**Silver Birch School**

**Anti-Bullying policy**

**Issued 15/08/13**

**Reviewed 01/09/18**

**Next review date: August 2019**

Bullying is a serious issue that blights young lives. Everyone at Silver Birch School has the right to feel welcome, safe, secure and valued.

This policy has been written with reference to the DfE document ‘Preventing and tackling bullying’, 2012.

Policy Statement

• We will provide a happy, secure and stimulating environment in which to learn • We will demonstrate through our practices and actions that we are a caring school • Students will be able to learn at their own pace as individuals • All Students will feel included and become part of Silver Birch School community • Students will be expected to share, co-operate and work with each other and the school community

Rationale

The aim of the anti-bullying policy is to ensure that all students learn in a supportive, caring and safe environment without fear of being bullied

Bullying is anti-social behaviour and affects everyone. It prevents equality of opportunity and is a barrier to personal, social and academic development. It is unacceptable and will not be tolerated

Only when all issues of bullying are addressed will Students be able to fully benefit from the opportunities available at Silver Birch School

1. Definitions of Bullying

1.1 Bullying is deliberately hurtful behaviour, repeated over a period of time where it is difficult for those being bullied to defend themselves; behaviour which results in pain and distress

1.2 Physical Bullying - hitting, kicking, theft, pushing and shoving, any use of violence

1.3 Verbal Bullying - name calling, ridicule, teasing and sarcasm

1.4 Emotional Bullying - spreading stories, excluding people from groups, teams, games, being unfriendly, tormenting (E.g. hiding books, stationery ....), spiteful texts/ e-mails

1.5 Racist Bullying - racial taunts, graffiti, gestures, name calling

1.6 Sexual Bullying - unwanted physical contact, personal space, abusive comments

Silver Birch will work hard to ensure that Students understand the difference between bullying and 'falling out'

2. Signs of Bullying

2.1 Becoming shy and nervous

2.2 Feigning illness

2.3 Frequent absence/Change to attendance patterns / unwillingness to attend

2.4 Clinging to tutor / other adults / anxious

2.5 Changes in work patterns, work rates, quality of work / feeling stupid

2.6 Lack of concentration / feeling unhappy and lonely

2.7 Truancy

2.8 Unexplained cuts and bruises

2.9 'Loses'/ 'damages' possessions

2.10 Becomes aggressive, disruptive, unreasonable, tearful, depressed

(Not guaranteed signs but bullying should be considered and investigated)

3. Anti-Bullying Implementation - Silver Birch School

3.1 Prevention

3.1.1 Bullying will be integrated into the curriculum via Citizenship and PSHE lessons. The curriculum will be used

Whenever possible to raise awareness, increase understanding, reinforce the ethos of Silver Birch School and enable Students to develop effective strategies to combat bullying-type behaviour.

3.1.2 Teaching staff, volunteers and Silver Birch School staff will be alert to signs of bullying and will act promptly and firmly in line with policy

3.1.3 Students will be strongly encouraged to report any incidence of bullying. It is the responsibility of everyone to report knowledge of bullying to a member of staff

3.1.4 Silver Birch School will use a Behaviour Code - signed by Students

3.2. Penalties - What to do:-

3.2.1 Incidents (as defined in 1.1 -1.6) will be dealt with immediately, seriously and sensitively

3.2.2 Verbal warning to cease bullying behaviour

3.2.3 'Time Out' / Break time detention / Withdrawal of privileges and participation

3.2.4 After school detention with the Principal of Silver Birch School

3.2.5 Meeting with Parents/Carers to discuss and write a fixed term Behaviour Contract

3.2.6 Review Contract and cancel it or Principal gives Final Warning

3.2.7 Fixed term exclusion issued by Principal

3.2.8 Possible permanent exclusion issued after further School/Parent/Carer meeting

3.2.9 A clear account of a major incident will be recorded in The Incident File

3.2.10 The Principal will interview all concerned and annotate the Incident File

3.2.11 A permanent exclusion will normally be issued after a further School/Parent/Carer meeting and the Appeal Panel will not normally seek to overrule this decision

Accurate records of all incidents will be kept in the relevant students' files, including outcomes.

4. Anti-Bullying Implementation - Students - Students who have been bullied will be supported by:-

4.1.1 Offering an immediate opportunity to discuss the experience with their personal tutor or member of staff of their choice

4.1.2 Reassuring the Student

4.1.3 Offering continuous support to restore self-esteem and confidence

4.1.4 Keeping the Student involved and informed at every stage of the process

4.1.5 Forum sessions to discuss behaviour, citizenship, conflict resolution, topical issues, stress management and the assertive/aggressive scale

4.1.6 Students involved in bullying apologising genuinely and face to face to facilitate/move towards reconciliation

5. Anti-Bullying Implementation - Students - Students who have bullied will be helped by:-

5.1.1 Discussing what happened - using a neutral, open question, problem solving approach

5.1.2 Discovering why the incident happened

5.1.3 Discovering why the Student became involved

5.1.4 Establishing the hurtful behaviour and need to change

5.1.5 Meeting with Parents/Carers to discuss behaviour and promote home-school support and a unified approach / agreed solution

5.1.6 Forum sessions as above

Anti-Bullying Implementation - Parents/Carers - of Students who are bullied

6.1.1 Recognise and be ready for parents to be upset and angry

6.1.2 Remain calm, be understanding and actively listen

6.1.3 Keep an open mind and communicate the need to obtain the full picture

6.1.4 Make clear that we care and explain the process that Silver Birch School will take and why

6.1.5 Record the information - detailed minutes

6.1.6 Make a further appointment to review progress

Anti-Bullying Implementation - Parents/Carers - of Students who are bullying:-

7.1.1 Contact parents/carers at an early stage

7.1.2 Recognise and be ready for parents to be upset and angry

7.1.3 Remain calm, seek to defuse anger and resentment, be understanding and actively listen

7.1.4 Keep an open mind and communicate the need to obtain the full picture

8.1.1 Use a problem-solving approach that doesn't apportion blame

8.1.2 Record information

8.1.3 Offer a further appointment to review progress

8. Anti-Bullying Implementation - Outside Silver Birch School

In order to fulfil its duty of care and to demonstrate its commitment to dealing with bullying Silver Birch School will take steps to support Students who are bullied outside the school's premises:-

• Talk to parents/carers

• Take steps to map a safe route to school

• Contact the Principal of any other school involved

• Talk to the Police, as appropriate

• Cover strategies for handling bullying outside school within the curriculum

9. Monitoring and Evaluation

Recorded incidences of bullying will be kept in the incident file, in a restricted access area

, and archived at the end of each academic year. The Principal will take responsibility for the use and care of this record system.

Records will be used to identify patterns of behaviour and recurring issues, and to give feedback on progress made and areas requiring further attention. This policy will be reviewed annually.