



ANTI-BULLYING POLICY

As a school we strongly believe that bullying is totally unacceptable. We also recognise that this is a complex problem that can be difficult to solve. We ensure high levels of staff supervision before school, after school, break and lunchtime - and aim to create better facilities and social areas for students to use with a range of supervised activities to help prevent opportunities for bullying to take place. We have a house system in place which has also helped students to feel more secure because of the mixed ages in each house and the small tutor groups that have been created.

All members of the school are expected to help develop an ethos based on caring, considerate and co-operative behaviour. We use a variety of methods and activities to ensure students understand that bullying in any form is unacceptable; that differences in people are to be celebrated and to see situations from other's perspectives. The successful implementation of this Policy is discussed, monitored and reviewed by all members of our school community each year. Parents and students are encouraged to share their views in order that the policy be understood and implemented by all members of the school community.

We encourage students to speak out and tell someone if they or someone else is being bullied. They may choose to speak to parents or carers or to an adult or another student in school. Students should be secure in the understanding that the disclosure will be taken seriously by the school and will be dealt with sensitively and effectively.

John Masefield High School considers BULLYING to be:

- Deliberately hurtful (including aggression)
- Repeated often over a period of time
- Difficult for victims to defend themselves

It includes:

Action against others because of their race, cultural background, religious beliefs, sexual orientation, physical characteristics, appearance, health, gender or disabilities.

Bullying takes many forms, but four main types are:

- Physical – hitting, kicking, taking belongings
- Cyber – using technology such as a mobile telephone or a computer to make offensive remarks or threats about or to another person
- Verbal – name calling, insulting comments, making offensive remarks
- Indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, writing graffiti

In order to identify bullying:

- staff are trained to notice signs that may indicate bullying is taking place
- an open culture is encouraged, where all students, staff and parents know that they may safely report any incidents or patterns of behaviour that indicate that bullying may be taking place in school or on the way to and from school
- there are high levels of staff supervision before school, between lessons, at break and lunch and after school.
- Students or parents may report suspected bullying to any member of staff.
- A trained student group will offer support to fellow students. As part of this service they will operate and implement a confidential email service to encourage victims or their friends to speak up.

Ensuring incidents of bullying are dealt with promptly and effectively

If a student or parent reports that bullying has taken place:

A parent or student can report their concerns to any member of staff. It is essential that this information is acted upon. The member of staff must complete a bullying report form which must be passed initially to the House Leader with responsibility for the student who has been a victim of the alleged bullying. If a Year 12 or Year 13 student is involved, the matter would be passed to the Assistant Headteacher in charge of the Sixth Form.

The parents of the child who it has been alleged is being bullied should be contacted and asked for their views. We will immediately check that the student's safety in school is ensured and that they feel safe.

The parents of the child who has been accused of bullying must also be informed of the accusation in the shortest possible time frame.

It is essential that if a parent/carer has communication issues such as being a non-English speaker, support is requested from a relevant person. The EAL co-ordinator would typically be best placed to advise where such support could be found.

Procedure for investigating an allegation of bullying:

1. The Head of House will decide which member of staff is best placed to investigate the incident, this may be the pastoral officer or the form tutor
2. A thorough and impartial investigation will take place. This will consist of:
 - Interviewing the alleged victim of bullying
 - Interviewing the alleged bully
 - Separately interviewing any witnesses to the incident/sDuring each interview notes will be taken and the students or staff interviewed will read back these notes to check that they are a fair summary of the interview
3. Following these interviews the member of staff investigating will complete a written report detailing their conclusions.
4. This report will be passed to the House Leaders of the students involved. The Deputy Headteacher will also be informed and the Headteacher if the incident is likely to result in an exclusion.

Follow up to an incident:

1. The House Leader will decide how best to proceed in consultation with the Deputy Headteacher. The relevant House Leader will contact the parents of all students involved to inform them of the conclusions reached
2. Where bullying has been found to have taken place the victim and parent of the victim will be informed about the sanction.
3. The Head of House and Deputy Headteacher (in their absence a member of the SLT) may decide to use sanctions such as:
 - Detention or isolation
 - Community service
 - Exclusion from school
4. In cases of violence or persistent bullying the Headteacher will be involved in deciding a suitable sanction. In the most serious cases permanent exclusion will be considered as an option.

5. Arrangements will be put in place to ensure the safety of the victim and their protection from future bullying. This arrangement should be in compliance with the wishes of the victim and their family.
6. Where possible and acceptable for the victim and their parents a face to face meeting will be arranged between the students involved so that an apology can be given and reassurances about future behaviour made
7. Where bullying has taken place, the Head of House/Deputy Headteacher will decide how best to support the bully in changing their behaviour. Follow up may include counselling, anger management, and close monitoring of behaviour in class and around the school, or working with outside agencies.
8. Follow up meetings with the victim and conversations with their parents will be arranged to check that the bullying has ceased and that they feel safe.
9. Allegations of bullying will be recorded in a central file by the Deputy Headteacher and each confirmed incident will be reported to the local authority

Complaints:

A parent wishing to make a complaint about how an allegation of bullying has been dealt with should first speak or write to the Deputy Headteacher. The Deputy Headteacher will consider the complaint and respond to the points made.

If the parent or student is not satisfied they should refer their complaint to the Headteacher. If the Headteacher cannot resolve the complaint to the satisfaction of the parent or student, they have the right to complain to the Chair of Governors

Monitoring and evaluation:

1. All reports of potential bullying will be recorded on a school database as required by Ofsted to monitor patterns of behaviour and repeat offences. This will be kept by the Deputy Headteacher. Parents and students involved in incidents will be invited to give their views on how incidents have been dealt with.
2. The Deputy Headteacher will share information about bullying with relevant staff when appropriate to do so.
3. The policy will be reviewed on an annual basis by the Governors' Personnel and Guidance committee following consultation with students, parents and staff.

Relevant contacts at John Masefield High School:

Mr A Collard	Deputy Headteacher	Andy.Collard@jmonline.org.uk
Mr M Hawksworth	Head of Sixth Form	Mark.Hawksworth@jmonline.org.uk
Mr D Wyatt	House Leader Beacon	Dean.Wyatt@jmonline.org.uk
Mr A Bees	House Leader Holywell	Anthony.Bees@jmonline.org.uk
Miss D Fradgley	House Leader Jubilee	Donna.Fradgley@jmonline.org.uk
Mrs K Barker	House Leader Midsummer	Karen.Barker@jmonline.org.uk
Mrs L van Vuren	EAL Co-ordinator	Louise.vanVuren@jmonline.org.uk
Mrs J Reid	Chair of Governors	Janreid@me.com

Signed:
Chair of Governors

Signed:
Headteacher

Date:

Date:

Prepared by Deputy Headteacher
Due for review Autumn Term 2016

John Masefield High School and Sixth Form Centre
Registered Office: Mabel's Furlong, Ledbury, Herefordshire HR8 2HF
Registered in England and Wales
Company Number: 07631985
An exempt charity