The King Alfred School

Anti-Bullying Policy

Created by: Polly Matthews	
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The Anti-Bullying Alliance (2007) defines bullying as:

> 'the intentional hurting of one person by another, where the relationship involves an imbalance of power. It is usually repetitive or persistent although some one-off attacks can have a continuing harmful effect on the victim'

Rationale

As a school we believe that all members of the school community have a right to work in a happy and caring environment in which they feel valued, safe and accepted.

Occasionally incidents of bullying, intimidation or harassment can prevent a student from enjoying their basic rights. The emotional distress caused by bullying, in whichever form it takes, can prejudice school achievement, lead to lateness or unauthorised absence or in extreme cases ill health.

Bullying can result in someone feeling hurt, threatened or frightened and can be physical, verbal or psychological. Physical may include hitting, kicking or theft. Verbal bullying may include name calling, homophobic or racial taunts (see Anti-Racist Policy). Some bullying is relational and may include excluding peers from social groups or spreading rumours while Cyber bullying uses modern technology such as mobile phones or the internet.

All staff will be alert to the signs of bullying and will act promptly and firmly and follow the procedures in accordance with our policy.

While at The King Alfred School students will be encouraged to develop the self-discipline and tolerance necessary to maintain acceptable levels of behaviour within the school community. They will be encouraged to accept responsibility for their actions and be aware of the consequence of their behaviour. Students must not be afraid to report an incident, either as a victim or witness, and have the confidence that something positive will be done.

The school anti-bullying code is displayed in every classroom and should be frequently reinforced.

KING ALFRED SCHOOL ANTI-BULLYING CODE

1.   Every pupil at KAS has the right to learning and leisure in an atmosphere free from fear and intimidation (in school and surrounding community).

2.   Everyone in this school has the right to be treated with dignity and respect. Unkind actions or remarks are not tolerated even if these were not intended to hurt.

3.   Any unkind action or comment which causes stress to another will be called bullying.

4.   We are a 'telling' school - bullying is too important not to report.

5.   No one deserves to be bullied. This school takes bullying seriously. Every reported incident of bullying will be followed up and appropriate action will be taken.

IF YOU ARE BEING BULLIED OR KNOW SOMEONE
WHO IS BEING BULLIED THEN:

TELL SOMEONE   (YOUR TUTOR, A TEACHER, YOUR PARENTS)

Students and parents can also report incidents of bullying, either as a victim or witness, via the Tootoot system.

Procedures for dealing with incidents of bullying.

All staff have a responsibility to follow up any incident of suspected or reported bullying. The strategies

used will depend on the circumstances but it should be made clear that:

- The school takes incidents of bullying seriously. The matters involved with bullying should be dealt with immediately. Pastoral Leaders should meet with Harmed or Harmer separately – have them write down what happened. Parents should be informed. Harming witness report to be found in Appendix 1.
- The guilty individual(s) involved should be dealt with firmly and detailed records placed on their file. Parents should be informed. A written record will be kept of the incident and outcome
- Conciliation is the main aim, not retribution
- The Harmer and the Harmed should be counselled to see if they need any work relating to social skills.
- The parents of the student(s) being harmed should be asked to report any further incidents immediately.
- The concern is the behaviour, not the student.
- We will apply a series of stepped sanctions in the event of severe or persistent bullying.
- Outside agencies should be involved where appropriate.
- The situation will be monitored and reviewed at a later date. Make sure **ALL** staff are informed of student(s) who are being harmed.
- Racist incidents should be referred to the Equality and Diversity Co-ordinator.

Staff should:

- Collect and record the details of the incident (see Harming report)
- The member of staff involved should talk to the appropriate Head of Year and Tutor to identify the appropriate way forward.

1. Low level incident

- Members of staff to work with harmer and harmed to resolve the issue
- Member of staff (subject teacher/form tutor) as appropriate to monitor

2. High level incident

- Member of staff (subject teacher/form tutor) should inform the relevant Head of Year who will investigate the incident.
- Head of Year will monitor as appropriate.
- A serious incident could result in a fixed term exclusion preceding the Restorative Justice conference
- A very serious incident could result in permanent exclusion which is the decision of the Headteacher
- The parents may wish to involve the police which is the prerogative of the parents.

Appendix 1 – Harming Report

Appendix 2 – Tootoot information
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Appendix 1

HARMING REPORT	
Witness Statement	

Name of person making this statement	Who is being bullied?
	☐ You ☐ Someone else

If someone else, who?

When did this take place?

Day/date	Time

Where were you when if happened?

Who was the person doing the harm?

If more than one, who would you say was the worst or the ring leader?

Who was with YOU when it happened?

Who was with the person(s) causing harm?

Was there anyone else who may have seen or heard what happened? If YES, who?	Yes ☐ No ☐

Has this person caused harm before? If YES, when?	Yes ☐ No ☐

Describe, as best as you can:

- **What happened?**
- **What were you thinking at the time?**
- **What are you feeling at the moment?**
- **Who do you think has been affected by your actions?**
- **What do you think needs to be done to repair the harm?**

Have you reported this to anyone else?	Yes ☐	No ☐
If YES, to whom?		

When was this?

Did they say they would do anything?	Yes ☐	No ☐
If YES, what did they say they would do and by when?		

Signed	Date
Member of staff taking statement	

Appendix 2 Tootoot information

We are pleased to announce that we have partnered with tootoot!

Tootoot is a safe, secure and diverse web-based safeguarding tool, which allows pupils of all age ranges - from Primary right through to University - to report incidents of bullying, problems they could be having in class or any issues that may be concerning them in an anonymous, confidential and discrete manner. These individual cases are monitored, managed and resolved by staff/mentors within the school.

Tootoot reduces the friction and stigma attached to the reporting of such incidents, and ultimately provides us with the tools required to track, monitor and resolve cases efficiently and significantly reduce bullying.

Tootoot not only encourages pupils to report incidents of bullying, it also encourages them to work together and strengthen communication links between them and their teachers by removing barriers.

Each pupil will be given a username and password, which allows them to log in and use tootoot. They are then able to quickly report incidents and concerns directly to their school. Each school has their own sub-domain where only teachers and pupils from our school will be able to communicate with one another. All pupils are anonymous at the point of reporting but identities can be uncovered by the school's designated tootoot administrator ONLY if it appears the pupil's emotional or physical well-being is at serious risk.

Pupils can access tootoot on any web-enable device (computers; laptops; tablets or mobiles) by following these 4 simple steps:

Step 1: Type www.tootoot.co.uk into their web browser.
Step 2: Click 'Login to tootoot'
Step 3: Start typing the school name and select it from the box
Step 4: Enter their username and password, and log their concern with the school

For more information visit www.tootoot.co.uk
Or email info@tootoot.co.uk