



West Heath School  
Ashgrove Road Sevenoaks TN13 1SR  
www.westheathschool.com

## Anti Bullying Policy

<b>This policy has been written for...</b>	All staff and students at West Heath School
<b>Copies of this policy may be obtained from...</b>	<ul style="list-style-type: none"><li>• The School <b>web site</b> - <a href="http://www.westheathschool.com">http://www.westheathschool.com</a></li><li>• It is available as a hard copy on request from the <b>school office</b></li><li>• Hard copies for reference are filed in the <b>staff room</b></li></ul>
<b>This policy links with the following policies</b>	This policy is referenced in the : Safeguarding and e-Safety Policies
<b>Participants and consultees in the formulation of this policy were...</b>	The Principal, senior leadership team, student services committee and the trustees of the School. A representative group of students and parents were pivotal in formulating this policy.
<b>Edition, Review frequency and dates</b>	This is edition 4 June 2016 This policy will be reviewed every year It is due for review in June 2017
<b>Relevant statutory guidance, circulars, legislation &amp; other sources of information are...</b>	This policy has been based on the Kidscape model. <a href="http://www.kidscape.org.uk/who-we-are/our-work/">http://www.kidscape.org.uk/who-we-are/our-work/</a>  Sexting in Schools 2013
<b>The Lead Member of staff is</b>	Assistant Vice Principal Training & Quality
<b>Definitions and key terms used in this policy...</b>	Bullying is defined within the policy Sexting – videos or images of children or young people under the age of 18 that are of a sexual nature or indecent
<b>The Rationale and Purpose of this policy</b>	West Heath School is committed to providing a caring, friendly and safe environment for all students so that they can learn in a relaxed and secure atmosphere. The same commitment is held for staff and visitors to our school. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a telling school. This means that anyone who knows that bullying is happening is expected to tell the staff.
<b>Appendices</b>	Bullying Report form
<b>Copying</b>	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

## Introduction

### WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress for the victim.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical touch, sexually abusive remarks
- Homophobic - because of, or focussing on the issue of homosexuality
- Verbal - name calling, sarcasm, spreading rumours, teasing
- Cyber -all areas of internet, such as emails, chatrooms, Mobile phone used to threaten or used to video/photograph inappropriately and without consent or sexting.

## The Aim of this policy..

### WHY IS IT VITAL TO RESPOND TO BULLYING?

**BULLYING HURTS!** No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying must learn different ways of behaving towards their peers.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

## The Objectives of this policy..

- All Trustees, teaching and non teaching staff, students, parents and carers should have an understanding of what bullying is
- All Trustees, teaching and non teaching staff know what the school policy on bullying is and follow it when bullying is reported
- All students, parents and carers should know what the school policy is on bullying, and what they should do if bullying arises
- Students, parents and carers should be reassured that bullying is unacceptable in the school and will be dealt with promptly
- Bullying will not be tolerated

## **SIGNS AND SYMPTOMS**

A student might indicate by signs or behaviour that he or she is being bullied. Adults need to be aware of these possible signs and behaviours and should investigate if a student:

- Is frightened to walk around school without a member of staff
- Doesn't want to get on the home to school transport
- Changes their usual routine
- Becomes unwilling to attend school following good attendance
- Starts to run away from school
- Becomes withdrawn and or anxious, lacking in confidence
- Attempts to run away or threatens to self harm , especially when there is no history of this behaviour
- Has trouble sleeping
- Always seems to feel ill in the mornings
- Begins to perform less well in school
- Inexplicably has their clothes torn or property damaged
- Loses items at school and can't explain when or how
- Suddenly has an increased need for money
- Has cuts and bruises that cannot be explained
- Suddenly becomes aggressive or unreasonable
- Begins to bully other children
- Stops eating
- Can't or won't say what is wrong
- Is afraid to use the internet or mobile phone

The list above is not exhaustive and all of the issues detailed could have other explanations; however bullying should be considered as the cause and therefore be investigated.

## **PROCEDURES**

1. Report bullying incidents to staff
2. Serious incidents of bullying will need to be recorded by staff
3. Parents / carers should be informed and may be asked to come into school to discuss the problem
4. If necessary police will be informed
5. The bullying behaviour should be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully / bullies change their behaviour

## OUTCOMES

1. The bully will be expected to genuinely apologise for their behaviour. Other consequences may also take place
2. Students who have positions of responsibility may have them temporarily or permanently removed
3. Rewards and off site activities may be postponed or cancelled
4. In serious cases exclusion may be considered
5. The bully / bullies will need to see the bully council to help them understand that their behaviour is unacceptable in our school
6. If possible and desirable the students will be reconciled
7. Ongoing monitoring of the situation to ensure repeated bullying does not take place

## PREVENTION

- Anti bullying contract issued to each student in the school to sign before they take up their place; reviewed and signed at roll over.
- Termly Assemblies to focus on anti bullying and in particular the joint responsibility we have to stop bullying in our school
- Self science lessons to include anti bullying messages
- School rules on bullying to be made clear and displayed around school
- Areas of the school where bullying is most likely to take place to be identified by students and a risk assessment for each area to be carried out.
- Effective Peer Mentoring Scheme in place

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### Persons with particular responsibilities

Vice Pricipal Training & Quality  
Student Council

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### Other Participants & Stakeholders

Parents and carers.  
Students, visitors.

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### Monitoring & Evaluation

Student Council  
SLT  
Student Services Committee/ Health and Safety committee  
Trustees

# Appendix 1 – Reporting Bullying Form



## REPORTING BULLYING

Your name.....

Your age.....



1. Can we chat to you about what happened?

Yes No

2. How can we contact you?

Home



School



Email



Phone

3. Where did the bullying happen?

Common  
Room

Class  
Room

Taxi

Court  
Yard

Outside

Dining  
Room

Corridors

Outside  
School

4. What type of bullying was it?

Phone



Internet



Physical



Verbal

5. When did the bullying happen?

Mon

Tues

Wed

Thu

Fri

Sat

Sun

6. What time did it happen?

Morning

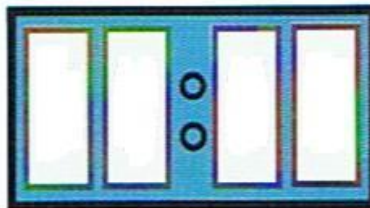
Afternoon

Evening

Night



or



or



Lesson No: \_\_\_\_\_



7 Who did the bullying? .....

.....



8 How did the bullying make you feel?

or another emotion



Sad



Angry



Scared

.....

9. What happened?

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.....

.....



Yes

No

9. Did anyone else see the bullying?



10. Who? .....

.....



# Witness to Bullying Form



Who was bullying who?

.....  
.....



What happened?

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.....  
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.....  
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.....  
.....

Signature .....

Signature .....

Date .....

Date .....