



Bullying and Harassment Policy

INTRODUCTION

Northleigh House School is committed to providing education and training that is open and available to all in a safe environment where activities take place in the name of or on behalf of the school. The school works proactively to ensure that students do not suffer discrimination because of bullying/harassment.

The school recognises that bullying/harassment is harmful, can lead to distress, accidents, illness and poor performance.

Definitions of Bullying/Harassment

Bullying is the intimidation or belittling of someone through the misuse of power or position that leaves the recipient feeling hurt, upset, vulnerable, isolated, frightened or helpless. These attacks may be verbal, mental or physical.

Harassment occurs when, on the grounds of race, colour, nationality, ethnic or national origin, gender, age, health status, disability, sexual orientation, political or religious beliefs, a person engages in unwanted conduct which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other person.

From time to time, people have disagreements; nobody gets on with everyone all of the time. This is not what is meant by bullying or harassment.

Examples of bullying and harassment can include:

- Emotional - excluding, tormenting, being unfriendly
- Physical - threats of or the direct use of violence, damage to property
- Sexual - Sexually abusive comments, or unwanted physical contact or following someone around
- Homophobic - Taunts, jokes or comments about an individual's sexual orientation

- Ageist - Taunts, jokes or comments about an individual's age
- Racist - Taunts, jokes or comments about an individual's race
- Diabolist - Taunts, jokes or comments about an individual's disability
- Religion/beliefs - Taunts, jokes or comments about an individual's religion/beliefs
- Verbal - Name-calling, teasing, spreading rumours, sarcasm, shouting people down, swearing, coercion and making fun of people who seem different
- Cyber(Electronic)- Threatening or abusive, offensive and unwanted mobile phone messages/calls/texts/emails or nasty comments posted on websites

Signs and symptoms may include:

- Deterioration in work
- Fear of medical help
- Unexplained or improbable explanation for injuries
- Aggression or bullying of others
- Running away
- Fear of new situations
- Anxiety
- Depression
- Withdrawal
- Social isolation
- Compulsive stealing
- Overeating or lack of appetite
- Increased absence
- Poor group dynamics

POLICY STATEMENT

The school recognises that all students have the right to be treated with dignity and respect and requires students and staff to behave in such a manner towards each other.

No form of bullying/harassment will be condoned and all reported incidents will be thoroughly investigated and appropriate action taken.

Students found to be bullying will be subject to school procedures including disciplinary procedures, if appropriate.

The policy applies to incidents of bullying/harassment, which take place in school, on school transport, on work placements or during school organised activities. Other related incidents of bullying/harassment may be taken into account. In some situations victims of bullying/harassment may wish to report the matter to the police.

All staff and students will be informed of the policy and procedures.

PROCEDURES FOR ALL STAFF DEALING WITH AN ALLEGED INCIDENT OF BULLYING OR HARASSMENT

All staff have a responsibility to ensure that suspected bullying/harassment is dealt with. Staff should encourage students to report any incidents to a member of staff or the Headteacher.

If you suspect or are made aware that bullying/harassment is taking place:-

- If student who is bullied/harassed doesn't agree to further action being taken a record of that discussion should be kept (signed by the student to that effect) but the student must be made aware that in certain circumstances e.g. personal safety of student, members of staff or others appropriate action may need to be taken.
- If student who is bullied/harassed agrees to take further action follow the procedures outlined below.
- Determine/satisfy yourself that bullying/harassment is occurring – remember bullying/harassment is in the eyes of the victim.
- Investigate incident and take appropriate action asap.
- Meet separately with victim and bully and call a halt to the behaviour there and then and give it the label bullying.
- Staff should take into account their personal safety when setting up one to one meetings.
- Remind the bully that bullying is not tolerated at school and the behaviour could lead to disciplinary action. In certain circumstances it may be appropriate for a third party to be a witness to the discussion.
- The student who has been bullied should be offered support.
- The bully should also be offered support/guidance, learn to change his/her behaviour.
- Record details of serious or ongoing allegations on the Bullying/Harassment Allegation Report Form (see Appendix A) and a copy to be put on student's file.
- The Headteacher should make contact with parent(s)/guardian/carer where necessary.
- Monitor the situation, daily if necessary, and keep victim informed of all action taken.
- In a serious case disciplinary procedures can be invoked straight away.
- See Strategies the school can use to help (Appendix B).
- Remember staff are not alone in dealing with these difficult situations and the school takes matters such as these very seriously.
- Allegations of bullying/harassment by lecturers/other adults should be referred to the Headteacher.

1. Authorised by: _____ Headteacher

Date: September 2016

2. Authorised by: _____ Chair of Trustees

Date: September 2016

Review Date: **September 2018**

APPENDIX A

BULLYING/HARASSMENT ALLEGATION REPORT

Name of student being bullied	Lesson
Date of Birth:	Teacher:
Date and time of incident	Report completed by
	Tel No:-
Note of the allegation/incident (including name of alleged bully/bullies)	
Action taken – please give details including who was involved in any follow up action, with a date & time.	
Please tick as appropriate	
No further action required <input type="checkbox"/>	Parents/carers contacted <input type="checkbox"/>
Investigation initiated <input type="checkbox"/>	Disciplinary proceedings invoked <input type="checkbox"/>
Senior staff involved <input type="checkbox"/>	Child Protection Incident Report Completed <input type="checkbox"/>
Signature	Date

Please retain a copy for your own records

Data Protection Act 1998

The data that you have provided on this form will be used by the college for the purpose(s) of _____(enter purpose(s) here)_____and will not be passed on to any third party not directly involved in these activities without your permission. The data will be stored securely and only used for the purpose(s) originally intended.

APPENDIX B

STRATEGIES THE SCHOOL CAN USE TO HELP:

- offer counselling sessions for the victim to build up self-esteem and personal assertiveness
- offer counselling sessions for the bully to provide support/guidance to learn to change his/her behaviour
- group tutorials on roles, responsibilities and treating others with respect
- group tutorials on assertiveness and empowerment training
- group tutorials on bullying/harassment issues
- training courses will be made available to staff on bullying and harassment and how to deal with it
- provision to students of help line numbers and websites available on the intranet

Useful Contacts - Phone Helplines:

- **Childline** – free 24 hour helpline for children and young people. Tel: 0800 1111
- **Get Connected** – free confidential helpline for young people (open 1 – 11 p.m. every day). Tel: 0808 808994
- **Parentline Plus** – support for parents/carers. Tel: 0808 800 2222
- **Samaritans** – helpline for those in distress. Tel: 08457 90 90 90
- **Hate Crime Helpline** – run by Warwickshire Police. Tel: 0845 129 2221

Websites:

- **Childnet** – a range of resources for primary and secondary schools, for children and young people, for teachers and for parents (www.childnet-int.org).
- **Cyberbullying.org** – one of the first websites set up in this area, for young people, providing advice around preventing and taking action against cyberbullying. A Canadian based site (www.cyberbullying.org).
- **Chatdanger** – a website that informs about the potential dangers online (including bullying) and advice on how to stay safe while chatting (www.chatdanger.com).
- **Netsmartz** – an American online safety site with activities for children, young people, parents/carers and professionals (www.netsmartz.org).
- **Stop Text Bully** – a website dedicated to mobile phone bullying, contains advice for young people including how to contact your operator (www.stoptextbully.com).
- **Thinkuknow** – UK online safety site of the Child Exploitation and Online Protection Centre with lots of information and activities (www.thinkuknow.co.uk).
- **Wired Safety** – an American internet safety site with lots of information and activities (www.wiredsafety.org).
- **Many of the internet service providers, mobile phone companies and social networking sites have useful advice and safety tips for users and parents on their own websites.**