

Local Procedure Title	Countering Bullying
Site	Sedgemoor Manor School
ECS Policy number and title	ACS 03 Countering Bullying
Local Procedure template reference	ACS LP 03
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Local Procedure Author(s)	Andrew Southwell
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<p>1. INTRODUCTION</p> <p>In order to effectively implement policy ACS03 Sedgemoor Manor School has produced local procedures to explain how the policy is applied and put into practice at site level.</p>
<p>2. AIMS</p> <p>The policy aims to ensure that:</p> <ul style="list-style-type: none"> (a) All children and young people are able to live and learn in environments which are free from bullying, and where mutual respect for others thrives (b) Any incident of bullying is promptly identified and addressed (c) Children and young people learn that bullying in any form is unacceptable (d) Children and young people learn to develop and maintain positive relationships.
<p>3. SCOPE AND DEFINITIONS</p> <p>Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.</p> <p>The following types of bullying behaviour are included in the definition of bullying:</p> <ul style="list-style-type: none"> (a) Physical bullying such as threats, aggression and violence (b) Emotional bullying such as deliberate exclusion, malicious gossip and other forms of relational bullying (c) Verbal bullying such as name calling (d) Cyber-bullying (e) Identity-based bullying such as homophobic bullying, racist bullying, gender based bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs. <p>(See appendix 1 for examples of bullying behaviour)</p> <p>Isolated or once-off incidents of intentional negative behaviour, including a one-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the site's code of behaviour.</p> <p>However, in the context of the policy, placing a one-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.</p> <p>Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with Sedgemoor Manor School's code of behaviour.</p>
<p>4. RESPONSIBILITIES</p> <p>All colleagues, children & young people and visitors are expected to accord with the site code of behaviour and:</p> <ul style="list-style-type: none"> (a) Respect every child & young person's need for, and rights to, live and learn in an environment where safety, security, praise, recognition and opportunity for taking responsibility are available (b) Respect the feelings and views of others (c) Recognise that everyone is important and that our differences make each of us special and should be valued (d) Show appreciation of others by acknowledging individual qualities, contributions and progress (e) Be committed to the early identification of bullying, and prompt and collective action to deal with it

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- (f) Ensure safety by having rules and practices carefully explained and displayed for all to see
- (g) Report incidents of bullying they see – by doing nothing you are condoning bullying.

5. PREVENTION AND RISK MANAGEMENT

Sedgemoor Manor School has clear guidance for children and young people in a format which is accessible to them, which explains what bullying is, and that it is wholly unacceptable, and what to do if they experience or witness bullying.

In undertaking risk assessment and placement, personal and care planning for each child or young person, colleagues will consider the risk of the child or young person bullying or being bullied, and ensure that suitable individual strategies are in place to minimise risk to the child or young person and others.

6. IDENTIFICATION AND RESOLUTION

At Sedgemoor Manor School, where incidents of child on child bullying has been reported to the Head Teacher and CPOMS the following process will be followed:

Stage One

- (a) An appropriate member of the staff team, determined by Headteacher, should talk to the victim about the incident and their feelings
- (b) The alleged perpetrator and any witnesses should be seen separately
- (c) staff should talk to the perpetrator about how the victim maybe/is feeling
- (d) No blame should be attributed but school staff should emphasise the perpetrators responsibility for their behaviour
- (e) All children/young people involved should be asked for suggestions to make the alleged victim feel happier
- (f) If appropriate facilitate a reconciliation meeting
- (g) Colleagues/carers should meet with the child involved at an agreed future time to review progress
- (h) If, after a week, things have improved, no further formal action may be required but colleagues/carers should continue to monitor the situation
- (j) If things have not improved, colleagues should move to Stage Two
- (k) If the incident appears to be child on child abuse this should be dealt with as a safeguarding incident.

Stage Two:

- (a) If bullying is continuing, a meeting should be convened and is likely to include children/young people involved and their advocates/keyworkers/parents to discuss resolution
- (b) An action plan should be drawn up, which should include direct work with the children/young people involved and strategies to improve the situation.

The situation should be monitored to assess progress. If, after a week, the situation has not improved, Stage Three should be implemented.

Stage Three:

Where Stages One and Two have proved ineffective and continuing bullying is having an adverse effect on children and young people, the site leader should, in liaison with their regional lead, consider calling a professionals meeting to review the situation. This may involve specialists such as teaching, therapy and social work colleagues.

7. RECORD KEEPING

All incidents of bullying, and the actions taken to promote their resolution, are recorded in children and young people's individual records on CPOMS.

If the bullying is persistent or serious, it is deemed to be an Incident which must be notified to the Head Teacher, parents (where applicable) and relevant Social Worker within 24 hours or as soon as practicable thereafter. The Head Teacher and Social Worker should consider whether the bullying may constitute Significant Harm; if this is likely, a referral should be made under the Reporting Concerns of Abuse Procedure.

Schools should keep a bullying log and make this available during monitoring visits and inspection.

8. TRAINING

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The Senior Leadership Team are expected to ensure that colleagues complete training in relation to recognising and countering bullying which is appropriate to their role and responsibilities, and which includes awareness of the risk and management of cyber-bullying.

9. MONITORING

The Senior Leadership Team ensure that there is robust systems in place for monitoring incidents of bullying and reflecting on responses and management interventions. The monitoring of all incidents take place in a weekly meeting to include minutes where the CPOMS logs are investigated, scrutinised and actions added and reviewed. This ensures that responses are consistently adequate and effective, and that as relevant, learning is shared with colleague teams and children and young people.

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Contents Checklist (Local Sites may add additional items – this is a core list)		
How is information about preventing bullying communicated to children and young people?		How are records of bullying and interventions taken to prevent and manage them maintained, and who does this?
How is information about preventing bullying communicated to staff?		How are incidents of bullying monitored?
How are debriefs with children and young people facilitated and recorded following incidents of bullying or suspected bullying?		How and when are staff trained to prevent and manage incidents of bullying?
How are debriefs with staff facilitated and recorded following incidents of bullying or suspected bullying?		How and when are staff trained to prevent and manage incidents of cyber-bullying?

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions