



St Richard Gwyn Catholic High School

Anti-Bullying Policy

September 2020

1) Aims and Objectives

The aim of the policy is to create a positive environment where students can learn without fear of Bullying and or Harassment, in line with our core purpose of living a Successful, Resilient life through Gospel Values.

The Policy outlines what the school will do to prevent bullying and procedures to be applied when identified. The policy has been drawn up with the involvement of the whole school community.

This policy is linked to the following policies;

- Equality and Diversity
- Behaviour for Learning

Bullying on whatever grounds is totally unacceptable and something that St Richard Gwyn will not tolerate.

2) Our school community:

- Discusses, monitors and reviews our anti-bullying policy on a regular basis.
- Supports staff to promote positive relationships and identify and tackle bullying appropriately.
- Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate¹.

3) Definition of bullying

Bullying is “Behaviour by an individual or a group that can be repeated over time or a one off act, which is unwanted by the recipient and hurts them either physically or emotionally. It may relate to age, sex, race, disability, religion, nationality or any other personal characteristic of the individual. It can occur in written communications, by phone, email, text and not just face-to-face. The key is the actions or comments are viewed as hurtful and unacceptable to the recipient and or the school”.

Bullying can include: name calling, taunting, mocking, making offensive comments,; kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, social networking sites and instant messenger); sending offensive or

¹ Adapted from Bullying – A Charter for Action, DCSF

degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

Bullying and harassment are often interchangeable words however harassment is illegal and in serious cases can be referred to the appropriate authority, i.e. South Wales Police.

4) Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to special educational needs.
- Bullying related to appearance or health conditions.
- Bullying related to sexual orientation or gender identification.
- Bullying of young carers or looked after children or otherwise related to home circumstances.
- Sexist or sexual bullying.
- Cyber bullying.
- Physical and emotional.

The following are examples of bullying. This is not an exhaustive list;

- Spreading malicious rumours or insulting someone by word, text or behaviour
- Excluding or victimising a person.
- Sexual advances, including touching or standing too close.
- Displaying offensive materials.
- Showing personal inappropriate photos.
- Making threats by word, text or behaviour.
- Intentionally blocking a person's movement.
- Physical contact.
- Victimising someone who has made an allegation of bullying

It is not the intention of the perpetrator that is key in deciding whether bullying has occurred but whether the behaviour is acceptable by normal school standards and is unacceptable to the recipient. Bullying can cause stress, anxiety, low self-esteem and even result in absence due to sickness.

The procedure is underpinned by the belief that most people who experience bullying want it to stop quickly and discreetly therefore early intervention, communication and confidentiality are key factors to our success.

ALL cases of alleged bullying should be reported to a member of staff which will then be referred to the Wellbeing Team (Mr Short, Mrs Cleak, Mrs Clark, Ms Cleak). The incident will be recorded on 'Sims' via the appropriate staff or Mr Short.

5) Preventing, identifying and responding to bullying

We will:

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop students' social and emotional skills, including their resilience.
- Promptly investigate alleged incidents of bullying.
- Work with victims of bullying to offer professional and confidential support.
- Utilise opportunities for addressing bullying through the curriculum, displays, peer support and the School Council.
- Train all staff including lunchtime staff and learning mentors to identify bullying and follow school policy and procedures on bullying. Training needs will be reviewed annually for all members of staff.
- Actively create "safe spaces" for vulnerable children and young people.
- Where appropriate use trained Mediators or Schools Liaison Officers in achieving a suitable resolution.
- Continuously review and update policy in line with best practice and findings.
- Contact relevant outside agencies where appropriate.

6) Involvement of students

We will:

- Regularly canvas children and young people's views on the extent and nature of bullying.
- Ensure students know how to express worries and anxieties about bullying.
- Ensure all students are aware of the range of sanctions that may be applied against those engaging in bullying.
- Involve students in anti-bullying campaigns in schools.
- Publicise the details of helplines and websites.
- Offer support to students who have been bullied.
- Work with students who have been bullying in order to address the problems they have.

7) Liaison with parents and carers

We will:

- Ensure that parents / carers know whom to contact if they are worried about bullying.
- Ensure parents know about our policy by publicising it on the school website and give guidance on how to use it effectively.
- Ensure parents / carers know where to access independent advice about bullying.
- Work with parents and the local community to address issues beyond the school gates that give rise to bullying.

8) Monitoring & review, policy into practice

The school will monitor the use of this policy via its 'Sims' system and central register. The school will provide a full report to the Board of Governors at least once each academic year.

In accordance with 5 above, we will continuously review and update this policy. However, as a minimum, we will review this policy at least once every two years. The school uses the guidance by the DCSF* and the Anti-Bullying Alliance** to inform its action planning to prevent and tackle bullying.

9) Responsibilities

This Policy only works if it ensures that the whole school community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Headteacher, Senior Managers, Teaching and Non-Teaching staff to read this policy and implement it accordingly.
- The Headteacher to communicate the policy to the school community.
- Students to abide by the policy.
- Parents to cooperate with the school policy.

10) Anti – bullying staged approach to sanctions and support

Stage 1 – Awareness Meeting

Student identified as a perpetrator of bullying behaviours. The matter is investigated and Student meets with either the Head of Engagement / progress leader. The alleged incident is logged on the central register and discussed along with perceived involvement and behaviours displayed. Families informed as appropriate.

Stage 2 – Informal Warning

Further incident as a perpetrator of bullying behaviours towards the same victim or another Student. The incident is logged, investigated and the student meets with either the Head of Engagement, Progress Leader or Assistant Head responsible for the relevant Key Stage. The alleged incident is discussed along with perceived involvement, behaviours displayed and suggested resolution to the situation. An informal Warning letter is issued and families are invited to meet with either the Head of Engagement, Progress Leader or Assistant Head responsible for the relevant Key Stage. This warning will last for 6 months from the date of issue providing there are no further incidents.

Stage 3 – Formal Warning

Further or on-going incidents of bullying, or a number of reported incidents with different victims. The incident is investigated and logged. A formal warning letter is issued. The student and his / her family are invited to a meeting with either the Head teacher or the Deputy Head and the Head of Engagement. A formal plan will be devised and monitored to help support the student to change their behaviours. In more serious cases, where considering the entire behaviour of a student the Headteacher has the discretion to issue a Formal Warning without issuing an informal warning. A formal warning will last for a minimum of 12 months from the date of issue providing there are no further incidents.

Stage 4 – Leadership Team Conduct Panel

Continued bullying of a student or a number of students.

The incident is investigated and logged. The perpetrator and his / her family are required to attend a Leadership Team Conduct Panel where a suggested way forward will be discussed along with potential consequences should bullying behaviours continue. A formal plan will be issued or updated. This panel may vary the plan and or extend the period of the Formal Warning.

Stage 5 – Governors Conduct Panel

Continued bullying of a student or a number of students.

The incident is investigated and logged. The perpetrator's and his / her family will be required to attend a Governors conduct panel. The family and student are warned that the student is at risk of permanent exclusion from school. A suggested way forward will be discussed along with potential consequences should bullying type behaviours continue. A formal plan will be issued or updated. This panel may vary the plan and or extend the period of the Formal Warning

Stage 6 – Permanent Exclusion

Sanctions and support will be offered / issued on a case-by-case basis and will be linked to the individual circumstances of the incident and the needs of the victim and the actions of the perpetrator.

EXAMPLE

Dear Parent/Carer,

Informal Warning

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately ***** has been implicated in an alleged bullying incident despite having been spoken to previously and this has been logged with the Head of Engagement – Mr D Short. This informal warning has been issued as part of our staged response to bullying and indicates the seriousness of the situation. ***** has already had a meeting with staff to identify a way forward regarding bullying behaviours.

Should ***** continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in a formal warning and further sanctions being issued. This informal warning will last for a period of 6 months and will expire on the (DATE) should there be no further incidents of bullying. Please find a copy of the school Anti-bullying policy for your reference on the school website. Please contact Mr Short should you wish to discuss this matter further.

I am sure that together we will be able to support ***** to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely

Mr. David Blackwell
Head Teacher

EXAMPLE

Dear Parent/Carer,

Formal Warning

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately ***** has been implicated in a further alleged bullying despite having been issued with an informal warning and subsequent letter. This Formal Warning has been issued as part of our staged response to bullying and indicates the seriousness of the situation. ***** has already been warned of the consequences of their behaviour should these behaviours continue. We now need to arrange a meeting with you to discuss how we can best support ***** and set out a formal plan that will be monitored by Mr D Short – Head of Engagement. This informal warning will last for a period of 12 months and will expire on the (DATE) should there be no further incidents of bullying. Please can you contact Mr Short to arrange a mutually convenient time to meet and discuss a way forward. At the meeting Mr Short will also make clear what will happen should the bullying behaviours continue.

Should ***** continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in attendance at a Leadership Team Conduct Panel. Please find a copy of the school Anti-bullying policy for your reference on the school website.

I am sure that together we will be able to support ***** to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely

Mr. David Blackwell
Head Teacher

EXAMPLE

Dear Parent/Carer,

Leadership Conduct Panel

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur. Unfortunately ***** has been implicated in a further alleged bullying despite having been issued with a Formal Warning on (DATE) and subsequent letter. Please find a copy of the school Anti-bullying policy for your reference on the school website.

You are now required to attend a Leadership Conduct Panel at St Richard Gwyn on (date) at (time) where members of the leadership team will detail the negative effect ***** behaviours are having on other students. If this is not convenient please contact Mrs Robinson on 01446 729250 so that alternative arrangements can be made. It is imperative that you attend in order to assist us in identifying how together, we can support *****.

The Leadership Conduct panel has the discretion to vary or amend the current plan and or extend the Formal Warning. The panel will also make recommendations that will be monitored and reviewed by Mr Short – Head of Engagement and Mrs Burnett – Assistant Head.

Should ***** continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in attendance at a Governors Conduct Panel and then ultimately Permanent Exclusion from our school community. This is a situation that we want to avoid. However, the possibility of this sanction being issued is now a concern and I must warn you and your family that this is the case. I am sure that together we will continue to support ***** to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely

Mr David Blackwell
Head Teacher

EXAMPLE

Dear Parent/Carer,

Governors Conduct Panel

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately ***** has been implicated in continued alleged bullying despite having attended a Leadership Conduct Panel.

You are now required to attend a Governors Conduct Panel at St Richard Gwyn on (date) at (time) where members of the Governing body and a representative of the leadership team will detail the negative effect ***** behaviours are having on other students and our community. If this is not convenient please contact Mrs Robinson 01446 729250 so that alternative arrangements can be made. It is imperative that you attend in order to assist us in identifying how together, we can best support *****.

The Governors Conduct Panel has the discretion to vary or amend the current plan and or extend the Formal Warning which will be monitored and reviewed by Mr Short – Head of Engagement and Mrs Burnett - Assistant Head. Please find a copy of the school Anti-bullying policy for your reference on the school website.

Should ***** not adhere to the recommendations and continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in Permanent Exclusion from our school community. This is a situation that we want to avoid. However, this is now unfortunately a realistic possibility and I must warn you and your family that this is the case.

Yours sincerely

Mr. David Blackwell
Head Teacher

EXAMPLE

Dear Parent/Carer,

Informal/ Formal Warning (delete as appropriate)

As you are aware St Richard Gwyn does not tolerate bullying of any form and we have a comprehensive policy with a staged process when identifying and dealing with matters. A copy of the policy is attached for your reference.

**** received an Informal/ Formal (delete as appropriate) warning on the (DATE) which has now expired since there have been no further acts of bullying.

The school wishes to congratulate **** for taking on board the recommendations from the team and ensuring that their behaviour is an acceptable standard. We would also like to take the opportunity to thank you for your support and cooperation throughout this process.

Yours sincerely

Mr. David Blackwell
Head Teacher

EXAMPLE

Dear Parent/Carer,

Anti- Bullying Policy

As you are aware St Richard Gwyn does not tolerate bullying of any form and we have a comprehensive policy with a staged process when identifying and dealing with matters. A copy of the policy is attached for your reference.

A recent incident has been referred to us which the school has dealt with this in accordance with policy and the perpetrator has been given advice regarding their behaviour. We will continue to monitor the situation but do hope that this will bring about an early resolution to this matter.

If you wish to discuss any matters regarding this or **** education please contact his/her progress teacher (NAME and EMAIL ADDRESS).

Yours sincerely

Mr. David Blackwell
Head Teacher



Behaviour Incident Report Form

Student making report		Year/Class	
Date		When/Where	
Type of incident (can be more than one) Physical/Verbal/ Racial/Homophobic/ Cyber/Emotional/ Other		Other students involved	

Reported to:	Passed to Progress Leader:
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What are your concerns:

RECORDED IN THE REGISTER **YES** **NO**

IF NO PLEASE GIVE REASONS:

REVIEW PROCESS: (student making the report to be spoken to within two weeks of initial actions.)

Date: **Reviewed by:**
.....

Is the matter resolved: **YES** **NO**

If NO, please give reason below and refer the matter back to Progress Leader for further investigation.

If matter now resolved sign off and file.

Signed: **Date:**

Revised Issue date	June 2016	Adopted by Teaching Staff	July 2016
Reviewed by	Governors 2020	Next Review date	Feb 20