

**WESTHAVEN SCHOOL**  
**Business & Enterprise College**

*All policies are developed to be compliant with and supportive of the ethos and values of  
Westhaven School*

**November 2019**

<b>ANTI-BULLYING POLICY</b>
-----------------------------

**1 Introduction**

- 1.1** Bullying is action taken by one or more children with the deliberate intention of hurting another child, either physically or emotionally. There is a difference between bullying and friendship difficulties. This policy is about bullying.

**2 Aims and objectives**

- 2.1** Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.
- 2.2** We produce a safe and secure environment where all can learn without anxiety.
- 2.3** This policy informs practice, which produces a consistent school response to any bullying incidents that may occur.
- 2.4** We make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

**3 The role of governors**

- 3.1** The governing body supports the Headteacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the governing body does not allow bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.
- 3.2** The governing body monitors the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly. The governors require the Senior Leadership Team to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.
- 3.3** The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the Headteacher and asks her to conduct an investigation into the case and to report back to a representative of the governing body.

## **4 The role of the Senior Leadership Team**

- 4.1** It is the responsibility of the Senior Leadership Team to implement the school anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying. The Headteacher reports to the governing body about the effectiveness of the anti-bullying policy on request.
- 4.2** The Headteacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Headteacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Headteacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished.
- 4.3** The Headteacher ensures that all staff receive sufficient training to be equipped to deal with all incidents of bullying.
- 4.4** The Senior Leadership set the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

## **5 The role of the teacher**

- 5.1** Teachers in our school take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of incidents.
- 5.2** If teachers witness an act of bullying, they do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the Headteacher, the teacher informs the child's parents. Discussions with parents should be minuted on the incident log.
- 5.3** We keep an incident log on the T-drive where we record all incidents of bullying. If any adult witnesses an act of bullying, they should record the event on an incident sheet.
- 5.4** If, as teachers, we become aware of any bullying taking place between members of a class, we deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and sanctions for the pupil who has carried out the bullying. We spend time talking to the child who has bullied: we explain why the action of the pupil was wrong, and we endeavour to help the pupil change their behaviour in future. If a pupil is repeatedly involved in bullying other children, we inform the class teacher, who will make the initial approach to the bully. The bully may be placed on a Behaviour Monitoring Book for a period of time. If the bullying behaviour continues the Deputy Headteacher or the Headteacher is informed. We then invite the child's parents into the school to discuss the situation. In more extreme cases, for example where these initial discussions have proven ineffective, the Headteacher may contact external support agencies such as Social Services, Child and Adolescent Mental Health Services or the Educational Psychology Service
- 5.5** Teachers attempt to support all pupils in their classes and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

## 6 The role of parents

- 6.1 Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately.
- 6.2 Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school.

## 7 Monitoring and review

- 7.1 This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about the effectiveness of the policy on request.
- 7.2 This anti-bullying policy is the governors' responsibility and they review its effectiveness annually. They do this by examining the school's anti-bullying log, and by discussion with the Headteacher. Governors analyse information with regard to gender, age and ethnic background of all children involved in bullying incidents.

<b>Written:</b>	March 2011
<b>Review Date:</b>	November 2019
<b>Signed by Chair of Governors / Chair of Committee:</b>	
<b>Date:</b>	21/11/19
<b>Date of Next Review:</b>	November 2021

### History of Document

Version No.	Author/ Owner	Date Reviewed	Approved by Governors on	Comments	Next Review Date
1	FGB	March 2014	20/3/14	Clarification of where incidents are recorded. New section added to point 5.2 stating that discussions with parents should be recorded on incident log.	Mar 2016
	FGB	March 2017	16/3/17	No change from original	Mar 2019
	C&S Comm	Dec 2017	5/12/17	No change	Nov 2019
	C&S Comm	Nov 2019	21/11/19	No change	Nov 2021