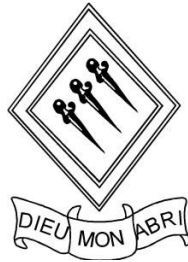


# ST BERNARD'S HIGH SCHOOL



## ANTI-BULLYING POLICY

*Original Draft:* March 2006

*Updated:* February 2012  
September 2016

**Adopted by FGB: December 2016**

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**Chair of Governors**

### **Mission Statement**

St Bernard's is a school community that aims to live by Jesus' commandment, "Love one another as I have loved you."

We are a Catholic learning community committed to the on-going development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We provide an atmosphere in which all can grow in our Faith, and encourage this faith by a lively relevant liturgy.

We work with parent/carers, parishes, local communities and industry to prepare our students for the opportunities of adulthood.

## **Definition**

St Bernard's High School understands bullying to be behaviour that deliberately attempts to cause distress to another person; it may be physical, verbal, psychological or emotional, racist or sexual. It may involve both the spoken and written word including text messages, the use of homophobic language, social networking sites, and voice mail, via mobile phones and email. It may carry on for a short time or an extended period; it often flourishes in an atmosphere of secrecy and fear.

We respect the rights of each individual in accordance with the Equal Opportunities Policy of the school to ensure that the differences are respected and valued, not mocked. Bullying is a widespread social problem and can be found in any school environment amongst both students and the staff.

Bullying is not acceptable behaviour in this school and we expect everyone to work together to ensure that an incidence of bullying is brought out in the open, treated seriously and dealt with appropriately and decisively.

We aim to create an atmosphere in which students and staff who feel bullied, or see bullying occurring, have the confidence to tell a responsible person what is going on, secure in the knowledge that they will be listened to and believed and that steps will be taken to resolve the situation.

Parents should inform the school if they have concerns about their child being bullied or being a bully. Parents and teachers should be encouraged to work together to enable students to achieve solutions to these problems. (Staff should refer to the Staff Handbook for their procedures).

As part of the PSHE programme in Years 7 – 11, students discuss issues of bullying so that they can develop an understanding of the feelings of both the victim and the aggressor and the long term harm that bullying causes. Students are encouraged to understand that it is right to seek help to resolve difficulties of this kind and should have confidence that the issue will be dealt with sensitively.

The issue of cyber bullying will be highlighted along with cyber safety measures at the Start of Year Key Stage Information Evenings. (See additional Cyber Bullying Policy.)

An Anti-Bullying Support Group (Big Sister) operates within the school to help students who feel they are being victimised or bullied. This is co-ordinated by Year 12 students under the Guidance and Support of the Director of Sixth Form Studies, Chaplaincy Team and designated teacher and the Brentwood Counsellor.

In addition, trained 'Buddies' have been set up in Year 10 and can be called upon to assist younger students.

Counselling help will be sought for those students involved in bullying - both those who bully and those who are being bullied. The level of help will vary, from staff and peers to use of outside support from the **Educational Welfare Office (EWO), the School Nurse, Catholic Children's Society** and in more serious cases **Social Care Child and Family Consultation Service**, depending on the specific circumstances and the needs of those involved. If required, Common Assessment Forms (CAFs) will be completed by the most appropriate member of staff to ensure support from these agencies.

Physical violence of any kind is not acceptable within this school and will lead to exclusion.

The following procedures are an outline of how bullying incidents are dealt with in school:

- Ensure that bullies and victims are interviewed separately;
- Obtain witness information;
- Keep a written record of the incident, investigations and outcomes; • Inform staff about the incident where a student is involved;
- Ensure that action is taken to prevent further incidents.

Such action may include:

- Imposition of sanctions (in accordance with the School Behaviour Policy);
- Obtaining an apology;
- Informing parents of both bully and bullied;
- Providing appropriate training;
- Providing mentor support for both victim and bully.

Bullying can irrevocably damage the mental health of an individual and we will do all in our power to eradicate bullying from our school.

A record of major incidents will be maintained in order to establish the frequency and type of such difficulties and to assist staff in developing appropriate approaches to combat such problems.

An annual survey of students on the issue of bullying has been incorporated into the School Calendar. The results of this are analysed and findings reported by the Assistant Head Teacher to SLT.

On the rare occasions where systematic long term bullying is exposed, the matter will be dealt with by the Head Teacher and in consultation with the Head of School brought to the **Governors' Student Disciplinary Committee**.

## **Logging Incidents of Bullying**

All incidents of bullying are logged on SIMS Behaviour Management.

Student Planners contain this page:

### **Bullying is:**

Behaviour that **deliberately** tries to cause distress to another person.  
This means that the bully knows that their actions / words are upsetting you and they keep on doing it because that is how they want you to feel.

- Bullying can be physical (for example hitting, kicking and pushing).
- Bullying can be verbal (the words that they say to you).
- Bullying can happen by text message and on-line (cyber-bullying).

Whatever form it takes, bullying is **NOT** acceptable.

So, what do you do if you or someone you know is bullied?

#### **You must tell someone.**

There is nothing wrong in this.

If you tell someone, you are not only protecting yourself, you save other people from suffering in the same way.

**Tell** your Form Tutor, or any teacher.

**Tell** your Head of Year.

**DO NOT** take action yourself.

The teachers will sort it out for you and the bully.

**Nobody** should put up with being bullied.

**Bullying** is wrong and hurtful.

To read in conjunction with the following policies:

- Cyber-bullying
- Behaviour

**ST BERNARD'S HIGH SCHOOL**

*A Catholic Academy for Arts and Science*



## **Flow Chart to Show the Procedure for Dealing with Bullying**

You report an incident

It is formally logged and investigated by your Head of School  
and / or a senior member of staff

Bullies and victims are interviewed separately and a written record taken.

We will obtain written witness information.

We will discuss the outcome of the investigation with the victim  
and together look for a way forward.

We will take action to prevent further incidents.

These actions may include:

- Imposition of sanctions
- Obtaining an apology
- Informing parents of both victim and bully
- Providing mentor support for both victim and bully

We will keep a written record of the incident, investigation and outcomes.

On rare occasions, where long-term bullying is exposed, the matter will be dealt with by the Head Teacher and, in consultation with the Head of School, be brought to the Governors' Student Disciplinary Committee.

An Anti-Bullying Support Group (Big Sister) operates within the school to help students who feel they are being victimised or bullied. This is co-ordinated by Year 12 students under the Guidance and Support of the Director of Sixth Form Studies, Chaplaincy team and designated teacher and the Brentwood counsellor.

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