

# OISE Oxford - Anti Bullying Policy

## Statement of Intent

We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. We will create an ethos of good behaviour where students treat one another and the school staff with respect because they know that this is the right way to behave. Bullying of any kind is unacceptable. 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 organisation. This means that anyone who knows that bullying is happening is expected to tell the staff and senior management team.

We will sustain a caring and safe environment within OISE schools which eradicates, wherever possible, instances in which bullying occurs in any form.

We will provide support should an incident of bullying occur.

We will ensure that all pupils and staff are aware of this policy and their role in implementing it.

## As a company OISE will:

- Involve parents to ensure that they are clear that the school does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied.
- Involve pupils. All pupils will understand the schools' approach and are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.
- Regularly evaluate and update our approach to take account of developments in technology, for instance updating 'acceptable use' policies for computers.
- Implement disciplinary sanctions. The consequences of bullying will reflect the seriousness of the incident so that others see that bullying is unacceptable.
- Encourage open discussion of the differences between people that could motivate bullying, such as religion, ethnicity, disability, gender or sexuality. Our schools will also teach children that using any prejudice based language is unacceptable.
- Provide effective staff training to identify and respond to instances of bullying.
- Work with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.
- Make it easy for pupils to report bullying so that they are assured that they will be listened to and incidents acted on.
- Create an inclusive environment within our schools that will create a safe environment where pupils can openly discuss the cause of their bullying, without fear of further bullying or discrimination.
- Celebrate success.

## Values and beliefs; what is Bullying?

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

- All bullying is unacceptable, regardless of how it is delivered or what excuses are given to justify it.
- OISE Oxford recognises the detrimental effect on students who may be subjected to bullying and will work actively to minimise the risks, through trying to find out where it happens, how often it occurs and amending practice as a result.
- Victims of bullying will be treated in a supportive manner.
- The harmful effect on performance, which can be affected by bullying, is recognised and the organisation is committed to combating all bullying behaviour.

## Objectives of this Policy

- All teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As an organisation we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

## Bullying can be:

- **Emotional;** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- **Physical;** pushing, kicking, hitting, punching or any use of violence.
- **Racist;** racial taunts, graffiti, gestures.
- **Sexual;** unwanted physical contact or sexually abusive comments.
- **Homophobic;** because of, or focusing on the issue of sexuality.
- **Verbal;** name-calling, sarcasm, spreading rumours, teasing.
- **Cyber;** all areas of internet, such as e-mail and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology i.e. camera and video facilities.

## Why is it important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect and to feel safe. Students who are bullying need to learn different ways of behaving.

## Signs and Symptoms

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

- Is frightened of walking to or from the school or college.
- Doesn't want to go on the school/public bus.
- Begs to be driven to school.
- Changes their usual routine.
- Is unwilling to go to school (school phobic).
- Begins to truant.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Attempts or threatens suicide or runs away.
- Cries themselves to sleep at night or has nightmares.
- Feels ill in the morning.
- Begins to do poorly in school work.
- Comes home with clothes torn or books damaged.
- Has possessions which are damaged or 'go missing'.
- Asks for money and starts stealing money (to pay bully).
- Has dinner or other monies continually 'lost'.
- Has unexplained cuts or bruises.
- Comes home starving (money/lunch has been stolen).
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses if any of the above.
- Is afraid to use the internet or mobile phone.
- Is nervous and jumpy when a cyber message is received. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## Procedures within OISE schools

1. In all cases of bullying, incidents will be reported to senior staff.
2. In serious cases parents should be informed and they or their representatives will be asked to come in to a meeting to discuss the problem.
3. If necessary and appropriate, police will be consulted.
4. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
5. An attempt will be made to help the bully (bullies) change their behaviour.

If a school-based incident is reported to a member of staff;

1. Listen carefully and record the incident.
2. Offer immediate support to the victim.

Use the following steps for dealing with an incident:

- The bullied student records or is helped to record the event in writing or other appropriate means.\*
- The bully records or is helped to record the event in writing or other appropriate means.\*
- Evidence is then gathered to establish the accuracy of events.
- Once the facts have been established, the parents of the bullied student and the bully will be contacted and the contact recorded in the student files.
- The parents of all parties are entitled to see copies of all reports.
- If bullying does not cease, the full range of school sanctions will be employed, possibly including exclusion from the school.

### **Actions to Combat Bullying**

Among the activities which OISE has established and maintains to combat bullying are:

- Using sanctions against the perpetrators, ongoing support for the victim and monitoring of the bully's behaviour so that it no longer continues.
- All members of staff have a responsibility to respond to specific incidents, recording incidents and ensuring that appropriate aftercare and action is taken.
- That all incidents are recorded, filed appropriately and reported to Instill Corporate Office.
- Students will be made aware of the Anti-Bullying Policy and the need to tell someone if they are being bullied.

Individuals are expected to:

- Report all incidents of bullying.
- Act in a caring and supportive manner to others, reporting any suspected incidents which the victim may be afraid to report.
- refrain at all times from any behaviour which would constitute bullying.

### **Procedure if a school-based incident is reported to a member of staff**

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2. Offer immediate support to the victim.

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\*this should later be transcribed and agreed as an accurate record of the events.

### **Outcomes**

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may be implemented.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the students will be reconciled.
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

### **Prevention**

We will use a range of methods of helping students to prevent bullying. As and when appropriate, these may include:

- Incorporating issues about bullying within the taught curriculum.
- Writing a set of school rules.
- Signing a behaviour contract.
- Writing stories or poems or drawing pictures about bullying.
- Reading stories about bullying or having them read to a class or school meeting.
- Having discussions about bullying and why it matters.

### **Related Policies:**

Safeguarding Policy

Recruitment and selection policy (England and Wales)

Health and Safety policy (in Health & Safety Manual)

DBS Policy – Recruitment of Ex-offenders

Policy Statement– Secure storage, handling, use, retention and disposal of Disclosure Information

### **HELP ORGANISATIONS:**

Advisory Centre for Education (ACE) 20 7354 8321

Anti-bullying Alliance [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204

Parentline Plus 0808 800 2222

KIDSCAPE [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.

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