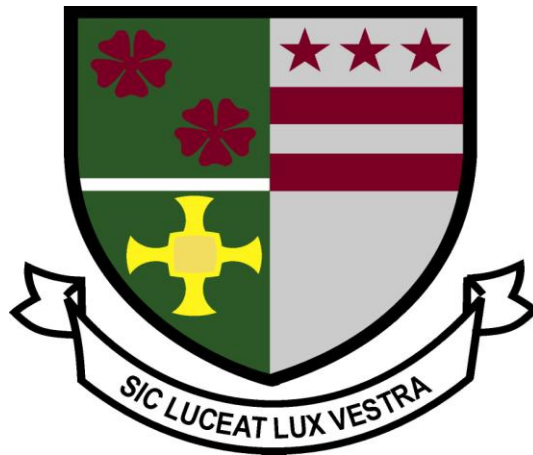


# St. Robert of Newminster Catholic School and Sixth Form College



## Anti-Bullying Policy

2010

Next Review: December 2011

St Robert of Newminster Catholic School & Sixth Form College  
Anti-Bullying Policy

**Anti-Bullying Policy**

**School Motto**

***Sic Luceat Lux Vestra: Let Your Light Shine.***

**Our Vision**

*All individuals are children of God, created equally in his image to share an eternal future. We promise to play our full part in their education and formation.*

**Our Mission**

*We strive to meet the academic, moral, physical, social and spiritual needs of all pupils so that they may take their place as caring, committed, self-aware adult members of society.*

**Our Aims**

*In striving to create the school climate, which will nurture this mission, the school aims:*

- \* *To offer to all students a broad, balanced, appropriate, relevant and flexible curriculum.*
- \* *To develop as an integral part of the local community and in particular the local Catholic community; to develop and maintain the partnership between school and parents, parishes, primary schools and the wider community.*
- \* *To develop as a worshipping community, in which prayer and liturgy are encouraged as part of faith development.*
- \* *To encourage all members of our school community; students, parents, staff and governors to follow the example of Christ in their daily work and relationships; to treat one another with justice and dignity, tolerance and respect and to be aware of and respond to each other's needs, hopes and aspirations.*
- \* *To provide and maintain an attractive, happy, secure, safe and healthy school environment.*

**Professional Requirements of Staff**

*In the light of our mission statement:*

*All members of Staff have a professional responsibility to meet the academic, moral, social and spiritual needs of all pupils.*

*To enable this to happen:*

- \* *We will strive to provide an excellent teaching and learning experience for all pupils.*
- \* *We will encourage pupils to come to a fuller understanding of the difference between right and wrong. To be good citizens of the school community the pupils have to follow school rules, which are enforced by every Staff member.*
- \* *The pupils will be given every opportunity to develop healthy lifestyles inside and outside the curriculum time. The school has a responsibility to encourage healthy eating and exercise during the school day.*
- \* *The Gospel values of respect and value for others will be made explicit to the pupils in their interaction with every member of the community. All members of the community have a responsibility to live out Gospel values in their work relationships.*
- \* *Opportunities will be provided for all community members to develop spiritually. The growth of the whole person must be implicit in the ethos of the school.*

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**Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all members of our community so that learning can take place in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, it must be reported and dealt with promptly and effectively.

**Definitions of Bullying**

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

- It is deliberately hurtful, threatening or frightening behaviour.
- It is repeated often over a period of time.
- It is difficult for those being bullied to defend themselves.

Bullying can take many forms but the main types are;

- Emotional - being unfriendly, excluding someone from a social group, tormenting e.g. hiding books, threatening gestures.
- Physical - pushing, hitting, kicking, punching or any use of violence. Taking or damaging possessions
- Racist - racial taunts, graffiti, gestures, promoting literature.
- Sexual – unwanted physical contact or sexually abusive comments.
- Homophobic – because of, or focusing on the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours, teasing, insulting or threatening remarks
- Cyber – all areas of internet, such as email, and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology i.e. camera and video facilities.

**Sexual/Homophobic/Gender/Gender Identity Harassment.**

This may involve behaviour of a sexual or sexist nature, which is likely to give offence. It therefore includes suggestive remarks, gestures or actions associated with a person's sex/gender which cause humiliation, offence or distress, interfere with an individual's work or create an unpleasant, intimidating or hostile environment.

**Racial/Religious/Culture/ SEN or Disability Harassment.**

Racial/Religious/Culture harassment involves behaviour of a racial or racist nature, which is calculated, likely to give offence or is directed at a person because of that person's race, colour, national, ethnic origin or religious belief. Also bullying someone because of his/her special educational needs or disability is also unacceptable. All of these forms of harassment cause discrimination, humiliation, offence or distress and may interfere with an individual's work, emotional well-being or create an unpleasant, intimidating or hostile environment.

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**Principles**

Christ's commandment to "Love one another as I have loved you" is our basic principle and it is our aim that we all work to create a community in which we care for each other.

**Our values are shown by our actions**

It is therefore by our example and encouragement that we promote caring and responsible attitudes in our school community. It is expected that all members of our community strive to do the following:

- \*Behave with consideration, courtesy and respect at all times;
- \*Promote self-esteem and self-discipline;
- \*Act fairly;
- \*Encourage consistency of response to both positive and negative behaviour;
- \*Promote early intervention;
- \*Encourage care for the environment;
- \*Provide a safe environment free from disruption, violence, bullying, prejudice and harassment;
- \*Encourage positive relationships between all staff, students, parents, carers, parishioners and all stakeholders.

**Roles and Responsibilities**

**The Deputy Head Teacher: ECM** (Mrs Wake) is responsible for producing the Anti-Bullying Policy and co-ordinating its management and annual review.

**It is the responsibility of all adult members of the school community to protect our community against bullying behaviour.**

**The Governing Body** will support the review and update of the Anti-Bullying Policy and contribute to it through the work of the Governor's Pastoral Sub-Committee as well as the Governing Body's overall contribution to the running of the school.

**The Head Teacher** will lead the school and encourage all stakeholders to contribute and support the Anti-Bullying Policy.

**All Staff** are responsible for the pastoral care of the students. As adult members of our community, they are seen as positive role models and are therefore expected to set a good example at all times and work positively with our students. They are to ensure that the policy and procedures are followed, and consistently and fairly applied to help achieve a high quality learning environment.

Staff are given the opportunity to raise any issues from the operation of the policy via, Pastoral Meetings, Department Meetings, Staff Meetings or directly to the Heads of Year, Assistant Head Teacher: Director of Sixth Form, Deputy Head Teacher: ECM, Head Teacher or the Governors.

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**School Based Social Worker** (Mrs Elizabeth Hughes) provides counselling for students, their families and the staff at St Robert's.

**Staff Training**

New teachers, newly qualified teachers and student teachers are provided with Inset on the school's Anti-Bullying Policy as part of their Induction Programme.

Lunch supervisors are given annual Inset on behaviour management by Mrs Wake.

Whole school awareness is raised through the Pastoral System and Pastoral Programme.

Supply teachers are provided with the relevant information about our Anti-Bullying Policy and continuous support is provided by Mrs Bowen (Deputy Head Teacher: School Improvement).

**Parents/Carers** are expected to take responsibility for the behaviour of their child(ren) both inside and outside the school. They are encouraged to work in partnership with the school to support it in maintaining high standards of behaviour.

Parents/Carers are given the opportunity to raise with the school any issues arising from the operation of the policy via their child's Head of Year, Assistant Head Teacher : Director of Sixth Form, Deputy Head Teacher: ECM, Head Teacher or the Pastoral Governors for the School. They may do so by telephone, in writing or by making an appointment to discuss their concerns.

They are given the opportunity to attend an annual E-Safety Parents' Information Evening during Health Week.

**Students** are expected to take responsibility for their own behaviour, respect all members of the community and follow the school rules. They have a responsibility to ensure that incidents of bullying are reported.

They are made aware of the Anti-Bullying Policy, the reasons for implementing it and sanctions imposed if the rules are broken, through the student planners, school assemblies, registration periods, pastoral programmes, as well as through the guidance and example of their tutors and teachers. Ignorance of the rules is no excuse.

They are given the opportunity to raise with the school, issues arising from the operation of the policy via the Year Councils, School Council and directly to their tutors, Head of Year, Assistant Head Teacher: Director of Sixth Form, Deputy Head Teacher: ECM and the Head Teacher.

They receive training in Internet Safety e.g. via assembly presentations, Personal Development Days and the Pastoral Programme.

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**Aims of the Policy**

**St Robert's School and Sixth Form College will not tolerate bullying, sexual, homophobic or racial harassment and is committed to stopping them.**

**The school aims:**

- To build a community where all staff, students and parents/carers view bullying seriously and where each individual in the school community has an important and valued role to play.
- To let the students know that there is always a sympathetic ear and to encourage a listening, telling and believing environment where the concerns of the individual are taken seriously and dealt with appropriately.
- To provide consistency and fair treatment for all so that everyone knows what to expect i.e. have clearly defined procedures for any inappropriate social behaviour.
- To adopt a tolerant attitude towards others and a sensitivity to their needs.
- To build relationships between adults and children based on mutual trust, respect and communication.

**Procedures/Strategies**

Assemblies, tutorials and specific areas in the curriculum (e.g. Drama in Year 7) are used to raise awareness about bullying behaviour and the school's Anti-Bullying Policy.

The student planner contains:

**Bullying: A Charter of Student's Rights and A Charter of Student's Responsibilities.**

**Bullying**

**A Charter of Student's Rights**

As a member of St Robert of Newminster School, you have the right:

1. To live your life in peace and safety.
2. To be an individual and be proud of being different.
3. Not to be bullied.
4. To say 'No' firmly to anything you think is wrong.
5. To protect yourself by ignoring others or walking away.
6. To tell a member of staff if someone is making you unhappy.

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### A Charter of Student's Responsibilities

As a member of St Robert of Newminster School, the school expects you:

1. Not to put up with any form of bullying.
2. To work with others to stop bullying.
3. To inform a member of staff of any form of bullying.
4. Not to be afraid to report incidents. If you do nothing, it might suggest that you are supporting the bully.
5. Not to put up with bullies in your group of friends.

### Signs and Symptoms

A student may indicate by signs or behaviour that s/he is being bullied. Adults should be aware of these possible signs displayed by a child;

- Frightened of walking to or from school.
- Does not want to go to go on the school bus.
- Begs to be driven to school.
- Changes the usual routine.
- Is unwilling to go to school.
- Begins to truant from school.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Attempts or threatens suicide or runs away.
- Cries him/herself to sleep at night or has nightmares.
- Feels ill in the morning.
- Begins to do poorly in school work.
- Comes home with clothes torn or books damaged.
- Child's possessions are damaged or "go missing".
- Asks for money or starts to steal money to pay the bully.
- Has dinner or other money continually "lost".
- Has unexplained cuts or bruises.
- Comes home starving (not had lunch/ money taken by the bully).
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses for any of the above.
- Is afraid to use the internet or mobile phone.
- Is nervous and jumpy when cyber message is received.

**These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.**

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**Guidelines for Staff.**

All staff are expected to challenge bullying behaviour, increase understanding for bullied pupils, and help build an anti-bullying ethos in the school.

They should watch for early signs of distress in students.

Listen to the student and record the incident.

Offer the student immediate support.

Report the incident to the student's Head of Year.

The Head of Year will investigate the incident and ascertain the severity of the problem.

Keep a record of the incident(s). The Bullying form should be completed and a copy given to Mrs Wake for her records.

The HoY provides sanctions if appropriate and informs parents of both the bully and the victim, of the action s/he has taken. Punishments may vary according to the severity of the case. It may take the form of a warning, punishment essay, detention, inclusion, exclusion or permanent exclusion.

Referrals may need to be made to the School Based Social Worker (counselling for both the victim and the bully made available), community police, other outside agencies, designated person for Safeguarding, and possibly involve the Governors' Pastoral Sub-Committee and or multi-agency meetings depending on the individual case.

The victim, the bully and their parents will be informed that the bullying must stop and if it does not then further action will be taken. If possible the students should be encouraged to reconcile their differences and make genuine apologies. If this is not possible they should at least be able to put the incident behind them and co-exist in the school community and not cause any further pain or upset.

Both the victim and the bully will also be informed that they must report promptly to their Head of Year any further approaches of a disturbing kind which are made by the bully/victim and or friends on their behalf.

The Head of Year with the support of the student(s) tutor (s) will continue to monitor the students to ensure problems do not reoccur.

If a student is threatened or attacked outside school then the student's parents are advised that they should report the incident immediately to the police and have any injuries recorded and treated by a doctor. Photographs may also be taken of the injuries received. If student is sent threatening messages via the computer or phone, the message should be saved and used as evidence.

**Students are encouraged to be active bystanders by:**

- Not allowing someone to be deliberately left out of a group
- Not smiling or laughing when someone is being bullied

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- Telling a member of staff immediately
- Encouraging the victim to join in with their activities
- Telling the bully to stop what they are doing
- Showing the bully that they disapprove of his/her actions

Students are informed that by being passive about bullying behaviour, they are colluding with it and sometimes encouraging it.

### **Sixth Form Anti-Bullying Mentors**

As part of the “Give A Day Back” Sixth Form students have pledged to be Anti-Bullying Mentors to promote respect for one another and support the Anti-Bullying Policy & Charter Mark at St Robert’s. St Robert’s acknowledges that despite the adult support provided some students may prefer to confide in fellow students, rather than adults, and seek advice or support if they are being bullied. Mrs. Wake facilitates their role and will be the link between the students and support agencies. Should students be uncomfortable with this, alternative referral pathways are via Mrs. Hughes (our school based counselor), Heads of Year, any member of the Pastoral Staff the student feels comfortable with or outside contacts such as Childline, should students feel this is more appropriate.

The Sixth Form Anti-Bullying Mentors are required to do Well-being Walks to establish areas of concern or potential concern and give recommendations for improvements. They are also required to give advice as a result of their interaction with students, so that they can contribute to the safety of their fellow students and the improvement of St Robert’s provision.

This is reported to Mrs. Wake who reports directly to the Head Teacher, as well as the Pastoral Leaders (Years 7-13). Mrs. Wake takes action to address identified issues in consultation with the Head Teacher and staff and students.

### **Anti-Bullying Focus Group**

The School Council have supported the Anti-Bullying Charter Mark for many years and as part of the restructure of the School Council the Anti-Bullying Focus Group has been established to target the development of the Charter Mark Award.

### **Breaches of the Policy**

If the policy is breached by a student, the school discipline procedures will be applied. Should a member of staff breach the policy the matter will be dealt with according to the LA’s School Staff Disciplinary Policy.

Should a student and his/her parent or carer is dissatisfied with how a bullying situation has been dealt with they may follow the school’s complaints procedure by writing to explain their concern to Mrs Wake (DHT:ECM & Designated Person), or Mr White (Head Teacher) or Mr Waugh (Chair of Governors) via the school’s address.

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The Anti-Bullying Policy is to be reviewed annually and the process will involve consultation with the following:

- \* Students on the Student Councils.
- \* Teachers via the Pastoral Teams.
- \* Parents/Carers.
- \* Non-teaching Staff via their representatives.
- \* Governors through representatives of the Pastoral Sub-Committee.

**Helpful Organisations:**

Advisory Centre for Education (ACE)	020 7354 8321
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents' Helpline (Mon-Fri 10-4)	08451205 204
KIDSCAPE website	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>

For a copy of Kidscape's free booklets "Stop Bullying", "Preventing Bullying" and "You Can Beat Bullying", send a large (A4) self-addressed envelope (marked "Bully Pack") with 6 first class stamps to: Kidscape, 2 Grosvenor Gardens, London, SW1W 0DH.

Next Policy Review: December 2011

**Policy Approved**

Chair of Governors \_\_\_\_\_ Mr J Waugh Date 29 November 2010.

Head Teacher \_\_\_\_\_ Mr S G White Date 29 November 2010.