

ANTI BULLYING POLICY



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loving
hopeful
curious
attentive
faith-filled
generous
eloquent
intentional
learned
prophetic
wise
grateful
discerning
compassionate
truthful
active

SUCCESSFUL RESILIENT GOSPEL VALUES

ANTI BULLYING POLICY

AIM

Schools should adopt a whole-school approach for promoting positive, respectful behaviour between staff and learners as part of their whole school approach to well-being. This approach should be woven through all school activity.

Creating an environment which encourages positive behaviour and addresses the root causes of unacceptable behaviour will help create an inclusive and engaging environment where learners feel safe and are ready to learn.

At St Richard Gwyn High School, our Mission is to inspire and form young people who are not only academically accomplished, but who are spiritually alert, culturally developed, and able to contribute effectively as Christians in the communities in which they live. Our Catholic ethos leads from the commandment "Love thy Neighbour" to the modern initiative on wellbeing. We all have a responsibility to help those in our school community to be happy. We do this by fostering a culture of respect and care for each other whether staff or pupil. All staff work hard to ensure that pupils' spiritual growth is in line with their academic and physical growth. It is the work of all, and may take a lifetime! In simple terms, we adapt our curriculum to include a faith content, we use words that encourage a spiritual outlook and ensure that time is set aside each day for reflection and prayer.

WHAT IS MEANT BY BULLYING?

There is no legal definition of bullying in Wales or indeed in Great Britain. Therefore, the definition used in this guidance builds upon widely used principles established in the UK since 1993. Welsh Government guidance defines bullying as:

Behaviour by an individual or group, usually repeated over time, that intentionally hurts others either physically or emotionally.

There are a number of distinctive elements associated with bullying. These include but are not limited to the following:

- **Intention to harm:** bullying is deliberate with the intention to cause harm. Those who bully others are often skilled at knowing exactly how to humiliate or hurt their target: picking on key aspects of their appearance, personality or identity that produces the effect wanted. They seek out the area in which they have power over their target.
 - **Harmful outcome:** someone or a group is hurt physically or emotionally. They can be isolated, humiliated or made fearful. Their sense of self-worth is reduced.
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ANTI BULLYING POLICY

- Direct or indirect acts: bullying can involve direct aggression, such as hitting, as well as indirect acts such as spreading rumours, revealing private information about someone or sharing intimate images with people for whom the information/ images were not intended.
- Repetition: bullying usually involves repeated acts of aggression. An isolated aggressive act, such as a fight, is not usually considered bullying. Yet any incident can be the start of a pattern of bullying behaviour which develops subsequently. That is why incident records are so valuable.
- Unequal power: bullying involves the abuse of power by one person or a group who are (perceived as) more powerful, often due to their age, physical strength, popularity or psychological resilience.

Bullying can take many forms, including:

- Physical – kicking, tripping someone up or shoving them, injuring someone, damaging their belongings or gestures of intimidation
 - Verbal – taunts and name-calling, insults, threats, humiliation or intimidation
 - Emotional – behaviour intended to isolate, hurt or humiliate someone
 - Indirect – sly or underhand actions carried out behind the target's back or rumour spreading
 - Online – using any form of technological means, mobile phones, social networks, gaming, chat rooms, forums or apps to bully via text, messaging, images or video (see appendix 2 for more information on online bullying)
 - Relational aggression – bullying that tries to harm the target's relationships or social status: drawing their friends away, exploiting a person's additional learning needs (ALN) or long-term illness, targeting their family's social status, isolating or humiliating someone or deliberately getting someone into trouble
 - Sexual – unwanted touching, threats, suggestions, comments and jokes or innuendo. This can also include sextortion, so called 'revenge porn' and any misuse of intimate, explicit images of the learner targeted.
 - Prejudice-related – bullying of a learner or a group of learners because of prejudice. This could be linked to stereotypes or presumptions about identity. Prejudice-related bullying includes the protected characteristics (including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). Prejudice can and does also extend beyond the protected characteristics and can lead to bullying for a variety of other reasons such as social status and background.
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ANTI BULLYING POLICY

There are specific types of bullying relating to protected characteristics. These can broadly be categorised into the following groups:

- Bullying connected with age
- Bullying involving learners with disabilities, which can include SEN
- Homophobic, biphobic and/or transphobic bullying
- Bullying connected with race, religion and/or culture
- Sexist and/or sexual bullying

WHAT IS NOT BULLYING?

Some behaviour, though unacceptable, is not considered bullying. The Welsh Government expects these instances to be dealt with in accordance with the school's behaviour/relationship policy to deal effectively with these incidents and prevent them from potentially escalating to become bullying. It is essential that these one-off incidents are recorded by the school and that this data is regularly reviewed by the school alongside data on bullying to inform future practice. Some cases might be a safeguarding matter or require involvement of the police. A young person may be in need of multi-agency support or therapeutic intervention.

The following examples are cases which would not normally be considered bullying:

- **Friendship fallouts** – a friendship feud may, however, deteriorate into bullying behaviour that is enabled by the fact that former friends have an intimate knowledge of the fears and insecurities of one another. Children and young people who are targeted by former friends feel the betrayal deeply and are frequently isolated from their former friendship group.
- **A one-off fight** – Welsh Government expects it to be addressed according to the school's behaviour policy unless it is part of a pattern of behaviour that indicates intentional targeting of another individual.
- **An argument or disagreement** between two children or young people is not generally regarded as bullying. Nevertheless, they may require assistance to learn to respect others' views.
- **A one-off physical assault** – Welsh Government expects it to be stopped and addressed immediately. Police involvement in cases where physical assault has happened may also be appropriate.
- **Prejudice-related incidents** – A prejudice-related incident can be defined as:

“Any incident which is perceived to be prejudice or discriminatory by the victim or any other person hearing or witnessing the incident”.

ANTI BULLYING POLICY

It is crucial that schools act on and record such incidents to ensure that they are clearly seen as unacceptable within the school community. Whilst not meeting the definition of bullying because they may not be repeated over time, they are no less hurtful to the child or young person subject to this. These incidents could be linked to stereotypes or presumptions about identity.

WHY IT IS IMPORTANT TO PREVENT AND CHALLENGE BULLYING

As a Catholic school we pride ourselves on fostering a culture of respect and care for each other whether staff or pupil. With our liturgical curriculum we educate and challenge all about bullying. Form times and the PSE curriculum help discuss the importance of developing respect, feeling safe and students wellbeing. We work with families to try to prevent and challenge bullying.

See appendix 3 for legislation relating to bullying.

HOW AWARENESS OF BULLYING WILL BE RAISED

If there is a good level of awareness in the whole school community about unacceptable behaviour it is likely more learners will come forward to report it.

At St Richard Gwyn we will:

- Ensure that all staff receive regular training on the anti-bullying policy and procedures
 - Ensure that, on induction, all new staff are made aware of the policy, the approach taken by the school and how the procedures are administered
 - Ensure that playground, lunch time and school transport supervisors and school administrators are fully aware of the policy and the procedures they should follow
 - Regularly canvas children and young people's views on the extent and nature of bullying.
 - Ensure that pupils know how to express worries and anxieties about one-off incidents and bullying.
 - Ensure that all pupils are aware of the range of sanctions that may be applied against those engaging in one-off incidents and bullying
 - Involve pupils in anti-bullying campaigns in schools.
 - Publish the anti-bullying policy on the school website
 - Publicise details of useful helplines and websites
 - Offer support to pupils who have been bullied (both perceived and actual)
 - Work with pupils who have been bullying in order to address the problems they have.
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ANTI BULLYING POLICY

HOW ANTI-BULLYING AND WORK TO PREVENT ANY PREJUDICE-RELATED INCIDENTS WILL BE EMBEDDED IN THE CURRICULUM RATHER THAN AN ISOLATED ANNUAL EVENT (SUCH AS DURING ANTI-BULLYING WEEK)

Creating an environment which encourages positive behaviour and addresses the root causes of unacceptable behaviour will help create an inclusive and engaging environment where learners feel safe and are ready to learn.

SUCCESSFUL FUTURES

Successful Futures identifies 4 purposes for the curriculum. It recommends that the entirety of the school curriculum should be designed to help all children and young people to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world, ready to be citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The Health and Well-being Area of Learning and Experience is about the physical, psychological, emotional and social aspects of our lives.

One-off lessons or short 'blitz' type activities are less likely to succeed than work embedded in the curriculum which progressively addresses relationships, positive behaviour and resilience.

Work across the curriculum builds a supportive school culture and shared values. It can be instrumental in enabling and empowering learners to acquire and maintain the social skills that will allow them to constructively manage their relationships with others and equip them to respond to bullying in an appropriate and, if necessary, assertive way. This approach to bullying enables the issue to be introduced progressively in an age, gender and culturally appropriate way and not treated as a 'one-off' lesson. It allows learners to make use of preferred and appropriate learning styles and can include the use of literature, audio visual material, drama, music, debates and outside visitors.

Targeted initiatives provide an opportunity to reinforce a positive and inclusive school culture. This can include awareness days, workshops, signposting and drop-in sessions as well as involving the wider neighbourhood and utilising a variety of organisations.

Schools should not be restricted to embarking on targeted initiatives only within dates set aside for planned prevention activities. In fact, limiting discussion of equality or discrimination issues solely to preordained calendar dates misses numerous opportunities for 'teachable moments' such as what is topical in the news.

ANTI BULLYING POLICY

At St Richard Gwyn we will:

- Have daily acts of worship / reflection that focus on our community and Catholic Ethos.
- Have a pastoral and wellbeing team that supports all students.
- Have a structured PSE curriculum to support our anti-bullying policy.
- Have weekly liturgical assemblies.
- Work with external agencies like "Show Racism the Red Card" to develop and educate our learners and staff.

INVOLVEMENT OF STAFF, LEARNERS, PARENTS/CARERS AND SCHOOL GOVERNORS IN DEVELOPMENT AND IMPLEMENTATION OF THE POLICY

Successful implementation of an effective anti-bullying strategy to challenge one-off incidents and prevent bullying in schools must involve the whole school community. Taking a whole-school approach is more likely to succeed than a single initiative by a teacher or group of learners.

Without the wholehearted involvement of the school population anti-bullying strategies are not likely to succeed as they are unlikely to be successfully implemented. Schools should consult learners as an essential step in all stages of anti-bullying work.

If learners feel 'ownership' of the anti-bullying strategy, they are more likely to abide by it. It also allows them to influence decisions on matters that affect them, in line with their rights under the UNCRC. As respected members of the school, learners are more likely to feel a sense of belonging.

Successful anti-bullying work respects every member of the school community and demonstrates this respect rather than imposing a set of rules onto learners without any reference to how well this is working.

At St Richard Gwyn, we will:

- engage widely with the school community to ensure that our policies and procedures are relevant and update them accordingly
 - set clear and realistic objectives about what the strategy aims to achieve (awareness raising activities will be undertaken to promote these objectives among staff and learners)
 - provide training, on how to implement the objectives of the strategy
 - consult with all those involved in implementing the strategy as to how well the strategy is working
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ANTI BULLYING POLICY

It is imperative that children and young people are taught, both at home and in school, about building and maintaining respectful relationships. This is the foundation on which positive behaviour is based.

Parents/carers have an important role to play, as part of the school community, in taking responsibility for their child's behaviour inside and outside school. Partnership working between the school and parents/carers to maintain high standards of behaviour and to encourage respect and kindness towards other people is vital.

Schools should engage with parents/carers, taking into account the following considerations when developing and rolling out their anti-bullying strategy.

At St Richard Gwyn, we will ensure that parents/carers:

- are aware of the strategy
- know how the school would like them to report any concerns and how to escalate matters appropriately should they not be satisfied with the outcome of their initial concern
- know who to speak to when raising a concern about bullying or one-off incidents and evidence to provide
- have been engaged to support their children and support the vision and values of the school
- are aware that prejudice and discrimination are unacceptable within the school community
- are aware of the school's complaints procedure, in case they are not satisfied with the way the school has dealt with a case of reported one-off incidents and bullying
- are aware that one-off incidents and bullying relating to school staff via social media is not acceptable.

SIGNS A CHILD OR YOUNG PERSON MIGHT BE EXPERIENCING BULLYING

Indicators that a child is being bullied could include:

- Reluctance to go to school
 - Appearing frightened of / during the journey to and from school
 - Changing their usual route
 - Being anxious, moody, withdrawn, quiet
 - Complaining of illnesses such as stomach aches and headaches
 - Bed-wetting in a previously dry child or young person
 - Having nightmares or sleeping difficulties
 - Coming home regularly with missing or damaged possessions
 - Arriving home hungry
 - Asking for extra money or stealing money
 - Truancing
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ANTI BULLYING POLICY

- Deterioration in their work / handwriting
- Not eating
- Unexplained cuts and bruises
- Being aggressive and bullying others
- Giving improbable excuses for any of the above

HOW BULLYING AND PREJUDICE-RELATED INCIDENTS WILL BE PREVENTED, INCLUDING ON JOURNEYS TO AND FROM SCHOOL

CREATING A WHOLE-SCHOOL ETHOS

Effective schools take a proactive approach to preventing all one-off prejudice incidents (perceived or actual) and bullying and to mitigate their effects when they occur.

At St Richard Gwyn School we will:

- adopt a whole-school approach for promoting positive, respectful behaviour between staff and learners as part of our whole school approach to well-being – this approach will be woven through all school activity
- create an environment which encourages positive behaviour and addresses the root causes of unacceptable behaviour – this will help create an inclusive and engaging environment where learners feel safe and are ready to learn
- teach children and train staff about respect, positive behaviour, stereotypes and addressing prejudice
- build confidence to enable unacceptable language to be challenged and addressed
- ensure effective supervision between lessons with safe places provided for vulnerable learners during these times
- communicate a clear message of positive behaviour, kindness, loyalty and team spirit

TAILORING INTERVENTION

Young children who bully others using insults may not always understand the hurt they have caused and may be repeating what they have heard at home or in the community.

We will address this through:

- sensitive restorative work
- group activities exploring why some words are unacceptable can be used
- meetings with parents/carers to remind them about the values of the school

When young people become adolescents, they are more likely to be influenced by their peers and therefore interventions should address the whole group or class so that the majority opinion can be heard.

ANTI BULLYING POLICY

WHEN THE SCHOOL WILL TAKE ACTION IN RELATION TO PREJUDICE-RELATED INCIDENTS AND BULLYING OUTSIDE THE SCHOOL

Bullying outside school can include online bullying. Information on this can be found in appendix 2.

Welsh Government guidance states that while schools are able to regulate certain conduct off school premises, such as one-off incidents and bullying behaviour, they can only impose sanctions when the learner is on the school site or under the lawful control or charge of a member of staff. A sanction could be imposed while a learner is on a school trip, but not while the learner is on their journey home from school for instance. In such circumstances, the member of staff could indicate to the learner that they have been seen misbehaving and/or engaging in bullying behaviour and will receive a sanction; however, the member of staff must wait until the learner is next in school to apply the sanction.

The Welsh Government expects that any misbehaviour, including one-off incidents and bullying, on the journey to and from school should be dealt with using the most appropriate policy, such as the school's behaviour/anti-bullying policies or by enforcement of the Travel Code.

See appendix 3 for more information on the Learner Travel (Wales) Measure 2008.

At St Richard Gwyn School, we will:

- Work with the Vale transport to make sure that learners are safe when travelling to and from school and any reported incidents of prejudice or bullying on this transport is dealt with in accordance to our policy.
- Share information with families about any reported incidents on school transport or when a student is travelling to or from school.
- Follow our school policy with sanctions for incidents of travelling to and from school.

HOW THE SCHOOL WILL RESPOND TO INCIDENTS

Headteachers should ensure that all school staff, are aware of the procedures to follow if a learner reports being bullied or a prejudice-related incident.

All staff should be mindful that a learner may approach any member of staff they trust. Staff training and regular updates will increase their readiness and confidence to notice and respond when issues around one-off incidents and of bullying present.

ANTI BULLYING POLICY

The most effective interventions are sustained over the long-term, developed with staff, learners, parents and partners in the community. These are monitored, evaluated and revised to reflect changes in circumstances or context. Interventions are supported by a school ethos which inhibits one-off incidents, as well as bullying whilst promoting empathy and respect for diversity. A single strategy or initiative is unlikely to provide a solution to bullying and the most effective anti-bullying strategy will usually include a range of tools which can be adapted to suit particular incidents and form part of the school's wider whole-school approach to well-being.

Interventions may be at class level, year group level or only with the perpetrator/s.

Whole-school response

There are frequently learning opportunities for the whole class or year group which can be implemented without mentioning the name of the person who reported it. This protects against retaliation.

Responding to the perpetrator

At St Richard Gwyn we will:

- address the perpetrator/s according to the procedures and agreed sanctions in the school if they are found to have acted inappropriately
- give perpetrators the opportunity to put their side of the story before any decisions on penalties are made
- determine the most appropriate sanction in line with behaviour policy
- aim to address the root causes for the one-off incidents and/or bullying happening in the first instance – this is likely to have the greatest impact in preventing the issue from continuing.

Where isolation is used to tackle bullying, this will be used short-term and as part of a longer-term plan for addressing the root cause of the bullying.

Staff will explain to pupils the reason why they have been isolated and outline that the strategy is a short term intervention as part of a longer term plan to address the issue.

At St Richard Gwyn we will follow a staged approach to our anti-bullying policy for one-off incidents and repeat offences;

Stage 1 – Awareness Meeting

Student identified as a perpetrator of bullying behaviours. The matter is investigated and the student meets with either the Head of Engagement / progress leader. The alleged incident is logged on the central register (my concerns) and discussed along with perceived involvement and behaviours displayed. Families informed as appropriate.

ANTI BULLYING POLICY

Stage 2 – Informal Warning

Further incident as a perpetrator of bullying behaviours towards the same victim or another student. The incident is logged, investigated and the student meets with either the Head of Engagement, Progress Leader or Assistant Head responsible for the relevant Key Stage. The alleged incident is discussed along with perceived involvement, behaviours displayed and suggested resolution to the situation. An informal Warning letter is issued and families are invited to meet with either the Head of Engagement, Progress Leader or Assistant Head responsible for the relevant Key Stage. This warning will last for 6 months from the date of issue providing there are no further incidents.

Stage 3 – Formal Warning

Further or on-going incidents of bullying, or a number of reported incidents with different victims. The incident is investigated and logged. A formal warning letter is issued. The student and their family are invited to a meeting with either the Head teacher or the Deputy Head and the Head of Engagement. A formal plan will be devised and monitored to help support the student to change their behaviours. In more serious cases, where considering the entire behaviour of a student the Headteacher has the discretion to issue a Formal Warning without issuing an informal warning. A formal warning will last for a minimum of 12 months from the date of issue providing there are no further incidents.

Stage 4 – Leadership Team Conduct Panel

Continued bullying of a student or a number of students. The incident is investigated and logged. The perpetrator and their family are required to attend a Leadership Team Conduct Panel where a suggested way forward will be discussed along with potential consequences should bullying behaviours continue. A formal plan will be issued or updated. This panel may vary the plan and or extend the period of the Formal Warning.

Stage 5 – Governors Conduct Panel

Continued bullying of a student or a number of students. The incident is investigated and logged. The perpetrator(s) and their family will be required to attend a Governors conduct panel. The family and student are warned that the student is at risk of permanent exclusion from school. A suggested way forward will be discussed along with potential consequences should bullying type behaviours continue. A formal plan will be issued or updated. This panel may vary the plan and or extend the period of the Formal Warning.

Stage 6 – Permanent Exclusion

Sanctions and support will be offered / issued on a case-by-case basis and will be linked to the individual circumstances of the incident and the needs of the victim and the actions of the perpetrator.

ANTI BULLYING POLICY

HOW TO REPORT BULLYING

At St Richard Gwyn there are several ways in which pupils can report one-off incidents and bullying. These include:

- trained peer supporters or buddies (Peer Mentors are available every lunchtime to support their peers)
- a quiet and private space to talk
- pastoral leads (progress leaders & wellbeing team) and staff available at key times
- school nurses or counsellors
- School emails to the wellbeing team

SUPPORTING THE PUPIL WHO HAS REPORTED THAT THEY HAVE BEEN BULLIED

EFFECTIVE LISTENING

Those who are targets of one-off incidents (perceived and actual) and bullying tend to feel powerless. One of the first steps when responding to incidents is to work to restore their capacity to make choices for themselves. Using effective listening techniques staff (or a peer supporter where these are used) can help the targeted learner to feel they are doing something about the problem.

We will:

- acknowledge calmly the anger or distress of the targeted child or young person speaking
- try not to rush them if they need time to process their thoughts
- be mindful that it may have required considerable courage to come and report what is happening
- thank the learner for reporting the problem
- explain to them the next steps of how their concerns will be taken forward

CONSIDER THE SETTING

We will:

- sit at the same level as the learner reporting their experience of bullying
 - place chairs at a slight angle rather than directly opposite each other to help reduce any conscious or unconscious sense of confrontation or opposition
 - ensure privacy to avoid learners overhearing what is said or seeing a meeting taking place (note that for safeguarding best practice, it should be possible for other staff to observe the meeting)
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ANTI BULLYING POLICY

SAVING EVIDENCE

Learners who are bullied or subject to a one-off incident should be encouraged, where possible, to keep evidence of the activity. Evidence may include:

- threats or images sent on or offline by messaging, conversations, notes or images, damaged clothing or other belongings, online conversations or notes
- witness statements or additional evidence from bystanders
- dates and times when things happened
- screenshots

Bullying and one-off incidents rupture healthy self-esteem, replacing positive beliefs about oneself with beliefs linked to shame, disgust, criticism, incapacity, powerlessness and helplessness. When deciding on next steps to increase the self-efficacy of the learner who reports being bullied, staff should where possible give pupils an element of choice. Choices offered to the targeted learner may include:

- how the incident will be handled
- whether changes to the learner's current journey to or from school should be considered in more detail
- whether the learner would like help from peer supporters or agrees to join a club or activity.

WHAT LEARNERS CAN EXPECT

Welsh Government has produced helpful guidance for children and young people:

- Challenging bullying: rights, respect, equality. A guide for children:
<https://gov.wales/sites/default/files/publications/2019-11/rights-respect-equality-guide-for-children.pdf>
- Challenging bullying: rights, respect, equality. A guide for young people:
<https://gov.wales/sites/default/files/publications/2019-11/rights-respect-equality-guide-for-young-people.pdf>

Schools should ensure that this information is readily available to all pupils.

At St Richard Gwyn we will:

- Regularly canvas children and young people's views on the extent and nature of one-off incidents and bullying
 - Ensure that pupils know how to express and report worries and anxieties about one-off incidents and bullying
 - Ensure that all pupils are aware of the range of sanctions that may be applied against those engaging in one-off incidents and bullying
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ANTI BULLYING POLICY

- Involve pupils in anti-bullying campaigns in schools
- Publicise the details of helplines and websites
- Offer support to pupils who have been bullied
- Work with pupils who have been bullying in order to address the problems they have
- Encourage pupils to discuss anti-bullying, for example through the school council
- Put posters around the school, in language that can be clearly understood by all pupils

WHAT PARENTS/CARERS CAN EXPECT

Welsh Government has produced helpful guidance for parents and carers:

- Challenging bullying. Rights, respect, equality: guidance for parents and carers
<https://gov.wales/sites/default/files/publications/2019-11/rights-respect-equality-guidance-for-parents-and-carers.pdf>

At St Richard Gwyn we will:

- Ensure that parents / carers know whom to contact if they are worried about one-off incidents and bullying.
- Ensure that parents know about our complaints procedure and how to use it effectively.
- Ensure that parents / carers know where to access independent advice about one-off incidents and bullying.
- Work with parents and the local community to address issues beyond the school gates that give rise to one-off incidents and bullying.

Having reported an issue regarding bullying to the school, if a learner or their parent/carer does not feel that the school has taken it seriously or has not addressed their concern to a satisfactory standard, they can make a formal complaint.

The school complaints policy is available on the school website and made available on request from the school or school governing body.

HOW BULLYING AND ONE OFF PREJUDICE-RELATED INCIDENTS WILL BE RECORDED AND MONITORED

The Welsh Government expects schools to have in place mechanisms for reporting and recording bullying which are clearly communicated to the whole school community. The Welsh Government expects the information schools record and monitor to relate directly to their school's definition of bullying and broader provisions outlined in their school's anti-bullying strategy and policy.

ANTI BULLYING POLICY

The Welsh Government expects schools to record all incidents of bullying, outlining the specific types of bullying, including bullying around the protected characteristics. The Welsh Government expects schools to monitor processes regularly. This will enable schools to modify their bullying policies to respond to specific trends and emerging issues in a swift and effective manner. Schools are likely to find this helpful in the context of their PSED under the Equality Act 2010. This information could also be used by schools when reviewing their equality objectives and monitoring the impact of their anti-bullying policies.

At St Richard Gwyn we will use the forms found in appendix 4 to record each bullying or prejudice related incident.

If there is a good level of awareness in the whole-school community about unacceptable behaviour it is likely more learners will come forward to report it. A high number of incidents alone is not therefore an indicator that the school is ineffective. It could be the result of recent awareness raising work or anti-bullying activities.

Where schools report that they have no bullying, this may be as a result of the reporting mechanisms being ineffective whereby learners do not feel safe in raising their concerns. Schools reporting zero cases of bullying may be challenged through the inspection process to clarify what mechanisms the school employs to ensure learner well-being and inclusivity.

Where schools have recorded incidents of bullying, they should demonstrate that they are taking action to challenge bullying, address unacceptable behaviour and improve learner well-being.

As stated in Section 2 not all forms of unacceptable behaviour can be defined as bullying. At St Richard Gwyn no discriminatory or prejudicial actions or comments against pupils with protected characteristics will be tolerated and these will also be recorded monitored to ensure that all pupils are treated with respect. The incident form found in appendix 4 will be used to record these “one-off” incidents.

In some cases, bullying may be so severe as to become a safeguarding matter or require involvement of the police. A young person may be in need of multi-agency support or therapeutic intervention. If this is the case, this will be reported to the DSP who will contact the local authority safeguarding officer.

At St Richard Gwyn we will:

- implement an ongoing cycle of school-level data recording, monitoring and analysis of anti-bullying and one off incident information
 - use school level anti-bullying and one off incident data to identify priority areas for implementing whole school improvement
 - take action to make those improvements
 - share all data with the local authority
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ANTI BULLYING POLICY

HOW LEARNERS AND/OR PARENTS/CARERS CAN APPROPRIATELY ESCALATE THE MATTER IF THEY DO NOT FEEL THAT THEIR CONCERNS ARE BEING TAKEN SERIOUSLY

Having reported an issue regarding bullying to the school, if a learner or their parent/carer does not feel that the school has taken it seriously or has not addressed their concern to a satisfactory standard, they can make a formal complaint.

Under section 29 of the Education Act 2002, school governors are required to have and publicise a complaints procedure ensuring anyone with an interest in the school can raise a complaint, confident it will be considered properly and without delay.

HOW THE SCHOOL WILL EVALUATE AND REVIEW ITS POLICY AND STRATEGY

This policy will be reviewed on an annual basis and updated where required.

In reviewing the policy, all members of the school community, including members of the governing body will be consulted.

Effective schools will use surveys of learners' experiences to ask whether or not a learner, if bullied or subject to a one-off incident, reported it and were happy with the subsequent outcome. This gathering of feedback in order to learn lessons and continuously improve, more than any other, is of importance to establish trust among learners. Learners need to believe it is worthwhile to report being bullied and trust action will be taken on an individual and whole school level.

At St Richard Gwyn we will:

- use surveys and group discussions to identify which aspects of the school's current policy and strategy work well and any areas for improvement
 - regularly seek the views of learners, parents/carers and staff, through surveys and discussions, to measure the extent of bullying and one off incidents (perceived and actual), behaviour present
 - monitor incidents of bullying and one off incidents (perceived and actual) and identify patterns of behaviour and the extent of bullying. This will enable us to modify our anti-bullying policy if required to respond to specific trends and issues.
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ANTI BULLYING POLICY

SECTION 3: APPENDICES

Appendix 1: Specific types of bullying and prejudice-related incidents

Specific types of bullying linked to protected characteristics

There are specific types of bullying related to protected characteristics. These can broadly be categorised into:

- bullying connected with age
- bullying involving learners with disabilities, which can include ALN
- homophobic, biphobic and/or transphobic bullying
- bullying connected with race, religion and/or culture
- sexist and/or sexual bullying

Bullying involving learners with disabilities and/or ALN

Reports from Mencap and the Anti-Bullying Alliance show that children and young people with disabilities and/or ALN are more likely to experience bullying than their peers. A study by the Institute of Education in 2014 found that even after controlling other factors that might influence the likelihood of a child being bullied, at age seven a child with ALN is twice as likely to be bullied as a child with no ALN. Welsh Government expects schools to be proactive in countering this trend.

Learners with a disability and/or ALN learners may be more vulnerable to bullying because:

- of negative attitudes towards disability or perceived disability
- of a lack of understanding of different disabilities and conditions
- they may not recognise they are being bullied
- they may be doing different work or have additional support at school
- they may be more isolated than others due to their disability or condition
- they may find it harder to make friends as a result of their disability or condition
- they may exhibit perceived bullying behaviour due to their disability or condition, e.g. autistic learners may not be aware of other people's personal space, or learners with attention deficit hyperactivity disorder (ADHD) may interrupt conversations or talk over other learners
- they may experience lots of change, e.g. moving from a mainstream to a special school or pupil referral unit or spending periods of time in hospital.

Disabled and/or ALN learners may also find it more difficult to resist perpetrators because they have fewer friends to defend them and have difficulties telling someone if it occurs. They can be extremely adversely affected by bullying. In addition to being distressing, it can isolate them further and set back their social and educational development.

ANTI BULLYING POLICY

Bullying of learners with disability and/or ALN can take the form of any of the traditional forms of bullying. However, there are additional forms of bullying that ALN/disabled learners may experience.

Conditional friendship

In these cases a group will allow a target to believe they are accepted into the friendship group. The group may however be using the target or place conditions on them in order to be part of the group. They might make the target the subject of their jokes, use them to run errands or even engage in criminal activity for them.

Exploitative

In these cases the bullying takes the form of deliberately subjecting a target to something they cannot tolerate. For example, if a target is especially sensitive to sounds or smell, exploitative bullying might be where the perpetrator repeatedly spreads food over their work or makes loud noises to startle them. The eventual aim is to get the target child or young person into trouble because they will gradually become more stressed until they have an outburst of anger and/or retaliate.

Manipulative

In these cases the perpetrator manipulates the target, who at first may not realise what is happening. They might believe the other child/young person or group of children/young people like them and they are friends. However, the perpetrator might manipulate the target into high-risk relationships where the bullying becomes very controlling.

Positive action

While research suggests children and young people with disabilities and/or ALN are more likely to experience bullying than their peers, it is important to remember that not all disabled and/or ALN children and young people are bullied.

Welsh Government expects schools to address bullying holistically while also taking into account the individual needs and circumstances of learners with disabilities and/or ALN; under the PSED, schools are also under an obligation to ensure appropriate and effective action is taken to remove or minimise disadvantages encountered by learners due to their disabilities or ALN.

Social model

In 2002, the Welsh Assembly Government adopted the social model of disability as the foundation of its work on disability in Wales.

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The social model of disability offers a different perspective on disability, whereby disability is caused by the way society is organised, rather than by a person's impairment or difference. The social model of disability looks at ways of removing barriers that restrict life choices for people with impairments or differences. When barriers are removed, disabled people can be independent and equal in society, with choice and control over their own lives.

The social model of disability makes the important difference between impairment and disability. It recognises that people with impairments are disabled by barriers that commonly exist in society.

It is not the inability to walk that prevents a person entering a building unaided, but the existence of stairs that are inaccessible to a wheelchair user. Disability is socially constructed and the social model of disability requires society to remove the barriers so all people have equality. In schools this ethos is a key element of developing a truly inclusive environment and an effective disability equality scheme and anti-bullying policy.

Homophobic, biphobic and transphobic bullying

Homophobic, biphobic and transphobic bullying are specific forms of bullying motivated by prejudice against lesbian, gay, bisexual or transgender (LGBT) people (including those questioning their sexuality), someone with a LGBT relative or simply because a learner is different in some way. It is not characterised by specific acts but by the negative attitudes and beliefs towards LGBT people that underlie these.

When a perpetrator identifies someone as 'different' this can be because the target does not conform to the 'expected' or 'gender appropriate' behaviour expected of someone. It is the learner's identity which is attacked. Homophobic, biphobic and/or transphobic bullying can therefore be experienced by a child or young person regardless of gender or sexual orientation.

Key issues for LGBT learners experiencing bullying

A 2017 Stonewall report found that nearly three in five LGBT learners in Welsh schools who took part in a survey reported that their schools say homophobic and biphobic bullying is wrong, while just one in three report that their schools say transphobic bullying is wrong. The report also found that more than four in five LGBT learners report that they have never learned about or discussed bisexuality at school, making bisexual children and young people feel even more isolated, especially where sexual orientation can sometimes wrongly be conceived as a binary of being straight or gay/lesbian, and bisexual people's identity and experiences sometimes dismissed.

The Welsh Government expects schools to incorporate anti-bullying work in the wider context of an equalities and social justice approach to respectful and healthy relationships and violence prevention. This should be done as part of a whole-school approach to celebrating difference, including embedding LGBT issues across the curriculum.

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Homophobic, biphobic and transphobic insults used in place of other insults or indirectly

In schools where learners believe they will not be challenged when using homophobic insults and/or actions, they may use such language or actions towards others they are targeting for other reasons, such as ALN or race, religion or culture. The homophobic insults are being used as a proxy for the language and/or actions they know they are likely to be challenged for using, such as racist insults. This behaviour can be observed through incident records or learner surveys, e.g. if learners with ALN report higher than average incidents of homophobic bullying.

In schools, homophobic, biphobic and transphobic language and actions can be wide-ranging and used directly or indirectly to:

- deride or disparage someone considered inferior or risible
- insult a learner with a lesbian, gay or bisexual parent/carer or relative
- use sexual orientation to denigrate the actions of another
- imply something is unacceptable
- intimidate someone or make them feel uncomfortable through insinuation
- undermine and bully a learner by suggesting that they are lesbian, gay or bisexual, including by spreading rumours and malicious gossip
- bully a male or female learner considered effeminate or masculine respectively
- put down a learner with a gender non-conforming friend or family member
- imply gender variance is unacceptable
- verbally bully a target considered gender-fluid.

Positive action

Homophobic, biphobic and transphobic bullying cases require very sensitive responses. The family of the target may respond in ways that distress the child or young person further due to community pressure, homophobic, biphobic and/or transphobic views, or possibly through being unaware of their child's sexual orientation.

Welsh Government expects schools to work with families to ensure the right support, at the right time, is provided for the learner to ensure the best outcomes for that child or young person. Under the PSED schools are also under an obligation to ensure appropriate and effective action is taken to remove or minimise disadvantages encountered by learners due to their having protected characteristics.

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Sexist and sexual bullying

In 2015 Girlguiding UK found that 75 per cent of girls and young women said anxiety about potentially experiencing sexual harassment affects their lives in some way. The same survey found that 90 per cent of young women aged 13–21 agreed that the UK Government should make sure all schools are addressing sexual harassment and bullying in schools.

Sexist bullying is based on sexist attitudes repeatedly expressed in ways that demean, intimidate and/or harm another person because of their sex or gender. It may sometimes be characterised by repeated inappropriate sexual behaviours including harassment, groping, 'upskirting', 'downshirting' and use of humiliating sexist language. In rare cases violence may be used.

Sexual bullying may be physical, verbal or psychological. Behaviours may involve suggestive sexual comments or innuendo including offensive comments about sexual reputation or using sexual language that is designed to subordinate, humiliate or intimidate. It may involve sharing of explicit images online, sometimes by multiple people, coercion or unwanted sexual touching.

It is also commonly underpinned by sexist attitudes or gender stereotypes. Sexual bullying and sexual harassment are terms which are often used interchangeably in schools, with sexual bullying often regarded as a type of sexual harassment. Whether the incident is considered sexual bullying or sexual harassment, Welsh Government expects schools to address the issue through their anti-bullying, behaviour or safeguarding policy (whichever is deemed most appropriate). Sexual bullying can affect boys and girls.

Positive action

Girls and young women are most frequently harmed by sexist and sexual bullying; however, boys and young men can also suffer sexist and sexual bullying and humiliation, e.g. by a group of girls/young women or a former girlfriend. Where this happens, Welsh Government expects that schools will not treat these cases any differently or less seriously than those involving girls and young women.

Welsh Government expects schools to consider all learners as potentially at risk of sexist or sexual bullying, particularly where they are perceived by others to not conform to dominant or stereotypical gender roles. Under the PSED, schools are also under an obligation to ensure appropriate and effective action is taken to remove or minimise disadvantages encountered by learners owing to their having protected characteristics.

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Bullying linked to skin colour, nationality, religion and/or culture

This form of bullying describes a range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded or powerless because of their colour, ethnicity, culture, faith (including lack of faith), national origin or national status.

The equality Act 2010 offers protection based on a range of characteristics including race, ethnicity, religion and belief. The Act defines race as including skin colour, nationality and ethnic or national origins. Direct discrimination, indirect discrimination, harassment or victimisation targeted at an individual because they possess a protected characteristic, or are perceived to have a characteristic is against the law. If a school treats racist bullying less seriously than other forms of bullying, it may be in breach of the Equality Act.

As the Act applies to how a school treats a pupil but does not apply to relationships between pupils, the working definitions of racism and a racist incident proposed in the report of the Stephen Lawrence Inquiry in 1999 remain relevant.

The report defined racism as:

Conduct or words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin

This is an expansive definition and reflects the personal, political, as well as institutional nature of racism.

The report describes a racist incident as:

Any incident which is perceived to be racist by the victim or any other person

A racist incident becomes racist bullying when it is persistent, intentional and involves an imbalance of power.

Forms of racism

Racism targeting skin colour, religion, nationality, national status and culture is widespread and schools must continue to be alert in order to consistently challenge it.

The Local Authority, EHRC (Equality and Human Rights Commission), Welsh Government and ESTYN expect schools to consider for example, the following:

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Racism targeted at Gypsies, Roma and Travellers – Gypsy, Roma and Traveller people are the target of a number of misleading and harmful stereotypes, many of which are deep-rooted in the public consciousness in the UK. Negative representations in the media further exacerbate the prejudice experienced by these individuals. It has even been suggested that discrimination towards Gypsies, Roma and Travellers remains 'permissible' in the UK. This is unacceptable and racist attitudes and stereotyping must be challenged in schools. As with all children, it is also important to build trust so that children and young people of Gypsy, Roma and Traveller backgrounds feel confident and able to report racism.

Anti-refugee prejudice – The political discourse and media reporting around immigration has heightened tensions between communities and created a challenging climate for refugees and asylum seekers in the UK. There is a trend of using dehumanising language when discussing immigration, e.g. words such as 'swarming' and 'invasive'. Refugees and asylum seekers are often represented as a threat or a drain to public funds, and their motives for settling in the UK are regularly questioned. Schools must be alert to these influences and ready to counter negative narratives around refugees and asylum seekers. Schools should also be aware that some refugee and asylum-seeking children and young people may have endured traumatic experiences in their country of origin or during their journey to the UK, and of the further harm that could be caused by incidents of bullying.

Anti-Semitism – This is hostility, dislike or fear of Jews and Jewish things, manifested in discriminatory attitudes and actions. The online space has seen a proliferation of Anti-Semitic conspiracy theories in recent times, some of which are being repeated by school pupils. Again, these must be countered through preventative education. Anti-Semitism is frequently exacerbated in Britain by events and underlying conflicts elsewhere in the world, particularly the Middle East.

Anti-Muslim prejudice– Hostility or misinformation around religion of Islam which results in discrimination against Muslim individuals and communities. The Local Authority, EHRC, Welsh Government and Estyn expect that schools should play an active part in countering anti-muslim prejudice and hostility within their own spheres of influence. This may be done through education about the religion and the use of positive role models, for example. Anti-Muslim prejudice is not necessarily to do with hostility to Islamic religious beliefs, but with denying equal rights and respect to people of Islamic heritage and perpetuating media-driven, unfounded stereotypes.

The Local Authority, EHRC, Welsh Government and Estyn expect that schools to consider, when recording incidents of racist bullying, that there should be distinct and separate categories for noting the basis of the racist bullying, e.g. on the basis of religious heritage. This will ensure patterns of behaviours and attitudes can be more easily detected, and a response can be put in place. Racist incidents should be reported to the local authority on a termly basis in order to show that the school is responding appropriately and to access any further support that may be needed.

ANTI BULLYING POLICY

Under Public Sector Equality Duty, all schools have a responsibility to foster good relations with those who have protected characteristics and those who do not. It is known that bullying is very often motivated by hostility or prejudice based on a person's actual or perceived race, religion or culture. At the root of such bullying is a view that some people are different or 'other'. By 'othering' through remarks and insults it becomes easier to see any group as set apart and to dehumanise them. This can remove all compassion. The role of schools in helping every learner feel they belong is of immense value in building a cohesive society. Very young children do not see difference until they learn or adopt attitudes and prejudices which may be present around them. Schools should ensure their learning environments, materials and curriculum are inclusive and that all children treat those around them with respect.

Positive action

The Local Authority, EHRC, Welsh Government expects and ESTYN expect schools to work with learners, their families and communities to ensure the right support, at the right time, is provided to learners to ensure the best outcomes for that child or young person. Under the PSED, schools are also under an obligation to ensure appropriate and effective action is taken to remove or minimise disadvantages encountered by learners owing to their having protected characteristics. This may include close monitoring in terms of attainment data, the use of embedded anti-racism education and resources and the utilisation of positive role models.

ANTI BULLYING POLICY

Appendix 2: Online bullying and one-off incidents

Understanding children and young people's lives in a digital age is a complex task and considering the implications for education is often a fine balance. On one hand there are calls to recognise the sophistication of children and young people's everyday uses of digital media, and for much greater integration of technology in education to equip learners effectively for their current and future lives. On the other hand, there are anxieties about the implications of extensive screen time and online harms that are hard to regulate and difficult to confine. Moreover, while many children and young people gain understanding and experience of digital environments from birth, their access to devices and experience of using technologies varies considerably. This disparity is not just linked to economic circumstances but to the different ways in which digital toys and resources are taken up within different families.

Often digital technologies simply provide new ways of doing the same kinds of things people were doing already, e.g. socialising online rather than through face-to-face engagement.

Where a technological future is inevitable, schools need to consider the digital impacts from which children and young people need to be protected while gaining digital competence, preparing them for the world ahead.

While technology facilitates traditional bullying behaviours such as insults or rumour-spreading it also provides additional ways to bully and humiliate others such as through the misuse of images or videos, live-streaming, using anonymous messaging apps or harassing someone online. Online bullying often occurs at the same time or follows on from traditional bullying but can occur in isolation.

The perception of being able to act anonymously online often leads to disinhibited and cruel behaviour that would be less likely face-to-face. Technology may help those who lack power or popularity offline to have power over others or bully online. In this way, learners who find themselves targeted offline may retaliate anonymously online.

Online bullying behaviour can take different forms including:

- profile – people do not have to be physically stronger, older, or more popular than the person they are bullying online
 - location – online bullying is not confined to a physical location and it can take place at any time. Incidents can take place in a learner's own home, intruding into spaces previously regarded as safe and private
 - audience – online content can be hard to remove and can be recirculated and reposted. The potential numbers of people who can see content posted online is very large. Single incidents of online abuse can quickly escalate into bullying, e.g. by reposting, sharing and through comments
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- anonymity – the person being targeted by bullying may not necessarily know the identity of the perpetrator(s) of the bullying behaviour. The target also will not know who has seen the abusive content. If the perpetrator actively hides their identity from the target this may be considered a form of passive aggression and, if repeated, this could constitute bullying
- motivation – online bullying is typically carried out on purpose. However, initial incidents may have unintended consequences, and can escalate through the involvement of others. An individual may not feel that by endorsing or reposting someone else's post that they are actively participating in bullying. The instigator may not have intended an offensive or hurtful comment to be repeated. A single incident – one upsetting post or message – may escalate into bullying involving a number of people over time.

Why online bullying is uniquely distressing

Although offline bullying remains more common than online bullying learners report that the features of online bullying, stated below, make the experience uniquely distressing.

- The audience can be unlimited.
- It can occur anywhere and at any time, there is no respite from it.
- It can involve unknown people, although most cases involve known peers.
- Technology facilitates the storage of images and messages for repeat viewing.

What is the role of schools?

Digital competence will be a cross-curricular responsibility, together with literacy and numeracy, within Curriculum for Wales 2022. The Digital Competence Framework (DCF) is the first element of Curriculum for Wales 2022 and was made available in September 2016. The DCF has four strands of equal importance ('Citizenship', 'Interacting and collaborating', 'Producing', and 'Data and computational thinking').

The focus of the 'Citizenship' strand is on learners developing the skills and behaviours to contribute positively to the digital world around them, which includes protecting themselves online. The strand includes the elements of 'Identity, image and reputation', 'Health and well-being', 'Digital rights, licensing and ownership', and 'Online behaviour and cyberbullying' (online bullying). These skills will help learners to critically evaluate their place within the digital world, so that they are prepared to encounter the positive and negative aspects of being a digital citizen.

The 'Interacting and collaborating' strand also allows learners to explore both formal and informal methods of communication, including social media and instant messaging. Learners will not only look at how to store data, they will also consider the implications of data laws and how to share information appropriately.

ANTI BULLYING POLICY

The fast-changing digital environment offers boundless positive opportunities for children and young people. At the same time there are added risks and new forms of bullying and aggression. To stay up to date, schools should regularly check the Online Safety Zone (at hwb.gov.wales/zones/online-safety) within the Hwb digital learning platform.

Schools have powers to discipline learners for incidents taking place off the premises and powers to search or confiscate mobiles as a disciplinary penalty where learners have contravened the school behavioural policy and/or anti-bullying policy.

Positive action

Welsh Government expects schools to address online bullying and one-off incidents where it has an impact on the well-being of learners at the school. Where necessary, the Welsh Government expects schools to refer a case to the appropriate agency or service. Schools must act in cases that involve a safeguarding concern. All staff should receive regular training in safeguarding and online safety.

Online and mobile communications leave a digital trail. Keeping evidence is essential. Schools should be mindful that evidence can be taken down or disappear from viewer online platforms at any time, whether removed by individuals or at the request of corporate administrators of social media platforms. Screen-grabbing is a useful route to preserve evidence. Welsh Government expects schools to log and record incidents as part of their wider safeguarding monitoring practice and impact evidence. In some cases further evidence may come to light at a later point and it may become necessary to review the entire history of the case again.

ANTI BULLYING POLICY

Appendix 3: The law relating to bullying

There is no legal definition of bullying but broader legislation can be applied to address certain acts of bullying.

Legislation applies in Wales, the UK and internationally that aims to protect the rights of children and young people to a life free from abuse and harm including bullying. Existing legislation and international conventions with relevance to bullying in Wales, set out in chronological order, include the following:

- Protection of Children Act 1978 (as amended)
- Malicious Communications Act 1988
- Criminal Justice Act 1988
- Children Act 1989
- Education Act 1996
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Education Act 2002
- Sexual Offences Act 2003 (as amended)
- Children Act 2004
- United Nations Convention on the Rights of the Child (UNCRC)
- United Nations Convention on the Rights of Disabled Persons (UNCRPD)
- Education and Inspections Act 2006
- Learner Travel (Wales) Measure 2008
- Equalities Act 2010
- Rights of Children and Young Persons (Wales) Measure 2011
- Social Service and Well-being (Wales) Act 2014
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015.

Further information on this legislation can be found in section 5 of Rights, respect, equality: Statutory guidance for governing bodies of maintained schools.

<https://gov.wales/sites/default/files/publications/2019-11/rights-respect-equality-statutory-guidance-for-governing-bodies-of-maintained-schools.pdf>

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Appendix 4: Bullying incident recording form

Name of person reporting incident (please note anonymous if this is an anonymous report):	
Name of person recording incident:	
Date of report:	

Type of bullying incident (please tick all that apply):

Physical			
Verbal			
Indirect			
Online or via mobile			
Other (please state):			

Type of bullying incident (please tick all that apply):

Racist (focused on race, religion or culture)			
Homophobic (LGBT+)			
Sexual			
Transphobic			
Sexist			
Other (please state):			

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Appendix 4: One-off prejudice related incident recording form

Name of person reporting incident (please note anonymous if this is an anonymous report):	
Name of person recording incident:	
Date of report:	

Type of one-off prejudice related incident (perceived and actual) please tick all that apply:

Physical			
Verbal			
Indirect			
Online or via mobile			
Other (please state):			

For prejudice-related INCIDENT please select the category which best describes the prejudice involved:

Racist (focused on race, religion or culture)	☐	Related to gender identity	☐
Homophobic (LGBT+)	☐	Related to ALN or disability	☐
Sexual	☐	Related to family status or looked after child (CLA) status	☐
Transphobic	☐	Related to disadvantage	☐
Sexist	☐	Focused on appearance	☐
Other (please state):			

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Appendix 4: Bullying incident recording form

Student making report:		Year / Class:	
Date:		When / Where:	
Type of incident: (can be more than one) Physical / Verbal / Racial / Homophobic / Cyber / Emotional / Other		Other students involved:	
Reported to:		Passed to the Progress Leader:	

What are your concerns:

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RECORDED IN THE REGISTER:

YES ☐

NO ☐

If NO, please give reasons below:

REVIEW PROCESS: (Student making the report to be spoken to within two weeks of initial actions)

Date:/...../.....

Reveiwed by:

IS THE MATTER RESOLVED:

YES ☐

NO ☐

If NO, please give reason below and refer the matter back to the Progress Leader for further investigation

SIGNED OFF: (If the matter is resolved, sign off below and file)

Date:/...../.....

Signed off by:

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Appendix 5: Notice / Informal / Formal / Leadership Panel / Governors Panel example letters.

Example 1 - Notice

Dear Parent/Carer,

Notice

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately (STUDENT) has been implicated in a bullying incident which has been logged with (HEAD OF KEY STAGE 3 / 4). (STUDENT) has had an awareness meeting with staff to identify a way forward regarding bullying behaviours.

Should (STUDENT) continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in an informal warning and further sanctions being issued. Please find a copy of the school anti-bullying policy for your reference on the school website. Please contact (HEAD OF KEY STAGE 3 / 4) should you wish to discuss this matter further.

I am sure that together we will be able to support to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely

Mr David Blackwell
Head Teacher

ANTI BULLYING POLICY

EXAMPLE 2 – INFORMAL WARNING

Dear Parent/Carer,

Informal Warning

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately (STUDENT) has been implicated in an alleged bullying incident despite having been spoken to previously and this has been logged with (HEAD OF KEY STAGE 3 / 4). This informal warning has been issued as part of our staged response to bullying and indicates the seriousness of the situation. (STUDENT) has already had a meeting with staff to identify a way forward regarding bullying behaviours.

Should (STUDENT) continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in a formal warning and further sanctions being issued. This informal warning will last for a period of 6 months and will expire on the (DATE) should there be no further incidents of bullying. Please find a copy of the school anti-bullying policy for your reference on the school website. Please contact (HEAD OF KEY STAGE 3 / 4) should you wish to discuss this matter further.

I am sure that together we will be able to support to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely

Mr David Blackwell
Head Teacher

ANTI BULLYING POLICY

EXAMPLE 3 – FORMAL WARNING

Dear Parent/Carer,

Formal Warning

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately (STUDENT) has been implicated in a further alleged bullying incident despite having been issued with an awareness meeting and informal letter. This Formal Warning has been issued as part of our staged response to bullying and indicates the seriousness of the situation. (STUDENT) has already been warned of the consequences should these behaviours continue. We now need to arrange a meeting with you to discuss how we can best support and set out a formal plan that will be monitored by (HEAD OF KEY STAGE 3 / 4). This formal warning will last for a period of 12 months and will expire on (DATE) should there be no further incidents of bullying. Please can you contact (HEAD OF KEY STAGE 3 / 4) to arrange a mutually convenient time to meet and discuss a way forward. At the meeting (HEAD OF KEY STAGE 3 / 4) will also make clear what will happen should the bullying behaviours continue.

Should (STUDENT) continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in attendance at a Leadership Team Conduct Panel. Please find a copy of the school Anti-bullying policy for your reference on the school website.

I am sure that together we will be able to support to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely

Mr David Blackwell
Head Teacher

ANTI BULLYING POLICY

EXAMPLE 4 – LEADERSHIP CONDUCT PANEL

Dear Parent/Carer,

Leadership Conduct Panel

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately (STUDENT) has been implicated in a further alleged bullying incident despite having been issued with a Formal warning. Please find a copy of the school Anti-bullying policy for you reference on the school website.

You are now required to attend a Leadership Conduct Panel at St Richard Gwyn on (DATE) at (TIME) where members of the leadership team will detail the negative effect 's behaviours are having on other students. If this is not convenient please contact Mrs Robinson on 01446 729250 so that alternative arrangements can be made. It is imperative that you attend in order to assist us in identifying how together, we can support.

The Leadership Conduct has the discretion to vary or amend the current plan and or extend the Formal Warning. The panel will also make recommendations that will be monitored and reviewed by Mrs Burnett – Senior Assistant Headteacher.

Should (STUDENT) continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in attendance at a Governors Conduct Panel and then ultimately Permanent Exclusion from our school community. This is a situation that we want to avoid. However, the possibility of this sanction being issued is now a concern and I must warn you and your family that this is the case. I am sure that together we will continue to support to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely

Mr David Blackwell
Head Teacher

ANTI BULLYING POLICY

EXAMPLE 5 – GOVERNORS CONDUCT PANEL

Dear Parent/Carer,

Governors Conduct Panel

At St Richard Gwyn we do not tolerate bullying. As a result we have a comprehensive staged approach to dealing with bullying should it occur.

Unfortunately (STUDENT) has been implicated in a continued alleged bullying incident despite having attended a Leadership Conduct Panel.

You are now required to attend a Governors Conduct Panel at St Richard Gwyn on (DATE) at (TIME) where members of the Governing body and a representative of the leadership team will detail the negative effect's behaviour is having on other students and our community. If this is not convenient please contact Mrs Robinson 01446 729250 so that alternative arrangements can be made. It is imperative that you attend in order to assist us in identifying how together, we can best support .

The Governors Conduct Panel has the discretion to vary or amend the current plan and or extend the Formal Warning which will be monitored and reviewed by Mrs Burnett – Senior Assistant Headteacher. Please find a copy of the school Anti-bullying policy for your reference on the school website.

Should (STUDENT) not adhere to the recommendations and continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in Permanent Exclusion from our school community. This is a situation that we want to avoid. However, this is now unfortunately a realistic possibility and I must warn you and your family that this is the case.

Yours sincerely

Mr David Blackwell
Head Teacher

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Appendix 6: Where to find further help and advice

Bullies Out – Anti-bullying charity based in Wales that works with individuals, schools, colleges, youth and community settings. E-mentors offer online support

mentorsonline@bulliesout.com

www.bulliesout.com

mail@bulliesout.com

Anti-Bullying Alliance – Information for schools, parents/carers and children and young people on all aspects of bullying.

www.anti-bullyingalliance.org.uk

Kidscape – Anti-bullying charity that runs workshops for children and young people who have been bullied.

www.kidscape.org.uk

The Diana Award – Trains young anti-bullying ambassadors to help others.

www.antibullyingpro.com

General Helplines and support services

Samaritans – Charity dedicated to reducing feelings of isolation and disconnection that can lead to suicide. E-mail, live chat and other services available.

www.samaritans.org

Tel: 116 123 (English-language line – free to call)

Tel: 0808 164 0123 (Welsh-language line – free to call)

Rethink Mental Illness – Advice and information for people with mental health issues.

www.rethink.org

Tel: 0300 500 0927

Mencap Cymru – Advice and information about learning disabilities.

<https://wales.mencap.org.uk>

Tel: 0808 8000 300

ANTI BULLYING POLICY

Children and young people

Meic – Information advice and advocacy for young people.

www.meiccymru.org

Childline – Provide counselling for anyone aged under 19 in the UK.

www.childline.org.uk

Tel: 0800 1111

Kooth – Online counselling and emotional well-being platform for children and young people.

www.kooth.com

CALL (Community Advice and Listening Line) – Emotional support and information/literature on mental health and related matters for the people of Wales.

www.callhelpline.org.uk

Parents/carers

Family Lives – Support and advice for parents/carers.

Tel: 0808 800 2222

ParentZone – Support and advice for parents/carers.

www.parentzone.org.uk

YoungMinds – Support to help improve the mental health of children and young people.

www.youngminds.org.uk

Tel: 0808 802 5544 (parents'/carers' helpline)

Schools/professionals

Professionals Online Safety Helpline – For those working with children and young people who require help for an online issue.

Tel: 0344 381 4772

helpline@saferinternet.org.uk

ANTI BULLYING POLICY

General Advice and support networks

Internet Watch Foundation – For reporting online images of child sexual abuse.

www.iwf.org.uk

Victim Support – Report hate crime in Wales.

www.reportheate.victimsupport.org.uk

CEOP (Child Exploitation and Online Protection) – If child sexual abuse or exploitation is suspected.

www.ceop.police.uk

NSPCC – National Society for the Prevention of Cruelty to Children.

www.nspcc.org.uk

Tel: 0808 800 5000

Children and young people

Heads Above The Waves – Support for children and young people suffering depression or self-harming.

<http://hatw.co.uk/straight-up-advice>

Parents/carers

Internet Matters – Advice on online issues for parents/carers and children and young people.

www.internetmatters.org.uk

Resources for schools

EACH (Educational Action Challenging Homophobia) – Provide services to inspire lesbian, gay, bisexual and trans equality.

<https://each.education>

Show Racism The Red Card – Training and resources to tackle racism in society.

www.theredcard.org

The ACE Support Hub Wales – Toolkit for school staff on ACEs.

www.wales.nhs.uk/sitesplus/888/page/88504

South West Grid for Learning (SWGfL) – Self-evaluation tool for schools and guidance.

www.swgfl.org.uk

ANTI BULLYING POLICY

Other

School Beat – All Wales School Liaison Core Programme.

www.schoolbeat.org/en/parents/know-the-programme/national-events/what-is-the-all-wales-school-liaison-core-programme

Children in Wales –

www.childreninwales.org.uk/our-work/bullying

Children's Commissioner for Wales –

www.childcomwales.org.uk

Time to Change Wales – Campaign for young people, which aims to change attitudes towards mental health, ending stigma and discrimination.

www.timetochangewales.org.uk/en/mental-health-stigma/young-people/we-can-we-will

Online issues

Childnet International – Support on all aspects of online safety.

www.childnet.com

