullies to prevent further incidents.

Combating Bullying

- There are many informal and formal structures in places:
- The Anti-Bullying Policy will be reviewed annually.
- Reviewing the School Rules and/ Code of Conduct
- Using the curriculum and opportunities at home to raise awareness about bullying, the Anti-Bullying Policy; how individuals can constructively manage their relationships with others (e.g. assertiveness training)
- Having discussions about bullying and why it matters.
- Meetings, Tutor time/ assembly times and PSHE
- Holding special assemblies or discussions at home about bullying, (e.g. inviting outside agencies to speak)
- Increasing awareness amongst staff via INSET training sessions
- Questionnaires will be used as a basis to further monitor and develop strategies for combating bullying.
- Procedures are in place to deal with the aggressor and support the victim.
- Support mechanisms include staff, peers and external agency support.
- We follow an agreed Code of Conduct.
- There is a reward and sanction system in place.

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- Records of behaviour are kept in order to monitor behaviour, set targets, provide support and form the basis of discussion with parents/ carers.
- Incidents are dealt with promptly with effective support and sanctions.
- Less tangible but still present, we work to create a sociable atmosphere amongst all children and young people, encouraging teamwork and good relationships.
- Using the curriculum to raise awareness about bullying, the Anti-Bullying Policy; how individuals might constructively manage their relationships with others (e.g. assertiveness training)
- Having discussions about bullying and why it matters during School/ home Council Meetings, registration time, PSHCEE and assemblies
- Holding special assemblies about bullying, (e.g. inviting outside agencies to speak to students) Incidents of staff/ staff bullying are dealt with by formal procedure via the Head Teacher.

Outcomes

The bully (bullies) may be asked to genuinely apologise, where appropriate. If possible, those involved will be reconciled. Other consequences may take place, e.g. removal of the bully from the group/ setting; withdrawal of privileges; work in isolation. After the incident/ incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. All incidents of bullying will be recorded. This is used for monitoring purposes.

1. Sanctions and Rewards

Formal Procedure for reporting incidents of bullying

Informal Procedure

- Stress that just watching and doing nothing is supporting the bully. If you feel unable to help, tell someone who can.
- Be aware and tackle any racist or sexist language i.e. Race Policy.
- Give support to both victim and bully. Victim needs self-esteem and self-value. Bully needs to work with others (co-operation rather than competition). Do not bully the bully - find out why they are bullying.
- Follow up, to support victim and prevent re-occurrence.
- Make clear the unacceptability of bullying.
- Help children to show understanding of right and wrong, acceptable behaviour, and where possible develop empathy.
- In service training/ discussion/ staff conferences.
- The following steps may be taken when dealing with incidents:
- If bullying is suspected or reported the incident will be dealt with immediately.
- A clear account of the incident will be recorded and given to all relevant parties.
- Initially the matter will be dealt with locally but where a resolution is hard to achieve or the bullying continues then more senior staff may become involved. It may be important to involve people who are distanced from the situation.

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- Staff will be kept informed on a need to know basis. Parents of those involved will also be kept informed.

Parents

- Support the school or home in the teaching of communication and behaviour management skills
- Should work with school or home to maintain a bullying free environment
- Should inform the school or home of any concerns, worries or relevant information concerning matters of bullying as immediately as possible.

2. Key staff

As a school, staff are expected to support all pupils and be aware of the anti-bullying policy and procedures.

Staff

- Will be vigilant for signs of intimidation or bullying.
- Will communicate concerns, worries or relevant information concerning matters of bullying immediately.
- Will work within the school and home community to maintain a bullying free environment.
- Should be aware of individuals profiles and individual behaviour strategies and implement them accordingly.

Staff will work with all students to increase their abilities to communicate and to improve their behaviour management skills.

3. Communication

Initial communication from RHS and CEC will be from the tutor group, the intent will be to resolve the concerns with the bully and the victim.

If the strategies and communication at the initial stage with the tutor team are ineffective, communication and meetings with the tutor team, who will be supported by the Senior teacher or SLT will be convened.

Throughout and after all incidents the actions of those involved will be evaluated to inform future practice.

This policy has been revised in conjunction with the recommendations made by Kidscape and the DfE, including the guidance document, “Bullying, Don’t Suffer in Silence” (DfES)”, as well as the Children Act 1989.