



Ebbw Fawr Learning Community  
Cymuned Ddysgu Ebwy Fawr

# Anti-Bullying Policy

January 2016

## **Ebbw Fawr Learning Community**

### **ANTI-BULLYING POLICY**

We acknowledge that bullying does take place but have a zero tolerance approach towards it. We believe that every young person has the right to be safe. It is everyone's responsibility to watch for early signs of distress, deterioration of learning and wellbeing, isolation and erratic behaviour. This behaviour may be an indication of other problems but it may be the early signs of bullying.

We encourage an open culture in Ebbw Fawr Learning Community where everyone within the organisation has responsibility for reporting and recording incidents of bullying. We promise that every reported incident will be taken seriously and appropriate action taken with those involved.

#### **(1) Statement of Intent**

Ebbw Fawr Learning Community believes that:

- Bullying is undesirable and unacceptable.
- Bullying is a problem to which solutions can be found.
- Seeking help and openness are regarded as signs of strength not weakness.
- All members of our community will be listened to and taken seriously.
- Everyone has the right to enjoy and achieve in an atmosphere that is free from fear.
- All of us have a responsibility to ensure that we do not abuse or bully others.
- Children and young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously.
- Children and young people should be involved in decision making about matters that concern them.
- We all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.
- We will work towards achieving Blaenau Gwent's Anti Bullying Kite Mark

We believe in tackling bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear.

## **(2) Blaenau Gwent Definition of Bullying?**

*'Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'.*

**Department for Children, Schools and Families (2007), *Safe to Learn***

## **(3) Aims and Objectives**

### **The aim of our anti-bullying policy**

- To enable everyone to feel safe while at Ebbw Fawr Learning Community and encourage pupils/children/young people to report incidents of bullying.
- To deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying
- To support and protect victims of bullying and ensure they are listened to.
- To help and support children/young people displaying bullying behaviour to change their attitudes and understand why it needs to change.
- To liaise with parents and other appropriate members of the school community.
- To ensure all members of our community feel responsible for helping to reduce bullying

### **The objectives of our anti-bullying policy**

- Our whole community can evidence ownership of Ebbw Fawr Learning Community anti-bullying policy
- To maintain and develop effective listening systems for children, young people and staff within Ebbw Fawr Learning Community
- To involve all staff in dealing with incidents of bullying effectively and promptly
- To equip all staff with the skills and information necessary to deal with incidents of bullying
- To involve the wider school/setting community (e.g. midday supervisors, part-time staff/volunteers) in dealing effectively with, and if necessary referring, bullying incidents.
- To communicate with parents and the wider school/setting community effectively on the subject of bullying.
- To acknowledge the key role of every staff member in dealing with incidents of bullying.
- To ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate sharing it with relevant organisations.
- To promote emotional health and wellbeing across the whole school/setting and for all members of our community to role-model this in all situations

#### **(4) Practices and Procedures**

##### **(A) What we do to prevent bullying**

Everyone involved in the life of Ebbw Fawr Learning Community must take responsibility for promoting a common anti-bullying approach. Through the consultation process, all stakeholders have agreed to:

- be supportive of each other
- provide positive role models
- convey a clear understanding that we disapprove of unacceptable behaviour
- be clear that we all follow the ground-rules of Ebbw Fawr Learning Community
- be fully involved in the development of the anti-bullying policy and support anti-bullying practice
- Support each other in the implementation of this policy

All members of the school/setting community are expected to report incidents of bullying.

**All Staff** have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of well-being. They have the closest knowledge of the children in their care, and should build up a relationship involving mutual support, trust and respect.

Staff have agreed to:

- Provide children with a framework of behaviour including rules which support the whole school/setting policy
- Emphasise and behave in a respectful and caring manner to children/young people and colleagues, to set a good tone and help create a positive atmosphere
- Raise awareness of bullying through activities, stories, role-play, discussion, peer support, school/children's council, PSHE etc.
- Through the head teacher/senior staff member, keep the governing/trustee/managing body well informed regarding issues concerning behaviour management
- Provide a key staff member who is responsible for the monitoring of the policy

**Governors/trustees/management board** have a duty to:

- Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy
- Identify one governor/trustee/manager to lead on anti-bullying within school leadership

**Through the development and implementation of this policy, Ebbw Fawr Learning Community trusts that all children, young people, parents/carers and staff will:**

- Feel confident that everything is being done to make Ebbw Fawr Learning Community a safe and secure environment
- Know who can be contacted if they have any concerns about bullying

- Feel supported in reporting incidents of bullying
- Be reassured that action regarding bullying will take place

## **(B) Reacting to a specific incident**

### **Recording**

All incidents will be recorded by **Ebbw Fawr Learning Community** on the electronic recording system SIMS. A senior member of staff will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.

Parents of all children/young people involved will be informed of what has happened, and how it has been dealt with. All discussions and actions relating to the incident/investigation will be documented and added to the incident log.

Under Equality Act 2010 requirements data from the monitoring and recording of incidents (including 'nil' returns) will be reported termly to Local Authority.

All reported incidents of bullying will be recorded in a Bullying Log. Information kept in the register includes:

1. Names of those involved, including the victim, bully and any witnesses
2. Dates of incidents
3. Details of incidents
4. Action taken
5. Outcome.
6. Reported to Local Authority and others.

### **Dealing with an Incident**

Whenever a bullying incident is discovered, the school/setting will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.

i) The school/setting community need to be made aware that when a bullying incident has come to the attention of adults in Ebbw Fawr Learning Community, it has been taken seriously and action has resulted

Ebbw Fawr Learning Community expects to support all involved by:

- Talking the incident through with all parties involved
- Supporting the person who has been bullied to express their feelings
- Supporting the person displaying the bullying behaviour to express their feelings
- Discussing which rule(s) have been broken
- Discussing strategies for making amends

ii) Measures will be in line with Ebbw Fawr Learning Community behaviour and discipline policy, and may include:

- Explanation why the inappropriate behaviour is unacceptable
- Reparation of damaged relationships
- Time away from an activity
- Meeting with staff, parent and child
- Missing another activity
- Formal letter home from the senior staff expressing concerns

In a school setting this may also include the following:

- Time out from the classroom
- Pastoral support plan
- Detention after school
- Fixed term exclusion
- Permanent exclusion

iii) Safeguarding procedures will be followed when child protection concerns arise.

### **Review of policy**

In line with all policies, this policy will be reviewed after 2 years – deadline: 12/01/2018

It may also be reviewed and amended, in consultation with all stakeholders, in the light of events or experience. The Stakeholders of this policy are children and young people, staff, parents and carers, governors/trustees/management board, and people from other organisations involved with the life of Ebbw Fawr Learning Community (inc. before/after-school clubs, transport staff etc.).

Data from the monitoring and recording of incidents (including 'nil' returns) will also inform policy review and will be seen by governors/trustees/management board half term/once a term/quarterly.

This policy will also include as appendices a bullying incident log and information on the Anti-Bullying Kite Mark as below.

Appendix to policy - Bullying Incident Log

	Name(s), Age, Gender		Setting
Child(s) alleged to be experiencing bullying behaviour			
Child(s) alleged to be engaging in bullying behaviour			
Reported by:			Date:
Investigation by:			Date:
Account of individual(s) alleged to be experiencing bullying behaviour: (use separate sheet if required)			
Looked After Child? Yes / No		Ethnicity:	
Account of individual(s) alleged to be engaging in bullying behaviour: (use separate sheet if required)			
Looked After Child? Yes / No		Ethnicity:	
Action: (use separate sheet if required)			
Review/monitoring date:			
Was alleged bullying confirmed?	Yes	No	Insufficient evidence to decide
Was the matter resolved?	Yes / No		
Details:			
Future action : (if appropriate)			

*“Bullying behaviour involves an imbalance of power where a person or group of people repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals of equal power should not be seen as bullying.”*

## Appendix to policy – Anti-Bullying Kit Mark

### **Anti-Bullying Kite Mark**

The anti-bullying kite mark is led by Ffion Morgan (Tel: 01495 304352), Youth Activity Officer for Communities First Ebbw Fawr.

Blaenau Gwent have introduced an anti-bullying kite mark to set out the standards required to reduce bullying. Settings that apply for the kite mark will be assessed by young people who have received training on the standards. The standards are below.

#### **Bronze**

- Evidence of student knowing the pupil buddy group
- Buddies throughout year group
- Buddies receive appropriate training
- Well-advertised buddy time table including buddies photos
- Anti-bullying topics discussed in PSE throughout year groups
- Students feel they can trust a teacher to deal with bullying
- Pupils awareness of anti-bullying policy
- Posters advertising anti bullying and support services available ( school counsellor, kooth, child line etc)
- Anti bullying information in school diaries
- Record of anti-bullying incidences is evident in schools ( own system)

#### **Silver**

- Identifiable buddies ( t –shirt, jumpers )
- Private buddy room
- Buddy support – annual training and quarterly meetings
- School news-letter advertising buddy system
- Pupils understanding reporting procedures for bullying incidents
- Pupils understanding of sanctions from bullying behaviour
- Evidence of anti-bullying reporting system
- Anti bullying information and support on school website – including school anti-bullying policy
- Review of anti-bullying incidences leading to change in school practices
- Annual survey of young people and views on bullying
- Record of recording bullying via SIMS.

#### **Gold**

- Buddies delivering assemblies at least three times a year
- Whole school approach to anti-bullying training - ( including receptionists and dinner ladies)
- Evidence of anti-bullying information being regularly updated
- Buddies delivering anti bullying sessions for PSE/Essential skills
- Outside agencies deliver sessions in PSE/Essential skills
- Review of anti-bullying incidences leading to change in school policies and practice shared with other schools and partners
- Evaluation of annual survey of young people and views on bullying with evaluation and evidence of how views have changed practices in the setting.
- Record of recording bullying via SIMS.