

# **FULLBROOK**

A Specialist Mathematics, Science and Technology College with Academy Status

## **OUR ANTI-BULLYING POLICY**

**Everyone has the right to be treated with respect.**

**To make this happen, we all have the responsibility to treat others with respect.**

Fullbrook works proactively to minimise the likelihood of bullying and has a no tolerance approach. We would expect students to feel safe in school and on school related journeys, including that they understand the issues relating to safety, such as bullying and that they feel confident to seek support from school should they feel unsafe.

This policy recognises that bullying exists and the prevention of bullying depends on the co-operation of students, parents and staff.

- The students, parents and staff of Fullbrook will not tolerate bullying of any kind.
- We will not pass by if we see anyone being bullied – we will stop it, get help or tell a trusted adult.
- If we have knowledge of bullying, it is our duty to let someone know.
- We understand a variety of actions contained in this policy will be used to overcome bullying.
- The school will offer support and counselling for the victim and support to help the bully change.
- The school will speak with the families of all students involved.

## **WHAT IS BULLYING?**

‘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.’

*Anti-Bullying Alliance*

**Bullying often has five common factors:**

- It is deliberately hurtful behaviour.
- It is repeated, often over a period of time.
- It is difficult for those being bullied to defend themselves.
- It is difficult for those who bully to learn new social behaviours.
- The bully has, and exercises, power over the victims.

**Bullying can take many forms but three main types are:**

- Physical – hitting, kicking, taking belongings, etc.
- Direct – name calling, insulting, racist remarks, homophobic remarks, sexist remarks, remarks linked to students’ learning needs etc. (spoken, written or electronic).
- Indirect – spreading rumours about someone, excluding someone from a group, etc.

## **THE FULLBROOK ANTI-BULLYING ETHOS**

### **What is in place at Fullbrook to prevent Bullying?**

- Anti-bullying week
- Anti-bullying tutor activities in the tutor programme
- Anti-bullying assemblies
- Anti-bullying peer mentor scheme (Where possible)
- Cross curricular activities that promote anti-bullying
- External visitors who work with groups of students to promote different aspects of anti-bullying e.g. Deep Learning Days
- Eikon, a Surrey based charity that works to provide long term support for vulnerable young people located on Fullbrook site.
- A fully trained Restorative Approaches Co-ordinator.
- Commitment to all staff training in restorative approaches to bullying incidents.

### **Fullbrook will always challenge bullying behaviour for the following reasons:**

- **The safety and happiness of students**  
When students are bullied, their lives are made miserable. They may suffer injury. They may be unhappy about coming to school. Over a period of time, they are likely to lose self-confidence and self-esteem. Some may blame themselves for “inviting” the bullying behaviour.
- **Educational achievement**  
The unhappiness of bullied students is likely to affect their concentration and learning. Some children avoid being bullied by not going to school.
- **If other students observe bullying behaviour going unchallenged**  
They may learn that bullying is a quick and effective way of getting what they want. Students who are being bullied may begin to believe that bullying is acceptable because no action is being taken.
- **We have a reputation as an effective and caring school**  
We cannot claim with absolute confidence that “There is no bullying at Fullbrook”. Every school has some degree of bullying even if it is slight or infrequent. The school, through its policy, will respond in a positive and effective way in dealing with bullying.

## **THOSE SUFFERING BULLYING**

### **If you are being bullied**

- Be firm and clear; look them in the eye and tell them to stop.
- Get away from the situation as soon as possible.
- Tell an adult and a friend what has happened straight away.
- Avoid being alone in the place where the bully is likely to be.

### **After you have been bullied**

- Tell a teacher or another adult in school and your family.
- If you are scared to tell an adult on your own, ask a friend to go with you.
- Keep on speaking until someone listens.
- DO NOT blame yourself.
- Stay in a group even if they're not your friends.
- Keep a diary about what is happening.

**When you are talking about the bully to an adult be clear about:**

- What has happened to you and how often this occurs.
- Who was involved and who saw what was happening.
- Where it happened.
- What you have done about it already.
- If you have made a diary, produce it as evidence.

**Being bullied could result in any of the following happening to the bully:**

- An apology from the bully, either verbal or written, presented to you.
- Your parents being contacted, where the Head of Learning explains what has happened.
- Sanctions used against the bully, which might include Fullbrook Community Service, detentions or, in severe cases, a fixed term or permanent exclusion.
- The bully's parents will always be informed.
- The offer of counselling or other expert advice.

Another suggestion is that you and the bully are brought face to face with the Head of Learning and/or the Restorative Approaches Co-ordinator for a Restorative Approaches Conference. This will only happen if you agree.

For further information about what happens at Fullbrook after bullying has been reported, see the **'IT'S BEEN REPORTED – WHAT NEXT?'** section below.

**It is the school's policy to offer support and counselling to both the victim and the bully.**

### **THE BULLY**

**You may bully others because:**

- You are going through a difficult time and are acting out aggressive feelings.
- Your friends encourage you to bully.
- You don't know it is wrong.
- You are copying older brothers and sisters or other people in the family, school or community whom you admire.
- You haven't learnt better ways of mixing with others.

**As a bully, you must realise that you are hurting other students and there are consequences to your actions.**

**Your bullying could result in any of the following:**

- An apology, either verbally or written, presented to the victim.
- Your parents being contacted and interviewed where the Head of Learning explains the evidence and cause for concern.
- Fullbrook Community Service deployed as a sanction, e.g. litter picking, graffiti removal, etc.
- Lunchtime or after school detentions or time in the inclusion room could be applied.
- In severe cases, a fixed term or permanent exclusion will be used.

You may require counselling or other expert advice. (This may be provided by outside agencies.)

It may be possible to arrange a meeting in which the victim, bully and other invited parties who may have been involved, come together and solve the problem.

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## **THE PARENT**

**Parents and families have an important part to play in helping Fullbrook deal with bullying.**

Discourage your child from using bullying behaviour at home and elsewhere. Show them how to resolve the difficult situation without using violence or aggression. Watch out for signs that your child is being bullied or is bullying others. Parents and families are often the first to detect that a problem exists. Don't dismiss it. Contact the school immediately if you are worried.

### **Signs to look out for:**

- The child becoming withdrawn.
- Deterioration in the child's work.
- Erratic attendance or questionable illness.
- Persistently arriving late at school.
- General unhappiness or anxiety.
- The child wanting to remain with adults.

Physical symptoms could include headaches, stomach aches, fainting, fits, vomiting or hyper-ventilation. Victims can become depressed and this can continue into their adult lives.

### **If your child has been bullied:**

- Calmly talk with your child about his/her experience.
- Make a note about what your child says – particularly who was said to be involved, how often the bullying occurred, where it happened and what happened.
- Reassure your child that he/she has done the right thing to tell you about bullying.
- Explain to your child that the information must be passed on so that the matter can be dealt with sensitively.
- Either phone or make an appointment to see your child's Head of Learning.
- Don't keep your child at home.
- Outline the problem to the Head of Learning. Be specific. Give dates, places and names of children involved.
- Make a note of what action the school intends to take.
- Stay in touch with the school. Let us know if things improve as well as if things continue.

**Remember, the school cannot deal with the problem unless they know that a problem exists.**

### **If your child is bullying other children:**

- Talk with your child. Explain what he/she is doing is unacceptable and makes others unhappy.
- Discourage other members of your family from using bullying, aggression or force to get what they want.
- Show your child how he/she can join in with other children without bullying.
- Make an appointment to see your child's Head of Learning and discuss how you and the school can stop him/her bullying others.
- Regularly check with your child how things are going at school.

- Give your child lots of praise and encouragement when he/she is co-operative or kind to other people.

For further information about what happens at Fullbrook after bullying has been reported, see the **'IT'S BEEN REPORTED – WHAT NEXT?'** section below.

### **THE PEER GROUP**

Other students play a vital part in either discouraging the bullying or bringing it to an end. All students should realise that if they are aware of another student being bullied, they have the responsibility to let an adult know.

**If you are worried about bullying incidents, there are many things you can do:**

- If the person suffering from bullying behaviour is a friend, try to get him/her to talk to an adult (with you if necessary).
- If the bully is a friend, try to reason with him/her to stop. He/she may need your support.
- Talk to a member of staff about the problem.
- Talk to your parents about the problem. They can pass on the information for you.

**Never keep it to yourself!**

As a group, you should stand up against the bully. Once the bullying has been brought out into the open, the group will need to find ways to support both the person who has been suffering from bullying and the bully. You will need to discuss how you can best support each other. This can be done through Tutor Time, assemblies or suspended timetables to focus on the issue of bullying.

**Remember, a bully feeds on being admired by others so if you see bullying behaviour, the right thing to do is to ignore the bully and report it.**

For further information about what happens at Fullbrook after bullying has been reported, see the **'IT'S BEEN REPORTED – WHAT NEXT?'** section below.

### **THE STAFF OF FULLBROOK**

All staff are responsible for putting these policies into practice and they will remain alert to "bullying" in and around school. Teaching staff will also need to pay particular attention in their lessons.

If events are witnessed that can be dealt with immediately, this should happen and the incident will be reported in writing to the Head of Learning. It may be part of a pattern of behaviour already being monitored.

For incidents that are regarded as more serious, the students concerned will be reported immediately to the Head of Learning or another member of Senior Staff. It is important to detail in writing exactly what was seen in order that further investigations can be made. The emphasis on reporting the event cannot be overstated. Victims and bullies will be required to complete statements and witnesses will be sought.

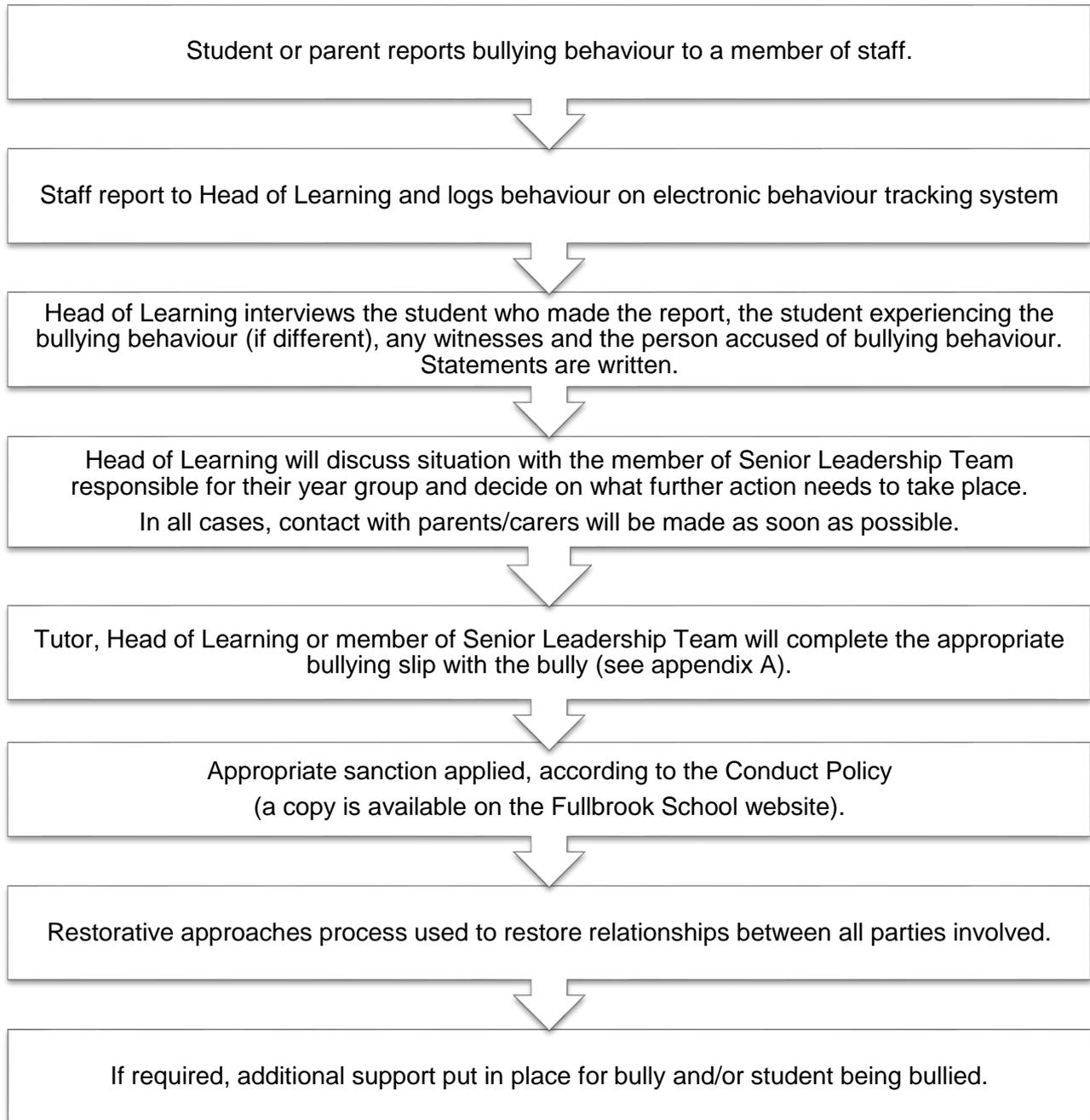
In addition to the input of staff, the input of parents will be valued. In some cases, the incident may be considered so severe that Senior Staff or the Principal may be involved at the outset.

The school is aware of the fact that some incidents may occur on the way to and from school. It is part of the philosophy of Fullbrook that such occurrences are the concern of the school and once raised, will be dealt with appropriately.

**Our Anti-bullying Policy depends for its success on the co-operation of students, parents and staff.**

The whole school behaviour policy runs in conjunction with this policy and can be found on the school website at [www.fullbrook.surrey.sch.uk](http://www.fullbrook.surrey.sch.uk)

## **IT'S BEEN REPORTED – WHAT NEXT?**



## **ROLES AND RESPONSIBILITIES**

The Principal has overall responsibility for the policy and its implementation and liaising with the governing body, parents/carers, LA and outside agencies and appointing an Assistant Principal who will have general responsibility for handling the implementation of this policy.

The Assistant Principal in Fullbrook is responsible for:

- Policy development and review involving students, staff, Governors, parents/carers and relevant local agencies.
- Implementing the policy and monitoring and assessing its effectiveness in practice.
- Ensuring evaluation takes place and that this informs policy review.
- Tracking the recording of bullying incidents.
- Assessing and coordinating training and support for staff and parents/carers where appropriate.
- Coordinating strategies for preventing bullying behaviour.

There is a nominated Governor with the responsibility for Anti-bullying (Safeguarding Governor).

All staff at this school have a responsibility to model respectful behaviours both towards students and towards other adults.

## **RECORDING BULLYING INCIDENTS AND EVALUATING THE POLICY**

Bullying incidents will be recorded by the member of staff who deals with the incident. A record will be kept in the file of the student who has been found to be bullying, this will be in the form of a bullying slip (see appendix A for further details). A copy of the slip will also be kept centrally in the Bullying Log. Incidents will also be recorded on the electronic behaviour tracking system.

The information we hold will be used to ensure individual incidents are followed up. It will also be used to identify trends and inform of preventative work in school and development of the policy.

This information will be presented to the Governors in an anonymous format as part of the annual report.

The policy will be reviewed and updated every two years. The policy review will be linked to the School Improvement Plan, working towards a more inclusive and harmonious ethos across the school community. The School Council, Fullbrook Parent Voice, Governors and Senior Leadership Team will all be involved in the review process.

## **COMPLAINTS PROCEDURE**

The aim of the complaints procedure is to find a solution to a complaint and to restore positive relationships. The aim is to arrive at a resolution that is in the best interests of the students and takes into account the interests of all students in the school.

If you have reported bullying behaviour and you are not satisfied with the way in which it has been dealt with, the following complaints procedure is in place to support you:

## **Students**

Initially go to the Head of Learning. If this was the person who was helping with the situation to begin with, then make a report to the senior member of staff responsible for the year group (see the Academic year list, or ask the tutor).

If you are not satisfied after this, you should refer to the Assistant Principal and then the Principal.

After this you can refer to the Chair of Governors by giving a letter to the Principal's PA.

## **Parents**

Parents should follow the whole school complaints procedure. A copy of this is available on the school website with the accompanying complaints form. A printed version of this is also available from the school reception.

## **Staff**

Staff should follow the whole school grievance procedure which is available from the Principal's PA or the HR co-ordinator.

## **POLICY DEVELOPMENT**

This policy was formulated in consultation with the whole school community with input from members of staff, Governors, parents/carers represented by the Fullbrook Parent Voice, children and young people and other partners.

Students contribute to the development of the policy through the school council, and the year councils.

The School Council has developed a student-friendly version which is displayed in tutor rooms, around the school and in record books.

Parents/Carers are encouraged to contribute by: taking part in written consultations, parent meetings and through the Fullbrook Parent Voice.

This policy is reviewed every two years and is next due for review September 2020.

**Everyone has the right to be treated with respect.  
With this right comes the responsibility to treat others  
with respect.**

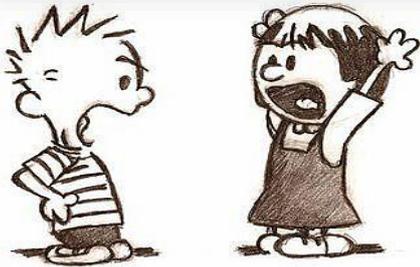


## **WHAT IS BULLYING?**

**DELIBERATE** and **HURTFUL** behaviour, often repeated over time.

Direct Bullying: Physical, verbal or written insults.

Indirect bullying: Spreading rumours, graffiti, repeatedly ignoring somebody.



## **WHAT IS NOT BULLYING?**

A one-off fight or argument

A friend making silly comments without thinking how it may make others feel

## **I AM BEING BULLIED...WHAT CAN I DO?**

**Do not blame yourself.**

Tell someone what is going on. (You could tell a friend, teacher, parent or carer or another trusted adult).

Whatever happens, **do not hit back** or you could get hurt or in trouble.

**Stay somewhere you feel safe during the school day when you are not in lessons**, with plenty of other people.

If something happens at school with the bully, immediately tell an adult and make a statement. Then make sure your parents are informed.

Keep safe to and from school. Walk/ travel with a group of friends you feel safe with.

For more information visit:

<http://www.bullying.co.uk>

<http://www.antibullying.net/youngpeople.htm>

<http://www.bullying.org>

<http://www.childline.org.uk>



## **APPENDIX A: Bullying Awareness - Slips**

A system of three levels of bullying awareness slips (Yellow, Orange and Red) may be used when dealing with instances of bullying. This involves students signing to acknowledge their awareness of the seriousness of their behaviour.

### Level 1: Bullying Awareness Verbal Advice Slip (Yellow)

A member of staff has a conversation with a student about their behaviour. Following this discussion, the student and the member of staff will sign the slip. The student acknowledges that they are aware that their actions have been inappropriate and that they will not repeat them. A sanction may be applied at this stage if appropriate.

This slip goes on their file. A student would be offered support to improve their behaviour at this stage and may also enter the restorative approaches process to support repair of the relationship with the person towards whom their behaviour has been directed.

### Level 2: Bullying Awareness Verbal Warning Slip (Orange)

Should a further incident occur where a student has already received a Bullying Awareness Verbal Advice Slip at some point in their school career or if their actions are considered to be more serious than level 1, the Head of Learning will meet with the student to discuss their behaviour. An appropriate sanction will be applied at this stage. The Head of Learning and the student will sign the verbal warning slip. The student acknowledges that their actions are a form of bullying and commits not to repeat them in any circumstance or against any student.

This slip goes on their file. A student would be offered support to improve their behaviour at this stage and may also enter the restorative approaches process to support repair of the relationship with the person towards whom their behaviour has been directed.

### Level 3: Bullying Awareness Written Warning Slip (Red)

Should a further incident occur where a student has already received a Bullying Awareness Verbal Warning Slip at any point in their school career or if their actions are considered to be more serious than level 2, a written warning slip will be used.

The student and their parent will meet with a member of the Senior Leadership Team to discuss their behaviour. A sanction will be applied at this stage.

The student, staff and parent will sign to acknowledge that their actions are a form of bullying and will commit not to repeat them in any circumstance or against any student.

This slip goes on their file. A student would be offered support to improve their behaviour at this stage and may also enter the restorative approaches process to support repair of the relationship with the person towards whom their behaviour has been directed.