

Woodfield School



Anti-Bullying Policy

2022-2023



Policy Review History

Date Adopted / Reviewed	Version	Author	Approved by Resources Committee	Approved by Full Governing Body	Review Date placed on FGB Agenda
November 2005	Version 1	D Lodge Patch		November 2005	November 2011
November 2011	Version 2	D Lodge Patch		November 2011	November 2014
November 2014	Version 3	D Lodge Patch		November 2014	November 2015
November 2015	Version 4	D Lodge Patch		16.11.2015	November 2016
November 2016	Version 5	D Lodge Patch		14.11.2016	November 2017
October 2017	Version 6	N Cooper		27.11.17	November 2019
October 2019	Version 7	N Cooper		13.11.19	November 2021
March 2023	Version 8	J. Moore			November 2023

Anti Bullying Policy

Woodfield School

Statement of Intent

At Woodfield School, we are dedicated to providing a caring, friendly and safe environment for all of our pupils so they can learn in a comfortable and safe atmosphere. Bullying of any kind is not tolerated. If bullying does happen, all pupils should be able to tell and know that incidents will be dealt with promptly and efficiently. We are a TELLING school. This means that anyone who witnesses or hears that bullying is happening is expected to tell the staff.

In January 2000 the school community produced an anti bullying code. Parents, pupils and the school council, contributed to this document and it was published and displayed in every classroom. In June 2003 and again in 2007, the code was reviewed by pupils and parents and finally passed to the school council and governors for ratification. In 2009, following guidance from the DCSF on cyber bullying, the school community has responded to issues of cyber bullying and how to prevent them with reference to our policy on E-Safety and by including cyber bullying in our school code. In 2013, in response to questions raised about the ways in which Anti-bullying issues are kept as a focus within the school, pupils with the help of staff designed an anti-bullying pledge which is now displayed in all classrooms. Also, every first Monday of each month, the focus of the assembly is on issues relating to anti-bullying.

There are visible evidences of our stance on bullying via numerous displays around the school. It has been made mandatory for all the classrooms to display work as well as notices about Anti-bullying. Pupils work with their tutors to create and display these. This reinforces the ideas for pupils and is a constant reminder of our stance as a whole school. These initiatives are the basis for our school policy, which sets out the procedures to be followed if incidents of bullying and/or cyber bullying take place in school.

The aims of the school

At Woodfield School, we do not tolerate bullying (including homophobic language racist language or bullying) any form of harassment or cyber bullying (the use of ICT, particularly mobile phones and the internet, deliberately to upset someone else). It is our aim to prevent all forms of bullying in line with the Education and Inspection Act 2006. Our school's mission statement clearly states that *'we provide a secure and enjoyable learning environment where everyone feels proud of what they have achieved'*

In order to do this, we have a 'Bill of Rights' which protects the rights of each individual and a Relationship Management Policy which underpins the expectations we have of pupils and enables an ethos of learning and good behaviour to permeate throughout the school.

Our aim is to ensure that Woodfield is a school where staff and pupils recognise and understand what is meant by bullying and cyber bullying and

then follow the procedures in place to minimise the risk of further incidents. Within PSHE lessons, opportunities are sought to teach pupils about respect, acceptance and acceptance of each other, irrespective of their differences: this includes differences in gender, sexuality, race, cultural beliefs and other practices as well as their personal effects and their personal space. This idea is put in practice throughout the school community by all staff members and pupils in authority such as peer mentors and student buddies.

Objectives of this Policy

The general objectives of this policy are to ensure that:

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is. 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.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying and the procedures to follow when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying occurs.
- As a school, we consider bullying as a serious issue. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated the Woodfield School.
- All stake holders should know that bullying can happen anywhere and at any time and can involve everyone - pupils, other young people, staff and parents.
- All stakeholders know that bullying will never stop if it is kept secret, and no one faces up to it.
- If a member of staff or pupil thinks someone else is being bullied, they should talk to a member of staff or a friend about it. We guarantee that whistle-blowers who act in good faith will not be penalised and will be supported.

All stake holders are made aware of the schools' views on bullying. This is carefully done through documentation on the schools' website through correspondences such as, newsletters, assembly presentations, the anti-bullying policy, student council work, schemes of work and pupils' work. All members of staff, parents, pupils and Governors are directly involved in the development and yearly review of the school' Anti-Bullying Policy and are informed of where they can access the Anti-Bullying Policy once it is approved by all stakeholders. The Anti-Bullying policy is available on the schools' website, in reception and can be forwarded to individuals upon request.

What Is Bullying? The most common definition of bullying is, *“a repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons”* (Kidz Power). Bullying is also described

as *“the use of aggression with the intention of hurting another person.”*
Bullying results in pain and distress to the victim.

Bullying can be:

Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)

Physical: pushing, kicking, hitting, punching or any use of violence

Racist: racial taunts, graffiti, gestures

Sexual: unwanted physical contact or sexually abusive comments

Homophobic: because of, or focussing on the issue of sexuality

Verbal: name-calling, sarcasm, spreading rumours, teasing, cursing

Cyber: All areas of internet, such as email & internet chat room misuse
Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera & video facilities

Procedure to follow if there is an incident, risk of bullying including cyber bullying

Pupils follow the same procedure of telling a teacher, a trusted friend, peer mentor or buddy, if they feel intimidated or threatened either by the continuous physical or verbal actions, or the use of technology by another pupil or a group of pupils. The teacher then reports the incident on the schools referral slips or using School Pod which are used as part of the behaviour management procedure. Senior management will then act upon the information by speaking to the victim and perpetrator and by bringing the parties together to try resolve the issues.

Pupils are encouraged not to take their own actions if they encounter bullying of any form. They are consistently reminded by staff to speak to their peer mentors, class buddies or a trusted friend who can help them to make sensible decisions about what to do to resolve the matter. As such, if at first a 'kind word' or walking away does not resolve the issue then they are required to involve an adult straight away. During break and lunch time, class buddies are available in the playground, supervised by an adult, who can offer guidance and support on peer resolution for bullying incidents. If the matter is deemed to be serious, the pupils are directed to a member of the senior leadership team who then takes on the responsibility of investigating the matter, providing an amicable solution.

If a member of staff observes an act of bullying or what they perceive to be bullying, this should be immediately reported to SMT for follow up and for notification. This pathway is followed to allow teachers and other members of staff to concentrate on their specific roles within the school, while allowing senior leaders to effectively deal with the issue. If a senior leader is not

immediately available, the member of staff will document everything reported by the pupil reporting the bullying incident(s). The member of staff will use strategies taught in Anti-bullying training to reassure the pupil/s that they will be protected from the bully until the matter can be resolved.

Parents are involved straight away if a bullying incident should occur and will be a part of the process to bring a resolution to the bullying. They will witness the signing of a contract by the perpetrator which records the incident stating that he or she will not bully again.

Because bullying can focus on race, nationality or culture incidents of this nature will then be dealt with through the procedures outlined in the policy 'Responding to Racist Incidents and Harassment.' All incidents relating to issues regarding sexuality, including gender reassignment and homophobic bullying will be dealt with according to the procedure recommended by the Department for Children, Schools and Families policy on Homophobic Bullying. All bullying incidents are recorded, and a contract will be signed, stored and kept for reference.

Headteacher

The role of 'Anti-bullying Coordinator' is undertaken by the head teacher (or in their absence by a member of the Senior Leadership Team) and as such, assumes the following responsibilities:

- policy development and review involving pupils, staff, governors, parents/carers and relevant local agencies
- implementing the policy and monitoring its effectiveness
- ensuring evaluation takes place and that this informs policy review
- managing bullying incidents
- managing the reporting and recording of bullying incidents
- assessing and coordinating training and support for staff and parents/carers where appropriate
- coordinating strategies for preventing bullying behaviour e.g., making sure sufficient playground activities are made available and ensuring any potential bullying 'hotspots' are actively supervised.

Action taken in school to raise awareness of bullying and cyber bullying and strategies to minimise the risk

Pupils are encouraged to reflect on their behaviour every day in circle time and discuss ways to solve problems and make friends. The PSHE curriculum deals with bullying as a topic and pupils explore the issues and learn what to do if they see bullying or if they are being threatened or bullied by individuals or groups including the use of technology. There are also continuous cross-curricular activities organised where teachers actively seek out ways of incorporating issues relating to bullying for discussion. This repetition is especially important for the pupils at Woodfield School who may experience difficulties dealing with issues of bullying. Form tutors hold an interview with each pupil in their tutor group once a term, to review the pupil's learning plan. If deemed necessary, behaviour is analysed and appropriate targets are set to secure behaviour conducive for learning.

The school council is involved in discussing issues and incidents on a regular basis, all of which are reported to the tutor groups for discussions. In adherence, to Woodfield School's zero tolerance to bullying and Woodfield School Behaviour Policy, SMT is made aware of every incident of bullying. The school participates in the National Anti-bullying week activities and two pupils from the student council body attend the Brent Anti-bullying Launch where they participate in and learn about ways of tackling bullying. This is then fed back in a whole school assembly. Ideas from the launch are filtered to the whole school. Subsequently, all pupils become involved in various activities (topics are specific to the year group) in PSHCEE lessons.

Mobiles phones are not allowed to be carried around in school under any circumstances. Pupils who take phones to school are asked to leave them at the school office on arrival and these are then collected at the end of the day. The use of a mobile phone in school is forbidden. If this rule is not adhered to, parents are asked to come into school immediately to discuss the implications of the breaking of this serious rule.

E mail accounts are strictly monitored in school and parents are asked to monitor use of emails and the internet at home. Any inappropriate use of email or internet in school is covered by the E safety policy and will result in the withdrawing of the use of the internet or email account for a period of time.

Every first Monday and Tuesday of each month, there is a whole school anti-bullying assembly led by a member of staff. This is to ensure that pupils are given opportunities outside the classroom to reflect on how they can avoid behaviours which can lead to bullying.

Preventing Incidents of Bullying:

As a school we take bullying seriously. We use a range of proactive strategies to prevent bullying. These include:

- effective school leadership that promotes an open and honest anti-bullying ethos.
- use of curriculum opportunities, in particular tutor periods and PSHE classes where issues of diversity are discussed and anti-bullying messages are drawn out.
- use of opportunities throughout the school calendar and at certain times of the school day to raise awareness of the negative consequences of bullying e.g. Anti-Bullying Week in November of each year
- whole school assemblies.
- pupil surveys.
- poster campaigns.
- improved supervision in potential problem areas.
- peer mentoring and Buddy Schemes.
- assertiveness training.

- review of general and specific staff induction and continuing professional development to ensure.
- staff training reflects the anti-bullying policy and practice of the school

Supervision of pupils

To minimise the risk of bullying in school, procedures are put in place to support pupils at the start of the school day, break, and lunchtime and after school.

Vulnerable Groups – All pupils with SEN and/or disabilities may have characteristics that make them more vulnerable to bullying. At Woodfield School we believe the key factors in reducing vulnerability are social and so social skills and social opportunities are important. Specific groups within the school population which are at risk of being bullied include those who are: Looked After Children, Traveller Groups, Children with Disability, Children with SEN, Young people who are perceived to be gay, lesbian or bisexual, young people from ethnic minorities. In order to reduce risk of bullying, staff ensures that all pupils are closely always monitored and that they are gainfully engaged in a variety of monitored activities.

Senior management are on duty at these times and vulnerable areas such as toilets, corners of the playground, and ends of corridors are patrolled and monitored. At lunchtimes, pupils can have use of the hall, or may use the library or go to clubs. All these areas are supervised; pupils are afforded quiet spaces or allowed organised activities where they can feel safe. They do not have to play in the playground if the vastness of the playground is intimidating for example for the ASD pupils or if they feel unsafe.

The dining hall is supervised by senior management at lunchtime. Pupils leaving school at the end of the day are monitored by a member of staff. Areas such as the Wood Lane are patrolled to give security to pupils as they walk down the hill to the bus stops. Additionally, all classrooms are kept locked when not in use and pupils are never left unattended at any time throughout the school day.

CCTV

The School's CCTV system has been improved by adding additional cameras after careful consultation with the coordinator of the parent group. The school is now equipped with high resolution cameras which monitor pupils in 'hotspots' around the school.

Parent Liaison

Parents are encouraged to report any incident that concerns them, however insignificant they may feel it is. Parents are expected to talk to either the form tutor, the governor in charge of anti-bullying, the parent liaison officer or the behaviour coordinator initially and then if the matter is still unresolved, it is passed on to a member of the SLT. Each reported incident is taken seriously and dealt with immediately. Any follow up action is monitored with provision for follow up meetings or extra support from agencies. Parents are welcomed

to contact any of the above-mentioned members of staff to discuss any issues which concern them.

Training

All members of staff at Woodfield School have regular training in strategies to deal with bullies and victims and the raising of awareness and confidence to deal with tricky situations. There is whole staff training provided yearly by anti-bullying agencies followed up by termly in school INSETS to reinforce the procedures in school which deal with bullying incidents. Anti-bullying training for staff is planned and delivered based on audits completed by all members of staff. The outcome of the audit directs the pathways for the bespoke training to be delivered.

Anti-Bullying training is also provided for members of the Student Council who acts as peer buddies. They go through an induction which is led by the PSHCEE coordinator. The aim of the session is to equip pupils with effective strategies geared at helping them identifying clearly, incidents of bullying and providing them with useful strategies to help them resolve or report bullying.

Pupil Consultation

Pupils are consulted on a regular basis to find out what is happening and what issues are worrying them through planned programmes and responses to trends and incidents.

Throughout the policy review, there is a general discussion with members of the school council about issues relating to bullying. The key issues are then fed back to their tutor group for whole school discussion and adaptations. A simplified version, also available in Makaton, is then drafted by the school council for pupils. This process is managed by the PSHCE coordinator.

Pupils also participate in anti-bullying workshops and presentations aimed at highlighting and equipping them with suitable strategies to deal with incidents of bullying should they occur. During National Anti-Bullying Week, pupils focus on issues relating to bullying in all curriculum areas and in assemblies they present their work. Cross-curricular opportunities are also sort by members of staff to equip pupils with strategies to effectively deal with issues relating to bullying.

Policy Review

This policy is reviewed yearly in consultation with members of staff, governors, parents/carers and pupils.

The pupils contribute to the development of the policy through the School Council, curriculum based activities, and assemblies.

Parents/carers are encouraged to contribute through Parent Focus Group meetings or taking part in a written consultation. The policy is available on the school website, displayed in the schools' reception area or in paper format from the school office.

Complaints and Procedures

Parents and pupils are encouraged to use the schools' complaints procedure (which is published on our web site) if they feel that their concerns about bullying (or anything else) are not being addressed properly. Parents should be aware that they have the right to refer a complaint directly to the schools' Anti-Bullying Governor, if they are unhappy with the way in which their complaint has been handled.

Bullying Information, Support and Helplines
Additional sources of guidance and information:
Outside agencies who can offer support are:

Childline: 0800 1111

NSPCC: 0800 800 5000

Samaritans: 08457 90 90 90

Connexions: 080 8001 3219

Kidscape

2 Grosvenor Gardens, London, SW1W 0DH.
Tel: 0207 730 3300

Woodfield School Anti-Bullying Code

We do not want bullying at Woodfield School

- ✳ Bullies are people who are disrespectful. They might tease, kick, punch, spit, cuss, criticise, or threaten for no other reason than to make the victim feel bad and frightened.
- ✳ Bullies are aggressive.
- ✳ Bullies have control but do not stop because they feel they have the power.
- ✳ Bullies tell you to do things.
- ✳ Bullies often work in gangs because they need to feel powerful.
- ✳ Bullies can use mobile phones or the internet to bully

What do we do if someone bullies us?

- ✳ Be brave.
- ✳ Protect yourself! There are lots of ways to do this:
- ✳ Speak to a teacher, parent, or adult.
- ✳ Tell them what has been happening.
- ✳ If somebody else is getting bullied and staying quiet, report it to a teacher.
- ✳ Keep the evidence on your mobile phone or internet and show an adult
- ✳ Speak to somebody for advice if you are scared of telling a teacher, parent, or adult. There is always a solution!

How do we stop the bully?

- ✳ Find out about the background of the bully and see if everything is alright at home.
- ✳ Get the bully counselling to help them change. Bullies need help.
- ✳ The Headteacher should speak to the bully and the parents. There is no reason bullying should continue! The bully must sign a contract agreeing not to bully again.

Initially written by: Student Council 2013-14 and update approved by each successive council.