

DOCUMENT CONTROL	
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THE LOXFORD SCHOOL TRUST ANTI-BULLYING POLICY

1. Why this policy?

At The Loxford School Trust, we believe that bullying is serious for both the bully and the victim and it will be treated seriously. We believe that learning can only take place effectively in a safe and caring environment. We also recognise that bullying is a complex problem without any easy solutions. It is the responsibility of all staff to deal with bullying and follow these guidelines.

2. Aims

This policy for staff, students and parents aims to:

- define what bullying is;
- increase everyone's awareness that bullying affects students in many ways;
- encourage students to tell someone and make it clear who they should tell;
- outline how staff should record incidents;
- make it clear to everyone what staff will do with incidents of bullying;
- outline how the school will try to prevent bullying through the curriculum;
- be realistic.

3. What is bullying?

Bullying is a physical and /or mental abuse of power. It can be one-off or continual.

It can be:

- putting pressure on someone to do something they don't want to do
- trying to get someone into trouble
- shoving or pushing someone

It must be noted that any statutory change will supersede any areas of this document.

- unwanted physical touching on any part of someone else's body
- insulting someone or their family
- calling names about people's physique, race, religion, culture, colour, sex or sexuality
- taking or demanding money/belongings from someone
- demanding people's belongings like equipment, bags, clothes, work and books
- ganging up on someone
- refusing to play or work with someone or talk to them
- talking behind someone's back and spreading nasty stories
- teasing or nagging someone
- taking or breaking someone's things
- making mean or rude gestures
- excluding someone from a group on purpose
- cyber bullying
- attacking someone physically or verbally

4. Effects and signs

There is no foolproof way of telling if someone is being bullied. Physical signs are rare, especially when the main kind of bullying that happens in school is name-calling. Any signs could of course be signs or effects of something else.

Some signs and effects include:

- unexplained illness
- reluctance to go to school
- desire to be with adults
- missing equipment
- requests for more pocket money
- damaged clothing
- 'lost/forgotten' dinner money
- fear of going out alone
- isolation, depression, being withdrawn and having fewer friends
- lower self-esteem and self confidence
- school absenteeism and deterioration in school work
- less willing to participate socially or in the classroom
- offending/criminal behaviour
- changes in eating habits
- sleeping badly
- complaining of headaches or stomach aches

Signs for the bully could be:

- having more money
- acquiring new equipment
- having a new circle of friends
- blaming others for their problems
- refusing to accept responsibilities for their actions
- being uncooperative and worrying about their reputation or popularity

5. What staff will do

When an instance of bullying is reported, it must be acted upon. While students are encouraged to 'tell' immediately, it cannot mean that there will be instant action. On the strength of one reported incident no teacher can drop everything and rush into action. Looking into bullying incidents takes time. If a student comes to you about bullying, or you see bullying happening, it is your responsibility to deal with it.

These are the principles on which we work:

1. Take it seriously.
2. Listen to the victim.
3. Ask the victim to write a full statement. This can be done in school or at home.
4. Inform parents of victim/bully that an incident is being looked into.
5. Consider the information you have and make a decision about:
 - action to be taken towards the bully (detention, exclusion, support, monitoring, meeting with the victim)
 - action to be taken towards the victim (reassurance, meeting with the bully, support, advise on strategies)
6. Inform parents of outcome.
7. Follow up to check there is no repeat of the incident.

8. Strategies preventing bullying

Around the school

- Remind students regularly about politeness
- Challenge inappropriate/abusive language
- Challenge inappropriate behaviour (pushing, shoving, and kicking...)
- Treat students as individuals
- Encourage students to tell if they are bullied
- Do not put students down because of their personal characteristics, even as a joke, or give them a nickname
- Attitudes between all members of the school community towards each other should be seen to be positive and caring
- Posters around the school
- Monitor 'hot spots'
- Treat everyone with respect
- Engage parents
- Looking for warning signs
- Reference pages in the student's diary
- Set clear and enforceable rules and expectations
- Reward positive behaviour

In the classroom

- Insist on politeness at all times
- Challenge inappropriate/abusive language
- Challenge inappropriate behaviour (writing on another student's book, taking work/equipment...)
- Content and methodology of every teaching subject to ensure collaboration
- Anti-bullying topic in PSCH, re-enforced regularly
- Anti-bullying assemblies
- Educate students about the positive and negative effects of social media

9. What pupils should do if they are bullied or know that someone else is

- Talk to someone your own age
- Tell a teacher
- Tell your parents
- Write all incidents down
- Listen and act on advice given
- Act on the advice you have been given
- Say 'no' if you can
- Keep evidence of any social media messages

10. What parents should do

- Discuss the matter with your child
- Tell the school about your worries
- Do not keep your child at home
- Take an interest in his/her friends
- Don't give money or expensive things to your child to take to school
- Listen to your child
- Be kind and don't blame you child
- Look out for signs
- Ask your child to write a statement
- Maintain contact with school
- Be aware of your child's use of social media