



## CRUMLIN INTEGRATED COLLEGE

### Anti-Bullying Policy

March 2017 review

#### *Note to reader:*

*The review of this policy contains essentially one addition to our previous policy. Discrimination/bullying on issues relating to physical ability or sexual orientation are added to those already cited as totally unacceptable excuses for bullying behaviour.*

#### **Why is an effective anti-bullying policy required?**

Since 2003, Boards of Governors have a responsibility to safeguard and promote the welfare of pupils which includes all aspects of pastoral care, child protection, pupil behaviour, health and well-being, safety and security. Article 19 (DE Circular 2003/13) requires the prevention of bullying to be specifically addressed within the school policies.

At Crumlin Integrated College we believe that everyone has the right to work, learn and play in a safe, comfortable/pleasant and secure environment to enable effective learning and that everyone has a responsibility to behave in a way which enables every member of our school community to feel safe and secure at all times. We believe that bullying behaviour of any kind to any member of our school community is completely unacceptable.

This belief is based on acceptance of the following and the needs of our school community:

- “It is the responsibility of all schools to safeguard and promote the welfare of learners. A young person’s welfare embraces all aspects of pastoral care, child protection, personal behaviour, health and wellbeing, safety and security (DE Circular 2003/13). **Schools therefore have a duty of care and must ensure that they safeguard pupils and staff**”.

ETI (Report of an Evaluation of Pupil Behaviour in Schools and Other Educational Settings)

- “Every child has the right to be protected from ALL forms of physical, emotional, or mental violence, inhumane or degrading treatment, injury or abuse, neglect or punishment, negligent treatment, BULLYING, maltreatment or exploitation, including sexual exploitation or abuse”

Article 3 (Human Rights Act 1998)

- To recognise and realise the positive potential of our school to challenge negative attitudes, values and practices, held in our society.

NICIE (Promoting an Anti-Bias Approach to Education in NI)

- It is necessary to work with pupils presenting bullying behaviours to help them change and with targets to strengthen their resilience.
- It is necessary for all staff (teaching, non teaching, support and ancillary) to employ agreed strategies for dealing on the spot with instances of clearly identified bullying behaviours.

*Pastoral Care in Schools (Promoting Positive Behaviour - Para 125)*

### **Linked Policies**

Our duty to safeguard and promote the welfare of everyone within the school community is addressed through the delivery of this Anti Bullying Policy together with the following linked policies:

- Positive Behaviour
- SEN ,
- Child Protection (Safeguarding)
- ICT
- Relationships & Sexuality Education

Copies of these policies can be found on the school web site or can be obtained from the main office.

### **The Consultation Process**

To enable Governors to meet the current legislative requirements regarding consultation, the following have been and will continue to be actioned as part of our review process:

- An anti-bullying questionnaire has been completed by: parents/carers, pupils and staff to enable the School to benchmark current perception and provision and identify areas for further development in both practice and policy.
- A definition of what constitutes bullying behaviour has been agreed through consultation with pupils, parents/carers, Governors and all staff
- The Student Council have been involved in the development of a whole school 'Charter', a classroom 'Code' and a personal 'Aide Memoir'. Combined with this a 'School Zone Mapping' exercise is being undertaken to identify "hotspot" areas where pupils feel uncomfortable in certain school locations.
- An updated summary of the current updated policy will be maintained on the School Web Site – [www.crumlinintegratedcollege.org](http://www.crumlinintegratedcollege.org)

The above processes will continue to be used to inform and guide on-going policy development and review.

### **Defining Bullying Behaviour**

Bullying behaviours come in many forms and may be exhibited in unacceptable and offensive behaviours relating to homophobic, ethnic, sectarian and disablist themes.

Whilst the school accepts that bullying behaviour exists and is not acceptable, it is important to distinguish between those behaviours which are unacceptable, unpleasant, hurtful and anti-social but are not of themselves bullying behaviours and those behaviours which are clearly bullying behaviours. To enable everyone to understand what are bullying behaviours, we have through extensive whole-school consultation with pupils, School Council, parents, carers, teaching and non-teaching staff, Governors and NICIE representatives agreed to adopt the following definition:

**Our school definition of bullying behaviour:**

*Bullying behaviour is the persistent and intentional misuse of power through verbal, physical, emotional or cyber related nature by one or more persons over a period of time showing no remorse, thus making the target feel hurt, demoralised and helpless.*

This definition will be used in each reported incident to clarify whether or not bullying behaviour has taken place.

This definition recognises the following as bullying behaviour and appreciates that there may be one or a combination of the following behaviours present

<b><i>Intentional, targeted, hurtful, repetitive and persistent misuse of power through one or a combination of.....</i></b>			
<p><i>Name calling</i></p> <p><i>Insults</i></p> <p><i>Jokes</i></p> <p><i>Threats</i></p> <p><i>Spreading rumours</i></p> <p> </p> <p><i>....will constitute verbal bullying behaviour....</i></p>	<p><i>Jostling</i></p> <p><i>Physical Intimidation</i></p> <p><i>Punching/Kicking</i></p> <p><i>Any other inappropriate physical contact</i></p> <p><i>Use of weapons</i></p> <p> </p> <p><i>....will constitute physical bullying behaviour....</i></p>	<p><i>Causing a loss of confidence</i></p> <p><i>Leaving a person feel uncared for and isolated</i></p> <p> </p> <p><i>Leaving a person feeling worthless</i></p> <p> </p> <p><i>....will constitute emotional bullying behaviour....</i></p>	<p><i>Misusing mobile phones, internet programs or social networking sites to humiliate, threaten or isolate a person</i></p> <p> </p> <p> </p> <p> </p> <p><i>....will constitute cyber bullying behaviour....</i></p>
<b><i>.....which leaves the target feeling hurt, demoralised and helpless</i></b>			

Pupils may be targeted on the basis of physical ability, race, religion, culture, gender or perceived sexual orientation.

All levels of unacceptable behaviour whether anti-social or bullying will have consequences/ sanctions depending on the severity of the behaviour. When a bullying concern has been identified and agreed our school will work with pupils and parents in a supportive and solution focused way to promote restoration.

### **Possible Signs and Symptoms**

Teachers and parents/carers should be sensitive to recognise changes in behaviour and/or mood as these may be indicators of distress resulting from being targeted.

Pupils experiencing bullying behaviours may exhibit one or more of the following:

- A reluctance to travel home on the school bus, and insistence on being collected by their parents.
- May look for excuses to arrive late/stay later in school, or may look for different routes to and from school;
- May seek reasons for not attending school, or begin to truant;
- May lose possessions, such as pens and books, and their workbooks may be destroyed or the work in them defaced.
- Items of school uniform and games kit may be mislaid, glasses may be damaged and packed lunches spoilt;

- **May** be continually in need of money. Pupils who are being bullied may tell their parents that they have lost money or used it for unusual purposes. In reality, it may have been stolen or used to placate the bully;
- **May try** to avoid going out to play at break or lunch times and, if persuaded to, will remain close to an adult supervisor;
- **May** ask to sit with someone else in class, or try to avoid contact with certain other pupils.

*(This list is not exhaustive)*

### **Preventative Measures**

Crumlin Integrated College adopts a whole-school approach to the prevention of bullying behaviour and aims to resolve incidents in an effective and restorative way. To this end we employ a wide range of participative strategies designed to reduce opportunities for bullying behaviour to occur within our school community.

<i>Whole-school: The Taught Curriculum</i>	<i>Whole-school: Policies and Procedures</i>	<i>Other</i>
<p><i>Mapping has been undertaken in all subjects to track their contribution to the prevention of bullying. This will be continually monitored and supported through the delivery of the Learning for Life and Work.</i></p> <p><i>E-safety with regard to cyber-bullying is taught in ICT lessons and reinforced when making use of ICT in all other subjects</i></p>	<p><i>The main strategy will stem from the consistent and active implementation of the 'Positive Behaviour Policy' which will develop pupils' personal and social skills, their attitudes to learning and build positive self-esteem</i></p> <p><i>Consistent adherence to the procedures concerning the use of mobile phones in school</i></p> <p><i>Agreed User Policies (AUP) are in place and will be implemented consistently. The effectiveness of AUPs will be kept under review</i></p> <p><i>Analysis of Detention data to identify statistics relating to bullying concerns</i></p>	<p><i>Assemblies to raise awareness of bullying issues.</i></p> <p><i>Year 8 workshops taking place during the induction residential.</i></p> <p><i>Keeping supervision arrangements under review - corridors, playground, Dining Hall</i></p> <p><i>Displays giving updated and relevant information on anti-bullying initiatives e.g. school charter, aide memoire</i></p> <p><i>The school annually registers with the NIABF and utilises the resources provided by this forum during 'Anti Bullying Week' and throughout the year.</i></p>

### **The Role of the Student Council**

Through active participation, the Student Council has contributed effectively to raise pupil awareness of the right for everyone to be safe and is contributing to the prevention of bullying through the following initiatives:

- Actively participating in the development of the agreed definition of bullying behaviour
- Developing an aide memoir to support and inform pupils.
- Organising a whole-school Anti-Bullying Charter which results in each pupil signing the poster as a commitment to anti bullying behaviour. This is proudly on display in the foyer
- Conducting a hotspot/zoning exercise to identify locations where pupils feel unsafe
- Engaging in poster making, assemblies and representing pupils' views and concerns relating to bullying behaviour amongst their peers.

### **Procedures to be followed once a bullying concern has arisen**

When an alleged bullying concern arises our school will:-

- Ensure that everyone knows to report this concern to the appropriate Year Head
- Clarify the facts to determine on the evidence whether or not bullying behaviour has occurred against the agreed definition of bullying
- Use the Bullying Assessment Form (Part 1) to identify whether bullying behaviour has occurred,

When the behaviour meets the school's agreed definition of bullying behaviour, the school will:

- Listen sensitively to the target, provide support and reassurance and when appropriate seek additional support in resilience building from external agencies such as New Life Counselling.
- Listen carefully to the pupil/s who engage in bullying behaviour to enable them to accept responsibility and with help from internal and/or external agencies such as New Life Counselling or Education Psychology, work collaboratively to help them to change their unacceptable behaviour.
- Work with both target and pupils presenting bullying behaviour in a restorative and solution focused way to resolve the situation.
- Keep pupils, parents/carers informed about actions taken and outcomes arising
- Use the Bullying Assessment Form (Parts 2-4) to log, monitor and track the effectiveness of the current support provide



### **Support and Sanctions**

The school will work together with the targeted pupil/s, pupils presenting bullying behaviours and their parents to address the issues and where possible achieve a resolution through the following strategies

Support strategies for targeted pupil/s include the following:	Support strategies and sanctions for pupil/s who present bullying behaviour include the following:
<ul style="list-style-type: none"> <li>• <i>Assure the pupil that all efforts will be made to resolve the issue</i></li> <li>• <i>Involve the pupil in a solution focused discussion, identifying a positive way forward</i></li> <li>• <i>Keeping a log of incidents which establishes intent, patterns and hotspots</i></li> <li>• <i>Assertive skills training</i></li> <li>• <i>Provide one-to-one counselling sessions (New Life)</i></li> <li>• <i>Provide peer support - e.g. setting up a buddy system, establishing a circle of friends,</i></li> <li>• <i>Agree times to meet and review progress</i></li> </ul>	<p><i>All incidents of bullying behaviour will be managed through the Code of Practice, stages 1-5.</i></p> <p><i>Sanctions will be applied according to the severity of each situation and may if judged appropriate, include suspension and or exclusion</i></p> <p><i>Support provided will include:</i></p> <ul style="list-style-type: none"> <li>• <i>Pupil having a Think Time restorative discussion with a Head of Year (Think-Time Discussion Sheet)</i></li> <li>• <i>Place pupil on a Code of Practice Action Plan with agreed behavioural targets and outcomes. Outcomes will be monitored and kept under review</i></li> <li>• <i>Take part in a Support Group Method meeting (restorative strategy)</i></li> <li>• <i>One-to-one counselling sessions (New Life)</i></li> </ul>

Sanctions will not be implemented twice for behaviour deemed anti-social as per our Positive Behaviour Policy and as deemed bullying behaviour by our Anti Bullying Policy.

### **Policy Review Procedures**

The school will:

- Carry out a biannual review of both the Anti-Bullying Policy and the Agreed Definition
- Amend the policy and/or definition as necessary
- As a result of the review process ensure both staff and pupils receive up-dated awareness raising sessions to further embed the anti-bullying ethos throughout the school

**All members of Crumlin Integrated College have a responsibility at all times to:**

- Inform and remind everyone of their right to be safe and their responsibility to keep others safe.
- Promote and safeguard everyone's positive self-esteem.
- Act as positive role models.
- Be alert to the signs of bullying behaviours as agreed in the School's definition.
- Emphasise the importance of telling a trusted adult of concerns.
- Listen to concerns sympathetically
- On the basis of the agreed school definition and evidence available determine whether an incident involves unpleasant unacceptable anti-social behaviour or whether it does represent specific bullying behaviour
- If bullying behaviour has occurred respond quickly and appropriately.

Staff will:	Year Heads will:	SENCo will:	ICT co-ordinator	SLT will:	Pupils will:	Parents will:
<ul style="list-style-type: none"> <li>• Use class time to openly discuss/teach about bullying issues and the damage it can do to both target and bully</li> <li>• Teach e-safety as part of ICT curriculum</li> <li>• Record all reported incidents on the SIMS Behavioural Management Module</li> <li>• Track and monitor outcomes on this module.</li> <li>• Bring any unresolved situations quickly to the attention of the appropriate Head of Year</li> </ul>	<ul style="list-style-type: none"> <li>• Act on and follow up any complaint/ concern brought by staff, pupil and or parent</li> <li>• Put into place, monitor and review strategies to support and strengthen the 'target'.</li> <li>• Put into place, monitor and review strategies to reduce / change bullying behaviours.</li> <li>• Report back to pupil/ parent on action taken promptly to dispel anxiety</li> <li>• Report to SLT if situation remains unresolved</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate IBP in consultation with pupil, parent and Year Head</li> <li>• Assist in review of IBP outcomes for both parties - target/pupil presenting bullying behaviours</li> <li>• In consultation with HOY, SLT involve appropriate external agencies (COP 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Will ensure that all e-safety requirements are met and staff kept informed of ICT developments</li> <li>• Run and monitor all ICT usage to ensure compliance with agreed AUPs</li> <li>• When cyberbullying issues are identified, together with HOY/SLT take appropriate action and if required implement AUP sanctions (<i>see ICT policy for details relating to usage/AUPs / cyberbullying</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly audit, monitor and review the anti-bullying policy and amend as necessary</li> <li>• Build capacity among all stakeholders to develop effective: <ul style="list-style-type: none"> <li>• Resilience</li> <li>• Restorative ethos</li> <li>• Mediation</li> </ul> </li> <li>• On the basis of evidence, when a situation is considered to have become a serious safeguarding issue, the Designated Child Protection Teacher will activate Child Protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Not take part in or encourage any bullying behaviour</li> <li>• Report any concerns re self and/or for others to a trusted adult</li> <li>• Work co-operatively with the School Council, pupils, parents and staff to: <ul style="list-style-type: none"> <li>- support the target/s</li> <li>- promote a mediation process</li> <li>- make things better</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Advise their child to: <ul style="list-style-type: none"> <li>- inform a teacher of their concerns</li> <li>- not to take part in any bullying behaviours</li> </ul> </li> <li>• Be expected to report any suspected bullying behaviour immediately to a member of staff/Head of Year even if their own child is not involved.</li> <li>• Work co-operatively with school to resolve the issue</li> </ul>

**Role of Governors is actively to:**

- Ensure that consultation with pupils takes place and that a shared approach to dealing with bullying behaviour is owned by all staff, pupils and parents
- Ensure that the school has appropriate procedures for the prevention of bullying, for dealing with the issue of bullying and any complaints which may arise
- Be involved in encouraging and supporting the school in policy development and review
- Promote an anti-bullying culture consistent with the school's positive ethos, pastoral care policy and whole-school policy on good behaviour

## Appendices

Crumlin Integrated College's 'Anti Bullying Draft Policy' is derived from the following legislation:

- The Health & Safety at Work (NI) Order 1978
- The Welfare and Protection of Pupils' Education and Libraries 2003 (NI) Order – Articles 17 (Duty to safeguard and promote the welfare of pupils)  
18 (Child protection measures)  
19 (School discipline measures to prevent bullying)

and from the following publications which inform and guide both policy and practice in Crumlin Integrated College.

- Pastoral Care in Schools: "Promoting Positive Behaviour" DENI 2001
- Pastoral Care in Schools: "Child Protection" DENI 1999
- Regional Policy and Procedures – Area Child Protection Committees 2005 – section 9.48
- Every School a Good School A Policy for School Improvement DENI, 2009,
- Effective Responses to Bullying Behaviour, NIABF, 2013

*Advice to support targeted pupils both within and outside school to be displayed widely on school premises*

### Need someone to talk to?

- ◆ If you have something important to talk to staff about,
- ◆ if you are worried about something that is happening to you, or to someone you know,
- ◆ if you need help, or if you need to know how to get help,

the staff are here to listen and to help - they will try to do what they can.

- ◆ If you are worried about telling things in confidence, tell the staff - they will understand. If they are concerned about your safety, or someone else's, they may need to share this with others, but they will always tell you first.

- ◆ If you are still unsure about talking to a member of staff, you can telephone

☎ Childline (NI) on 0800-1111

☎ NSPCC on 0800-800500, textphone 0800-056-0566

☎ Youthline on 0808-808-8000 (4pm-9pm)

These calls are free, and they will not show up on your phone bill. They will help you work out what to do next.

*Pastoral Care in School; Promoting Positive Behaviour, Pg. 68, DENI,2001*

Digizen(Digital Citizen) website

<http://www.digizen.org/resources/cyberbullying/overview> pages 2-6

Northern Ireland Anti-bullying Forum website for advice and resources:

[www.niabf.org.uk](http://www.niabf.org.uk)