



## FRIENDS' SCHOOL SAFFRON WALDEN

### Anti-Bullying Policy (6 Oct 2011)

This policy applies to all sections of Friends' School, including the Early Years Foundation Stage and Key Stage One.

#### **Aims**

This policy links closely with the school's Behaviour Policy and draws on DCSF guidance on **'Safe to learn – Embedding anti-bullying work in schools'**

We aim to create a safe and trusting community, where all members are enabled to interact with each other positively. This policy is intended to inform pupils, parents and staff of the ways in which Friends' School will work to prevent bullying and to manage issues of reported bullying. We value every pupil as an individual and aim to respond to their needs in the most appropriate way. Negative behaviour towards others whether intentional or otherwise is unacceptable. To ensure a safe and trusting community, reported incidents and concerns raised are to be taken seriously, investigated and responded to. We look for that of God in all our pupils, and recognise that resolution of conflict is important, but when the best course of action for an individual is in conflict with the need of the School community as a whole, consideration of the community will usually take precedent.

We aim to prevent bullying by building on the School's Behaviour Policy and addressing the issue through PSHE lessons. If bullying does occur, it should be recognised and openly confronted. For the policy to be effective, everyone must know and apply it consistently.

#### **Objectives of this Policy**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know the school policy on bullying, and follow it when bullying is reported.
- All pupils and parents should know the school policy on bullying, and what they should do if bullying arises.
- All staff and pupils should work towards preventing bullying within school

## What is Bullying?

In our community bullying is defined as behaviour, usually repeated, which is intended to frighten, intimidate, or belittle someone else. It can take many forms, but the three main types are physical (eg hitting, kicking), verbal (eg name calling, racist remarks), or indirect (spreading rumours, excluding someone from social groups).

Bullying can be:

- Emotional being unkind, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racial/cultural racial taunts, graffiti, gestures
- Religious religious taunts, demeaning comments
- Sexual/sexist unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet ,such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology , i.e. camera & video facilities
- On the grounds of Disability or special educational needs.

At Friends' School bullying is not tolerated and teaching and non-teaching staff, pupils and parents are encouraged to pass on concerns to form teachers or Heads of Year.

## Procedures to follow in the Senior School

Pupils should know how to complain and what to do about bullying and that the response will be quick and effective.

1. A suspected bullying incident should be reported to either the pupil's form teacher or Head of Year. Teaching and non-teaching staff should use relevant forms.
2. The Head of Year will arrange for those involved to write statements and will have conversations with both parties to ensure that their needs are recognised and heard.
3. If the incident is shown to be bullying, the bullying procedures will be followed. (See Bullying procedures attached).
  - The Head of Year will negotiate with the pupil concerned about how to deal with the consequences of this behaviour and the action to be taken
  - Following discussion with the Assistant Head (Pastoral) immediate and appropriate action will be taken against the bully(ies).
  - The bully(ies) will be supported in changing their behaviour – if this is not forthcoming, procedures could lead to exclusion.
  - The bullied will be suitably supported.
  - the aim of the interactions with those involved will be reconciliation.
  - Sanctions will be imposed when deemed necessary – see Behaviour Policy

## **Strategies to ensure that pupils have the confidence that their concerns will be dealt with positively (Senior School)**

- 1 All new students are issued with a booklet about bullying when they first arrive at Friends' School
- 2 The Induction programme includes work on anti-bullying
- 3 Bullying is revisited throughout the PSHE programme, including discussion of prejudice and discrimination, racism, sexism, disability and the issue of Human Rights, and through other parts of the curriculum.
- 4 Bullying is addressed in assemblies, particularly during Anti-bullying week and on Internet Safety Day.
- 5 The Anti-bullying Policy is made available to parents through the 'Information for Parents of new Pupils' booklet.
- 6 Pupils are asked about Bullying in school, using questionnaires from the Anti-bullying Alliance
- 7 Teachers take all allegations seriously and ensure they are investigated thoroughly.

## **Procedures to follow in the Junior School**

1. The first point of reference and contact should be the class teacher of the pupil(s) concerned, who should evaluate and deal with the incident(s) as appropriate. If the incident is identified as a cause for concern then it should be recorded on a Bullying Incident Form (appended here).
2. If the problem continues or is of a more severe nature, then the Head of Early Years and Key Stage One should be involved, or the Deputy Head at Key Stage Two.
3. If the problem persists or is still more serious, then the Head of the Junior School should become involved.
4. At this point parents will be contacted to discuss the problem (although they may have been involved earlier on a less formal basis).
5. If, after attempts to resolve the situation through discussion / counselling / internal sanctions, the problem persists, then more serious measures may be taken.
6. The sanctions are:
  - Removal from a group in class.
  - Withdrawal of break and lunchtime privileges.
  - Withholding of permission to participate in school events / trips / sports.
  - Fixed-term exclusion – written warning.
  - Permanent exclusion – written warning

## **Strategies to ensure that pupils have the confidence that their concerns will be dealt with positively (Junior School)**

1. Those who are bullied should feel able to tell any member of staff and feel supported.
2. Further work is done in the PSHE programme, where there is open discussion of prejudice and discrimination, racism, sexism, physical and mental disability and issues of Human Rights.
3. Parents and pupils are actively encouraged to report incidents of bullying and teachers are reminded to take each one seriously and investigate it thoroughly. The Class Teacher is initially responsible for dealing with the problem.
4. Suspected bullying should never be ignored.
5. All accounts should be listened to carefully and no premature assumptions should be made.
6. A problem-solving approach should be adopted.
7. Any incident should be followed up regularly, to ensure that bullying does not recur.

## **Appropriate Quaker advice to bear in mind when resolving bullying issues.**

Every relationship brings responsibility: be careful not to exploit or belittle the other person through insensitivity to their needs. Enter imaginatively into other people's experience  
(Questions and Counsel 1988)

Respect the wide diversity among us in our lives and relationships. Refrain from making prejudiced judgements about the life journeys of others. Do you foster the spirit of mutual understanding and forgiveness which our discipleship asks of us? Remember that each one of us is unique, precious, a child of God.

(Advices and Queries 22)

**Reviewed September, 2011**

**Updated policy was ratified by the November Meeting of the Board of Governors, 2011**

**Signed, on behalf of the Governors -----**

**Date -----**



## Friends' Junior School – Bullying Incident Report

Date and place of incident
Name of pupil
Other pupils involved
Nature of Incident
Witnesses
Action
Signed

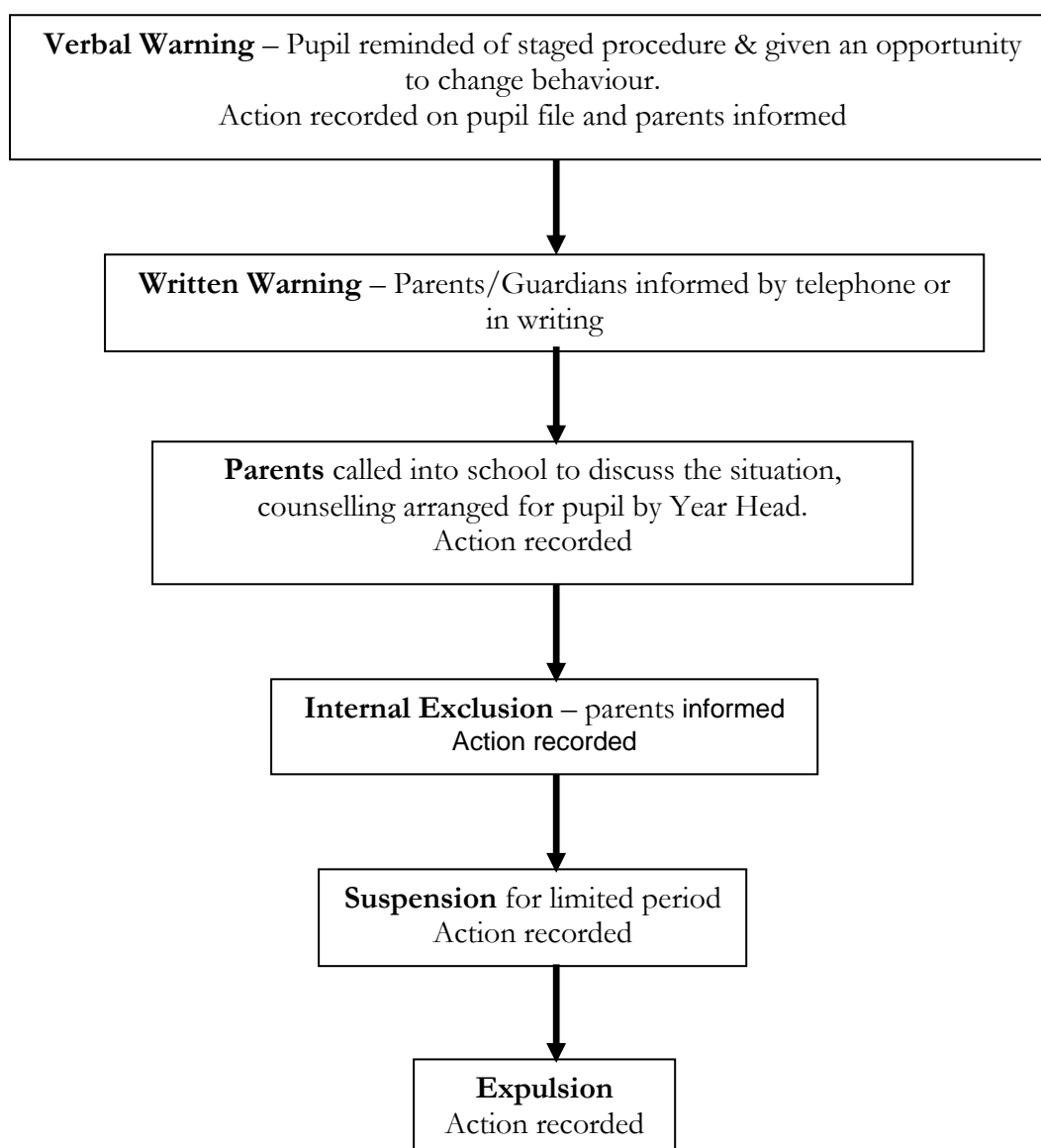
## Bullying procedures, Senior School

Procedure to be followed when bullying behaviour is suspected

### **ALWAYS**

Complete a written INCIDENT REPORT (if witnessed) or pink form (if told about) and hand to the Year Head who will investigate and then follow the staged procedure if necessary.

### **STAGED PROCEDURE**



It is possible that in certain circumstances that a case of bullying is actually more appropriately described as a case of child abuse, so this procedure should be read in conjunction with the School's policy on Safeguarding and Child Protection.