



## Queen Mary's Grammar School

A statement of our policy on:

Protecting children from bullying

Approved by the Pastoral & Curriculum Committee March 2017

### 1. Introduction

Queen Mary's Grammar School is committed to protecting its pupils from bullying, and wishes ultimately to eradicate it from the community.

We do this because we want to:

- safeguard our pupils' safety, happiness and self-confidence;
- ensure their unimpeded attendance and academic progress;
- provide a recognised model of good behaviour and fair treatment in School and in the wider community of parents, family and friends;
- provide a safe and secure environment where all pupils can learn without anxiety;
- educate future citizens in the expectations of society;
- promote tolerance and understanding of alternate cultures;
- provide an environment which is conducive to a child's personal development.

We believe that we have a joint responsibility for the welfare of our pupils with parents, and so we will make parents aware of our policy and communicate with them if we are aware of bullying.

We will, when we think it is necessary, use external agencies both to support children who have been the subject of bullying, and work with the perpetrator to change their behaviour.

### 2. Our Aims

- To make sure everyone in the school knows what we regard as "bullying".
- To make sure that pupils know what to do and who they can turn to if they think they are being bullied, or if they know someone else is being bullied.
- To make sure that where we are told about bullying, that we deal with it fairly, sympathetically, firmly and promptly.
- To make sure that those who are victims of bullying are supported and reassured;
- To make sure that those dealing with allegations of bullying are trained and supported;
- To make sure that anyone reporting an allegation of bullying is not subjected to any detrimental treatment, harassment or bullying.
- To make sure that those who we find have been bullying are required to change their behaviour and will be subject to an appropriate sanction, which can include:
  - Internal seclusion, during break and lunchtime,
  - Detention
  - Fixed term seclusion
  - Fixed term exclusion
  - Permanent exclusion
  - Mediation / Restorative approaches
  - Referral for counselling / victim support
  - Written or verbal apology
  - Parent/carer interview with Head of Year and/or SLT member leading to parental assistance in applying support or strategies or deterrents as necessary
  - Continued monitoring of victim/bully

- Referral to external agencies, e.g. Social Services, Educational Psychologist, the Police

### **3. Definitions of 'Bullying'**

We consider bullying to be behaviour by an individual or group that is persistent and deliberate, which attempts to intimidate, hurt (physically or emotionally) or humiliate someone.

There may sometimes be misunderstanding about the meaning of the term 'bullying'. One-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of 'bullying'.

### **4. Types of bullying**

There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour.
- It is repeated over time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

There are various forms of bullying which include:

- Physical – e.g. hitting, kicking, taking belongings
- Emotional – e.g. being unfriendly, spreading malicious rumours, excluding individuals from social groups
- Verbal – e.g. name calling, teasing, insulting, racist and homophobic remarks
- Cyber – e.g. use of email, social networking sites, mobile phone messaging to spread rumours, make malicious comments.

### **5. Responsibilities**

#### **The Head of school:**

He will take overall responsibility for the Policy and its implementation, for liaison with the Governing Body and parents; and for the appointment within School of a Designated Teacher responsible for co-ordinating action against bullying.

#### **The Governors:**

They have overall responsibility for ensuring there is a relevant and appropriate policy to prevent bullying, and for monitoring and reviewing the policy regularly. The Governing Body will receive reports from the Headmaster on incidents of bullying, and will monitor and review the action taken by the Headmaster.

#### **The Designated Teacher: Mr Saran**

This person will liaise with staff and others in dealing with issues of bullying, and refer them to the Headmaster to decide what action should be taken. In addition, the Designated Teacher will recommend to the Headmaster what steps, if any, should be taken to support any victim of bullying.

#### **All staff:**

Staff should be alert to any potential incident of bullying and intervene when necessary. Staff must also be aware of behaviour that might indicate a pupil is being bullied. Although staff may not be aware of some of these, the following are the classic symptoms of a bullied child:

- Unexplainable injuries
- Lost or destroyed clothing, books, electronics, or jewellery
- Frequent headaches or stomach aches, feeling sick or faking illness

- Changes in eating habits, like suddenly skipping meals or binge eating.
- Difficulty sleeping or frequent nightmares
- Declining grades, loss of interest in schoolwork, or not wanting to go to school
- Sudden loss of friends or avoidance of social situations
- Feelings of helplessness or decreased self esteem
- Self-destructive behaviours such as running away from home, harming themselves, or talking about suicide

## 6. What to do and What will happen

Pupils who consider they are being bullied or have been bullied must report this: the procedure is below. All pupils have a responsibility to stop bullying: standing by knowing someone is being bullied is the same as bullying

- Anyone who is being bullied, or any pupil or parent aware of someone else being bullied, should in the first instance report this to a member of staff, this can be the Designated Teacher, any other member of staff. If a student does not feel comfortable speaking to a member of staff, they can report any incident using a 'Bullying Report Form', which can be found in the Student Planner which is issued to all pupils in years 7-11, obtained from the School Office or the Library. A copy of the form is also available in Appendix 2 of this document. This information is summarised in Appendix 1.
- Any such referral must then be referred to the Designated Teacher, who will normally seek further information from the pupil involved with tact and sympathy, and then report the matter confidentially to the pupil's Year Tutor.
- The Head of Year and Designated Teacher will then investigate the allegations, interviewing all those concerned or mentioned in the alleged incident.
- The Designated Teacher will then report the incident to the Headmaster, and they would decide, with the help of the Head of Year, what action should be taken, including any sanction to be imposed.
- The Designated Teacher will recommend to the Headmaster what steps, if any, should be taken to support anyone who have been the victim of bullying. In any event, the Designated Teacher will ensure that anyone reporting an incident of bullying is not subjected to any detriment.
- The parents of all students involved will be informed about the bullying incident and any sanction to be imposed.
- All incidents of bullying are recorded, and reported (without names) to the Governing Body, and sent at the end of the year to the Local Authority.

## 7. Creating a culture of anti-bullying

- The school has an Anti-bullying Committee which is run by members of the sixth form and is composed of students from all year groups. Members of the committee have spoken in year assemblies and school assemblies about the issues related to bullying and where victims of bullying can get help and advice.
- They also co-ordinated and ran the Anti-bullying Week in November 2015 ; the theme for the week was '**Make a Noise about bullying**'. Posters were put all around school telling students how to dealing with bullying issues and where they could get further help and advice. They also sold wrist bands, badges and stationary during the week to promote the anti-bullying message.
- Some members of the committee attended 'The Diana Award Anti-Bullying Ambassador Training Programme' later in 2016 to become 'Anti-Bullying Ambassadors'. This gave them the skills, knowledge and confidence to raise awareness of bullying within the school and help others who have suffered from bullying.

# How to deal with bullying

## **When you are being bullied:**

- Try to ignore the bully, they are looking for a reaction from you
- Do not fight back, you may get hurt or make the situation worse for yourself
- Get away from the situation as quickly as possible
- Don't reply to an abusive message/text
- Don't blame yourself if you are being bullied

## **After you have been bullied:**

- Tell a teacher or another adult in school
- Tell your family
- If you are scared to tell a teacher on your own, ask a friend to go with you
- If you do not feel comfortable speaking to a member of staff, you can report any incident using a 'Bullying Report Form'
- If you have received an abusive message/text, do not delete it, show it to a parent or teacher

## **When you are talking about bullying with an adult, be clear about:**

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What you have done about it already

If you would find it easier to write about an incident of bullying rather than tell a teacher directly, you can report any incident using a '**Bullying Report Form**', which can be found in your Student Planner, obtained from the School Office or the Library. A copy of the form is also available on the school website.

**Bullying**  
**Don't suffer in silence**

QUEEN MARY'S GRAMMAR SCHOOL BULLYING REPORT FORM	
Name (person reporting)	
Name of the person being bullied if you are a friend	
Write a brief account of what happened	
Date of incident/s	
Was anyone else involved? If so, who?	
Were there any witnesses? If so, who?	

When you have completed the form above, please hand it in to **Mr Saran** through the front reception, or to Mrs Taylor in the library or any other member of staff who you feel you trust. The matter will be dealt with carefully to avoid any comeback on you.

Signature:

Date:

### Appendix 3 - Further Advice and Help

List of useful websites for students, parents and teachers:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/>  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.bullying.co.uk](http://www.bullying.co.uk)  
<https://www.gov.uk/bullying-at-school/reporting-bullying>  
[www.anti-bullyingalliance.org.uk/advice/parents-carers.aspx](http://www.anti-bullyingalliance.org.uk/advice/parents-carers.aspx)  
[www.beatbullying.org/dox/help/help-for-parents.html](http://www.beatbullying.org/dox/help/help-for-parents.html)  
[www.bbc.co.uk/schools/parents/bullying](http://www.bbc.co.uk/schools/parents/bullying)  
[www.kidpower.org](http://www.kidpower.org)