

KILKEEL HIGH SCHOOL



ANTI-BULLYING POLICY

March 2014 (Updated)

ANTI-BULLYING POLICY

RATIONALE

Kilkeel High School believes that its students and staffs have the right to learn and work in a secure and caring environment without the fear of being bullied. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment. Bullying is entirely contrary to the values and principles we work and live by. Kilkeel High School is therefore completely opposed to all forms of bullying.

MISSION STATEMENT

We will endeavour therefore to ...

work toward an anti-bullying culture within our school, where pupils are confident in expressing their views, to know that their views are listened to, respected and acted upon.

In addition, we will ...

- a. Ensure that the school is an orderly and disciplined community in which consideration for others, courtesy and good manners are encouraged and a positive attitude towards discipline, conduct and authority sustained.
- b. Provide a supportive learning environment which cultivates self-esteem and enables students of all abilities to develop confidence, act with initiative and adopt positive attitudes towards themselves and others.

- c. Develop effective two-way channels of communication and an active partnership between home, school and community.

PRINCIPLES

It is the aim of Kilkeel High School that all our students will:

- a. Enjoy good relationships with peers and staffs, caring for each other and valuing the diversity that exists among us.
- b. Show courtesy and good manners, respecting themselves and others within the school, the local community and the global environment.
- c. Be self-disciplined and capable of making informed decisions, independently and collaboratively.

DEFINITION OF BULLYING

Bullying is the ***repeated use of power by one or more persons intentionally to hurt, harm or adversely affect the rights and needs of another or others*** (NI Anti-Bullying Forum : 2013).

Bullying refers to a range of harmful behaviour (both physical and psychological) which is generally repetitive and persistent, intentionally harmful, an imbalance of power and behaviour which leads to distress.

FORMS OF BULLYING

- a. Physical violence, which may include; hitting, pushing or spitting at another person
- b. Interfering with another person's property, by stealing, hiding or damaging it
- c. Using offensive names when addressing another person
- d. Teasing or spreading rumours about another person or his/her family
- e. Belittling another person's abilities and achievements
- f. Writing offensive notes, graffiti, etc, about another person
- g. Excluding another person from a group activity
- h. Ridiculing another person's appearance, way of speaking or personal mannerisms
- i. Misusing technology including e-mail, phone calls, social networking sites, instant messaging and text/photo messaging etc. to hurt or humiliate another person
- j. Racist, homophobic, sectarian or other offensive name-calling

It is not possible to list all forms of bullying in this policy, but every incident will be considered on an individual basis, taking into account intent and the context in which it occurred.

LINKS WITH OTHER SCHOOL POLICIES

This Anti-Bullying policy forms part of the school's overall Pastoral Care Policy and has direct links to the following school policies:

- a. The Child Protection Policy ... in which the school outlines the steps it will take to protect children from harm and develop their personal safety strategies.
- b. The Discipline (Positive Behaviour) Policy ... in which the school outlines types of behaviour which are considered appropriate and inappropriate, together with the sanction which will be used as part of the disciplinary process.
- c. The E-Safety (Acceptable use of the Internet) Policy, in which the school outlines appropriate use of all forms of electronic communication.

PARTICIPATION & CONSULTATION PROCESS

Our approach to consulting all stakeholders with regard to bullying will include the following:

- a. Awareness raising programmes (Curriculum & Parent Information Evenings)
- b. Survey / questionnaires distributed to students, parents and whole school staffs.
- c. Obtaining the views of elected student representatives e.g. class forum, school's council or prefects

RESPONSIBILITIES OF STUDENTS, PARENTS AND STAFFS

The Responsibilities of Staffs:

Our staff will:

- Foster in our students self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils
- Discuss anti-bullying with all classes, so that every student learns about the damage it causes to both the target of bullying behaviour as well as to the pupil displaying the bullying behaviour
- Encourage pupils to recognise the importance of telling a teacher about bullying when it happens

- Be alert to signs of distress and other possible indications of bullying
- Listen to pupils who have been bullied, take what they say seriously and act to support and protect them
- Report suspected cases of bullying to the relevant Form Tutor, Year Head, , Vice Principals or Principal
- Follow-up any complaint by a parent about bullying, and make every attempt to report back on the action which has been taken
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

The Responsibilities of Students

We expect our pupils to:

- Recognise that they have the right not to be bullied
- Understand that the problem lies with the pupil displaying the bullying behaviour and not with them
- Recognise that they need to speak out and should trust their teachers to take their concerns seriously and to support them
- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity
- Intervene to protect the pupil who is being bullied, unless it is unsafe to do so
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances
- Be responsible and behave in a caring manner towards other members of the school community and to create a climate where bullying is unacceptable

Please note: Anyone who becomes the target of pupils displaying bullying behaviour should not suffer in silence, but have the courage to speak out, to put an end to his/her own suffering and that of other potential targets.

The Responsibilities of Parents

We ask our parents to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying
- Advise their children to report any bullying to their Class Teacher, Form Tutor, Year Head, Vice Principals or Principal
- Explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils
- Advise their children not to retaliate violently to any forms of bullying

- Be sympathetic and supportive towards their children, reassuring them that appropriate action will be taken
- Inform the school of any suspected bullying, even if their children are not involved
- Co-operate with the school, if their children are accused of bullying, to try to ascertain the truth
- Point out the implications of bullying, both for the pupils who are target of bullying as well as for the pupil displaying the bullying behaviour

The Responsibilities of All

Everyone should:

- Work together to reduce, combat and move towards eradicating bullying in Killeel High School

PREVENTATIVE MEASURES.

The school aims to provide a safe and caring community, through an ethos which promotes consideration for others, courtesy and good manners. All students benefit from a comprehensive and accessible support structure through a dedicated team including Form Tutor, Year Head, Vice Principal and Principal.

The Form Tutor plays a key role, building positive and trusting relationships. The school also has an ongoing range of preventative measures that are used to combat bullying, including:

- Class-based discussions and activities which focus on aspects of bullying
- Involvement in 'Anti-Bullying week'
- Dealing with the issue in School and Year Assemblies
- Personal Development Programme
- Education Welfare Officer
- School Counsellor provided by Contact Youth (External Agency)
- Support of external agencies such as the PSNI
- Class and corridor displays
- In-service training for staff
- Implementation of the KHS E-Safety Policy

PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING BEHAVIOUR

Staff response when an issue of Bullying is reported:

- Be calm ... defuse the situation; think clearly and be in control emotionally. Separate the target of bullying from the pupil(s) displaying the bullying. Avoid any sudden movements which could be interpreted as 'aggression'
- Be positive ... keep in mind the importance of maintaining a positive relationship with the pupil displaying the bullying behaviour. A pupil is more likely to change his/her behaviour if he/she knows that the teacher cares
- Be assertive ... staff should clearly express their thoughts, feelings and expectation to the pupil displaying the bullying behaviour, which includes the need to stop the behaviour and to seek restitution with the target of the bullying behaviour
- Be confident ... trust yourself to ensure a positive outcome for both pupils concerned

Support offered to the target of bullying include:

- offering them an opportunity to talk about the experience with the appropriate teacher
- informing the victims' parents/guardians, if necessary
- offering continuing support if necessary
- disciplining the pupil displaying the bullying behaviour

Support offered to the pupil displaying the bullying behaviour:

- talk about what happened, to discover why they displayed the behaviour
- investigate the incident
- inform the parents/guardians
- continue to work with the pupil in order to get rid of prejudiced attitudes as far as possible
- apply the relevant sanctions
- details of incidents are recorded on SIMS on the pupils' file
- contact parents/carers of all students concerned in the bullying incident
- feedback to all those concerned
- ensure that the Year Head has been informed
- contact where necessary, relevant professionals e.g. EWO, Behaviour Management Team, School Counsellor, etc.

DISCIPLINARY STEPS

1. Students found to be bullying will be warned officially to stop offending.
2. Parents/guardians of students found to be bullying will be informed.
3. Where the incidence of bullying is serious, or the student continues to offend, he/she will be dealt with by senior staff and will face appropriate consequences.
4. If a student, found to be bullying, continues to offend, he/she will face suspension.
5. If he /she will not end such behaviour, he/she will be recommended for permanent exclusion (based on the School's and SELB policies).

PROCEDURES FOR RECORDING INCIDENTS OF BULLYING

In fulfilling our part our responsibility in safeguarding all pupils within Kilkeel High School, we continue to endeavour to minimise and eradicate all forms of bullying. Incidents of bullying can therefore be recorded as following:

a. Informally: Pupils who are the target of bullying behaviour must verbally report their concerns to the Class Tutor. It is the Class Tutor's responsibility to inform the Year Head who will investigate the concern and deal with the pupil displaying bullying behaviour. The Year Head will attempt to resolve the situation informally, seeking to put an end to the bullying behaviour. The Year Head, if necessary, will speak to the VP Pastoral if advice is needed. The Year Head will record the event on SIMS. The information being recorded will include:

- the name of the target of the bullying behaviour
- the name of the pupil displaying bullying behaviour
- the type of bullying displayed
- investigative notes
- how the situation was resolved

b. Mediation: This is where the target of bullying and the pupil displaying the bullying behaviour agree to enter into a voluntary process with an independent and experienced intermediary. This type of mediation process will be confidential.

c. Formal Procedure: This is where the complainant requests investigation of the bullying behaviour on a formal basis. This request should be made in writing, addressed to the Principal, the Secretary of the Board of Governors. The behaviour deemed inappropriate should be clearly stated. The request must be made within 10 days of the most recent bullying behaviour.

- d. Recording Incident Sheet:** As of the 2014-2015 academic year, all incidents of bullying will be recorded both on SIMS as well as on the Bullying Incident Recording Sheet (See Appendix 1).

CONTINUOUS PROFESSIONAL DEVELOPMENT OF STAFF

The need for staff training in Kilkeel High School is met through attendance at external courses or through the organisation of suitable school-based professional development. Staff will be provided with up to date information on Anti-bullying issues and the requirements and recommendations of relevant DE circulars.

MONITORING AND REVIEW

The policy will be reviewed annually by the Year Heads and Vice Principal (Pastoral) and amended where necessary, taking into account feedback from staff, parents and students.

Please note: Legislation underpinning this policy includes:

1. The DENI Circular 2003/13 - "Welfare and Protection of Pupils"
2. The DENI Circular 2007/01 – "Acceptable use of the Internet and Digital Technologies in Schools"
3. The DENI Circular 2007/20 (Article 19) – "Duty to promote good Behaviour ..."
4. The DENI 2011/22 Guidance on Cyber-bullying

Also considered:

1. DENI Pastoral Care in Schools : Child Protection 1999
2. DENI Pastoral Care in Schools : Promoting Positive Behaviour 2001
3. NI Anti-Bullying Forum : Effective Responses to Bullying Behaviour



Anti-Bullying – Incident Recording Sheet (Appendix 1)

	Name	Gender	Ethnicity	Year
Complainants				
Alleged pupil(s) who has been bullied (if different from above)				
Alleged pupil(s) who has displayed bullying behaviour above)				

Date of incident:

Location of Incident:

Classroom

Playground

Corridor

Other (please state) _____

(Please circle / tick where necessary)

Type of Incident:

Physical bullying (includes actual physical hurt, physical intimidation etc.)

Verbal bullying (includes name-calling, insults, jokes etc.)

Indirect bullying (includes isolation from group etc.)

(Please circle / tick where necessary)

Theme (if applicable):

Cyber (through technology such as mobile phones / internet)

Disability (related to perceived or actual disability)

Homophobic (related to perceived or actual sexual orientation)

Racist (related to race, ethnic, national origin, colour & nationality)

Sectarian (related to religious belief and/or political opinion)

(Please circle/ tick where necessary)

Details of the Incident:

Name of action/support for pupil(s) who has been bullied:

Discussion of the incident with peers / class

Defined ongoing support / monitoring from staff

Parents involvement (please specify) _____

Counselling

Referral to other agencies (please specify) _____

Other (please specify) _____

(Please circle / tick where necessary)

Name of action/support for pupil(s) who has been displaying bullying behaviour:

- Discussion of the incident with peers/class
- Defined ongoing support/monitoring from staff
- Parents involvement (please specify) _____
- Counselling
- Referral to other agencies (please specify)

Fixed exclusion

Permanent exclusion

Other (please specify) _____

(Please circle / tick all that apply)

Outcome (level of satisfaction)

Good = 1	Satisfactory = 2	Poor = 3	Unresolved = 4
Child who has been bullied			
Parents of above child			
Child who has displayed bullying behaviour			
Parents of the above child			

This record is now:

Filed

Passed to Class Tutor and Year Head

Passed to Vice Principal (Pastoral)

Passed to Principal

Passed to external agency (please specify) _____

Name and designation of teacher completing this form

Date:

Signed

