



Anti-bullying Policy

Everyone at Strawberry Fields High School has the right to feel welcome, secure and happy. Only if this is the case will all members of the school community be able to achieve their maximum potential. Bullying of any sort prevents this from happening and prevents equality of opportunity. It is everyone's responsibility to prevent this from happening because challenging bullying effectively will improve the safety and happiness of pupils, show that the school cares and make clear to bullies, that their behaviour is unacceptable.

Direct action should remind pupils that all forms of bullying are unacceptable and will not be tolerated.

Damage, injury or theft and other incidents demand a serious response. Involving parents early is essential, and they might wish to involve the police as/if necessary, depending on the severity.

It is essential to follow up the launch of policy with regular reminders. A low profile policy can be easily forgotten and in subsequent years, new pupils need to be made aware of the policy.

The school is not responsible for bullying outside the school's premises. However, in case a child reports the same to a school authority and is disturbed, the school will take the required steps to restore the child's well being by investigating the same and by giving information to and involving the parents of the concerned students.

➤ **Aim:**

Where bullying exists the victims must feel confident to activate the anti-bullying systems within the school to end the bullying. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti-bullying ethos in the school.

This document outlines how we make this possible at Strawberry Field High School.

➤ **What is bullying?**

Bullying is deliberately hurtful behaviour that is repeated over a period of time, making it difficult for the persons concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone, online bullying etc.

The school works hard to ensure that all pupils know the difference between bullying and simply “falling out”.

➤ **Methods adopted to tackle bullying**

Pupils are told that they must report any incidence of bullying to an adult within school, and that when another pupil tells them that they are being bullied or if they see bullying taking place it is their responsibility to report their knowledge to a member of staff.

All reported incidents of bullying will be investigated and taken seriously by staff members. A record will be kept of incidents. The class teacher of the victim in collaboration with and under the supervision of the Coordinator will be responsible for this and will be required to give a copy of the report and discuss the action to be taken with the Principal. In order to ensure effective monitoring of such occurrences, and to facilitate co-ordinated action, all proven incidences of bullying should be reported to the Principal. Incident form for serious cases, which have been proven, must also be submitted to the Head of School.

Upon discovery of an incident of bullying, we will discuss with the children, the issues appropriate to the incident and to their age and level of understanding. If the incident is not too serious, a problem-solving approach may help. The adult will try to remain neutral and deliberately avoid direct, closed questioning which may be interpreted as accusatory or interrogational in style. Each pupil must be given an opportunity to talk and the discussion should remain focused on finding a solution to the problem and stopping the bullying recurring.

There are various strategies that can be applied if more than one pupil is involved in bullying another. Discussions can be held in the classroom during Circle Time, or the equivalent in older classes. If held regularly, this can be an effective way of sharing information and provide a forum for discussing important issues such as equal rights, relationships, justice and acceptable behaviour. During these sessions, it can be stated that victims need to feel secure in the knowledge that assertive behaviour, and even walking away can be effective ways of dealing with bullying.

➤ **Parental Involvement**

The parents of bullies and their victims will be informed of an incident and the action that has taken place and asked to support strategies proposed to tackle the problem. The bully will also be

reminded of the possible consequences of bullying and the sanctions for repeated incidents will be clearly explained to him/her. Persistent bullies may be excluded from school.

Parents are reminded regularly through letters and newsletters to inform their children that they must tell someone should they ever be bullied. Keeping information from the school, or from their parents, will never help a problem to be solved, and will prolong the period a victim has to suffer.

Whilst there is little history of bullying at Strawberry Field High School, we believe that one case is one case too many and we believe it is essential to constantly review this policy to ensure we are in a position to strengthen our approach to this issue.

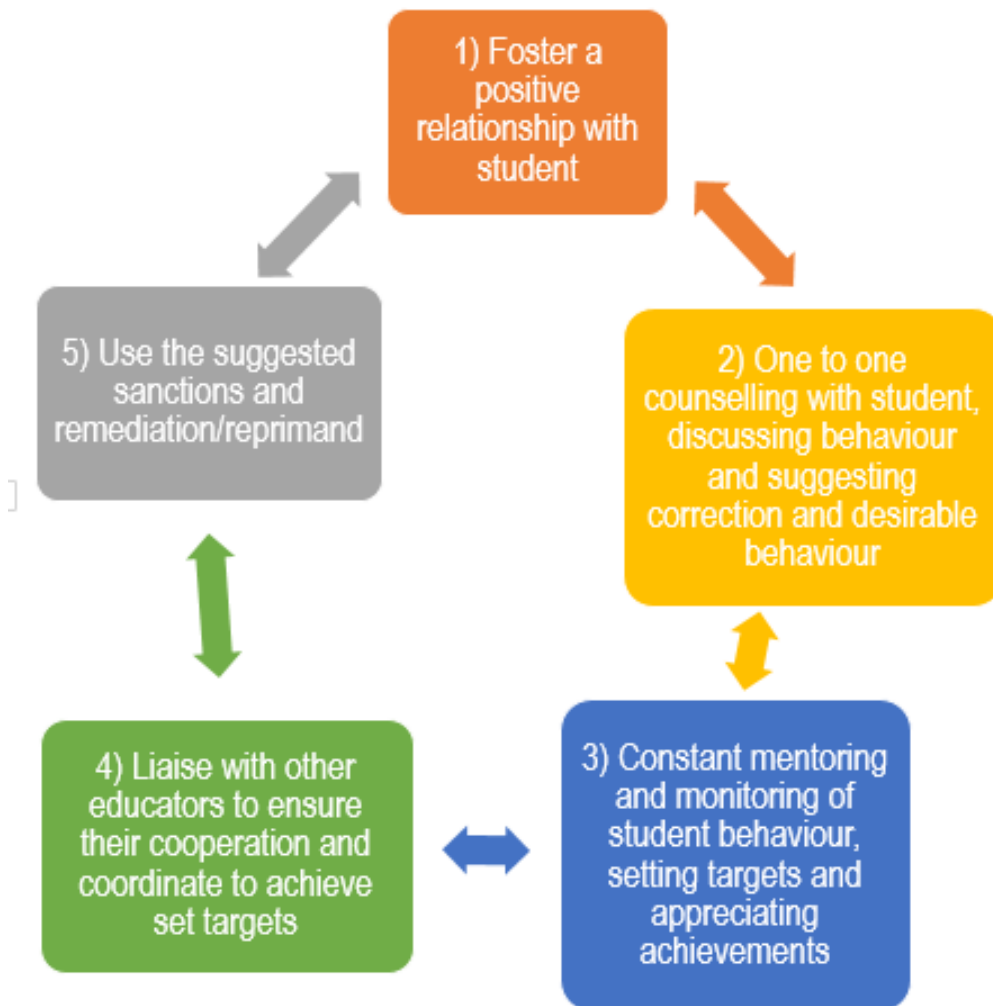
❖ LIST OF RECORDS TO BE MAINTAINED

- ✓ Educator- The Educator is required to record the inappropriate/unacceptable behaviour in the given format and submit to the Class Educator to keep in the Class/Section Behaviour Record file.
- ✓ Class Educator- Keep in the Class/Section Behaviour Record file.
- ✓ Coordinator
 - Bullying Incident Record
 - Referral Form
 - Reflection Sheet
- Principal
 - Record of Fixed Term Exclusions and Permanent Exclusions
 - Countersigned Incident Forms
 - Countersigned Reflection Sheets
 - Countersigned Referral Forms
- ❖ Protocol to manage unacceptable behaviour: (Refer to Behaviour and Discipline Policy for sanctions, remedial measures and action to be taken) –
- ❖ NOTE: Bullying falls in the Office Managed Behaviour category and the related protocol must be followed.

1st point of Contact

Class Educator / Mentor

Note: The Educator is required to record the inappropriate/unacceptable behaviour in the given format and submit to the Class Educator to keep in the Class/Section Behaviour Record file

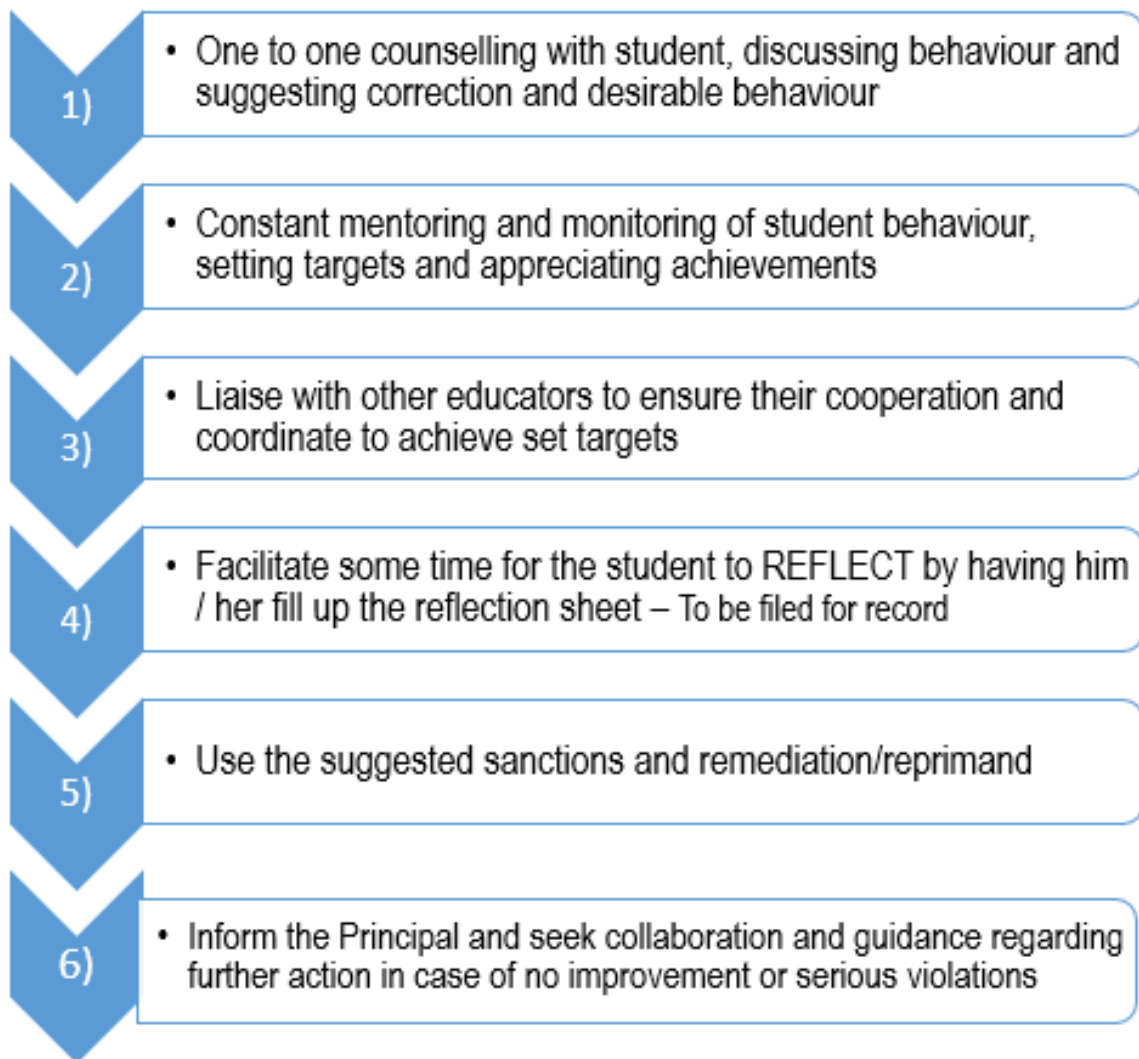


In case of no improvement or serious violations inform / update the Department Coordinator

2nd point of Contact

Department Coordinator

Note: The Coordinator will ensure the filling up of the Reflection Sheet by the student and keep a record. The Referral form is to be filled for all cases being refereed for counselling to the counsellor, the Incident Form needs to be filled for all serious cases of injury, serious medical issues or other serious incidents of unacceptable behaviour.

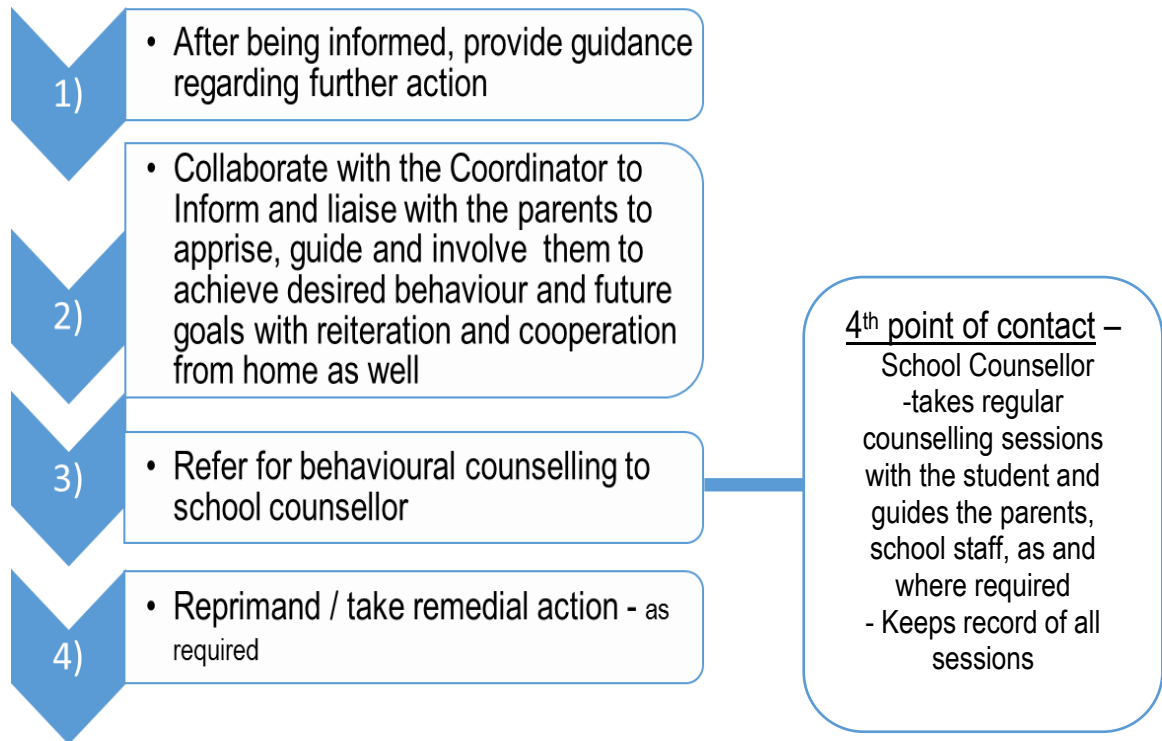


In case of no improvement and serious violations inform / update the Principal

3rd point of Contact

Principal

Note: The Principal must review all Incident Forms and Referral forms and sign them for record.



In case of no improvement and serious violations inform / update the Head of School / Director

5th point of Contact

Head of School / Director

- Inform / apprise / seek collaboration & guidance from Head of School / Director – present unacceptable behaviour record – file with reflection sheets, teacher's report, coordinator reports, referral forms etc.
- Act as discussed and decided
- Present and file final report



Bullying Incident Report Form

Name of Pupil: _____ Class: _____

Group: _____

Date: _____

Details of incident: _____

Incident reported to: _____

Action taken: _____

Signed by:

Educator: _____

Coordinator: _____

Principal: _____