



Loreto High School Chorlton

Anti - Bullying Policy

Approved: May 2018

Anti-Bullying Policy

At Loreto High School we are committed to providing a supportive, caring and safe environment for all our students so that they can learn in an atmosphere where they feel happy, secure and without the fear of being bullied. The Loreto core values of sincerity, truth, justice, joy and freedom are promoted throughout the school to ensure that students feel safe.

Bullying can take many forms, it is anti-social behaviour and will not be tolerated.

This Anti-bullying policy is in place so that everybody within our school community knows where we stand on bullying and understands what will happen should bullying occur. It is important that all students, staff and parents have a shared understanding of what constitutes bullying and know that incidents will be dealt with swiftly and effectively.

Key Staff

Behaviour Lead: Mr J Quinn and Mr T Ngawoofah

Anti-bullying Lead: Ms A Watson

Safeguarding Lead: Mrs J Naughton

Key Contacts: Ms A Watson, Ms P Bryan, Ms D Taylor-Bell, Ms E Joseph and Ms R Graham.

What is Bullying?

Bullying is deliberately hurtful or threatening behaviour that is premeditated and usually forms a pattern of behaviour rather than an isolated incident. It involves the dominance of one student over another, or group of others.

Types of Bullying

Bullying can take different forms:

- **Verbal** – name-calling, sarcasm, spreading rumours, persistent teasing
- **Physical** – pushing, hitting, spitting, kicking and any form of violence
- **Emotional** – tormenting, threatening, ridicule, humiliation, exclusion from groups/activities

Students are bullied for a variety of reasons. Specific types of bullying include:

- Bullying related to race, religion or culture
- Bullying related to SEN or disabilities
- Bullying related to appearance or health conditions
- Bullying related to sexual orientation
- Sexist/gender bullying

At Loreto, all forms and types of bullying are treated the same. They are unacceptable and will not be tolerated.

Bullying can take place between students, between pupils and staff, or between staff, by individuals or groups; face to face, indirectly or using a range of cyber-bullying methods.

Identifying Bullying

Children who are being bullied may not always be prepared to tell someone. It is important therefore that members of staff, parents and others who deal with the children are observant and alert for signs of bullying.

Signs and symptoms may include:

- Unwillingness to come to school
- Frightened to walk/use bus to or from school
- Changes their routine or route to school
- Becomes withdrawn anxious or lacking in confidence,
- Complains about missing possessions/has torn clothing
- Refusal to talk about school
- Truants
- Complains of illness, particularly in the morning
- Afraid to use phone/internet
- Stops eating

Implementation

When a disclosure is made, it should always be treated seriously, with appropriate discretions and carefully investigated. The procedure for dealing with bullying is set out in Appendix A, along with the incident form – Appendix B.

Preventing and Reducing Bullying Incidents

- Members of the school community must be alert to signs of bullying and act firmly and promptly against it in line with the guidance in this policy
- Loreto High School will promote anti-bullying strategies through the following:
 - Assemblies
 - PSHE
 - circle-time
 - SEAL programmes
 - Formation activities
 - peer mentors
 - Mediations
 - A well designed school and safe school environment (open plan toilets, staff duty points)
 - Response to school surveys
- Students should be encouraged to tell someone if they are being bullied or observe bullying. The school nurse and **Pastoral Leaders** offer a drop in service to students should they need to talk about any bullying issues. Parents are encouraged to contact school if they are concerned about issues relating to bullying.

- A safe environment is created in the playground by careful supervision. A buddy system is a strategy which can be operated in year 7 & 8. There are a variety of clubs open to students each day.

Cyber Bullying

Members of staff are also aware that bullying can be carried out through cyberspace. Children are encouraged to tell someone if they are being bullied this way. Guidance is also given during ICT lessons and assemblies when the children are taught about internet safety.

Reporting and Recording Incidents of Bullying

Staff will actively encourage students to report bullying. This can be done in confidence through services or reported directly to staff members. If a pupil is at risk then school staff cannot keep the information confidential. Staff should follow the school safeguarding procedures when dealing with a disclosure.


Loreto High School recognises that it is often parents/carers who report incidents of bullying. Staff are aware of the reporting procedures when concerns are raised. Parents have access to 'parent leaflet's' which outline the procedures that they can follow to report incidents and the outcomes they should expect.

Appendix A

PROCEDURE FOR DEALING WITH INCIDENTS OF BULLYING

1. Once the behaviour has been identified as bullying the incident should be reported to a senior member of staff, HOY, PL or any member of staff.
2. The victim and bully should be interviewed separately.
3. The victims account should be listened to and the student reassured that s/he has done the right thing by reporting the situation as victims may feel that they are powerless and in a vulnerable position. Everything should be done to reassure the victim and re-establish their self-esteem.
4. The bully should give their account and give the reasons why s/he has bullied. They should be helped to recognise their unsociable behaviour and given support/mentoring to address their behaviour.
5. If it is possible and both parties agree, reconciliation could be facilitated. The victim and bully could discuss their feelings and how the situation developed.
6. The bully should be told firmly that their behaviour has been unacceptable and it must stop.
7. In all instances the parents of both parties should be contacted and informed of the situation and the action taken. If appropriate, they should be invited into school.
8. Follow up meetings with the victim should be arranged to find out whether the solution has been effective or not, and the situation should be monitored.
9. Serious or prolonged bullying could result in one or more of the following sanctions:
 - Break/lunch time detention
 - After school detention
 - Removal from lesson or peer group
 - Withdrawal from a school trip that is not an essential part of the curriculum
 - Removal of privileges such as representing the school
 - Internal exclusion
 - Fixed term exclusion
 - Permanent exclusion
10. A written record should be made of every incident of bullying using a bullying incident form (Appendix B). The report should indicate who was involved, where and when the incident occurred, what happened, action taken, parents informed and how the incident was followed up. This form should be kept and filed by the senior staff member dealing with the bullying incident, in the appropriate designated place.

Appendix B

<h1 style="margin: 0;">Bullying Incident Report Form</h1>	 LORETO <small>Loreto High School Chertton A Catholic School in Excellence and Innovation</small>
---	---

Pupil's Name: _____

Year/Form Group: _____

Date: _____

Description of Incident (include where, when and who was involved)

- | | | | |
|--------------|--------------------------|-------------------|--------------------------|
| Verbal | <input type="checkbox"/> | Racial | <input type="checkbox"/> |
| Physical | <input type="checkbox"/> | Sexual Harrasment | <input type="checkbox"/> |
| Emotional | <input type="checkbox"/> | Rude Gestures | <input type="checkbox"/> |
| Name Calling | <input type="checkbox"/> | Intimidation | <input type="checkbox"/> |
| Teasing | <input type="checkbox"/> | Extortion | <input type="checkbox"/> |

Name of witnesses (please record any accounts separately and attach to this form)

List of Involved Parties:

Name of Teacher reporting incident: _____

Name of member of staff dealing with Incident: _____

<u>Actions Taken:</u>		
Date	Person taking action	Action

- Return form to Pastoral Leaders
- To be recorded on Sims
-

Racist Incident Report Form



Victim Profile

Name: _____

Date of Birth: _____

Ethnic Origin: _____

Student/Staff/Other: _____

Date of Incident: _____

Alleged Perpetrator

Name: _____

Date of Birth: _____

Ethnic Origin: _____

Student/Staff/Other: _____

Details of Incident: Time: _____ Location: _____

Nature of Incident:

- | | | | |
|--------------------------|--------------------------|--|--------------------------|
| Abuse – verbal/gestures | <input type="checkbox"/> | Dispute/threats | <input type="checkbox"/> |
| Criminal damage/graffiti | <input type="checkbox"/> | Possession/distribution of racist material | <input type="checkbox"/> |
| Property damage/arson | <input type="checkbox"/> | Provocative behaviour | <input type="checkbox"/> |
| Violence | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |

Actions Taken:

Date	Person taking action	Action

Signed: _____

Date: _____

Name: _____

Position: _____

“A racist incident is any incident which is perceived to be racist by the victim or any other person”

- Return form to Pastoral Leaders
- To be recorded on Sims