

ANTI – BULLYING PROCEDURES

- 1 Staff should intervene in a situation before it has become an overt act of Bullying. All staff have a responsibility to keep an eye on the relationships between students in their class.
- 2 If you are concerned about a student, do not hesitate to make enquiries. Form Tutors have a special relationship with their students and should be in the best position to elicit a response from a student. However, this SHOULD NOT BE a recipe for staff to SIMPLY IGNORE an incident and assume it is the province of a Form Tutor.
- 3 Contact the Anti-Bullying Co-ordinator (Chris Carter or Year Leader about your concerns).
- 4 If it is a minor incident, speak to the particular student concerned. Let them know that you will not tolerate such behaviour and stop it at its root.
- 5 It may be that you will need to discuss this with the whole class and talk about the way in which one, or maybe more, of the other students in the form are being treated. YOU can set the tone in the relationships in your area.
- 6 Bullying is not something that happens just in the lower school, but is present in all Years and should be examined in each Year group's tutorial programme.
- 7 If an incident re-occurs, despite your intervention, it may be that you will now need to contact parents. Remember all staff are empowered to write or telephone parents in order to explain a situation. You should always inform your Year Leader and the Form Tutor of the action you have taken. Please keep a clear written record of everything that has taken place, particularly when dealing with parents who will not always take a member of staff at their word.
- 8 If the situation escalates bring in the Year Leader, but always inform them clearly of what you have done and why. This should include a written record of what has taken place. It may be that you are not happy to contact parents or interview them unless you have the support of a Year Leader. Do not hesitate to use them but always explain the situation and use records.
- 9 If you encounter an act of overt violence, this is categorised automatically as Bullying. You should get the students to write down what has happened and always get accounts. Students involved in a quarrel nearly always have two very different points of view. Other students' accounts of what happened are vital to back up statements as they are often enlightening. Any act of violence must involve the notification of the Year Leader.
- 10 The options open to a Year Leader are: (a) Resolution, (b) Internal isolation, (c) Exclusion. Whatever course of action is taken this should always involve a senior member of staff, usually a Vice Principal/Assistant Principal.
- 11 It is the policy of the school to always take action when a student reports being bullied. YLs and FTs should see the students involved together and attempt to resolve the situation by assisting the bully to reflect on their behaviour.
- 12 Incidents and their consequences should always be followed up. Both bully and the student bullied, will need to be monitored. Some students may even need to see the School's Counsellor who may decide to nominate a peer-mentor to support the student for a time in school.

COLNE COMMUNITY SCHOOL

Bullying Incident Report Proforma

Name of Student:

Year group: Tutor:

Date:

Details of the incident:

Where did it take place?

Name of students who saw the accident:

Student signature:

Action taken by member of staff reporting the incident:

Incident reported to:

Any further action and by whom:

Signed _____ (*member of staff dealing with the incident*)