

Terra Nova School

Anti-Bullying Policy

Rationale, Aims and Objectives

At Terra Nova we are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his or her full potential. A central feature of Terra Nova is that all pupils should care for and support each other.

Terra Nova believes:

- All forms of bullying are unacceptable and will always takes action against it
- Pupils should be taught and understand the damage bullying can do to members of our community and that it is unacceptable.
- In dealing with and identifying bullying - parents, staff and the pupils all have important roles to play.

Bullying, harassment, victimization, and discrimination will not be tolerated. Any allegation will be treated very seriously. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate this towards each other, the staff and the school. Where necessary, we will apply the sanctions described in our Behaviour Policy for behaviour that constitutes bullying or harassment of any kind. It is also understood that, although bullying is not a criminal offence, there are criminal laws which apply to harassment and threatening behaviour. The School is well aware of the physical and psychological damage that bullying can cause and will act appropriately when allegations of bullying have been made.

At Terra Nova we aim:

- To create an environment where children feel safe and do not fear bullying.
- To encourage a caring and co-operative attitude among pupils
- To inform parents, pupils and staff of ways to identify and deal with bullying.
- To respond quickly an appropriately to all instances of bullying

Definition of Bullying:

Terra Nova defines bullying as any repeated wilful act which causes pain or stress to another person.

This may be in the form of gestures, physical or verbal aggression, deliberate exclusion or extortion. It includes racial, religious, cultural, sexual, sexist, homophobic, special educational needs and disability bullying and all aspects of cyber-bullying.

Relevant Informing Documents

- National Minimum Boarding Standards
- Safe to Learn – Embedding anti-bullying work in schools

School Procedure

a) Identifying and Reporting Bullying

At Terra Nova any suspected incident of bullying must be reported to the child's Form Tutor or Section Head.

Incidents may be reported by any member of staff (whether teaching, administrative or ancillary), by pupils or parents. Sometimes it is not specific incidents but changes in behaviour that may indicate a child is being bullied. These can include:

- changes their usual routine
- is unwilling to go to school (school phobic)
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- feels ill in the morning
- begins to do poorly in school work
- has possessions which are damaged or "go missing"
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber-message is received

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated and reported by parents and teachers.

b) Collection of Information:

When an allegation has been made the Form Tutor/Section Head will investigate the allegation through conducting interviews/discussions with the victim on his/her own and as appropriate with the other parties involved. In some instances to protect a victim confidentiality will be maintained.

ALL information/statements from these interviews/discussions will be recorded as a Behaviour Issue on School Manager (the school information system) and through this copies will automatically be forwarded to the Deputy Head, Form Teacher and Section Head.

c) Response from school:

In the event of bullying behaviour being identified both parties will be counselled.

The victim will be counselled and given time with a member of staff (most likely, his/her form tutor) to talk about what has happened, how they feel about the experience, what they feel comfortable with, in terms of action taken and invited to suggest ways that the school can support them further. A clear monitoring framework will be established to reassure the child and parents.

The other parties involved will be informed that no form of bullying will be tolerated and that the School's action policy on bullying follows a set pattern which in repeated cases will lead to parental involvement and, ultimately, expulsion. The pupil will also have an opportunity to discuss the reasons underlying their behaviour and strategies to prevent bullying behaviour in the future.

Parents will be notified at all stages to ensure their support on dealing with the allegations. They will also be given strategies to help at home and informed of any findings.

d) Monitoring and Follow up

The teacher dealing with the incident (usually the form teacher but it can also be any adult the child feels comfortable to talk with) will agree to meet with a child either daily or every few days to reassure the child, but also to ensure that no further bullying incidents are taking place. At this stage parents will also be encouraged to keep the school informed of any potential issues.

Where pupils do not respond to preventative strategies, the school will impose sanctions in agreement with parents. In many cases these will apply to the particular nature of the bullying or the particular circumstances in which it occurs but might include:

- removal from the group;
- attendance upon the duty staff at breaktimes;
- withdrawal of break and lunchtime privileges;
- extra work/duties;
- withholding participation in any school trip or event (eg sports) that are not an essential part of the curriculum

Should these sanctions prove ineffective:

- fixed period suspension;
- exclusion

The incident will be raised at the Weekly Pastoral Meeting and the actions put in place discussed. The Pastoral Meeting is chaired by the Deputy Head and attended by the Section Heads throughout the school and the Head of Boarding. As appropriate, minutes from the meeting, with action points, are circulated to all staff.

e) Parental Concerns

If parents have any concerns about the way that their child has been treated, they should initially contact the form teacher. If the concern remains, they should contact the Deputy Headmaster. If these discussions cannot resolve the problem, a formal complaint can be made using the School's Complaints Policy.

Boarders

The procedures are the same for day and boarding pupils. In the event of a bullying incident involving a boarder then the Head of Boarding will liaise closely with the Form Tutor/Section Head and the boarding staff. The Head of Boarding meets with all Boarders to discuss issues and to ensure there are no initiation ceremonies in place and that all Boarders are clear on who to turn to if they wish to report an incident of Bullying in the Boarding House.

Preventative Measures

Every opportunity is taken to reinforce the message that:

- any form of bullying at Terra Nova is not accepted
- the message from the DCSF 'Safe to Learn-Embedding anti-bullying work in Schools' should be taken.

Within school the anti-bullying message is developed through the following areas:

- anti-bullying scheme of work in PSCHE
- anti-bullying themes in assemblies
- participation in national anti-bullying events
- 'Concerns' Post Box where children can post their concerns
- anti-bullying themes discussed in form period sessions
- reinforcement of 'Terra Nova's core values
- display work reinforcing the anti-bullying culture
- other curricular lessons such as RS and English
- use of Buddy System
- Internet, E-mail and mobile phone use policies
- staff, pupil, parent training on cyber bullying prevention
- use of school counsellor

- staff training (Part of new staff induction, periodic whole staff INSET and Form Tutors INSET)
- a weekly Pastoral meeting which identifies pupils vulnerable to bullying and strategies to intervene
- staff on duty being alert to potential bullying situations and areas where it may be more prevalent such as changing rooms etc.
- At the start of each term Form tutors reinforce and discuss with pupils strategies for dealing with bullying behaviour and what they should do and who they should speak to if they feel that they are being bullied.