



## HOLY TRINITY CATHOLIC SCHOOL

### ANTI-BULLYING POLICY – Updated Sept 2015

Holy Trinity is a strong community with positive working relationships between students. We believe that every child has the right to realise their potential in a happy and safe environment. Bullying is a behaviour that causes distress and is seen as unacceptable at Holy Trinity Catholic School.

#### **Equality**

At Holy Trinity Catholic School it is our aim in respect of both students and staff to eliminate unlawful discrimination, advance equality of opportunity and encourage good relations amongst and between those of all races, abilities, sex, religion or belief, sexual orientation, gender identity, maternal condition, age or marital/civil status.

#### **Definition of Bullying**

Bullying can be defined as 'behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally'. Bullying involves an imbalance of power and all types of bullying are damaging to an individual's well-being.

Bullying can take many forms, but includes:

- Physical bullying – any form of violence such as hitting or pushing, any unwanted physical contact or denying an individual access to their property.
- Verbal bullying – name calling, spreading rumours, making threats, sexist, racist or homophobic language.
- Emotional bullying – isolating an individual from a group or activities related to the peer group.
- Cyber bullying – sending threatening or insulting emails, text messages or posting unpleasant messages on social networking sites.

At Holy Trinity we aim to take both a proactive approach to anti-bullying and also to take action when an incident of bullying is reported.

### **Active strategies to discourage bullying:**

- Tutors and subject staff are aware of social relationships between students; subject and support staff are encouraged to discuss any concerns with tutors and Heads of Year.
- Through the curriculum, assemblies and other activities, students are educated on what constitutes acceptable social behaviour and how to be role models of anti-bullying behaviour. Students are encouraged to work in the Holy Trinity Way, fostering co-operation, tolerance and respect for others.
- Students are given a clear message that bullying is not tolerated at Holy Trinity and that everyone is expected to work together to ensure it does not happen.
- Peer mentors and prefects are trained in awareness of bullying, giving them the skills to support students seen to be vulnerable or potential victims of bullying.
- Students and parents are urged to report any incident of bullying immediately.

### **Process for dealing with bullying incidents:**

Any report of bullying will be taken seriously and dealt with in a consistent and delicate manner, taking care not to victimise or blame any party. Note that labelling a student as a bully is counter-productive and unhelpful, although referring to 'bullying behaviour' is appropriate.

The emphasis is on supporting all parties in order to find the root of the problem, steering away from the tendency to talk about specific incidents and instead focussing on how certain behaviour makes the student feel.

Students demonstrating bullying behaviour must not be accused or labelled, but supported, encouraged and given a chance to rectify their behaviour. The onus must be on the students involved to search for a solution to the problem and this may involve working with the bystanders and victim. Students must be helped to demonstrate socially acceptable behaviour and to have compassion for the victim.

Sanctions such as exclusion or internal isolation may be applicable if students displaying bullying behaviour are intransigent over time and all other avenues are exhausted.

### **Logging Incidents**

All reported incidents of bullying must be logged centrally, including how the incident is responded to by the school. The central log will be held by the Pastoral Support Team in the Head of Year office. Records will be retained for the current year plus 3 years.

See Appendix 1: Central Logging Form for Bullying Incidents.

Approved by the Governors

Date

# Holy Trinity Catholic School

## CENTRAL LOGGING FORM FOR BULLYING INCIDENTS

Once completed, this log is to be held by staff in the Head of Year Office

<b>Reported by:</b>		<b>Date:</b>	
<b>Details of people involved:</b>			
<p>Please include names, genders, ages, ethnic origin, and children in care with special needs and each child's role – ringleader, outsider, reinforce, assistant, defender, victim – and level of involvement.</p> <p>1= very involved      2= involved      3= slightly involved      4= only indirectly involved</p>			
		<b>Time of incident(s):</b>	
<b>Indicate type of incident(s) – please tick one or more box:</b>			
Race		Age	Religion
SEN or disabilities		Appearance or health condition	Culture
Gender		Sexual orientation	Other (please specify)
<b>Brief description of incident(s):</b>			

**Forms of bullying used:** tick all that apply

Physical aggression	<input type="checkbox"/>	Damaging or taking personal possessions	<input type="checkbox"/>
Deliberately excluding	<input type="checkbox"/>	Verbal threats	<input type="checkbox"/>
Name calling and teasing	<input type="checkbox"/>	Spreading rumours	<input type="checkbox"/>
Cyber bullying	<input type="checkbox"/>	Extortion	<input type="checkbox"/>
Other (define)	<input type="checkbox"/>		<input type="checkbox"/>

**Frequency and duration of bullying behaviour:**

Once or twice	<input type="checkbox"/>	Persisting over two months	<input type="checkbox"/>
Several times a week	<input type="checkbox"/>	Persisting for more than a year	<input type="checkbox"/>

**Other notes on incident:** including relevant previous behaviour**Checklist:** Tick as appropriate

Does incident involve same person?	<input type="checkbox"/>	Has a follow up date been set?	<input type="checkbox"/>
Have parents/carers been notified?	<input type="checkbox"/>	Has action been agreed with victim?	<input type="checkbox"/>
Had individual discussions with all?	<input type="checkbox"/>	Has action been agreed with perpetrator?	<input type="checkbox"/>
Had group discussion with all involved?	<input type="checkbox"/>	Are notes and comments attached?	<input type="checkbox"/>

**Other actions**

Medical treatment required?	<input type="checkbox"/>	Referral to other agencies?	<input type="checkbox"/>
Police involved?	<input type="checkbox"/>	Specific report from staff attached?	<input type="checkbox"/>
Report to governors?	<input type="checkbox"/>	Other?	<input type="checkbox"/>

**Actions agreed:****Incident dealt with by (staff name):**

**Follow up review dates and interventions:**

**Completed by:** .....

**Role:** ..... **Date:** .....

**Checked by:** ..... **Date:** .....

**Outcome of follow up and further actions taken:**

Has the bullying stopped?    YES    NO

Describe any other outcomes, who was involved and when they occurred: