



# KIRKBY STEPHEN GRAMMAR SCHOOL

*A co-operative Academy*

## ANTI-BULLYING POLICY

### 2014-15

**Head teacher**  
Ruth Houston

Signed:

Date:

**Chair of Governors**  
Simon Bennett

Signed:

Date:

This policy will be reviewed annually and will next be reviewed in **September 2015**.

# ANTI-BULLYING POLICY

## AIM

Our aim at Kirkby Stephen Grammar School is to work with pupils to provide a school environment which is safe, friendly and free from bullying. Pupils are expected to show respect and tolerance for each other.

## DEFINITION

Bullying is the *repeated or systematic* harming of another through words or physical attack, at school or on the way to or from school, or outside school hours. The act of bullying is unfair. An individual or group may carry out these actions.

There are three main aspects of bullying:

- ***harm is caused intentionally;***
- ***the act is repeated systematically;***
- ***there may be an unfair match of pupils involved.***

## PURPOSES

The purposes of an Anti-Bullying Policy at Kirkby Stephen Grammar School are to:

1. To create clear definitions of bullying and procedures where acts of bullying are recognised and dealt with appropriately.
2. To educate pupils to realise the harmful effects of bullying and tell others when they see incidents of bullying.
3. To work towards a school which is free from bullying and has an atmosphere in which all pupils feel safe, happy and secure.
4. To support victims of bullying.

## GUIDELINES

This Anti-Bullying Policy clarifies for pupils, parents and staff that **bullying is always unacceptable**. All students will be provided with a leaflet advising them how to respond to bullying, and will help them recognise bullying when it occurs.

The school believes that the following guidelines will help to minimise incidents of bullying:

1. If you are being bullied, or you know that someone else is, please tell us straight away and it will be dealt with. We know this can sometimes be a hard thing to do, but we will protect you and guarantee to try to stop the bullying.
2. All pupils and parents are urged to tell the Form Tutor, Head of Year or Learning Mentor if there are incidents of bullying. Not telling protects the bully
3. All incidents of bullying will be listened to and all staff will be sensitive to the concerns of the pupils who are being bullied. The victim's wishes will be taken into account.
4. The school will inform parents if it discovers that their child is either the victim or a bully.
5. If the bullying continues, and advice and warnings have not worked, then sanctions will follow.
6. Certain forms of bullying, such as cyber-bullying using electronic means, are offences and as such may be referred to the police.
7. If systematic bullying continues, then exclusion will be seriously considered.

## ADVICE TO TEACHERS AND SUPPORT STAFF

1. Be alert to verbal, social, emotional and cyber bullying, as well as physical peer abuse and the severity of harm caused by verbal, social, emotional and cyber peer abuse.
2. Be aware that the victim may require further support and counselling to overcome the effects of bullying.
3. Be attentive to the dangerous repeated characteristic of bullying, especially chronic low-level harassment that is often under-identified.
4. Be conscious of the potential development aspect of youth violence, with bullying escalating to more extreme forms of peer violence.
5. Be proactive with on-going professional development by increasing your knowledge of trends in bullying.

If you think that bullying is happening, talk to the pupils concerned and ask them what has been happening. Either ask them to write it down or do so yourself, so it can be passed on to the appropriate Head of Year. Teachers need to be particularly vigilant at breaks, around corridors, between lessons and in the areas of the play-ground and toilets. These are times and places when victims are more vulnerable and incidents of bullying are not easily seen.

Staff are encouraged to support our policy in two ways:

1. By dealing with the topic of bullying, in a way which explores why it happens and gives alternative ways of behaving and dealing with difficulties.
2. By using teaching methods which encourage co-operative work and a variety of groupings so that pupils extend their relationships beyond a small group of friends.

Form teachers and Key Stage Coordinators are encouraged to reinforce our policy through assemblies, Citizenship, PSHE and form time and by reinforcing the school's attitude to bullying when the opportunity arises.

## ADVICE TO KEY STAGE COORDINATORS

A variety of methods is used by Heads of Year to resolve problems of bullying through discussion with both parties. Where appropriate, the "No Blame" approach is used to foster empathy between the pupils. It is vital that everything that happens is carefully recorded in a clear, factual way and records of the incident and action taken are kept on file by the Head of Year. Heads of Year will monitor cases of bullying so that patterns of behaviour will become apparent quickly, can be dealt with accordingly and parents informed.

## AN OUTLINE OF THE 'NO BLAME APPROACH'

### 1. Interview with the 'victim'

When the teacher finds out that bullying has happened (or has been perceived as happening), he/she starts by talking to the victim about his feelings. He/she does not question him/her about the incidents, but he/she does need to know who was involved.

### 2. Convene a meeting with the people involved

The teacher arranges to meet with the group of pupils who have been involved. This will include some bystanders or colluders who joined in but did not initiate any bullying. A group of six to eight young people works usually well.

### 3. Explain the problem

He/she tells them about the way the victim is feeling. At no time does she discuss the details of the incidents or allocate blame to the group or to specific individuals.

### 4. Share responsibility

The teacher does not attribute blame, but states that he/she knows that the group can do something about it.

### 5. Ask the group for their ideas

Each member of the group is encouraged to suggest a way in which the victim could be helped to feel happier. The teacher gives some positive responses but he/she does not go on to extract a promise of improved behaviour.

**6. Leave it up to them**

The teacher ends the meeting by passing over the responsibility to the group to solve the problem. He/She arranges to meet with them again to see how things are going.

**7. Meet them again**

About a week later the teacher discusses with each student, including the victim, how things have been going. This allows the teacher to monitor the bullying and keeps the young people involved in the process.

**Monitoring and Evaluation**

This policy is to be monitored and evaluated by the SLT and Governors on a biennial basis.

**Reviewed: June 2014**

**Policy Adopted** \_\_\_\_\_

# KIRKBY STEPHEN GRAMMAR SCHOOL

*A co-operative Academy*

***A learning community committed to success for all***

**“A Good School” - Ofsted 2013**



# STOPPING BULLYING

***Advice for parents and pupils  
for the prevention of bullying***

Kirkby Stephen, Cumbria CA17 4HA  
Telephone 017683 71693 Fax 017683 72387  
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Headteacher: Mr David Keetley BA MEd NPQH

## WHY THIS LEAFLET?

Bullying does occur occasionally at KSGS and therefore must be taken seriously and dealt with because KSGS is working to provide an environment which is safe, friendly and free from bullying.

## WHAT IS BULLYING?

**Bullying is the *repeated or systematic* harming of another through words or physical attack, at school or on the way to or from school, or outside school hours.**

### It can be:

- insults
- abusive racial, sexual, gender or religious comments
- making threats
- physical violence
- spreading rumours
- isolating someone
- tormenting
- abusive texts, e-mails, internet sites or phone calls
- using cruel nicknames
- being unfriendly
- taking or hiding property
- teasing
- writing untruthful things about someone

### It happens:

- in classrooms
- on buses
- in corridors
- outside school
- in playgrounds
- through e-mails, mobile phones, texts, internet sites
- through notes and letters
- by damage to personal possessions

## **REMEMBER**

### **What does KSGS think about bullying?**

Bullying is always unacceptable at school and KSGS will have a zero tolerance towards it.

### **Why should I tell if there is bullying?**

If you do not tell someone:

- the bullying carries on and may get worse
- the bully could bully other people
- the bully would not get help

### **What will happen to someone who is bullying?**

- they will be asked to explain their actions
- their parents will be informed
- appropriate action will be taken
- if bullying continues then sanctions may take place

## **HOW DO YOU STOP BULLYING?**

**TELL** – unless someone tells a friend, adult, teacher or parent it is difficult to help. We all have a responsibility to protect each other

**TALKING** – we believe that good advice and support can change the behaviour of bullies and their victims

**LISTENING** – a victim must always be given time, listened to and not rejected

**PUNISH** – bullies must understand that they can be severely punished for persistent bullying

**INFORM** – parents must know if their child is involved in persistent bullying and KSGS will inform parents

**SUPPORT** – victims and bullies will be supported in order to understand and overcome the problems of bullying

## **KIRKBY STEPHEN GRAMMAR SCHOOL**

- carries out surveys to see how much bullying takes place
- discusses the issues
- includes bullying as a topic in the curriculum and assemblies
- has written an Anti-Bullying Policy which has been passed by the Governing Body

## **Bullying: A Charter of Pupil Rights**

**As a member of Kirkby Stephen Grammar School you have the right:**

- to live your life in peace and safety
- to be an individual and be proud of being different
- not to be bullied
- to say 'no' firmly to anything you think is wrong
- to protect yourself by ignoring others or by walking away
- to tell a member of staff, if someone is making you unhappy
- to travel to and from school without fear of bullying

## **Bullying: A Charter of Pupil Responsibilities**

**As a member of Kirkby Stephen Grammar School the school expects you:**

- not to put up with any form of bullying
- to work with others to stop bullying
- to inform a member of staff of any form of bullying
- not to be afraid of reporting any incidents. If you do nothing it might suggest that you are supporting bullying
- not to put up with bullies in your group of friends
- to care for victims of bullying

**Note: Cyber Bullying advice to Parents**

1. Make sure technology is being used with in view of family members.
2. Limit access to internet sites (age appropriate).
3. Talk to your child about their online activities.
4. Report cyber bullying to school, police and internet provider.
5. Do not allow your child to get into arguments in chat rooms/social networking.
6. Make a record of inappropriate language used on social networking sites.
7. Be open about the use of technology by young people and ask your child to teach you about social networking.