

# **Our Lady's Catholic High School**

## **Anti-Bullying Policy**

*'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Everyone at Our Lady's has the right to be treated with respect at all times'.  
(from OLCHS Mission Statement)*

**Reviewed: Spring Term 2020**

**Next review: Spring Term 2021**

# Anti-Bullying Policy

## Mission Statement

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

## Core Principles

Everyone at Our Lady's has the right to:

- **develop their faith in a supportive context**

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

- **work and learn to the best of their abilities**

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

- **be treated with respect at all times**

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

- **feel safe**

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

**Ephesians 4: 31-32** "Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."

At Our Lady's, our approach to bullying encompasses our Core Principles and Gospel values. Our strategy to resolve bullying incidents combines the 'no blame' and 'restorative justice' approaches, which embraces our Christian duty towards one another.

We are committed to listening to students and staff, and providing practical support for anyone who is involved in bullying incidents.

We recognise that there needs to be a consistent approach to anti-bullying and that clear lines of responsibility and accountability must exist.

Staff receive appropriate training and support to enable them to effectively respond to bullying and to take the necessary steps in order to address any issues.

## **Aims**

We will:

- Strive to reduce the number of bullying incidents both in and outside of our school environment;
- Work to improve the emotional health and well-being of all students and staff at our School;
- Promote a shared understanding of bullying behaviour amongst staff, parents, carers and our community;
- Provide a secure and robust framework for both managing incidents and preventing incidents of bullying behaviour in all settings;
- Monitor, evaluate and report on the nature and extent of bullying activity in all of those settings for which we have responsibility;
- Establish effective partnerships to work towards reducing bullying behaviour;
- Develop training and associated awareness-raising materials which will better equip all connected with our school to improve their skills and knowledge regarding bullying.

This policy links with the school's other policies:

- Care and Control of pupils
- Safeguarding
- Behaviour
- Equality and Diversity
- Home school agreement
- HRSE
- Teaching and Learning
- SEN
- Spiritual, Moral, Social and Cultural development

In addition, our approach takes into consideration the Equality Act 2010, guidance from the DfE and from the Anti-bullying Alliance.

## **Definition of Bullying Behaviour**

The community of Our Lady's Catholic High School believes that bullying behaviour is repeated behaviour that is intended to cause distress, embarrassment, discomfort or harm to others. It typically involves an imbalance of power. This includes physical and verbal behaviours, including the use of technology (e.g. the internet or text messaging). It may be undertaken by an individual or a group and the victims may be individuals or groups.

Name calling, including racist, genderist, disablist and homophobic insults are bullying behaviours, particularly when the victim feels that they are the victim of bullying behaviour.

No one is entitled to use violence against another person, including in retaliation.

Racist, homophobic, genderist and disablist language will always result in exclusion from school.

## **The Limits of this Policy**

This policy applies to all members of the Community of Our Lady's Catholic High School, including children and adults. It applies, not only on the school premises, but also on the journey to and from school, off site at lunchtime, on all educational visits/extra-curricular activities (including residential activities) and on the way to and from activities off site during the school day.

## **Raising Awareness of Bullying**

Our School is committed to raising awareness of any form of bullying and how we can work together to ensure that all members of our community feel safe. In order to do this, we will:

- Always model appropriate behaviour towards each other as staff;
- Highlight the different types of bullying and the harm it can cause in form time, assemblies, form time activities, and all curricular/extra-curricular activities;
- Inform all members of the community how they can report bullying;
- Have special events in school on the theme of bullying, such as PSHE Days.

## **Procedures for Recording and Reporting Bullying Behaviour (see appendix 1 Flow chart)**

It is the duty of any individual who witnesses or is told about bullying behaviour to ensure that the incident is reported to the appropriate persons. The appropriate person is the relevant Learning Manager. Any member of staff who becomes aware of bullying behaviour has a duty to report this to the appropriate Learning Manager. The Learning Manager must then undertake an investigation and record it on Cpoms, alerting the relevant Assistant Head teacher. It is the duty of Learning Managers to monitor the number of incidents recorded on Cpoms and respond appropriately on each occasion, looking in particular for when patterns of behaviour become apparent and lead to a cause for concern regarding individuals or groups.

If the perpetrator of the bullying or the victim of bullying is:

- On the Special Educational Needs register, Mrs Howard (SENDCO) must be informed.
- A Looked After Child, Mrs Howard (Designated Senior Leader) or Mrs McArdle (Assistant Designated Senior Leader), must be informed.
- Creating a concern that the bullying constitutes a Child Protection issue, Mrs Howard (Designated Senior Leader) or Mrs McArdle (Assistant Designated Senior Leader) must be informed.

These staff will then take the appropriate action depending on the circumstances involved.

Where an adult has concerns that a pupil may be a victim of or responsible for repeated bullying behaviour, he/she must inform the relevant Learning Manager. The adult must record the incident on Cpoms. The Learning Manager must monitor these records looking for patterns of behaviour or increases in severity/regularity.

Each term, every pupil will be given the opportunity to complete a confidential bullying survey. Learning Managers will evaluate responses, interview and offer support and advice to pupils identified as victims or responsible for bullying behaviour. Where there is a cause for concern, parents will be notified and invited to come into school. As part of the induction programme all teachers new to the school will be instructed how to manage the completion of the survey to ensure complete confidentiality.

When incidents of bullying behaviour have been dealt with, Learning Managers should contact the parents of those involved, summarising actions taken and asking for a response.

### **Procedures for Dealing with Incidents**

#### **Pupils must:**

- take care before physically intervening to ensure you do not make the situation worse by using excessive force or becoming a victim yourself (refer to the Policy on Care and Control)
- speak out if what they see is unacceptable
- send for help when possible
- report the incident to an adult and encourage others to do so
- tell the truth if asked to be a witness

#### **Staff must:**

- treat all incidents seriously
- show they care
- offer support to the victim and perpetrator
- report the incident, completing a written report promptly
- be vigilant
- model appropriate behaviour
- respond fairly and consistently
- take care before physically intervening to ensure you do not make the situation worse by using excessive force or becoming a victim yourself (refer to the Policy on Care and Control)
- support both the victim and perpetrator by offering positive guidance and advice

#### **Parents must:**

- Contact school to report any incidents
- Print off any written material that is clearly unacceptable
- Save any texts or emails etc. received as evidence
- Agree to provide school with all relevant information in their possession

#### **School must:**

- offer support to victim and perpetrator to help them change behaviours when appropriate
- record the incident
- inform parents
- apply sanctions consistently and fairly
- teach how to behave appropriately

- follow up and monitor

## **Procedures for Dealing with Complaints**

If a parent/guardian has a complaint about the way their child has been treated in relation to an issue of bullying behaviour they should first contact their child's Learning Manager and request a meeting. A summary of the action points from this meeting should be made by the Learning Manager. One copy should be sent to the parent/guardian and Minutes recorded on Cpoms, alerting the relevant Assistant Head teacher. After two weeks (or earlier if necessary) the Learning Manager must speak to the child to ascertain if the measures undertaken are working and then contact the parent/guardian to discuss whether they feel further action needs to be taken to support the child.

If the parent/guardian is unhappy with how the matter has been dealt with they should contact the Assistant Head Teacher (Pastoral) to request a meeting, at which they can explain their grievance. The result of this meeting should be agreed action points, which again should be minuted and distributed as above. Again, after two weeks the Assistant Head Teacher should speak to the child and contact the parent/guardian to check the situation and discuss any further action needed.

If parent/guardian is still unhappy with the situation they should contact the Headteacher in writing, outlining their concerns. If this does not resolve the matter to their satisfaction they should outline their grievances, to the governors of the school, writing to the Clerk of Governors via school.

Bullying of staff, whether by pupils, parents or colleagues is unacceptable. Staff experiencing bullying should follow the staff 'bullying and harassment policy' found on our school website.

## **Supportive measures for pupils, parents, staff**

In all incidents those involved will be offered a key person with whom they can communicate, this will usually be their Learning Manager or Assistant.

Where there is a problem which is proving difficult to deal with outside agencies will be invited to become involved if appropriate.

Parents will be informed and involved at an early stage

The school's website has a function to allow pupils to pass concerns, (confidential from other pupils and adults) to the appropriate Learning Manager and Deputy Headteacher (Pastoral)

Once each term, every pupil will be given the opportunity to complete a confidential bullying survey

## **Sanctions**

A wide range of sanctions, from admonishment to permanent exclusion will be used as appropriate. Acts of violence, racist, homophobic, genderist, disablist behaviour will always result in exclusion from school.

## **Preventative Measures**

A wide range of strategies are used, including:

- a designated area for Year 7 pupils to use exclusively at break times
- a prefect duty system
- staff supervision at all breaks, focusing on key areas
- a termly bullying survey
- curriculum input through lessons and form time
- an advice page in the pupil planner

- a buddy system to support Year 7 pupils
- an induction system for all Year 6 pupils
- appropriate sanctions, which are made clear to all members of the community
- Vulnerable pupil tracking meeting
- Staff training on spotting, reporting and recording bullying
- Information assemblies delivered to pupils
- Bullying is a standard agenda item on PP&C Governor meetings, Learning Manager meetings and Student Council meetings.

### Intervention Strategies

Our school combines the restorative justice and no blame approach to bullying. These approaches combined allow for true reflection and empathy, focusing on resolution. Other strategies which maybe be used are:

- Circle of friends
- Staff mentoring
- Peer mentoring

### Key Staff Information

|                      |   |  |
|----------------------|---|--|
| Mr R Charnock<br>RCH | Deputy Head teacher   |  |
| Mrs J McArdle<br>JMC | Assistant Head teacher responsible for Behaviour, Attendance, Assistant Designated Senior Leader (ADSL) and pastoral lead for KS4 |  |
| Mrs E Howard<br>EHO  | Assistant Head teacher responsible for SEND, Designated Senior Leader (DSL) and pastoral leader for KS3                           |  |
| Mrs J Crosbie<br>JCR | Pastoral Support Manager and Assistant Designated Senior Leader (ADSL)  |  |

|                    |                |     |
|--------------------|----------------|-----|
| Learning Managers: | Mrs S Wing     | SWI |
|                    | Mrs E Finnerty | EFI |
|                    | Mrs Z Lin      | ZLI |
|                    | Mrs M Morris   | MMO |
|                    | Mr S Hewitt    | SHE |

**Staff can be contacted by telephone on 01772 326900 or by email using the staff code followed by @olchs.lancs.sch.uk**

### Implementation of the Policy

This policy was produced with input from:

|                              |          |   |
|------------------------------|----------|---|
| All pupils and form teachers | Nov 2014 |   |
| The School Council           | Nov 2014 | Reviewed at meeting Spring 2020               |
| The School Leadership Team   | Nov 2014 | Reviewed by JMC Spring 2020                   |
| The School Pastoral Team     | Nov 2014 | Reviewed at Pastoral Team Meeting Spring 2020 |
| The School Governors         | Nov 2014 | Reviewed by PP&C Committee Spring 2020        |

The policy will be implemented with all staff through Development Time, Year Team Meetings, Wednesday Briefing and targeted meetings for other staff.

It will be implemented with pupils through assemblies, by School Council members, Prefects, Learning Managers, support staff and through enrichment days.

Parents will be informed in writing of the policy and it will be available on request. It will also be placed on the school's website.

### **Monitoring the Policy**

The policy will be monitored by Mrs J McArdle, Assistant Head Teacher, featuring as a standard item on the agendas of all Learning Manager, Student Council and PP&C governor meetings.

### **Evaluating the policy**

The policy will be evaluated by The School Council, Learning Managers, Governors and SLT through their meetings.



Appendix 1

