**Anti-Bullying**  **Policy**

Revision and Terminology

Please refer to the Policies Review Schedule, or in line with any changes in regulations.

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Anti-Bullying Policy

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### Anti-Bullying Policy

This Policy has been reviewed in line with the DCSF guidance Safe to Learn: Embedding anti-bullying work in schools 2007.

# Definition of Bullying

Bullying may be defined as “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”. (DCSF guidance)

Staff and students are aware that bullying takes three principal forms, verbal, physical and manipulative.

Verbal – name calling, threats, insults or offensive remarks

Physical – hitting, kicking, deliberate pushing and jostling, taking of property

Indirect – spreading rumours, sending malicious messages, ostracising

Cyber – through phone messages, mobile phone texts, emails, photographs

Bullying often focuses on anything perceived as being different from the majority. This can undermine our work in promoting equal opportunities and teaching moral principles. Bullying may seize upon aspects of body shape or appearance, SEND, class, race, religion, sexual orientation, family, gender or nationality.

Bullying is often recognised as a prolonged ‘attack’ but it may also be a single unresolved event, which casts a shadow over a student’s life. Research has shown that whilst schools do not tolerate bullying, its extent is often greatly underestimated.

The School recognises that to allow or condone bullying behaviour may lead to consideration under the child protection procedures.

1. **Aims**

Teikyo School (UK) aims:

* To promote positive behaviour and relationships
* To create an atmosphere where all students can reach their full potential within a safe and caring environment and therefore bullying and other forms of anti-social behaviour are not tolerated.
* To ensure students are made aware of the code of conduct, which outlines how students are expected to behave towards all other members of the School community. This code of conduct outlines the fact that harassment is not tolerated by anyone
* To address issues relating to bullying and behaviour actively during assembly times and through lessons and boarding routines.

To ensure that this Policy is linked to the School policies on safeguarding / child protection, behaviour, first aid, health and safety on educational visits as well as our policies on communication and assemblies. To promote policies on good behaviour and building relationships.

* To ensure that parents are made fully aware of the School Anti-Bullying Policy.
1. **Strategies for Dealing with Bullying**

Relationships can break down and so procedures to deal with bullying need to be in place. The purpose of this procedure is to protect and support the target/victim, to rehabilitate the perpetrator and to re-establish a secure and happy environment.

Depending upon the perceived seriousness of the situation, issues of bullying behaviour will be dealt with by the teacher, the student’s Tutor, Head of Boarding and Pastoral Care in liaison with the Deputy Head/Headmaster. The Headmaster will inform any other member of staff as necessary and keep confidential records of all bullying incidents. Staff are made aware of the threshold for reporting a bullying issue to external agencies, such as police or children’s social care.

The emphasis for all teachers should be upon listening, believing and helping all concerned. All students should know that we regard bullying behaviour as a serious offence and that all claims of bullying behaviour will be thoroughly investigated.

If the School process does not deal with the bullying issue and there still remains student and/or parental concerns, then the matter will be reported to the local authorities in line with the threshold stated above.

The School ensures that all staff, academic and support are made aware of signs of bullying behaviour including cyber bullying, have safeguarding training and staff responsible for pastoral care are aware of online safety.

# Procedures - Reporting and Recording Arrangements

A student who feels they are being bullied is expected to tell a teacher or any other member of staff with whom they feel comfortable. If they do not feel confident enough to speak up by themselves, students are encouraged to enlist the moral support of a friend. Above all, students are encouraged to tell someone immediately.

Teachers should not ignore or disregard a complaint. When a case is referred to them teachers should:

* Ask for details and record the information on an anti-bullying incident report sheet.
* Give the completed form to the Deputy Head/Headmaster.

The Deputy Head/Headmaster will then follow one of the following procedures. The target/victim will be informed about what is happening whenever possible:

1. As soon as possible interview all involved parties. It is essential that records are kept of all interviews. See Anti-Bullying incident record sheet.
2. Speak to the target/victim to establish what exactly has occurred and whether there are any witnesses. These witnesses should then also be interviewed. It may not be possible to preserve confidentiality in these discussions as the person accused of bullying will need to be told exactly what they have done and the effect it has had; if confidentiality cannot be preserved, the target/victim will be informed.
3. Interview the person being accused of bullying once the details of the complaint have been established. Again this should be recorded on the Anti-Bullying incident record sheet.
4. Inform the parents of the target/victim and those of the student with the bullying behaviour if the third option is followed. Parents will be made fully aware of the School Anti-Bullying Policy. It will be stressed that if the bullying continues they should expect sanctions to be used.
5. Make all members of staff involved with the students aware of any incidences of bullying. Make sure that those involved in the bullying do not sit by or work together.
6. Arrange a follow-up meeting with the students involved when appropriate but no later than two weeks later to check how things are going. As appropriate, arrange further check-ups. A record of these check-ups should also be kept on the relevant form.
7. **Involvement of Parents**

Parents will be made fully aware of the School Anti-Bullying Policy. In some cases, parents may be the first to alert a teacher to an incident of bullying.

Good practice includes:

* Recognising that the parent may be angry or upset.
* Keeping an open mind – lack of staff awareness does not mean it is not happening.
* Remaining calm and understanding.
* Making clear that the School does care and that something will be done, explaining the School Policy and seeing that procedures are followed.
1. **Sanctions**

Sanctions for the student who has shown bullying behaviour will be given in accordance with the Behaviour, Reward and Sanction Policy. If the behaviour of the bully does not improve this could lead to suspension or ultimately exclusion.

1. **Signs and Symptoms**

A student may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a student:

* Is frightened of walking within the school.
* Doesn’t want to go on school trips.
* Changes their usual routine.
* Is unwilling to attend school.
* Begins truanting/spending excessive time with the Welfare Officer.
* Becomes withdrawn, anxious, or lacking in confidence.
* Starts stammering.
* Attempts or threatens suicide or runs away.
* Cries themselves to sleep at night or has nightmares.
* Feels ill in the morning.
* Begins to do poorly in school work.
* Has torn clothes or books.
* Has possessions go “missing”.
* Asks for money or starts stealing money (to pay the student with the bullying behaviour).
* Has unexplained cuts or bruises.
* Becomes aggressive, disruptive or unreasonable.
* Is bullying other children or siblings.
* Stops eating.
* Is frightened to say what’s wrong.
* Insists on being friends with someone who is exhibiting bullying behaviour.
* Gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems (see the Child Protection Policy) but bullying behaviour should be considered a possibility and should be investigated.

**ANTI-BULLYING INCIDENT**

**REPORT SHEET**

Name(s) of alleged perpetrator(s): ……………….…………………………………………………………….

Name(s) of alleged victims(s): ……………….…………………………………………………………….

Incident reported by: ……………….…………………………………………………………….

Date of incident: Day …………………. Month ………………… Time…………

Details of incident:

Action taken:

Signature of member of staff: ………………………………………... Date:

Follow-up action taken:

Victim informed of action taken: Yes / No

If ‘No’, explain why: ..........................................................................................

Signature of member of staff: …………………………………….. Date:

Copy to be sent to the Deputy Head/Headmaster

 *(Continue overleaf if necessary)*

**INTERVIEW REPORT**

Name: ………………………………………………………………….. Form

Re:

Signature of member of staff: ……………………………………………. Date:

Copy to be sent to the Deputy Head/Headmaster

 *(Continue overleaf if necessary)*