

KELSO HIGH SCHOOL

ANTI-BULLYING POLICY

1. Aim

To provide a clear and simple structure, well understood by staff, pupils and parents for promoting and maintaining an anti-bullying ethos in the school and to make clear the strategies used to deal with bullying whenever it occurs.

2. Rationale

Kelso High School seeks to develop as a caring, effective, challenging and progressive community. We aim to encourage all our pupils to be caring and tolerant towards others and to boost the self-esteem and confidence of our pupils. We recognise that bullying in any form is an anti-social activity liable to undermine the confidence of young people in our school. We want it to be widely known that bullying will not be tolerated in our school and will always be tackled.

3. Audience

This policy will be issued to all members of staff and will be available to parents. Extracts and summaries will be issued to pupils.

4. Principles

?? The school anti-bullying policy will be compatible with national and SBC policy statements.

?? Bullying is defined as “a repeated deliberate act that causes embarrassment, pain or discomfort to another”.

?? Pupils in the school should be well aware of what constitutes bullying and the effect that this has on others.

?? It is the right of all pupils to have a school career free from bullying.

?? It is the responsibility of all staff and pupils to ensure that others are not bullied.

?? Promoting an anti-bullying culture involves and places responsibilities on all in the school community.

?? The three essential components of our anti-bullying strategy should be:-

~~1~~ a process of activities to promote the anti-bullying message

~~2~~ a series of strategies to address bullying issues when they occur

~~3~~ a series of procedures to enable us to recognise and report on possible bullying as early as possible.

?? Dealing with bullying requires a two strand approach:-

- i. Support and help for the victim;
- ii. Support and help for the bully.

5. Practice

a) Support for Pupils Group

The Support for Pupils Group has prepared a pupil entitlement. This outlines:-

- the pupil's right to respect from all others in the school community
- that pupils can expect help and support in times of personal difficulty.
- that concerns will be dealt with quickly and fairly

It will be the responsibility of the Support for Pupils Group to develop, implement and monitor the operation of the Anti-Bullying Policy in the school.

The Support for Pupils Group will have responsibility for initiatives to raise awareness on bullying and anti-bullying issues with both staff and pupils on an annual basis.

b) PSE Programme

Issues associated with relationships, friendships and bullying will be addressed regularly in the PSE programme. Units of study which address this are attached as Appendix 1.

c) Anti-Bullying Ethos

A number of initiatives will be undertaken to help promote and sustain an anti-bullying ethos in the school. These will include:-

- Establishing school and pupils anti-bullying charters agreed by staff, pupils and parents to be widely published throughout the school (Appendix 2);
- Making sure that everyone in the school understands what bullying is, why it happens, who may be bullied and who may bully and, that it could affect anyone (Appendix 3);
- Discussing bullying issues at school assemblies at least once per session;
- Stressing the anti-bullying message in PSE programmes as outlined above;
- Mentioning the anti-bullying message at P7 Induction;
- Holding Parents' Forums and discussions from time to time on issues to do with bullying;
- At Pupils' Council meetings, discussing bullying issues and promoting an anti-bullying culture;
- Making sure that pupil, staff and parents are all perfectly clear about what to do if they think bullying is happening (Appendix 4);
- Establishing a "buddy" system for all new First Year pupils and other vulnerable pupils in other years of the school;
- Circulating widely the three rules for success in the school - **Do** your best, **Ask** for help, **Respect** others.

d) The Definition of Bullying

The definition of bullying will be shared and discussed with staff, pupils and parents so that all are clear what constitutes bullying (Appendix 3).

e) Discipline Policy

In dealing with a bullying incident it may be necessary to use sanctions included in the school Discipline Policy. However, in general, dealing with bullying should be seen as other than a simple disciplinary matter and that actions may be wider than those included in the school Discipline Policy.

f) Perceptions of bullying

?? Pupils, parental and staff perceptions on bullying will be assessed and evaluated as part of the school's self-evaluation programme under the heading of school ethos. This will happen at least every four years.

?? From time to time other initiatives may be undertaken by the Support for Pupils Group to determine levels of concern related to specific issues or incidents.

?? We aim to create an ethos in the school where all concerned feel secure in raising and discussing issues of bullying.

g) Suspected bullying

?? Whenever a member of staff suspects that a bullying incident might have occurred or has information passed to them by a pupil, this should be entered on a 'Suspected Bullying Incident' form (Appendix 5). This form should be forwarded to the appropriate House Co-ordinator who will look into the incident.

?? Depending on the outcome of the investigation there may be a number of actions. These will be reported on the form which will be copied to the Pastoral Teacher, other members of SMT and to the member of staff completing the form.

?? Any pupil wishing to report a bullying concern or worries about another pupil being bullied should approach a member of SMT, their Pastoral Teacher or any other member of staff who will initiate the suspected bullying process.

h) Investigating a Suspected Bullying Incident

Investigation into suspected bullying will be carried out as a matter of urgency, normally by the House Co-ordinator of the victim. Investigations may include discussion with the victim, the alleged perpetrator and other witnesses.

A flowchart of the process is issued to all pastoral staff and SMT (Appendix 6).

i) Action taken

Where it is deemed that the incident was not bullying it may be dealt with through the normal discipline channels and the Suspected Bullying Incident form is completed.

Where it is agreed that there has been a bullying incident, the actions will take two forms:-

Actions to support and help the victim (Appendix 7);

Actions to support and help the perpetrator (Appendix 7);

A Record of Bullying / Racist Incident form will also be completed (Appendix 8).

j) Parental Contact

?? Parents will be kept fully informed of bullying and anti-bullying initiatives through the school newsletter, Parent Councils and information evenings.

?? Where a child has been a victim or perpetrator of bullying, the parent will be informed by letter of the incident and of the action taken by the school to address the issue and to support and help the pupils.

k) Reporting and Record Keeping

?? Copies of Suspected Bullying Incident Forms will be stored in the pupil PPR and by members of SMT. Copies of correspondence relating to bullying incidents will be kept in the pupil PPR. Where a bullying incident has occurred this will be recorded on the Phoenix system to enable the school to provide statistical evidence to the Scottish Executive and Scottish Borders Council. (Appendix 8)

l) CPD Activities

From time to time whole staff activities relating to creating an anti-bullying ethos and on specific bullying issues will be conducted.

More specific training on dealing with bullying will be offered to Pastoral staff and SMT.

m) Incidents outside School

Bullying very rarely occurs exclusively inside school;

Often in-school bullying relates to an out of school incident;

While it is impossible for the school to resolve out of school incidents, the interests of the child will dictate that schools will make every effort to support the victim and try to take steps to address the problem.

n) External Agencies e.g. Health, Police, etc.

From time to time reports of bullying may be made by external agencies to the school;

The school may choose to use the help of external agencies to help promote the anti-bullying message and to address specific issues.

6. Implementation

This Policy will operate in draft form from August 2006 onwards.

7. Monitoring

The operation of the Policy and issues of anti-bullying in general will be monitored on an ongoing basis by the SMT and the Support for Pupils Groups. The Support for Pupils Group will have the task of overseeing the implementation of the Policy and monitoring its operation.

8. Review

The Policy will be reviewed again in session 2008 / 09 as part of our evaluation of Support for Pupils and school Ethos.

9. Responsibility

The Depute Rector with responsibility for Pupil Support and anti-bullying, Mr J. Marshall, will have overall responsibility for this Policy.

10. Date

The first draft of this revised Policy was completed in April 2006.

Appendix 1

KELSO HIGH SCHOOL
ANTI-BULLYING POLICY

ANTI-BULLYING CHARTER

In Kelso High School we will

- ?? Discuss, monitor and review our anti-bullying policy on a regular basis***
- ?? Support our staff to identify and tackle bullying***
- ?? Ensure that everyone in our school community recognises that bullying is an anti-social activity***
- ?? Ensure that our pupils know what to do if they think they are being bullied***
- ?? Ensure that our pupils feel confident that bullying concerns will be dealt with sensitively and effectively***
- ?? Report quickly to parents/carers on any concerns about bullying***
- ?? Seek to learn about new ways to tackle bullying***
- ?? Use the help and support of other organisations to help us tackle bullying***
- ?? Create a climate in the school where bullying cannot flourish***

****** Pupils Charter to follow ******

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ANTI-BULLYING POLICY

WHAT IS BULLYING

Bullying is a repeated deliberate act that causes embarrassment, pain or discomfort to another

Repeated – it is not a one off act. It happens regularly

Deliberate – the person knows what they are doing and means to do it

Act – this can take a variety of forms, for example :-

?? **Physical**

- Pushing
- Bumping into
- Tripping
- Kicking
- Hitting

?? **Emotional**

- Isolation
- Ignoring
- Spreading rumours
- Taking away friends
- Abusive text messages

?? **Verbal**

- Name calling
- Threatening
- Nicknames
- Abusive phone calls

?? **Damage to Property**

- Breaking personal possessions
- Stealing personal possessions
- Graffiti on books and property
- Taking pocket/lunch money
- Damaging classwork

and lots more

Causes embarrassment, pain or discomfort. The important thing here is how the victim feels - not what the perpetrator intends. If the actions make the victim feel uncomfortable then it can be treated as bullying even if the perpetrator does not intend it to be so. In this case it should be very simple to resolve the problem.

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ANTI-BULLYING POLICY

WHO ARE THE BULLIES?

Most of us have been involved in bullying behaviour at some time or other. However some people are persistent bullies. Some possible reasons for this are:-

- ?? The person has been bullied him / herself
- ?? The person feels insecure
- ?? The person thinks that this will make them admired by others
- ?? The person is showing off
- ?? The person likes the feeling of power
- ?? The person likes to dominate others
- ?? The person may enjoy hurting others
- ?? The person may lack more positive social skills.

Whatever the reason, bullying is not an acceptable behaviour and the bully needs help and support to counteract it.

WHO ARE THE VICTIMS?

Most of us have experienced bullying at some time in our lives but mostly of a minor nature. There are certain things that can make young people more liable to be the victim of bullies. Some possible reasons are:-

- ?? Lack of friends
- ?? Being shy
- ?? Being different in some obvious way from the majority
- ?? Having over protective parents
- ?? Being seen to be vulnerable or liable to react
- ?? Having additional learning needs
- ?? Being a 'proactive victim' - behaving inappropriately with others, barging in on games or being a nuisance.
- ?? Attention seeking behaviour.

Every young person is vulnerable at some stage and can be the victim of bullying.

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ANTI-BULLYING POLICY

WHERE BULLYING OCCURS

- ?? Bullying happens in all sections of our society
- ?? Adults bully each other in the workplace
- ?? Adults bully each other during social activities
- ?? Some great leaders are bullies
- ?? Adults sometimes bully children
- ?? Children bully each other at school and out of school
- ?? There is some form of bullying in every school

You should not feel ashamed if you are bullied – it is the bully who has the problem

WHY BULLYING OCCURS

Bullying happens for lots of reasons. Some are:-

- ?? To demonstrate power over others
- ?? To draw a group closer together by excluding and / or being nasty to other groups or individuals
- ?? To impress others
- ?? To cover up insecurity
- ?? To humiliate
- ?? To show dislike

**Whatever the reason, acting as a bully shows off a very unpleasant side of human nature .
We should all work hard to eliminate it in ourselves and in others .**

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WHAT TO DO IF

PUPILS

What to do if

I think I am being bullied	<ul style="list-style-type: none"> ?? Ignore the bully and walk away ?? Don't let them see you getting angry ?? Don't react violently ?? Find your (true) friends. Discuss the problem with them. ?? Try to stay in their company ?? Contact your pastoral teacher or any other teacher you feel comfortable talking to ?? Tell your parents
I think that the bullying has not stopped	<ul style="list-style-type: none"> ?? Still try not to react. ?? Discuss with your friends ?? Contact your pastoral teacher or any other teacher you feel comfortable talking to ?? Tell your parents
I am being bullied out of school by another pupil	<ul style="list-style-type: none"> ?? Try not to react ?? Stick with your friends ?? Tell your parents ?? Contact your pastoral teacher or any other teacher you feel comfortable talking to
I am being bullied out of school by an adult	<ul style="list-style-type: none"> ?? Don't react ?? Tell your parents ?? Contact your pastoral teacher or any other teacher you feel comfortable talking to
I think I am being bullied by a teacher	<ul style="list-style-type: none"> ?? Don't react ?? Contact your Pastoral teacher or a member of SMT
I think my pal is being bullied	<ul style="list-style-type: none"> ?? Talk to them ?? Be there for them ?? Show the bullies that you are not impressed ?? Talk to the bully if you think it will help ?? Contact your pastoral teacher or any other teacher you feel comfortable talking to
I think that another pupil that I know is being bullied	<ul style="list-style-type: none"> ?? Don't join in ?? Show the bullies that you are not impressed ?? Contact your pastoral teacher or any other teacher you feel comfortable talking to

Appendix 4

PARENTS**What to do if**

I think my child is being bullied in school	?? Contact your child's pastoral teacher
I think that the bullying has not stopped	?? Contact your child's pastoral teacher in the first instance thereafter ask for a member of SMT
I don't know what the school is doing about bullying	?? Contact the school and ask for a member of SMT
I think my child is being bullied in and out of school by school pupils	?? Contact your child's pastoral teacher
I think my child is being bullied out of school by school pupils	?? Contact your child's pastoral teacher ?? Contact the Police
I think my child is being bullied out of school by others	?? Contact your child's pastoral teacher ?? Contact the Police
My child tells me that another pupil is being bullied in school	?? Contact your child's pastoral teacher

SCHOOL STAFF**What to do if**

I suspect that a pupil is being bullied	?? Fill in the Suspected bullying form and send it to the House co-ordinator of the victim
I have noticed a pupil being bullied	?? Fill in the Suspected bullying form and send it to the House co-ordinator of the victim
A pupil tells me that he/she is being bullied	?? Fill in the Suspected bullying form and send it to the House co-ordinator of the victim
I feel that I am being bullied by another member of staff	?? Discuss with your line manager or faculty head or rector or representative of your professional association
I feel that I am being bullied by a pupil	?? Discuss with your line manager in the first instance
A pupil tells me that another pupil is being bullied	?? Fill in the Suspected bullying form and send it to the House co-ordinator of the victim
I get no feedback from the form I submitted	?? Contact the House Co-ordinator by e-mail if there is no response within five days

KELSO HIGH SCHOOL

SUSPECTED BULLYING INCIDENT

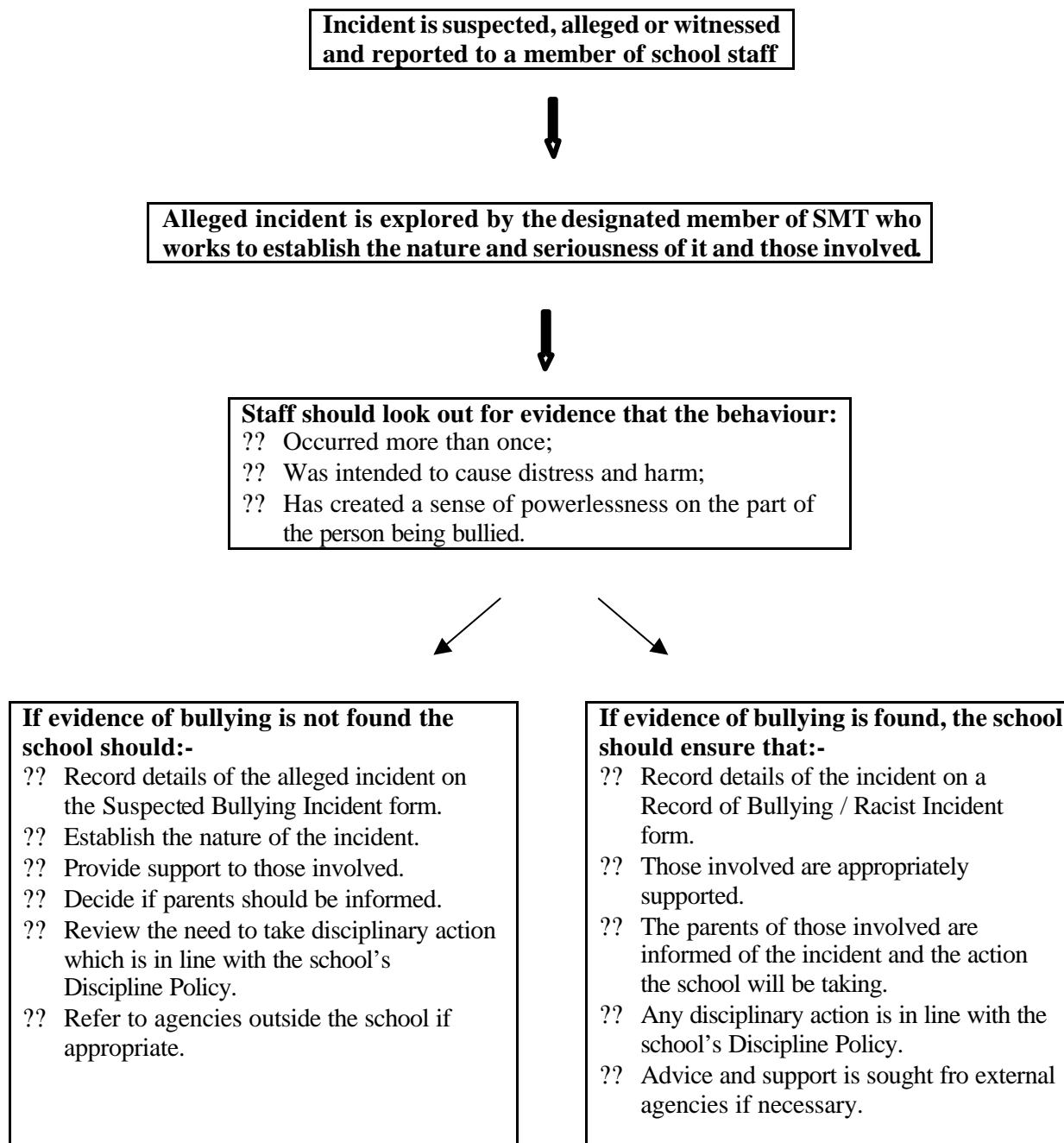
Use this form whenever you come across an incident where you suspect bullying may be involved. Send the completed form to the Office

Name of Victim:		Guidance Group:
Others Involved		Guidance Group
Nature of Incident		
Action Taken		
Signed: Member of Staff Date		
Investigation Notes		
Action Taken		
Signed: House Co-ordinator Date		

Copies to:	Guidance	Subject PT	Class Teacher	Parent
	All SMT	BSG	PT Support for Learning	

FLOWCHART

Summary of the process for dealing with alleged / witnessed bullying incidents in Kelso High School.



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STRATEGIES TO FOLLOW WHEN DEALING WITH A BULLYING INCIDENT

TO SUPPORT THE VICTIM

- ?? Reassurance
- ?? Peer support
- ?? Buddy Support
- ?? Daily monitoring by Pastoral / SMT
- ?? 'sheltered' accommodation at vulnerable times
- ?? Creating a clear and easy communication channel so that the pupil can talk to a sympathetic ear quickly
- ?? Informal counselling
- ?? Counselling

TO SUPPORT AND HELP THE PERPETRATOR

- ?? Activities to enable the bully to reflect on their behaviour
- ?? Positive targets for behaviour
- ?? Buddy/mentor support
- ?? Daily conduct sheets
- ?? Withdrawal of privileges
- ?? Daily monitoring by Pastoral/SMT
- ?? Referral to the Support for Pupils Group
- ?? Disciplinary sanctions
- ?? Exclusion
- ?? Referral to other agencies
- ?? Informal counselling
- ?? Counselling

ACTIVITIES TO SUPPORT AND HELP BOTH

- ?? Peer support
- ?? No-blame approach
- ?? Whole class/group activities to address core issues
- ?? Assertive discipline strategies
- ?? Mediation
- ?? Circle Time
- ?? Role Play

Each incident will probably require the application of a number of the options outlined above. The key to the process is the achievement of a positive outcome for all concerned.

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RECORDING INCIDENTS OF BULLYING

Most incidents will be logged on the Suspected Bullying Incident form. This will be circulated to SMT, relevant Pastoral staff and the teacher who initiated the form. A copy of the form will be placed in the pupils' PPR.

Information to be circulated to all staff as a result of the investigation of the incident will be circulated by paper memo, be e-mail or verbally at the Monday meeting.

It will also be necessary to record the incidents electronically so that data can be recorded centrally. At the conclusion of an incident this form should be completed and handed into the school office for entry into Phoenix. Alternative this may be done directly by the member of SMT dealing with the incident. A copy of the form is attached.