



## Anti-Bullying Policy

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*This document should be read in conjunction with all other school policies.*

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Coppice Spring School provides education for secondary age students with social, emotional and mental health (SEMH) needs and for those with conditions on the autistic spectrum (ASC). Coppice Spring School is committed to working with students to identify and address their barriers to learning.

We believe that all individuals have rights and responsibilities to themselves and to others. This is based on the belief that all individuals are of value and should be given the opportunity to learn and develop potential.

Our overarching aim is to ***turn around lives, create opportunities and build successful futures.***

Key Objectives:

- The provision of personalised, high quality education with flexible learning pathways
- The development of personal and social skills
- Partnership working with parents, schools and other agencies
- The development of positive strategies to overcome barriers to learning
- Preparing our students well for the next stage of their education and for life in Modern Britain.

## **Section 1**

### **Aims & Objectives**

- To develop preventative strategies – including the provision of a stimulating and personalised curriculum to re-engage students in learning.
- To safeguard the student who has experienced bullying and to trigger sources of support for the student.
- To provide a safe, caring environment for the whole school community.
- To help students understand that bullying is unacceptable and that any reports of bullying will be taken seriously, recorded and appropriately acted upon.
- To reassure students that they will be listened to and understand it is alright to talk to an adult about it.
- To listen to parents/ carers concerns and keep them informed of actions taken in response to a bullying complaint.
- To fully investigate any report of bullying and take appropriate action including possible exclusion of the perpetrator. “ pupils must not be excluded from school for being bullied “– Education Act 2002
- The school will meet the legal requirement for all schools to have an anti-bullying policy in place.
- The school will work closely with other professional agencies to ensure that children stay safe, as stated in The Children Act 1989, 2004 and 2011 The Government Green Paper 'Every Child Matters' 2003 (outcome 2) and the Special Educational Needs and Disability code of practice 2014.
- Staff will receive appropriate CPD training and support to ensure a high level of professional expertise.
- All members of the Local Governing Body, teaching and non-teaching staff, students and parents / carers will have an understanding of what bullying is.
- All members of the Local Governing Body, teaching and non-teaching staff will understand the school policy on bullying and will consistently and swiftly follow it when bullying is reported.
- All students and parents/carers will know what the school policy is on bullying and what they can do if bullying concern occurs.
- Students and parents/carers will be assured that they will be supported when bullying is reported.

#### **These aims will also ensure that:**

- Work is undertaken to remove potential barriers to learning through supporting the social and emotional needs of students.
- Students’ educational and personal potential is developed in a safe, stimulating and supportive learning environment.
- Students are afforded the opportunity to develop and progress.
- Students’ personal integrity, self-esteem and social skills are developed.
- Positive behaviour for learning, in line with the schools behaviour policy is promoted.

- Collaborative partnerships with mainstream schools is maintained. Equal opportunities afforded to all students.
- Value, respect and encourage understanding of all cultures is part of our ethos.
- A safe, healthy and happy work place is provided.
- A thoughtful attitude towards the immediate and wider community is promoted
- An understanding of the need for sustainable development is encouraged.
- Positive role models in order to foster courtesy, kindness and mutual respect are provided.
- Learners' success and achievements are valued and celebrated.

## Section 2

### Definition – What is Bullying?

Bullying may be defined as “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally where there is an imbalance of power between the people on the receiving end of bullying and the person or people doing the bullying.”

### **Different types of bullying include:**

- **Physical** – hitting, kicking, spitting, tripping someone up, stealing/damaging someone's belongings, etc.
- **Verbal** – name-calling, insulting a person's family, threats of physical violence, spreading rumours, constantly putting a person down.
- **Emotional/psychological** – excluding someone from a group, humiliation.
- **Racist** – insulting language/gestures based on a person's actual or perceived ethnic origin or faith, name-calling, graffiti, racially motivated violence.
- **Sexual** – sexually insulting language/gestures, name-calling, graffiti, and unwanted physical contact.
- **Homophobic** – insulting language/gestures based on a person's actual or perceived sexuality, name-calling, graffiti, homophobic violence.
- **Cyber**– bullying by text message, bullying on the internet (in chat rooms, on bulletin boards and through instant messaging services), and hate websites.

## Section 3

### What Is Not Bullying?

- It is important to understand that bullying is not the individual occasions of falling out with friends, name calling, arguments or when the occasional joke is played on someone. It is bullying when it is done several times on purpose – see definition of bullying.
- Children sometimes fall out or say things because they are upset. When occasional problems of this nature arise it is not identified as bullying. It is an important aspect of children's development to learn how to manage friendship breakdown, occasional name calling and childish pranks. We have to learn how to manage these situations and develop social skills to repair relationships.

## **Section 4**

### **Signs and Symptoms of Bullying**

- A student may indicate, by different signs or behaviour, that he, or she, is being bullied. Adults should be aware of these possible signs and investigate further if a student: -
  - Is frightened of walking to or from school.
  - Becomes withdrawn, anxious or lacking in confidence.
  - Develops a stammer.
  - Attempts or threatens suicide.
  - Begins to threaten or actively run away.
  - Cries themselves to sleep at night or has nightmares.
  - Feels unwell in the morning.
  - Begins to under-perform in school work.
  - Returns home with clothes torn or books damaged.
  - Have possessions that go 'missing'.
  - Asks for money or starts stealing money (to pay the bully).
  - Has unexplained cuts or bruises.
  - Comes home hungry (snack/sandwiches have been stolen).
  - Becomes aggressive, disruptive or unreasonable.
  - Begins swearing or using aggressive language.
  - Begins bullying others.
  - Appetite decreases and eating becomes intermittent.
  - Appears fearful of speaking out.
  - Gives excuses which seem implausible for the above mentioned indicators.
  
- These signs and behaviours could indicate other problems however bullying should be considered a possibility, taken seriously and investigated without delay.

## **Section 5**

### **Where Does Bullying Happen?**

- It can happen anywhere – in the classrooms, corridor, toilets, dining hall, playground and on the way to and from school. However, schools are legally responsible for bullying incidents which occur on the school premises.
  
- Nevertheless, at Coppice Spring School we are also concerned with our students conduct and welfare outside school and we will proactively support and address any bullying issues that occur outside the school premises. The following steps may be undertaken: -
  - Talk to the local Community Police Officer about problems on the streets.
  - Talk to the Head teachers of other schools whose students may be involved in bullying outside school premises
  - Draw-up safe routes to school for children. Discuss coping strategies with parents/carers.
  - Discuss with students about how to manage, and avoid, bullying outside the school premises

N.B. Education and Inspections Act section 89, 2006: The law empowers head teachers to such extent as is reasonable to regulate the behaviour of pupils when they are off school site (which is particularly pertinent to regulating cyber bullying.)

Coppice Spring School welcomes the values of modern technology specifically in relation to the educational benefits and enhancements it enables; however, the school remains aware of the potential for bullying to occur online. The school also recognises the requirement to remain alert to the possibility of bullying occurring outside of school, particularly online and ensures staff are aware of the processes to follow in incidents of cyberbullying.

The school endeavours to educate students surrounding appropriate use of technology, in addition to the serious consequences of cyberbullying through PSHE lessons and assemblies.

Guidance for students who feel they are experiencing cyberbullying:

- Refrain from answering abusive messages/emails/contact.
- Log the messages and report them to parents/carers/staff.
- Refrain from deleting any content until it has been shown to parents/carers/staff.
- Refrain from giving out personal IT details.
- Do not answer someone you do not know.
- Remain in public area chatrooms.
- Inform parents/carers/staff as soon as possible.

Several sites offer helpful advice for parents, particularly with respect to how they can appropriately monitor their child's use of the computer at home. Useful information can be found on the following site:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

## **Section 6**

### **How we manage bullying at Coppice Spring School**

Staff, parents and students at Coppice Spring School work together to create a happy, caring and safe learning environment. Bullying will not be tolerated. It is everyone's responsibility to try to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

- When bullying is reported it will be taken seriously.
- Staff will work with the student who is being bullied to help them feel safe and find responses to bullying that work.
- Staff will work with the student or people who are bullying to change the bullying behaviour.
- Wherever possible, staff will work with the parents/carers of any student who is being bullied to support and encourage that student in finding solutions to the bullying.
- Wherever possible, staff will work with the parents/carers of any student who is bullying to support and encourage that student in finding alternatives to the bullying behaviour.

- Staff will try to involve staff from outside agencies (e.g. IAG services, the area Youth Offending Team, FISH Worker, Police etc.) in supporting students who are experiencing bullying or who are bullying.
- Excluding students from school is a last resort. If particularly serious victimisation, abuse and intimidation, or physical bullying against any other person belonging to the school community is reported, those students who carried out the bullying will have to be suspended from school activities while it is investigated and solutions are sought. If the solutions have no effect, or if the bullying was so severe that it would be harmful to the rest of the school community to allow the suspended student to return to the school, he/she may have to be permanently excluded, in line with Local Education Authority guidelines.

## **Section 7**

### **Strategies for the Prevention and Reduction of Bullying**

- Whole school initiatives and pro-active teaching strategies are utilised throughout the school to develop a positive learning environment with the aim of reducing the occurrence of bullying. These will include –
  - Undertaking questionnaires to monitor the extent of bullying in the school and the effectiveness of the anti-bullying policy.
  - Making national anti-bullying week a high profile event each year as part of our Rights Respecting Schools agenda.
  - Prominently displaying anti-bullying posters produced by the students.
  - Utilising praise and rewards to reinforce good behaviour.
  - Developing specific roles that students can play to stop bullying.
  - Invite students to attend courses which support them to understand the impact of bullying
  - Information available for parents to help them identify signs of bullying

Bullying can be driven by prejudice, Coppice Spring School aim to create a culture where prejudice and hatred is not tolerated.

The definition of prejudice is an unjustified or negative attitude towards a person based entirely on the person's membership of a social group, including:

- Racism
- Sexism
- Homophobia
- Transphobia
- Hate targeted towards faith
- Hate targeted towards disability

Coppice Spring School promote the fundamental British values of the law, individual liberty, mutual respect and acceptance of those with differing faiths, beliefs and values. Coppice Spring School includes age appropriate curriculum for students surrounding democracy and

the law in Britain in comparison to other countries. The student school council is a representation to students of active democracy at a local level, allowing students to partake in the process of voting, representing ideas for consideration and responding to democratic votes. Coppice Spring School promote British Values and jointly aim to create a culture where prejudice and hatred is understood by students and reported to parents/carers/staff if an incident occurs.

## **Appendix 1:**

### **Procedures for Reporting and Responding to Bullying Incidents**

- All staff will respond calmly and consistently to all allegations and incidents of bullying. Allegations will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all students involved whilst allegations and incidents are investigated and resolved. The following step-by-step procedure (which is a variety of options that could be acted upon) will be used for reporting and responding to bullying allegations or incidents: -
  - Report all bullying allegations and incidents.
  - Staff will make sure the victim is safe and feels safe.
  - Appropriate advice will be given to help the victim(s).
  - Staff will listen and speak to all children involved regarding the incident separately.
  - The area of concern will be identified and possible solutions suggested.
  - Staff will attempt to adopt a problem-solving approach which will proactively develop students on from them justifying their behaviour.
  - Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
  - Staff will reinforce to the bully that their behaviour is unacceptable.
  - The bully (bullies) may be asked to engage in a restorative process. Other consequences may take place and appropriate sanctions or support applied.
  - If possible, the students will be reconciled, – use of Restorative Justice/ Mediation.
  - An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
  - In cases of serious bullying, the incidents will be recorded by staff on the behaviour tracker. All reports will be kept on file. “The department recommends that schools should record all incidents of bullying, including type and report the statistics to the local authority.”
  - Staff will record incidents of bullying on the school’s behaviour tracker.
  - In serious cases parents/carers will be informed and will be invited to attend a meeting to discuss the matter.
  - After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
  - Bullying incidents will be discussed regularly at staff meetings.
  - The school’s nominated anti-bullying governor will present termly reports on serious bullying incidents to the management committee.

**If necessary and appropriate, the Safeguarding Officer in school, Social Services or Police will be consulted.**

## **Appendix 2:**

### **Sanctions**

Sanctions for bullying are intended to hold students who bully to account for their behaviour and ensure that they recognise the harm they have caused and learn from it. It also provides an opportunity for the student to restore the harm they have caused.

Sanctions also signal to other students that bullying behaviour is unacceptable and act as a deterrent. Sanctions can include:

- Apologise to the victim(s) verbally or in writing.
- Lose privileges/break times.
- Parents will be invited in to school (to discuss the incident).
- Removal from class and work in isolation.
- Report to the Head teacher or Deputy Head teacher.
- Be withdrawn from participation in school visits, clubs and events not essential to the curriculum.
- Fixed-term exclusion.
- Permanent exclusion.

## **Appendix 3:**

### **Advice and Information for Stakeholders**

#### **All Students**

All of us find ourselves in vulnerable positions sometimes, e.g. when we start a new school/job/subject, if we are experiencing problems at home, etc. As part of the school community, you have a responsibility to help manage bullying by supporting other students when they are vulnerable. Refrain from contributing to the bullying of a vulnerable student, aim to help him/her feel less vulnerable. Don't join in with making fun of them, even if you don't feel able to challenge the bullying behaviour yourself.

Here's what to do if you know that another student is being bullied, this could be a friend that you know really well, someone in one of your classes, or someone that you see around the school and have not spoken to; the bullying could be happening at school, or on the way to and from school:

- Inform a member of staff about the bullying. You can do this in lots of different ways, including :
  - Find a quiet moment to speak to a member of staff. After class can be a good time to approach teachers. You can always pretend that you need help with some work if you are worried that other students might hear you ask the teacher for a private word.
  - Tell a trusted student, who can advise you how to tell staff and support you in doing so, or tell them for you if you are unable to do so.

- If you are ever worried for your own or another student's physical safety (including if you are afraid that a student may harm himself/herself), do not hesitate to tell a member of staff so that they can take immediate action to keep the student safe with the help of other staff at the school, parents/carers and the police and ambulance service if necessary.

### **Students who are being bullied**

If you are being bullied, you can expect that:

- You will be listened to and taken seriously.
- Action will be taken to help stop the bullying.
- You will be involved in the process of deciding what action is taken to help stop the bullying and any worries that you may have will be listened to and respected.
- You will be given the opportunity to talk about the way that the bullying has made you feel and to find strategies to manage with emotions and to understand and cope with bullying behaviour. This means:  
A senior staff member will be informed of your situation so that they can help to support you.
- You will be given the chance to work with them to find strategies to deal with bullying and to talk about any feelings and worries that you may have.
- You may be offered the chance to talk with staff from other agencies as well, e.g. Personal Advisers from an IAG service, the school counsellor.
- Staff will ask to let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you, too.
- You will have regular meetings with staff (e.g. every week for a month, a half-term, or a term) to ensure that the action taken to stop the bullying is effectively working and that you feel happy with how things are progressing.
- If you are ever in fear for your physical safety, staff will take immediate action to keep you safe with the help of their colleagues at the school, parents/carers and outside agencies including the police and ambulance service if necessary.

### **Students who are bullying**

Bullying behaviour has no place at this school. If you are involved in bullying, you can expect that:

- Your bullying behaviour will be challenged.
- You will be treated fairly.

- You will be given the opportunity to change your behaviour and supported in doing so. This means:
- You will be expected to work with staff to look at the reasons that you have been bullying and to find and implement other ways of behaving.
- You could be offered the chance to work with staff from other agencies who can help you to stop bullying, e.g. Personal Advisers from an IAG service. Staff will ask to let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you in changing your behaviour.
- You will have regular meetings with staff to review your behaviour (e.g. every week for a month, a half-term, or a term)
- If you do not work at changing the bullying behaviour staff will have to take more serious action, e.g. suspending you from school activities. At this point the school will have no choice but to involve your parent/carers.
- Our priority is to ensure the school is a safe and positive place for the whole school community. If you partake in a serious campaign of victimisation, abuse and intimidation, or episode of physical bullying against any other person belonging to the school community, you will instantly be given a fixed term exclusion from coming to school whilst the behaviour is investigated and you may be permanently excluded.

## **Staff**

All staff can expect to be properly trained and supported in dealing with bullying.

All staff will be expected to:

- Promote an environment that is constructive and safe for all students through their own teaching practice and actions.
- Follow the procedures set out in this policy when dealing with an incident of bullying.
- Work in co-operation with colleagues, students, parents/carers, staff from other organisations in the local community and the school's board of governors to prevent bullying.

## **Parents/carers**

All parents and carers can expect to be kept informed of the school's anti-bullying work throughout the school year.

Staff will address any concerns that you have about bullying; and you will be asked to co-operate with the school in supporting your child and promoting the school's message that bullying behaviour is not acceptable.

If your child is being bullied, you can expect that:

- You and your child will be listened to.
- Staff will ensure that you are involved in the process of supporting your child in dealing with the bullying.
- Staff will address any concerns you may have.
- Wherever necessary, the school will put you in contact with outside agencies (e.g. IAG services, counselling services, etc.) that can help to support you and your child in addressing his/her experience of being bullied.

If your child is bullying another student, you can expect that:

- You and your child will be listened to.
- Your child will be treated fairly.
- Your child will be expected to change his/her bullying behaviour and supported and encouraged in doing so by staff.
- Wherever necessary, the school will put you in contact with outside agencies that can help to support you and your child in addressing his/her bullying behaviour.

If you have any concerns that another child who attends the school (e.g. a friend of your child) may be experiencing bullying, please inform a member of staff.

### **Governors**

School Governors will be updated on the progress of the school's anti-bullying work, and to receive a report on anti-bullying work.

School Governors will be expected to:

- Provide feedback on the monitoring and evaluation of the anti-bullying policy and practices in the school;
- Publicly support the school's anti-bullying message.

### **Appendix 4:**

#### **Monitoring and Evaluation**

- To ensure this policy is effective, it will be regularly monitored and evaluated by the Head teacher and Governors. Questionnaires will be completed by all stake holders and comments will be taken into account when reviewing the policy. Following a three year review, any amendments necessary will be made to the policy and everyone informed. A report will then be issued to governors and the policy will be distributed to all parents/carers.
- Senior Leadership will also review upon each review of the school SEF.