



## ANTI-BULLYING POLICY

At St. Saviour's School Ikoyi we believe that every single child has the right to learn in a school environment free from bullying of any kind and in which they feel safe and supported. Bullying of any kind is deemed unacceptable and will always be treated seriously and acted upon.

### 1. DEFINITION OF BULLYING

Bullying is repeated over time and intentionally hurts another pupil or group of pupils physically or emotionally. It is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted - it may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email).

### 2. WHAT IS BULLYING

The Children and Staff at St. Saviour's School Ikoyi have defined bullying and actions deemed to be bullying may include any of the following:

- Name calling
- Threats – verbal or non-verbal
- Violence
- Ignoring
- Invading privacy or personal space
- Interfering with property
- Ridiculing
- Demanding money
- Deliberately failing to recognise someone's efforts or worth
- Inciting others to act in any of the above ways

We understand the seriousness of bullying and the effect it can have on children, including the psychological damage it can cause. The school recognises particular vulnerability of children with special education needs and or disabilities.

### 3. WHAT ISN'T BULLYING

Bullying is not when children have the odd argument, fall out or engage in a one off tussle.



#### 4. AIMS

- To create an ethos in which attending our school is a positive experience for all members of our community
- To make it clear that all forms of bullying are unacceptable at our school.
- To enable everyone to feel safe while at our school
- To increase awareness of online safety to our children and parents through education and information, to protect them when using the internet
- To encourage pupils to report incidents of bullying, including cyber bullying.
- To deal with each incident of bullying as quickly and as effectively as possible, taking into consideration the needs of all parties and of our community, and as a result, to reduce the incidents of bullying.
- To support and protect victims of bullying and ensure they are listened to.
- To help and support children/young people displaying bullying behaviour to change their attitudes and understand why it needs to change.
- To liaise with parents and other appropriate members of our community.
- To ensure all members of our community feel responsible for helping to reduce bullying.

#### 5. PREVENTION

- Through the ethos of the school, incorporating our School Behaviour Policy.
- Opportunities within the school curriculum such as PSHE, assemblies, workshops, visiting speakers and ICT provision.
- Pastoral – through Class Teacher input and the use of class time to enable children to both express their views in a safe and controlled environment and to feel that their views and beliefs are valued; engaging children in dialogue on a regular basis.
- Ensuring that the school environment is safe and that staff are aware of areas where problems may arise.
- Through the on-going training of all our staff (to recognise the needs of pupils including those with special educational needs or disabilities and lesbian, gay, bisexual and transgender pupils).
- Openness and communication are often the most powerful ways in which to combat bullying and this should involve all members of the school community.

#### 6. CYBER BULLYING

Cyberbullying is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. All reported incidents of cyberbullying will be treated seriously whether they occur in or out of school. If there are reasonable grounds to believe that cyberbullying has occurred the School will require mobile electronic device/s to be produced for examination. 'Mobile electronic device' includes without limitation mobile phones, smartphones/watches, tablets, laptops etc. Pupils may expect to have their mobile electronic device/s confiscated as a disciplinary penalty. Any incident of cyberbullying will be dealt with in accordance with this strategy.



## Preventative measures

In addition to the preventative measures described above, the school:

- expects all pupils to adhere to the code of conduct and Safer Use of Technology Policy relating to the use of the internet;
- may impose sanctions for the misuse, or attempted misuse of the internet;
- offers guidance on the safe use of social networking sites and cyberbullying in PSHE and ICT lessons including blocking, removing contacts from friend lists, sharing of personal data and saving evidence where bullying has taken place;
- offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Mobile and other electronic devices are not permitted in school.

## 7. ADVICE TO PARENTS

We place an extremely high value on our relationship with parents which means that close communication between home and school can enable us to deal with difficult situations as they arise. The policy is available to all parents. Bullying can occur in all schools and places of work from time to time. Parents should be aware that we do not tolerate any form of bullying at St. Saviour's School Ikoyi and we will always respond to reported incidents.

If your child shows any unusual behaviour or attitude, we would ask that you discuss this with the school immediately. Your first line of contact should be your child's Class Teacher who will then liaise and discuss the issues or concerns with the Key Stage Leader and/or Deputy Head Teacher Pastoral. Similarly, if your child says that they are being bullied or that they know someone who is, we would ask you to let the Deputy Head Teacher Pastoral know swiftly so that we can take immediate / appropriate action.

## 8. ADVICE TO PUPILS

If someone is being unkind and making you feel unhappy, you must tell someone. Remember, it may not be bullying but your teachers will help you work through any problems you may have.

- a) If you feel you are being bullied, you must tell someone about it. This does not have to be your Class Teacher but someone who you feel comfortable to be able to talk to and who you trust to support you e.g. Subject teacher, Teaching Assistant, School Nurse, Deputy Head Teacher Pastoral etc. **Please do not suffer in silence.**
- b) Treat everyone in your school with kindness – even if you don't really like them.
- c) Don't get involved in name calling or gossip.
- d) If you see someone being unkind, please tell a teacher or your parents.
- e) And remember, if you know that someone is being unkind and you don't do something to help you are letting the bully get away with it.



## 9. ADVICE TO STAFF

Always set a good personal example. Be a good role model for the children and be clear that you will not tolerate bullying.

- Be alert for children who appear upset, take action immediately. Look out for those children who are often isolated or the butt of recurrent jokes by their peer groups.
- Always ensure the children are supervised at all times in the classroom. Be aware of areas such as the playground, field, and changing rooms.
- All staff should always be watchful for any signs of bruising or other marks on children which are not easily accounted for. If you have any concerns, then please act immediately and see Safeguarding and Child Protection Policy for guidelines.

If you have a concern, always take some form of action. Always raise issues with the Deputy Head Pastoral or Head Teacher.

As part of our good practice staff should continue to observe the following objectives;

- Being sensitive at all times to the feelings of students and especially to the possibility of bullying
- Taking seriously a pupil's request for help
- Making time for children to speak to us
- Respecting a pupil's individuality, views and circumstances
- Recognising the need to counsel both the aggressor and the victim

Sometimes children complain that they are being "picked on" by a teacher and there can occasionally be 'clashes of personality'; staff use of sarcasm or humour can be misconstrued by some pupils especially the younger years. If a member of staff is having problems with a pupil, that information should be shared with the Deputy Head Teacher Pastoral so that it can be seen whether it is an isolated incident or whether it is part of a general picture. If there is a specific complaint from a child or a parent, then this needs investigating by the Key Stage Leader or by the Deputy Head Teacher Pastoral and the Head Teacher must be informed. There should be a written account of a complaint (see the Complaints and Concerns Policy). The member of staff needs to be given an opportunity to be able to respond and communicate their side before any action is taken.

Equally it is true that staff may be subject to bullying from other staff, parents or pupils. Advice and guidance for this can be found in the Cyber bullying section of this policy and the Staff Handbook.

Recognising that certain methods of control (e.g. the use of sarcasm) and that of an overbearing manner are inappropriate; also that children learn by example; therefore, any action which could be seen as bullying by a teacher would be unprofessional and totally unacceptable.



## 10. PROCEDURES FOR REPORTING ACTS OF BULLYING

If an incident of bullying is reported, the following procedures should be implemented:

- a) The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved. They will need to make detailed and dated records as verbatim as possible. Recording times, places, witness any so on.
- b) All bullying incidents no matter how low level they may appear initially should be recorded on the Central Bullying Database located on the central SharePoint, as this information may be vital in the future. The Deputy Head Teacher Pastoral and Head Teacher will log all bullying issues.
- c) He/she will inform the Class Teacher as soon as possible. In more serious situations the Key Stage Leader, Deputy Head Teacher Pastoral or Head Teacher.
- d) The alleged victim will be interviewed and an account will be recorded by the member of staff.
- e) The alleged bully, together with all others who were involved, will be interviewed individually and their accounts recorded.
- f) All children will be offered the opportunity for someone of their choosing to accompany them. If they decline this opportunity this also needs to be recorded.
- g) All staff involved with the pupil should be informed. The Head Teacher should be notified there has been an incident recorded on the database, if he has not been notified already.
- h) Written recordings of investigations, actions, outcomes and follow up procedures should all be recorded on the Central Bullying Database and are followed up during weekly Senior Leadership meetings.

Note: Children on both sides must feel that their voice has been fairly heard and appropriate action taken.

Bullying including cyber-bullying outside of school can be reported in school to any member of staff. Records are kept by the Head Teacher

## 11. AFTER CARE

- The victim will be supported and monitored by the Class Teacher, Key Stage Leader and Deputy Head Teacher Pastoral, separately from the bully. Strategies and coping methods will be set out which may well involve Class Teacher, Key Stage Leader and the Deputy Head Teacher Pastoral acting together if necessary.
- The bully will be interviewed at a later stage by the Deputy Head Teacher Pastoral or Head Teacher, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as per the Behaviour Guidance
- The parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- A way forward including disciplinary sanctions, counselling and student agreement should be planned and preferably agreed.



- A monitoring and review strategy will be put in place, overseen by Key Stage Leader or Deputy Head Teacher Pastoral, depending on the severity of the incident.

Note: It is our responsibility to recognise that both the victim and the bully will be in need of pastoral support.

## 12. OVERVIEW OF PROCEDURE:

*What to do in a Bullying situation*

People reporting an incident			
Academic Staff	Pupils	Non-Academic Staff	Parent
<b>Action: Informing those below and record on the Central Bullying Database</b>			
Class Teacher	Head Teacher	Deputy Head Teacher Pastoral	Key Stage Leader
<b>Action: Gather information: make written notes and record them on the Central Bullying Database</b>			
<b>Action: Interview</b>			
The alleged victim		The alleged bully	
<b>Action: Information shared and recorded on Central Bullying Database</b>			
Class Teacher		Key Stage Leader	
<b>Action: If matter is serious or repeated information should be shared who will take decisions on further action* (Ref: Behavior Policy)</b>			
Head Teacher		Deputy Head Teacher Pastoral	

\* In cases of severe and persistent bullying sanctions may include suspension or expulsion.

## 13. INFORMATION TO BE RECORDED ON THE CENTRAL BULLYING DATABASE

1. Date
2. Who was it reported to
3. What action has been taken
4. Follow up action and by whom
5. Have other staff been informed and who
6. Notes of conversations
7. Name of recording member of staff

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Member of staff responsible for the policy	Mr Craig Heaton (Head Teacher)