



The Thomas Adams School

Policy Statement And Practical Advice

Anti - Bullying

Updated August 2017

Reviewed by Governors

(Every Child Matters Focus: Staying Safe; Enjoying and Achieving; Making a Positive Contribution.)

Statement of Intent.

Thomas Adams School is committed to providing a caring, friendly and safe environment for all of our students, so that they can learn in a secure and enclosed atmosphere.

Bullying of any kind is unacceptable in Thomas Adams. If bullying does occur, all students should feel able to tell staff and should be confident that incidents will be dealt with promptly and effectively. All staff have a responsibility to take any suspicion or disclosure of bullying seriously, no matter what the details or provenance, and should respond immediately. Everyone has the right to be treated with respect and people who bully need to learn different ways of behaving.

Objectives of this Policy.

- All governors, teaching and non-teaching staff should have an understanding of what bullying is.
- All governors, teaching and non-teaching staff should know what our policy on bullying is and should follow it when bullying is reported.
- All students and their parents/carers should know what the policy is on bullying and what they should do if bullying arises.
- All students and their parents/carers should be assured that we take bullying seriously and that they will be supported when bullying is reported.
- All students here feel able to tell a member of staff when they have experienced or seen bullying, knowing that the actions taken will not only be prompt but sensitive to their concerns.
- All outside agencies, such as the police, social services and health professionals are consulted and their help enlisted where and when appropriate.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying is usually persistent and can take many forms:

- **Emotional:** Being unfriendly, excluding from peer groups, and tormenting i.e. hiding possessions.
- **Physical:** Pushing, kicking, hitting, other kinds of violence.
- **Racist:** Racial; taunts, graffiti, gestures, name calling.
- **Sexual:** Sexual harassment (unwanted physical contact), sexual abuse/demeaning comments.
- **Homophobic:** Because of or focussing on the issue of sexuality.
- **Verbal:** Name calling, sarcasm, spreading rumours, teasing, threatening, intimidating.
- **Non-Verbal:** Staring someone out, laughing at someone as a group.
- **Cyber:** All inappropriate use of the internet or other forms of communication technology i.e. phones to send threatening messages, spread rumours, name call etc.

What are the symptoms of Bullying?

Staff and parents should be aware of when a child is possibly the victim of a bully.

Symptoms may be:

- Frightened to walk to and from school.
- Doesn't want to use school transport.
- Begs to be driven to school.
- Changes the usual route to school.
- Is unwilling to go to school (school phobic).
- Begins to truant.
- Frequently complaining of being unwell both at home and at school.
- Becomes isolated and withdrawn.
- Begins to do poorly in school work.
- Has clothing and belongings that get damaged or go missing.
- Has physical bruising or other evidence of assault.
- Has dinner and other monies that are frequently 'lost'.
- Refuses to attend particular lessons.
- Hangs round a particular teacher or stays in the classroom at breaks and after school.
- Becomes aggressive or unreasonable.
- Stops eating.
- Runs away or threatens self harm.
- Gives improbable excuses for any of the above.

These signs and behaviours could have other causes, but bullying should be considered a possibility and should be investigated.

Dealing with Bullying:

1. Prevention and Education.

Any school that says it is completely free from bullying is a potentially dangerous place. Bullying happens in all walks of life and it is the school's responsibility to ensure that it is as safe as can be for all of the community. The following strategies should be in place to ensure that the correct ethos towards bullying is established and that students are prepared and can act confidently should bullying occur.

- The school's policy on bullying is known to governors, parents, staff and students. This should be reviewed and re-issued annually.
- All staff, students and parents know what to do if bullying occurs. A simplified 'code' of actions should be issued to students.
- All students should know that bullying is totally unacceptable in school. They should also know that if they are bullied it is not their fault. Students should be encouraged to tell, even if they are not personally involved. These messages should form part of the PSHE programme and should be reinforced in assemblies and on other appropriate occasions.
- All staff should be trained on how to deal with bullying or suspicions of bullying. The training should form part of new staff induction.
- The PSHE programme should include opportunities for students to discuss bullying and the bully and explore feelings and attitudes.
- Teachers should be aware of potential difficulties between students and take them into consideration in seating plans and general classroom management.

- Staff on duty and lunchtime supervisors should patrol regularly areas of the site where bullying might go on undetected.
- The school should provide 'quiet' areas which are supervised at breaks and lunchtimes so that nervous or vulnerable students can go somewhere they feel completely safe.
- The school's induction programme for students should be used to support vulnerable students and help them to settle in.
- Transition KS2-3 should include where appropriate the communication of parental concerns regarding the vulnerability of individual students.

Dealing with Bullying:

2. What Parents Should Do.

All parents should be made aware of the school's policy when their child joins the school and reminded at appropriate times. In addition, parents should be reminded through school communications that if they think their child is being bullied they should:

- Reassure the child. It is not their fault and the matter will be dealt with sensitively. The child has done the correct thing in reporting the issue.
- Contact the Pastoral Team or the child's Head of Year.

Dealing with Bullying:

3. What Students Should Do.

Students should be regularly reminded that the school will not tolerate bullying and that if it occurs they should:

- Tell someone immediately, at home or at school, even if they are not personally being bullied but have seen it with others.
- Use 'safe' areas in the school during break times until the matter comes to the attention of an adult.

Dealing with Bullying:

4 What School Staff Should Do.

- If a student discloses bullying to a member of staff they should deal with the matter immediately. The child may have worried over their problem for some time and will want it to be dealt with quickly.
- Staff should take all disclosures seriously, even if, as adults, they do not think the incidents described are 'real' bullying or very serious. Staff should remember that children have a very different perception of what may or may not be serious. All disclosures should be recorded and passed on to the Pastoral Team.
- Staff should be aware that insensitive handling of a bullying incident might result in more, not less, difficulty for the victim. If staff are unsure how to proceed they should always take advice.

Different circumstances may require different approaches but usually will include the following under the guidance of the Pastoral Team:

- Both the victim and the bully/bullies will be interviewed and counselled by an appropriate member of staff. Letters will be sent to the parents of both parties or phone calls made.
- The victim should be given a 'safe haven' if required for break times until the matter is resolved and coping strategies for the short term.

- The consequences of further aggression by the bully, if substantiated, should be made clear and the sanctions that the school will enforce should be outlined. The 'bully' should give some undertaking of how he/she can improve the situation.
- Where appropriate the two parties should meet face to face to discuss the situation and how it may be resolved.
- Both 'victim' and 'bully' should record in writing their view of events.
- The member of staff should make a written record for the Head of Year/Pastoral Team.

If the problem persists:

- Both sets of parents should be seen in school. A strategy to move forward will be discussed separately. At this point external support or advice may be considered.
- Contracts should be drawn up with the students and parents agreeing to the course of action.

If the situation is not resolved:

The matter would then become subject to more serious sanctions and if the problem persisted could lead to exclusion.

At all times, staff dealing with bullying incidents should ensure that:

- Parents are fully involved and informed of the actions the school has taken.
- Written records are kept of meetings, decisions and actions.
- Students are monitored i.e. by daily report during the reconciliation period.
- The 'victim' is never isolated from lessons because of the potential actions of others, other than during periods of initial investigation. If any child needs to be withdrawn because of a potentially threatening situation it should be the aggressor.

If there is any real and immediate threat to a child's safety, senior staff are informed so that more radical, preventative action can be taken.

BULLYING : CHECKLIST OF SCHOOL PROCEDURES

- 1) Take all complaints, observations about bullying seriously.
All parties involved should be interviewed - notes taken and retained for records. Full details with witnesses should be obtained.

- 2) Appropriate action should be taken against the bully / bullies:
 - a) they should always be spoken to and the school's attitude to bullying made clear
 - b) detention should be given if appropriate
 - c) parents should in general be informed, particularly, but not exclusively, where physical bullying is involved. It is important to have full details of incidents
 - d) cases of repeated bullying should be treated with the utmost seriousness

- 3) Speak with the bullied student. Tell him / her:
 - a) what you have done
 - b) to keep you informed if the bullying recurs (bullies hide behind silence)
 - c) what they can do to avoid further incidents - some common sense hints

- 4) As general rule, contact the parents of bullied students to let them know:
 - a) what has happened
 - b) that bullying is taken seriously and that you are dealing with it
 - c) that you would like them to contact you if they have any concerns now or in the future

- 5) Involve the Form Tutor at all times. In particular, they have a key role in checking periodically with the bullied student that everything is alright.

Investigating bullying incidents, particularly name-calling, is time-consuming and not particularly rewarding. However, for our policy to be effective, the above procedures must be followed.

ANTI-BULLYING COMMITMENT

WE WILL NOT TOLERATE BULLYING

We feel very strongly that all pupils have the right to feel happy and secure when they are at school and that they should not be bullied or feel intimidated by others. We aim to provide a caring environment in which we treat each other with mutual respect and consideration. **Bullying cannot, and will not, be tolerated and we have very low levels of bullying** We regard bullying as any verbal, physical or psychological intimidation which results in hurting or causing distress to another pupil. Examples are: verbal abuse; physical violence; intimidation; sexual harassment.

Sometimes problems arise because of misunderstandings between friends or false messages being passed on by a third party but even this needs sorting out and we always strive to do this.

We will always treat any reported instances of bullying very seriously and can usually resolve the problem, immediately, when it is brought to our attention. Pupils who feel they are being bullied or witness others being bullied should never accept this situation.

The consequences of bullying can be very serious. Possible indications of bullying which staff and parents can watch for include a reluctance to attend school, headaches, stomach aches, loss of interest in school work, sleeplessness, fear of walking to school or travelling on the bus, bruises, scrapes, a change of personality, loss of books or belongings, not wanting to talk about school.

We would ask parents to help in the following ways:

- talk to your child sensitively and calmly about bullying and emphasise that it does not have to happen and that the problem can be solved if the pupils, parents and school work together. *Bullies depend on pupils being too frightened to talk or feeling they are inadequate;*
- give them the confidence to bring any concerns about bullying to our attention. Do not make them feel guilty if they say they are being bullied. Believe what they are saying and carefully determine the facts. Assure them of your support and that of the school;
- contact school or make sure that your child contacts the form tutor or any other member of staff. We need accurate details of who is involved and what has happened. We accept such information in confidence and will deal with the matter in a way, which will protect the pupils being bullied, and prevent any repercussions.

Do remember that your child's account is only one side of the story and that we will need to investigate an incident fully before we can decide on the best course of action. Human situations can be quite complex. Sometimes the bully needs help, too, as well as correction.

Above all please get in touch with us if you are at all concerned your child may be being bullied.

CYBER BULLYING

Background

Bullying is not something that only happens in the real world any more. In the past, bullying may have occurred at school, in the playground or at a youth club, now it can happen on mobile phones, over email, in chat-rooms, on social networks and other websites. Cyber bullying can happen 24 hours a day, 365 days a year. Cyber bullying is when one or more people try to tease, harass, threaten or embarrass another person using technology such as mobile phones or the Internet.

Children and young people can fall victim to cyber bullying, but they can also become the bully, or be drawn into cyber bullying without even realising it.

Even though cyber bullying cannot physically hurt someone – the effects can be devastating. Due to its 24/7 nature, escaping from it can be hard and victims can be left feeling very isolated, lonely, distressed, scared and vulnerable.

Did You Know?

1/3 of 9-19 year olds who go online at least once a week report having received unwanted sexual(31%) or nasty (33%) comments via e-mail, chat, IM (instant messenger) or text message. Only 7% of parents/carers think their child have received such comments.

49% of children say that they have given out personal information; only 5% of parents/carers recognise that this may be the case.

Cyber bullying Policy

At Thomas Adams School, Cyber bullying will be treated as seriously as any other form of bullying and will be dealt with accordingly.

a)

- pupils are encouraged to keep their passwords secret and protect access to their accounts
- pupils should access sites agreed with their teacher and which they require for their studies
- pupils are forbidden to ask members of staff to be their “friends” on social networking sites
- any bullying of fellow pupil or staff member online is a serious matter and the school will do its best to guide and support victims of cyber bullying, whilst also punishing offenders where necessary. Parents will always be informed.

b)

- Staff should never retaliate ie personally engage with, cyber bullying incidents. They should report incidents appropriately and seek support.
- Keep any records of the abuse – text, emails, voice mail, web site or instant message. Do not delete texts or emails. Take screen prints of messages or web pages, and be careful to record the time, date and address of the site.
- Staff should inform the appropriate person (for example, Head of Year) or the designated member of senior management at the earliest opportunity.
- Where the perpetrator is known to be a current pupil or co-worker, the majority of cases will be dealt with most effectively by the school's own mediation and disciplinary procedures.

- Although the technology seemingly allows anonymity, there are ways to find out information about where bullying originated. However, it is important to be aware that this may not necessarily lead to an identifiable individual. For instance, if another person's phone or school network has been used, locating where the information was originally sent from will not, by itself, determine who the bully is. There have been cases of people using another individual's phone or hacking into their IM or school email account to send harmful messages.
- If a potential criminal offence has been committed and the school is not able to identify the perpetrator, the police may issue a RIPA (Regulation of Investigatory Powers Act 2000) request to a service provider, enabling them to disclose the data about a message or the person sending a message.
- Monitoring and confiscation must be appropriate and proportionate. Parents, employees and learners should be made aware in advance of any monitoring (for example, of email or internet use) or the circumstances under which confiscation might take place.
- The designated member of the Leadership Team should contact the police where it appears that a law has been broken – for example, where death threats, assault, or other racially motivated criminal offences are involved. Where a potential criminal offence has been identified, the school should ensure that any internal investigation does not interfere with police enquiries. School staff are of course able to report incidents directly to the police.
- Any cyber bullying incidents where pupils have made unfounded, malicious claims against staff members will be taken seriously and investigated thoroughly.

Cyber Bullying Advice for Parents

Many young people say that they wouldn't report cyber bullying because most adults don't know that they have a cyber life - and if they report, then the technology will be taken away from them.

They are also likely to take the position that their online activities are their business. But parents have a moral, as well as a legal, responsibility to ensure that their children engage in safe and responsible behaviour – including online behaviour.

So what can parents do?

- **Get involved and be aware**
 - Learn everything you can about information and communication technologies and how your child is using them. Talk to them about the places they go online and the activities that they are involved in.
 - Encourage your child to come to you if anybody says or does something that makes them feel uncomfortable or threatened. Stay calm and keep the lines of communication and trust open. If you "freak out" they won't turn to you for help when they need it.
- **Take action if your daughter or son is being bullied online**
 - Watch out for signs that your child is being bullied online – a reluctance to use the computer or go to school may be an indication.
 - If the bullying is coming from a pupil at the same school, meet with school officials and ask for help in resolving the situation.
 - Report any incident of online harassment and physical threats to your local police and your Internet Service Provider (ISP).

- If your child is bullied through a mobile phone, report the problem to your phone service provider. If it's a persistent problem you can change the phone number.
- **Encourage your child to develop their own moral code so they will *choose* to behave ethically with the technologies**
 - Talk to them about responsible use. Teach them to never post or say anything that they wouldn't want the whole world - including you - to see or read.
 - Work with them to create a contract or agreement with clear rules about ethical behaviour.

10 tips to help parents prevent cyber bullying

1. **Talk to the school.** If the cyber bullying in question is coming from a classmate, contact school officials immediately to determine if they have a policy in place to deal with such behaviour.
1. **Tell your child not to open or read emails that they suspect are from cyber bullies.** In the case of the Internet and Cyber bullying, what you can't read won't hurt you. Teach them to move suspicious emails right to the trash.
2. **Take advantage of the technology.** Bullies who use chat rooms as a means for spreading hate can easily be blocked using most chat programmes. Sit down and take the time to show your children how they can filter out people from their conversations.
3. **Tell children NEVER to agree to meet someone they meet online.** The Internet is filled with individuals who have bad intentions. Even those people who may seem trustworthy in their online persona may turn out to be a cyber bully or even a predator. Teach your children the importance of staying safe online.
4. **Supervise your Childs' online time.** One of the most foolproof methods for stopping Cyber bullying is to monitor closely what your children do online. Tips for this method include removing computers with an Internet connection from the child's bedroom and designating specific "family hours" for Internet use.
5. **Tell your kids to never share their passwords or personal information with anyone.** Friends and acquaintances of your children can wield a great deal of power if they know the passwords to their favourite sites and chat rooms. One of the fastest-growing types of cyber bullying is stealing someone's identity and making embarrassing, damaging statements in that person's name.
6. **Monitor the use of your child's photo online.** Many cyber bullies will take your child's photo and manipulate in ways that are damaging or embarrassing. Be very careful about the images your child presents online.
7. **Watch out for the warning signs** young people who are being cyber bullied may not want to talk about the problem with their parents. Common warning signs include depression, withdrawal from social situations, and spending more and more time online.
8. **Be willing to contact the police.** Parents who have gathered evidence about cyber bullying, and feel that school has not stopped the problem should contact police – especially if the cyber bully has made threats to the health and well-being of the child.
9. **Stick to your guns.** The Internet is a big part of your child's life. Getting them to agree to be safe and limit their unsupervised time online may be difficult. Stay firm and continue to oversee their computer time – even if the child lashes out and claims that you are invading their privacy.

Report cyber bullying:

Contact school if it involves another pupil, so that we can take appropriate action.

Contact the service provider.

If the cyber bullying is serious and a potential criminal offence has been committed, parents should consider contacting the police.

When and How to Contact the Service Provider:

Mobile phones:

All UK mobile phone operators have nuisance call centres set up and / or procedures in place to deal with such instances. They may be able to change the number of the person being bullied. Mobile operators cannot bar a particular number from contacting a phone, but some phone handsets do have this capacity. Action can be taken against the bully's phone account (e.g. blocking their account) only with police involvement.

Contacts:

'O2': ncb@o2.com or 222 from an O2 mobile.

'Vodafone': 191 from a Vodafone phone or 08449959677 for Pay Monthly customers and 08700776655 for Pay as you Go.

'3': Call 333 from a 3 phone or 03333003333.

'EE': Call 450 on an Orange phone or 07973100450 for Pay as you Go, or 150 or 07973100150 for Pay Monthly.

Social networking sites (e.g., Facebook):

It is good practice for social network providers to make reporting incidents of cyber bullying easy, and thus have clear, accessible and prominent reporting features. Many of these reporting features will be within the profiles themselves, so they are 'handy' for the user. If social networking sites do receive reports about cyber bullying, they will investigate and can remove content that is illegal or breaks their terms and conditions in other ways. They can delete the accounts of those who have broken the rules.

Contacts of some social network providers:

Facebook: how do I report abuse? If you see something on Facebook that you believe violates their **terms**, you can report it to them. To make a report, find the "Report" link that is nearest to what you want to report:

- **Report a profile:** Go to the profile. Scroll down to the bottom of the left column, under the friend list. Click the "Report/Block This Person" link.
- **Report a photo:** Click on the photo you want to report. Then, click the "Report This Photo" link that's located in the bottom left corner.
- **Report a message:** Open the message and click the "Report" link.
- **Report a group:** Go to the group. Scroll down to the very bottom of the group Wall and click the "Report Group" link.
- **Report an event:** Go to the event. Scroll down to the very bottom of the event Wall and click the "Report Event" link.
- **Report a page:** Go to the Page. Scroll down to the bottom of the left column, under the Likes list. Click the "Report Page" link.

- **Report a post:** Go to the Wall of the person who posted. Click the “x” in the top right of the post and choose “Report an Abuse”.

Because of the diversity of their community, it's possible that something could be disagreeable or disturbing to you without meeting the criteria for being removed or blocked. For this reason, they also offer personal **controls** over what you see, such as the ability to **block, hide** or **unfriend** people, pages or applications that offend you. Content that does violate their terms may be removed from their site and (in some cases) subject to legal or other action.

Facebook also has its own 'page' to report problems or seek advice. Log onto Facebook and just search for the page account name, which is Help Centre.

Bebo: reports can be made by clicking on a 'Report Abuse' link located below the user's profile photo (top left-hand corner of screen) on every Bebo profile page. Bebo users can also report specific media content (i.e. photos, videos, widgets) to the Bebo customer services team by clicking on a 'Report Abuse' link located below the content they wish to report.

Piczo: reports can be made within the service (there is a 'Report Bad Content' button at the top of every member page). At the bottom of the home page and on the 'Contact Us' page there is a link to a 'Report Abuse' page. The 'Report Abuse' page can be found at: <http://pic3.piczo.com/public/piczo2/piczoAbuse.jsp>.

Video-hosting sites:

It is possible to get content taken down from video-hosting sites, though the content will need to be illegal or have broken the terms of service of the site in other ways. On **YouTube**, perhaps the most well-known of such sites, it is possible to report content to the site provider as inappropriate. In order to do this, you will need to create an account (this is free) and log in, and then you will have the option to 'flag content as inappropriate'. The option to flag the content is under the video content itself. **YouTube** provides information on what is considered inappropriate in its terms of service. See www.youtube.com/t/terms section 5C.

Instagram and Snapchat:

Each have a 'report' facility on their pages.

Contacts of some IM providers:

Yahoo!: When in Yahoo! Messenger, clicking the 'Help' tab will bring up a range of options, including 'Report Abuse'.

Chatrooms, individual website owners / forums, message board hosts:

It is good practice for chat providers to have a clear and prominent reporting mechanism to enable the user to contact the service provider. Users that abuse the service can have their account deleted. Some services may be moderated, and the moderators will warn users posting abusive comments or take down content that breaks their terms of use.

Conclusion

Technology is great and offers fantastic opportunities for children. However, the technology can be misused, and this can be very painful for those, both children and teachers, who are the targets of cyber bullying. Adults need to help children and young people prepare for the

hazards whilst promoting the many learning and social opportunities available. Tackling cyber bullying will be an ongoing process as technology continues to develop.

Measuring the Impact

- The School has a policy statement/plan for Anti Bullying in place, with someone having responsibility for monitoring progress in this area and implementing the whole school plan and who is also the “champion” for developing the Anti Bullying culture within the School
- Evidence:
 - Minutes of meetings;
 - Anti Bullying Assemblies;
 - PSHE curriculum;
 - Records of behaviour incidents;
 - Pupil and parent views;
 - Minutes of Governors meetings;