



HOLY TRINITY INTERNATIONAL SCHOOL ANTI-BULLYING POLICY

Holy Trinity is a caring community in which every individual is valued and respected. We believe that every pupil has the right to be unique and receive an education in a safe and secure environment – free from intimidation, threat, or harm from any other person. Anti-social behaviour will not be tolerated.

This policy

- Is guided by DfES guidance and many other publications, including those from KIDSCAPE
- Is complemented by our Home-School Partnership, Health & Safety Policy and Equal Opportunities Policy
- Acknowledges that there is a potential for bullying to occur in school, as it will do in other institutions or places wherever people of any age meet, group together or communicate (verbally or electronically)

Holy Trinity International School aims to:

- Provide for all a safe to learn+Working environment, free from any threat or fear
- Create awareness of what constitutes bullying and what consequences may be in order to prevent incidents from occurring.
- Work towards an ethos in our community where all forms of bullying are unacceptable and where the reporting of bullying is expected and encouraged
- Reduce and eradicate wherever possible all instances of bullying
- Respond effectively to all instances of reported bullying
- Ensure all partners in the education process are aware of this policy and that they fulfil their obligations to it; we will work together to combat bullying
- Meet any legal obligations which rest with the school

Objectives

- Raise awareness of staff training, taking action to reduce the risk of bullying at times and in places where it is most likely.

What is Bullying?

There are many definitions of bullying but most have three things in common.

- It is deliberately hurtful behaviour that intentionally harms, threatens, intimidates or distresses someone else
- It is repeated often over a period of time
- It is difficult for those being bullied to stop the process

Bullying can take many forms, including:

- **Physical:** e.g. pushing, kicking, hitting, pinching and any other forms of violence, threats or damage to property or theft
- **Verbal:** e.g. name calling, sarcasm, spreading rumours, persistent teasing, cyber, use of mobile phones, text messages, photographs, email, messaging or inappropriate use of social networks
- **Emotional:** e.g. excluding, tormenting, ridicule, humiliation
- **Picking on Points of Difference:** e.g. racism, sexual, sexist, physical features, family circumstance, racial, religious, cultural, sexual, homophobic, physical disability.

Bullying is not the same as quarrelling . all children will fall out with each other from time to time. Not all aggression is bullying, nor all name calling. It becomes bullying when it is exercised through the use of power, rather than an exchange between equals.

Persistent bullying can result in:

- Psychological damage
- Depression
- Low Self Esteem
- Shyness
- Poor Achievement
- Isolation
- Threatened or attempted suicide

Unchecked bullying also damages the bully who learns that he/she can get away with violence, aggression and threats and that this sort of behaviour gets them what they want.

Action Points:

Pupils

When you are being bullied

- Try to stay calm
- Remind yourself that bullying is wrong. You do not deserve to be bullied . value yourself!
- Don't ignore it but keep safe
- Take firm and confident action . tell the bully to ~~STOP~~q
- Don't pretend to be friends with the bully
- Tell someone
- Let an adult or senior student know . somehow . as soon as possible. Remember it does not matter how you do this . just do it the best way for you.
- You can help yourself by:

- Staying with a group of friends or people
- Avoiding areas where you feel unsafe
- Practising being firm and confident

When you see or know other people being bullied

- Remind yourself it is right to let an adult know and that adults expect you to do this
- Remember it is only the bullies and those who support them who say it is wrong to let an adult know
- Remember, by doing nothing you may be allowing the bully to continue
- Help and support the victim . but Keep Safe
- Let an adult know as soon as possible . in school in the first instance this is the Form Tutor, overseen by the Deputy Head, though any member of staff may be approached.

Telephone Help Lines:

Childline: 0800 1111	Anti-bullying Campaign: 020 7378 1446 757077	Kidscape: 0207 730 3300
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What Parents Can Do

If you are worried that your son/daughter is being bullied, ask him/her directly about it.

Be aware of the signs and symptoms of bullying.

Children may:

- Be frightened of getting to or from school
- Change their usual route
- Not want to go on the school bus
- Beg you to drive them to school
- Be unwilling to go to school (or be school phobic)
- Feel ill in the mornings
- Begin truanting
- Perform unusually poorly in their school work
- Come home regularly with clothes or books damaged
- Become withdrawn, start stammering, lack confidence
- Become distressed and anxious, stop eating
- Attempt or threaten suicide
- Cry themselves to sleep; have nightmares
- Have their possessions go missing
- Ask for money or start stealing money (to pay the bully)
- Continually lose items
- Refuse to say what's wrong (too frightened of the bully)
- Have unexplained bruises, scratches, cuts
- Begin to bully other children or siblings
- Become aggressive and unreasonable
- Become upset after having used the pc or mobile phone
- Give improbable excuses to explain any of the above

If you child is being bullied:

- Stay calm . avoid over-reacting
- Take it seriously and make the time to find out the facts
- Talk calmly with your son/daughter. Let him/her know they are valued and important. Emphasise that you are going to support them
- Don't agree to keep it a secret
- Reinforce that it is right to let people know
- Talk with the school. You can contact the Form Tutor, Class Teacher, Year Co-ordinator, Head of Key Stage, Headteacher or any member of staff. Ask the school what it intends to do
- Give your son/daughter a chance to talk about his/her feelings about being bullied
- Help your son/daughter practise strategies such as being confident, walking away and keeping safe
- Keep a written record of all incidents
- Print out/record electronic messages or texts. Do NOT erase them.
- Check that your child is not inviting the bully by some unacceptable or unpleasant behaviour or attitude

Stay in touch with the school . let them know if things improve as well as if problems continue.

If your child is bullying:

Children sometimes bully others for many reasons, including:

- They don't know it is wrong
- They are copying other people
- They have not thought through the reasons why bullying is not acceptable
- As a way of coping with a difficult situation
- As a means of getting their own way
- As a response to abusive situations

If you learn that your son/daughter is bullying:

- Try to stay calm
- Talk calmly with your son/daughter. Let them know they are valued and important. Explain that what he/she is doing is unacceptable and makes other people unhappy
- Ask if he/she has any ideas about why they bully and what they think might help him/her stop
- Find out if there is something in particular which is troubling him or her and try to sort it out
- Work out a way for him/her to make amends for the bullying
- Set up some sort of reward for good behaviour
- Set limits. Stop any show of aggression immediately and help him/her find other, non-aggressive ways of reacting
- If he/she bullies when faced with certain situations, help him/her work out and practise alternative ways of behaving

- Restrict usage of electronic communication devices
- Explain that getting away from a situation where he/she can feel themselves losing their temper, or things getting out of hand, is not a weakness. It is a sensible way of ensuring that the situation does not get worse
- Praise him/her when they do things well. Create opportunities for him/her to shine
- Talk with the school. Make sure the Form Tutor or Class Teacher, Year Co-ordinator know. Explain that your son/daughter is making an effort to change his or her behaviour. Ask what ideas they have to help. Holy Trinity International School staff are committed to helping
- Talk to the staff about setting realistic goals for your son/daughter . don't expect too much too soon . and about rewarding him or her when they achieve one of these set goals
- Other children may deliberately provoke or bully, especially if they think the bully is trying to reform. Explain to your son/daughter that they may be taunted and provoked but that they should try not to respond aggressively. He/she should walk away quickly if they think someone is trying to pick a fight

Parents can help by controlling their own aggression and by making it clear that violence is always unacceptable.

If you need further help, you can contact:

- The Headteacher.
- The Chair of Governors (you can find out how to contact them through the School office or the Web Page itself)
- KIDSCAPE, 152 Buckingham Palace Road, London SW1W 9TR. 0207 730 3300
- Mydaughter.com - useful information from the GSA

What School Can Do:

Holy Trinity International School's Home-School Partnership emphasises the importance of treating everyone with care, respect and courtesy.

Holy Trinity International School is committed to taking all reported instances of bullying seriously. Reported instances will be investigated sensitively and seriously.

Holy Trinity International School is committed to stopping bullying and will persistently strive to achieve this when incidents are reported. A watchful attitude and good communications are vital if we are to achieve this.

All staff, whether or not they have a specific pastoral responsibility, must accept that they are responsible for the well being of pupils.

OBJECTIVES

Holy Trinity International School staff are given specific guidance and training on dealing with incidents of bullying.

This school policy must be known and understood by all staff.

Use of educational elements must be used to promote awareness and subsequent prevention. Examples of this can be found in the Form scheme of work – to coincide with Anti-bullying week and the PSRE Scheme of Work. Types of bullying will also be addressed in assemblies – starting with Cyber-bullying and projects through Citizenship. There will also be an opportunity to cover issues raised through bullying in the English curriculum through drama, stories and literature. Current issues with regard to bullying will also be addressed through Form time and assemblies and visitors to the school, starting with the ‘Stop it Now’ presentation to staff and parents in the Autumn term.

Initial Response:

Staff should:

- Take all reported instances of bullying seriously and deal with the matter sensitively . all reported incidents of bullying must be recorded, with the intention of identifying patterns.
- Remain calm when dealing with an incident
- Take appropriate action to defuse situations if necessary
- Make an assessment of the situation, ensuring that the personal safety of all parties is the first consideration
- Offer reassurance to the victim (s)
- Decide to either deal with the matter themselves or refer it on as appropriate to another member of staff in line with the school’s Behaviour Policy

Investigating Incidents:

Staff should investigate the reported incident sensitively and thoroughly, bearing these principles in mind

- Reassurance to the victim is vital
- Confirm and reinforce with all parties the expectation that it is right that incidents must be reported
- Reinforcement that bullying can be stopped

Dealing with the Victim:

- Interview the victim first and separately
- Offer reassurance that bullying can be stopped and that school will persist with intervention until it does
- Reinforce that it is right to let people know about bullying
- Offer concrete help, advice and support in relation to the specific problem
- Enlist their co-operation . and that of witnesses or friends . if it happens again it must be reported
- Obtain records/print outs of any electronic communications that are relevant

- Communicate with others as appropriate (e.g. Form Tutor, Class Teacher, Year Co-ordinator, Headteacher, Parents)
- Check, on progress directly with the victim at some time in the near future

Dealing with the Bully:

- Interview the bully separately
- Remain calm
- Listen to his/her version of events
- Reinforce that bullying is not acceptable
- Offer advice to the bully to try to see the victim's point of view
- Reinforce that it is right for victims to let school and others know when they are bullied
- Be clear that school expects the bullying to stop. See a commitment to this end from the bully
- Advise the bully you will be checking to ensure the bullying stops
- Punish/sanction the bully, explaining carefully what the punishment is and why it is being given
- Arrange for restoration of items damaged or taken
- Place an expectation on the bully to acknowledge his/her bullying to the victim and encourage an apology
- Communicate with other parties as appropriate (e.g. Form Tutor, Class Teacher, Year Co-ordinator, Headteacher)
- Make a written record . either on a green incident form or letter to parents
- Check at sometime in the near future that bullying has stopped.
- Ensure the bully knows you have done this.

Every attempt will be made to ensure that appropriate support is put in place for both the victim and the bully with careful monitoring put in place which will be carried out by both the Form Tutor and the Deputy Head. Parents will be involved in the support programmes put in place, which will be progressive moving from an immediate action to more long term goals.

However, in the case of **severe and persistent** bullying **exclusion** may be necessary.

The school will implement a range of strategies to deal with inappropriate behaviour by pupils, including:

- Talking privately with the pupil
- Verbal reprimand
- Time out
- Referring matters to Class Teacher/Form Tutor/Year Tutor, Subject Leader, Assistant Head of Pupil Development, the Deputy Headteacher and the Headteacher (as appropriate).
- Complete a Yellow Card
- Instituting pupil detentions as appropriate
- Withdrawal of school privileges
- Letters to parents/carers
- Meetings with parents/carers
- Referral to external agencies

- Detention
- Fixed-term or permanent exclusion.

Please also reference:

Behaviour Policy
Discipline Policy
Equal Opportunities Policy.

This policy will be kept under continuous review and discussed regularly at Staff Pupil Development Meetings.

Reviewed and updated September 2010 GH/PW