



Anti-Bullying Policy Guidance

Overview

An effective anti-bullying policy has two components:

It prevents bullying by:

- Raising awareness of bullying throughout the school and including all pupils, parents/carers and teaching and non-teaching staff.
- Publicly acknowledging that the school considers bullying to be totally unacceptable, and is committed to tackling it.
- Helping to create and maintain a culture of care and consideration for others.

It responds to incidents by challenging and stopping bullying. It supports the student who has been bullied and addresses the behaviour of those who bully by:

- Setting out clear procedures for dealing with incidents when they are reported.
- Ensuring **all** members of the school community are aware of the procedures involved
- Having built-in monitoring and evaluation mechanisms to ensure the policy is consistently applied.

Steps to help you develop or review your anti-bullying policy:

Assess the school's needs and goals

- Ensure a named member of staff has responsibility for co-ordinating work towards producing the anti-bullying policy, and that they are fully supported by senior staff.
- Circulate appropriate questionnaires to ascertain the extent of the problem and to provide a needs analysis. This should include pupils, teachers, support staff, governors, parents and any other involved agencies. This needs analysis should inform the construction of the policy.

Develop the anti-bullying policy

- The lead member of staff should be supported in putting together a team of people representing the interests of the whole school. **In order to have the greatest chance of success, the students must play a leading role in developing the policy.**
- Ensure the policy is relevant to your particular setting and that the whole school has ownership of it.
- Review current policy ensuring the **whole** school community participates, and has an opportunity to offer their perspective via questionnaires or discussion.

Practical suggestions towards formulating a new anti-bullying policy

- Consider how the anti-bullying policy relates to other policies (i.e. behaviour policy, acceptable use policy etc.) and specify the links.
- Conduct an audit of current practices and prioritise necessary changes to policy and guidance.
- Re-phrase negative instructions in positive terms (i.e. avoid using "Don't...")
- Anti-bullying policy should cover all forms of bullying, making specific reference to bullying relating to race, religion and culture, homophobic bullying, bullying related to special educational needs, disabilities and cyber bullying.
- Ensure most up to date advice on cyberbullying is included.
- Re-evaluate record-keeping procedures. Remember to choose a format that can be used by the whole school community.
- Look at strategies currently in place to empower pupils, e.g. peer group mentoring buddy schemes, etc. Consider any training required.
- Identify problem areas around the building - e.g. bike sheds, toilet blocks, stairwells, and changing rooms. Arrange close monitoring of these areas.
- Consider positive changes that need to be made, e.g. playground developments, supervision on buses, after-school activities, and their cost implications.
- Can movement of pupils at break times be staggered?
- Arrange supportive liaisons with outside agencies, e.g. other phase schools, feeder schools, Bullying Intervention Group (BIG) Award.
- Decide how the concept of a "telling" school can be integrated into the curriculum.
- Set up a whole school project to launch the new policy in order to raise awareness and promote ownership.
- Review "Bullying at Work" policy and procedures for dealing with complaints against staff.

Aim to achieve:

- A clear and agreed **definition of bullying**, giving examples.
- A clear statement that the policy applies to **the whole school**.
- A clear and detailed guide to how the bullying will be dealt with by the school. Rewards and sanctions to be properly understood by all participants in the school community.
- Aims and objectives- immediate and long-term. Agreed review process.
- Strategies to encourage pupils and other stakeholders to report incidents of bullying.
- Initiatives written into the School Development Plan with costs, dates for review and training.
- An efficient pro-active method of assessing the effects of previous bullying experiences on new arrivals at the school.
- A way of disseminating information to relevant staff without breaching the trust/confidentiality of the bullied pupil.

Provide training and support for all staff

- It is essential to the operation of an effective anti-bullying policy that *all* staff receive adequate training to enable them to apply the policy consistently and responsibly.
- A consistent way of dealing with complaints **without the necessity of making the vulnerable target confront the bullies** must be agreed. Staff must have an opportunity to discuss their own concerns and previous difficult experiences.
- Initial training to launch the policy should be followed up with top-up training at regular intervals. (To take account of on-going cycles of evaluation and review and e-safety related to new technologies).
- Full training on the use of the policy must be a key feature in the induction of new members of the school community.

Involving pupils

- Involve pupils fully in the implementation, operation, monitoring and evaluation of the policy.
- Investigate the range of peer support options that are available, and train suitable pupils accordingly.
- All students newly attending the school should be made fully aware of the anti-bullying policy operated.
- All members of the school community must understand that "bystander apathy" is totally unacceptable, and will be sanctioned accordingly.

Involve parents/carers

- Establish communication channels that are easy to access, and allow issues to be dealt with pro-actively and tactfully.
- Make sure that parents are given clear information as to their rights **and responsibilities** in the anti-bullying policy.

Identify and publicise resources and where to get help for pupils who are being bullied, or those who bully, and also for concerned friends and family members.



**Dudley Children
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