



Penarth Group School

ANTI BULLYING POLICY

See 'Preventing and Tackling Bullying Advice for School Leaders, Staff and Governing Bodies'; October 2011

Bullying is defined as 'behaviour by an individual or a group, which is repeated over time, where an imbalance of power is used to intentionally hurt another either physically or emotionally'.

Bullying in any form is unacceptable.

Civil and criminal law:

Although bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassing or threatening behaviour, for example, or indeed menacing and threatening communications. In fact, some bullying and/or cyberbullying activities could be criminal offences under a range of different laws, including the Protection from Harassment Act 1997, which has both criminal and civil provision, the Malicious Communications Act 1988, section 127 of the Communications Act 2003, and the Public Order Act 1986.

All reports of bullying will be taken seriously and any alleged incident will be investigated thoroughly. A member of staff should be informed of any incident of bullying and in turn they should report it to the head teacher at the earliest possible opportunity. They will decide if the incident constitutes bullying as per the definition above.

In a definite case of bullying the parents of any pupils involved will be contacted and informed of what action the school is to take.

All members of staff should contribute fully to creating a school ethos which will discourage or prevent incidents of bullying ever occurring. Remember there are FIVE key points:-

- Never ignore suspected bullying
- Don't make premature assumptions
- Listen carefully to all accounts
- Adopt a problem solving approach which moves pupils on from justifying themselves
- Follow up repeatedly; check bullying has not resumed

Pupils should be made aware of the high standards of behaviour expected at Penarth Group School and all members of staff should be consistent in their demands and expectations of the pupils.

Pupils should be made fully aware of the school code of conduct (Daily Report Sheet) and how it applies to their behaviour in school – both in lessons and in 'free time'.

Anti-Bullying Week

This is an annual event, usually held in November. Teachers plan focused activities which highlight the impact of bullying and teach the pupils strategies to handle relationships in and out of school.

Sanctions

All pupils involved in perceived bullying behaviour will be invited to speak with the head teacher immediately. Sanctions will be imposed in line with the school's Behaviour Management policy.

In particularly serious cases advice will be sought from the school's governors regarding fixed term or permanent exclusion.

Parents of each pupil involved in perceived bullying behaviour will be invited to speak with the Headteacher at the earliest opportunity and appropriate steps taken to ensure that there is no repetition of the behaviour.

Governing Body

All instances of bullying will be reported to the Governing Body and the Local Authority will be notified.

Bullying Incident Report Form

Bullying is defined as ‘behaviour by an individual or a group, which is repeated over time, where an imbalance of power is used to intentionally hurt another either physically or emotionally’

If the bullying is of a racist nature **do not** complete this form. Instead complete the ‘racist incident report form’ and write an additional comment in the ‘additional comment’ box on the form or in the ‘additional information’ section that makes it clear that the incident is bullying.

Name of School:

Reported by:

Date:

1. How was the incident brought to your attention?

Reported to you:			
By victim	<input type="checkbox"/>	By another pupil	<input type="checkbox"/>
By a parent / carer / family member	<input type="checkbox"/>	Anonymously	<input type="checkbox"/>
By another member of staff	<input type="checkbox"/>	Other (Please describe in the box below)	<input type="checkbox"/>
Detected by you:			
Witnessed	<input type="checkbox"/>	Signs noticed	<input type="checkbox"/>
Indirectly	<input type="checkbox"/>	Other (Please describe in the box below)	<input type="checkbox"/>

2. Type of Incident:

Please tick the appropriate boxes in the table below to indicate the nature of the bullying incident (you may tick more than one box)

a. Verbal Abuse

Vicious / threatening	<input type="checkbox"/>		<input type="checkbox"/>
Other (Please describe in the box below)	<input type="checkbox"/>	[Hatched pattern]	

b. Physical abuse

Jostling	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Punching / Kicking	<input type="checkbox"/>	Serious fighting	<input type="checkbox"/>
Using a weapon	<input type="checkbox"/>		<input type="checkbox"/>

c. Non-Physical

Looks	<input type="checkbox"/>	Gestures	<input type="checkbox"/>
Exclusion	<input type="checkbox"/>	Vandalism	<input type="checkbox"/>
Vandalism	<input type="checkbox"/>	Threats	<input type="checkbox"/>
Theft	<input type="checkbox"/>	Other	<input type="checkbox"/>

d. Prejudicial Bullying

Homophobia	<input type="checkbox"/>	Sexism	<input type="checkbox"/>
Disability	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		

e. Other activities

Abuse of personal property	<input type="checkbox"/>	Graffiti	<input type="checkbox"/>
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f. Cyber bullying

Phone call	<input type="checkbox"/>	Text message	<input type="checkbox"/>
Email	<input type="checkbox"/>	Social Networking, e.g.: Facebook / Bebo / MySpace	<input type="checkbox"/>
Malicious website	<input type="checkbox"/>	Use of images and / or video	<input type="checkbox"/>
Other (please describe in the box below)	<input type="checkbox"/>	[Hatched pattern]	

3. Location of incident:

Please tick the appropriate box:			
Hall	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Corridor	<input type="checkbox"/>	Playground	<input type="checkbox"/>
Classroom	<input type="checkbox"/>	Journey to / from school	<input type="checkbox"/>
Cyberspace	<input type="checkbox"/>	Other (please describe in the box below)	<input type="checkbox"/>

4. Time of incident

Please tick the appropriate box:			
Before School	<input type="checkbox"/>	After School	<input type="checkbox"/>
During lesson	<input type="checkbox"/>	During break	<input type="checkbox"/>
During lunchtime	<input type="checkbox"/>	During school activity – out of hours	<input type="checkbox"/>
Evening / Weekend	<input type="checkbox"/>	Other (please describe in the box below)	<input type="checkbox"/>

5. Was the incident witnessed?

Please tick the appropriate box:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please select below:			
By another pupil	<input type="checkbox"/>	By a parent / carer / family member	<input type="checkbox"/>
Governor / School visitor	<input type="checkbox"/>	By another member of staff	<input type="checkbox"/>
Other (Please describe in the box below)	<input type="checkbox"/>	[Hatched area]	

6. Action Taken:

Please tick the appropriate boxes in the table below to indicate the action taken following the reporting of a bullying incident (you may tick more than one box)			
Sanction (other than exclusion) imposed by school	<input type="checkbox"/>	Discussion between victim and appropriate member of staff	<input type="checkbox"/>
Relevant member of staff informed	<input type="checkbox"/>	Form / Class meeting to discuss the incident	<input type="checkbox"/>
Discussion / interview with Parents / Carers	<input type="checkbox"/>	Discussion between alleged perpetrator and appropriate member of staff	<input type="checkbox"/>
Involvement of external agencies	<input type="checkbox"/>	Letter to Parents / Carers	<input type="checkbox"/>
Fixed term exclusion	<input type="checkbox"/>	Permanent Exclusion	<input type="checkbox"/>
Action taken under Dignity at Work for Adults	<input type="checkbox"/>	Other (please describe in the box below)	<input type="checkbox"/>

7. Additional Information

Please provide a brief description of the incident	
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8. Action / support for victim

Please tick the appropriate boxes in the table below (you may tick more than one box)			
Parent / Carer involvement	<input type="checkbox"/>	Discussed the incident with peers / class / school	<input type="checkbox"/>
Medical treatment	<input type="checkbox"/>	Ongoing support / monitoring from staff	<input type="checkbox"/>
Other (please describe in the box below)	<input type="checkbox"/>	Restorative conference used to support victim	
Referral to other agency:			
Police	<input type="checkbox"/>	Social Care & Health	<input type="checkbox"/>
Neighbourhood & Housing Services	<input type="checkbox"/>	Children & Young People's Directorate	<input type="checkbox"/>
Services for Young People (Stockport Youth Services / Education Welfare Service / Connexions)	<input type="checkbox"/>	Behaviour / Learning Support Service	<input type="checkbox"/>
Other (please describe in the box below)	<input type="checkbox"/>	Psychology	
		Health (e.g.: CAMHS)	

9. Action / support for the alleged perpetrator

Please tick the appropriate boxes in the table below (you may tick more than one box)			
Parent / Carer involvement	<input type="checkbox"/>	Discussed the incident with peers / class / school	<input type="checkbox"/>
Medical treatment	<input type="checkbox"/>	Ongoing support / monitoring from staff	<input type="checkbox"/>
Restorative approach	<input type="checkbox"/>	Other (please describe in the box below)	<input type="checkbox"/>
Referral to other agency:			
Police	<input type="checkbox"/>	Social Care & Health	<input type="checkbox"/>
Neighbourhood & Housing Services	<input type="checkbox"/>	Children & Young People's Directorate	<input type="checkbox"/>
Services for Young People (Stockport Youth Services / Education Welfare Services / Connexions)	<input type="checkbox"/>	Behaviour / Learning Support Service	<input type="checkbox"/>
Other (please describe in the box below)	<input type="checkbox"/>		

10. Whole School Action

Policy Change

Has the incident led to any changes of the schools practices / policies?

Yes (please describe in the box below)

No

Staff Training

Has the school undertaken any of the following training after the incident?

Internal

External – contact Children & Young People’s Directorate for support

Other (please describe in the box below)



Preventative work with pupils

Has any work been completed with pupils following the incident?

Yes (please describe in the box below)

No

Other whole school action

Has any other whole school action been undertaken following the incident?

Yes (please describe in the box below)

No

If you are completing a paper based version of the form please send to:
 Lynn Perry, Safeguarding Unit, Sanderling Building, Birdhall Lane, Cheadle Heath,
 Stockport, SK3 0RF Tel: 0161 474 5657 Fax: 0161 491 0654