**Wribbenhall School**

**Bullying and Harassment Policy**



Written: Spring Term 2020

Date of Next review: Autumn Term 2021

**To be read in conjunction with:**

Attendance Policy

Behaviour and Discipline Policy

Child Protection Policy

Wribbenhall School Prospectus

**Approved by:**

Proprietor: Ellis Wells

18th February 2020

Wribbenhall 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 pupils do not suffer discrimination because of bullying or harassment.

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

**Definitions of Bullying or 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/electrical, threatening, abusive, offensive or unwanted mobile phone messages/calls/texts/emails or nasty comments posted on websites.
* Sexting – sending private pictures, forwarding private pictures, demanding or coercing private pictures, written messages of a sexual nature.
* Peer on Peer bullying - verbal, physical, emotional and any of the above.

**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
* Self-harming

**POLICY STATEMENT**

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

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

Pupils or stafffound to be bullying will be subject to school procedures including disciplinary procedures, if appropriate.

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

All staff and pupils 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 or harassment is dealt with. Staff should encourage pupils and other staff to report any incidents to the proprietor or the governing body.

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

If person who is bullied or harassed doesn’t agree to further action being taken a record of that discussion should be kept (signed by the person to that effect) but the person must be made aware that in certain circumstances e.g. personal safety of a pupil or member(s) of staff or others; appropriate action may need to be taken.

If a person who is bullied or harassed agrees to take further action follow the procedures outlined below.

Determine or satisfy yourself that bullying or harassment is occurring: -

* remember bullying or 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 pupil who has been bullied should be offered support.
* the bully should also be offered support and guidance, learn to change their behaviour.
*  record details of serious or ongoing allegations on the bullying or harassment Allegation Report Form (see Appendix A) and a copy to be put on pupil’s file.
* the proprietor should make contact with parent(s)/guardian/carer of both parties 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 or harassment by staff or other adults should be referred to the governing body.

**BULLYING OR HARASSMENT ALLEGATION REPORT**

|  |  |
| --- | --- |
| Name of pupil/staff being bullied  Date of Birth: / / . Occurrence # | Lesson  Teacher/Manager: |
| Date and time of incident | Report completed by  Position |
| 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 Parents/carers contacted  Disciplinary proceedings invoked Investigation initiated  Senior staff involved Child Protection Incident Reported | |
| Signature | Date |

**General Data Protection Regulations 2016/619**

The data that you have provided on this form will be used by the school for the purpose(s) of

Monitoring incidents and providing information to the police and other authorised agencies 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.

**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 their behaviour
* group tutorials on roles, responsibilities and treating others with respect
* group tutorials on assertiveness and empowerment training
* group tutorials on bullying or harassment issues
* training courses will be made available to staff on bullying and harassment and how to deal with it
* provision to pupils 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).](http://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).](http://www.cyberbullying.org/)
* **Netsmartz** – an American online safety site with activities for children, young people, parents/carers and professionals ([www.netsmartz.org).](http://www.netsmartz.org/)
* **Thinkuknow** – UK online safety site of the Child Exploitation and Online Protection Centre with lots of information and activities ([www.thinkuknow.co.uk).](http://www.thinkuknow.co.uk/)
* **Wired Safety** – an American internet safety site with lots of information and activities ([www.wiredsafety.org).](http://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.**