



## Anti-Bullying Policy

Reviewed: November 2024

Review date: November 2025

Person Responsible for Policy – GLD

## **ANTI-BULLYING POLICY**

### **1. Principles**

Bullying is a repeated deliberate act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms: cyber, physical, verbal, making gestures, extortion or exclusion. It may be perpetrated by an individual or by a group.

Bullying interferes with students' ability to work and learn. It may be so serious that the victim does not want to come into school. Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lack of concentration or truancy.

Droitwich Spa High School is completely opposed to bullying. It is entirely contrary to the values and principles of the school community. All who work and study in the school have a right to a secure and supportive environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment. Everyone - the students, the staff and parents - has a part to play in dealing with and preventing bullying.

### **2. Priorities within the policy will be:**

- To foster an ethos of respecting people and not accepting bullying
- To recognise that a culture of emotional health and wellbeing will promote individual achievement and social development
- To listen carefully to children and young people and their families when reports of bullying are made.
- To ensure children and young people are confident that concerns about bullying will be dealt with sensitively and effectively
- To be aware of the vulnerability of specific individuals and groups, for example:
  - ✦ Looked after Children (LAC)
  - ✦ Minority Ethnic children
  - ✦ Children and young people with Special Educational Needs (SEN) or disabilities
  - ✦ Lesbian, Gay, Bisexual and Transgender children and young people
  - ✦ Children and young people with communication difficulties or where English is not their first language

### **3. Responsibilities of all Staff**

Our staff will:

- Foster in our students self-esteem, self-respect and respect for others and will also guide students on how to respond to bullies
- Demonstrate by example the high standards of personal and social behaviour we expect of our students
- Discuss bullying with all classes, so that every student learns about the damage to both the person who is bullied and to the bully
- Stress the importance of telling a teacher about bullying when it occurs
- Be alert to signs of distress and other possible indications of bullying
- Listen carefully to children who report that they have been bullied, take what they say seriously and act to support and protect them
- Staff report any suspected cases of bullying by the following methods -
  - ✦ Via completing an incident in CPOMS
  - ✦ Via email
- Follow up any complaint by a parent about bullying, and report back promptly and fully on any investigation and its conclusions
- Deal with confirmed instances of bullying promptly and effectively, in accordance with agreed procedures
- Students will receive appropriate guidance on how to handle bullying and the school will ensure that all are aware that any report of bullying will be dealt with sensitively and effectively

We expect our students to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity
- Intervene to protect the student who is being bullied, unless it is unsafe to do so
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances



- If the bullying is via electronic technology then a copy must be kept of the communication and brought to a teacher immediately

#### **4. The Responsibilities of Parents**

We ask our parents to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying
- Advising their children to report any allegations of bullying and explain the implications of allowing bullying to continue unchecked, for themselves and potentially for other students
- Advising their children not to react violently to any forms of bullying
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken
- Keeping a written record of any reported instances of bullying
- Informing the school of any suspected bullying, even if their children are not involved
- Pointing out the implications of bullying, both for the children who are bullied and for the bullies themselves
- Co-operating with the school, should their children be accused of bullying and try to ascertain the truth of an allegation

#### **5. Whole School Preventative Procedures**

The main emphasis in the school is on the prevention of bullying through improving relationships between students and demonstrating that bullying will not be tolerated. The school will take the following steps to reduce, if not eliminate bullying in any form;

- Tutor Programme – contained within the Tutor Booklet are activities around establishing and reinforcing our ethos of, “Be Ready, Be Kind, Be Respectful”.
- PSHE / RSE - discussions about bullying are part of our rolling programme in PSHE / RSE
- Standalone whole school assemblies - intermittent assemblies deliver an anti-bullying message to all students
- Consultation - The Student Voice via the School Council also provides an opportunity for students to raise the issue of bullying more generally.
- All students are taught about Safe Working Practices with IT (please refer to Online Safety policy)
- Expected standards of behaviour are made clear to all students during Tutor Time at the beginning of the academic year and are reinforced throughout the year during assembly time.

#### **6. Responses to Bullying**

- ✦ Students can report bullying in the following ways:
  - ✦ Email - [no@droitwichspahigh.worcs.sch.uk](mailto:no@droitwichspahigh.worcs.sch.uk)
  - ✦ Via the Report Bullying function on every student's Portal homepage.
  - ✦ Via the Community Concern function on every student's myDSHS app
  - ✦ Telling any member of staff
  - ✦ Reporting a concern to the Pastoral Office
- If any incidents of bullying are reported through CPOMS or email by a member of staff, a member of the Pastoral Team will respond and reassure them that the situation will be dealt with following the procedures contained in Appendix II
- All bullying incidents are logged via CPOMS, irrespective of whether the initial report was made through that platform. When the issue is logged on CPOMS, it is allocated to our Pastoral Administrator, who then contacts the relevant Head of House and requests an investigation.
- Students will be asked to complete statements and copies of all statements and a record of communications with parents / carers will be kept on students' files
- The school will take appropriate action in line with its Behaviour Policy after fully investigating incidents of bullying. This could include contacting parents/carers of all students concerned in the bullying incident, Restorative Justice Practice, apologies, whole school detention, and timetable changes.
- The Heads of House will speak to the victim face to face and report any further issues back to the Pastoral Team. Follow up information is recorded on CPOMS by the Head of House.
- Accurate records will be kept of all incidents involving bullying / unkindness in CPOMS
- The school may provide support by involving relevant professionals e.g. EWO, mentoring, Education Psychology and counselling may be offered to a victim and/or bully if appropriate
- If the school feels that a victim / bully may be safer away from school in the short term to enable staff to deal with the incident, this will occur with full agreement with parents/carers
- Persistent and habitual bullying may lead to a Suspension or Permanent Exclusion.

## 7. Equal Opportunities

It should be noted that there is no one stereotypical bully. Bullies can come in all shapes and sizes. It is important that staff keep an open mind when dealing with allegations and record any relevant evidence with care. Despite this, there may be times when children have to be given the benefit of the doubt where insufficient proof is available.

### Appendix II – Dealing effectively with bullying

Reported incident of bullying

Contact made with the victim
A Statement taken from the victim and any evidence collected (e.g. screenshots, notes, pictures, photos of damage to property etc...)
Parents of the victim contacted explaining we are taking the incident extremely seriously and are investigating
INVESTIGATION: Statements taken from witnesses or anyone else that can help establish a true picture of events and any further information gathered
Statement taken from the alleged perpetrator
Regardless of whether the allegations are substantiated, all parties (parents / carers) are informed
If allegations are substantiated, parents / carers of the perpetrator contacted explaining we are taking the incident extremely seriously. The following need to be stressed; <ol style="list-style-type: none"> <li>1. Brief details of the incident</li> <li>2. What their child did</li> <li>3. The incident will be recorded</li> <li>4. Any further incidences could lead to time in the Refocus Room or a fixed-term suspension</li> </ol>
All paperwork and communications stored in CPOMS

POSSIBLE ACTIONS - VICTIM	ACTIONS – PERPETRATOR
<p><b>Victim given a Bullying Log Book and asked to record any further incidents</b></p> <p><b>Victim reassured that they can communicate with the school by telling someone, via the Portal or emailing <a href="mailto:NO@droitwichspahigh.worcs.sch.uk">NO@droitwichspahigh.worcs.sch.uk</a></b></p> <p><b>Victim told to come back to K5 / K6 / K9 immediately should there be any further issues or communicate via the above methods.</b></p> <p><b>Parents contacted to inform them of the school's actions</b></p> <p><b>Victim re-visited shortly after the incident with additional visits to address any issues</b></p>	<p><b>An appropriate punishment imposed</b></p> <p><b>Any support that needs to be instigated?</b></p> <ul style="list-style-type: none"> <li>● Emotional Management</li> <li>● School Counselling</li> <li>● Mentoring</li> <li>● Report</li> <li>● Lunchtime / break time isolation</li> <li>● Any other external referrals if required. E.G – sexual health, Social Care, Early Help Hub</li> </ul>



**Any support instigated e.g. – school counselling etc.**

**All incidents discussed and recorded at daily Pastoral meeting**

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The School's Data Protection Officer can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at [privacy@droitwichspahigh.worcs.sch.uk](mailto:privacy@droitwichspahigh.worcs.sch.uk)