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Islamia Girls School/Brondesbury College "The School"

Anti-Bullying Policy

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The School is committed to maintaining an environment of safety and wellbeing for all students and staff. The School operates a zero tolerance on bullying and treat every allegation of bullying very seriously. This policy deals with student's behaviour within School, outside of School in the student's personal time, and through technology (regardless of location). Please note that where there is ambiguity and/or a difference of opinion or interpretation, the Schools decision will be final.

1. Overview

- 1.1. This policy has been designed to outline the steps the School will take to prevent bullying from occurring and/or deal with such cases that have been identified, including protecting the victims
- 1.2. The procedure is divided into two stages: An **Informal Stage** and a **Formal Stage**.
- 1.3. The School will take all reasonable measures to prevent all forms of bullying in the School and on off-site activities. The School will promote an environment where it is not an offence to tell someone about bullying; as well as encourage students to speak up or confidentially notify us of any bullying by using the Bully Box.
- 1.4. The School has a dedicated Discipline Officer. You may ask the School office for the current staff member who holds this post.
- 1.5. At any point, the School may seek a meeting with parents if there is a concern.
- 1.6. This Policy must be read together with the Student's Behaviour Policy.

2. Key

- *Cyber Bullying* includes (but is not limited to): Blogs, Twitter, Facebook, MySpace, Digg, Whatsapp, BBM, Text Messages, Emails, Bebo, Chat Forums, Personal Websites, Professional Networking Sites and Rapid-Fire Communications.
- Parents includes carers and guardians

3. Legal responsibility

- 3.1. The School has a legal responsibility to ensure that all students are in a safe environment. Equally the School has a responsibility to ensure that members of staff are able to work in a safe, non-discriminatory environment.

- 3.2. Some of the relevant legislation that has been considered is: Child Wellbeing and Safety Act 2005, Work Place Relations Act 1996.
- 3.3. All School staff are made aware of this policy and the procedure to be followed.

4. Definition

- 4.1. Bullying is defined as behaviour intended to insult, hurt, threaten or frighten another.
- 4.2. Bullying may be physical, psychological, verbal, social and through cyber networks.
- 4.3. Bullying may be repeated over a period of time where it is difficult for those being bullied to defend themselves.
- 4.4. Bullying can include: name calling, malicious gossip, teasing, intimidation, ostracising, theft, damaging someone's property, extortion, violence and assault, jostling, pinching, punching and kicking.

5. Signs of bullying

- 5.1. There are many signs of bullying, however not all signs are easy to detect. It is important for staff, fellow students and parents to work together to bring to the Schools attention any bullying that may be discovered.
- 5.2. Students who are being bullied may show changes in behaviour, e.g. becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be changes in work patterns, a lack of concentration, or truancy.
- 5.3. All staff should be aware of these responsibilities and to report promptly any suspicions of bullying to the Form Tutor or Head Teacher.
- 5.4. Students are regularly encouraged to report incidents of bullying.
- 5.5. Physical symptoms could include pains such as headaches or stomach aches, fainting, fits, vomiting or hyperventilation.

6. Advice to victims

The School works to ensure students do not suffer in silence. This is reinforced through general day-to-day teaching. The following advice will be displayed around the School:

- 6.1. Stay calm and look as confident as possible. Do not hunch or avoid eye contact. Stand up straight if possible and look the bully in the eye.
- 6.2. Be firm and clear and tell the bully to stop.
- 6.3. Get away from the situation quickly and calmly.
- 6.4. Inform a staff member what has happened straight away. They may take a friend with them if they are anxious to go by themselves.
- 6.5. Tell their family.
- 6.6. Not blame themselves for what has happened.

7. Strategies to combat bullying

The School aims to include the following in classroom teaching:

- 7.1. Befriending: by assigning selected student volunteers to be with and befriend students who are being bullied or having difficulties.
- 7.2. Support groups: The support group for a bullied student includes those involved in the bullying. The aim is to get the bully to identify with the victim and then to help resolve the problem.
- 7.3. Mediation by adults: staff members will inform the whole staff group of the issue to ensure the victim is kept an eye on throughout the School day.

8. Involvement of students

- 8.1. The School will raise the awareness of the anti-social nature of bullying through PSHE, School assemblies, the School Council, use of tutorial time and in the national curriculum programmes of study as appropriate
- 8.2. Students will be involved in the positive strategies through both the School council and House groups. Through the Students Council, students may have an opportunity to have an input into the anti-bullying programme, and will be consulted on how it could be developed.
- 8.3. A major part of the programme will consist of educating students in how to cope with bullying and boost self-esteem.

9. Involving Parents

- 9.1. It is vital as a School to have a positive and supportive relationship with parents as they are crucial in maintaining the School policies.

- 9.2. This School policy is available online for all students and parents.
- 9.3. Parents of students who are been bullied and parents of the bullies will be involved in the solution to the problem as appropriate.
- 9.4. Parents will be informed of the policy and procedures and the possibility of permanent exclusion following gross acts of bullying.
- 9.5. Parents will be expected to take responsibility for the behaviour of their child both inside and outside the School.
- 9.6. A parent of a bully should:
- Talk to the child and explain that bullying is wrong.
 - Make an appointment to see the child's Form Tutor as soon as possible, and explain the problem and discuss how the School and the parents together can stop the bullying.
 - Talk to the child regularly about how things are going at School.
 - Give the child lots of praise and encouragement when they are being kind and considerate to others.
- 9.7. A parent of a victim should:
- Make an appointment with the Form Tutor if they suspect their child is being bullied.
 - Talk to the child calmly about it and reassure the child that telling them about it was the right thing to do.
 - Make a note of what the child says.
 - Encourage the child to report any further incidents to the Form Tutor.

10. Sanctions

Changing the attitude and behaviour of bullies will be part of the responsibility of the positive procedures used by the School. However, the School recognises that sanctions will also have to be used against bullies.

Below is a guideline of the sanctions for issues related to conduct and discipline. Not all steps are applicable for all discipline issues. Depending on the issue, some of the following Steps may be missed.

Step 1	Warning to be logged onto KSM
Step 2	Detention: 15 minute lunchtime detention to be monitored by the teacher on duty. To be logged onto KSM.
Step 3	Detention: 30 minutes after School with the Attendance Officer. To be logged onto KSM and in the student's Homework Diary for parents to countersign.
Step 4	Report: the student will be placed on Report for 4 weeks. To be logged onto KSM and in the student's Homework Diary for parents to countersign.
Step 5	Meeting: with parents and report to LEA (when applicable). To be logged onto KSM.
Step 6	Suspension: internal for a day. To be logged onto KSM and in the student's Homework Diary.
Step 7	Suspension: external for a week. To be logged onto KSM and in the student's Homework Diary. Meeting: further meeting with parents and final warning.
Step 8	Exclusion: permanent (expulsion). Student to be removed from the register and LEA to be informed.

11. Cyber Bullying

- 11.1. Technology (which includes all forms of technology or social media), makes it possible for individuals to bully other individuals, regardless of physical location.
- 11.2. Any negative material (however minor) submitted online, or through any form of technology, whether during School hours or in an individual's private time, which may have an impact on the School or any student or staff member will be treated in line with this Policy as a School incident.

STAGE 1: INFORMAL

This stage is to identify any potential or actual bullying at an early stage, and to warn the bullying student to cease immediately. We aim to first give all students a chance to correct their ways before the formal stage is commenced. However, this informal stage does not mean the bullying is taken lightly. It is dealt with as an extremely serious matter with the Form Tutor leading the procedure.

12. Informal Procedure

- 12.1. If bullying is suspected or reported, the incident will be investigated and dealt with by observing the following steps:
 - 12.1.1. Staff will report the issue to the **Form Tutor** within the same working day.
 - 12.1.2. The **Form Tutor** will interview all the parties and make a written record. All accounts of the incidents will be listened to fairly.
 - 12.1.3. The victim should be clear about:
 - What has happened to them
 - How often it has happened
 - Who was involved
 - Where it happened
 - Who saw what happened
 - What they have done about it already
 - 12.1.4. Staff members who deal with students who have been bullied will offer reassurance and give support to the student.
 - 12.1.5. If necessary, the students will be brought together as a problem-solving approach, encouraging them to find solutions and to work together.
 - 12.1.6. All staff, including the Head Teacher will be informed about the incident and will ensure they keep a close eye on all involved parties to ensure no further incidents occur whether in classrooms or at break time.
 - 12.1.7. **Reporting and Recording:** All incidents will be reported and recorded using the School's Discipline Book.
 - 12.1.8. After a reasonable time has lapsed, the **Form Tutor** will check in on the students as follow up to check bullying has not resumed.
- 12.2. In severe cases, the informal stage may be skipped.
- 12.3. If a racial element to the bullying is suspected the **Form Tutor** will inform the **Discipline Officer** immediately and the informal stage may be skipped.

STAGE 2: FORMAL

If students do not respond positively to the preventative strategies at the informal stage, the School will take formal action to stop the bullying behaviour. The Discipline Officer will lead the procedure.

13. Formal Procedure

13.1. If bullying is suspected or reported following the informal stage, the incident will be investigated and dealt with by observing the following steps:

13.1.1. Staff will report the issue to the **Form Tutor** within the same working day who will inform the **Discipline Officer**.

13.1.2. The **Discipline Officer** will interview all the parties and make a written record. All accounts of the incidents will be listened to fairly.

13.1.3. The victim should be clear about:

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

13.1.4. Staff members who deal with students who have been bullied will offer reassurance and give support to the student.

13.2. Once the bullying is established any sanctions against the bullies will be determined by the Discipline Officer together with the Head Teacher, including:

13.2.1. **Step 4:** The bully will immediately be put on Report

13.2.2. **Step 5:** Parents will be kept informed by the Discipline Officer

13.2.3. Students may face the following:

- Removal from the group
- Withdrawal of break or lunchtime privileges (**Step 2 and Step 3**)
- Banning the pupil from a School trip or sports event if these are not an essential part of the curriculum

13.2.4. In cases of provable, persistent and violent bullying the School will normally seek to implement **Step 6 and Step 7**. As a last resort, **Step 8** may be implemented.

13.2.5. All staff, including the Head Teacher will be informed about the incident and will ensure they keep a close eye on all involved parties to ensure no further incidents occur whether in classrooms or at break time.

13.2.6. **Reporting and Recording:** All incidents will be reported and recorded using the School's Discipline Book.

13.2.7. After a reasonable time has lapsed, the **Form Tutor** will check in on the students as follow up to check bullying has not resumed.