



Ysgol Glanrafon

Anti-bullying Policy

Approved by Governing Body on	6/12/23
Due for review on	December 2024
Signed by Chair of Governing Body	
(Print name)	

Ysgol Glanrafon Anti-bullying Policy

Mission statement

To achieve the highest possible standards, in an active, caring, happy and Welsh school, where respect for pupils and people is shown, giving them all a fair chance to develop to their full potential. Ysgol Glanrafon is committed to creating and sustaining a safe, positive and inclusive environment for all pupils, staff, parents/carers and visitors.

We believe that all pupils, staff, parents/carers and visitors have the right to be protected from bullying and abusive behaviour.

Who the policy applies to

This policy was developed and is reviewed and monitored through consultation with the whole school community which include staff, school council and governors. Members of the school community are:

- Pupils
- Teachers (both permanent and supply teachers, and specialist teachers e.g. for music, dance and drama)
- Teaching Assistants
- Office Staff
- Playground supervisors
- Canteen staff
- Caretakers
- Parents/carers
- School Governors

Aims & Objectives

This policy aims to ensure that all those connected with the school are protected from bullying behaviour.

The ongoing and long-term aim of the policy is to reduce the number of pupils who experience bullying through increasing awareness of this behaviour, its causes and consequences in the pupils, staff, parents/carers and visitors who make up the school community, and to help pupils find and put into practice a series of solutions to the problem of bullying. The policy also aims to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur. Procedures for dealing with bullying are clearly set out so that all members of the school community know what they can expect from the school and what the school expects of them, with regard to bullying.

This policy will support us to:

- providing a learning environment free from any threat or fear.
- reducing and eradicating wherever possible instances in which pupils are made to feel frightened, excluded or unhappy.

- establishing a means of dealing with bullying and of providing support to pupils who have been bullied
- ensuring that all pupils and staff are aware of this policy and adhere to it on a day to day basis
- meeting any legal obligations.

What is bullying?

Bullying is when one or more people physically, emotionally or psychologically hurt or cause harm to another person, through different mediums i.e. electronic and non-electronic. Bullying usually happens over a short period of time, and consists of a series of different incidents.

Different types of bullying include:

Physical – hitting, kicking, spitting, tripping someone up, stealing or damaging someone's belongings, etc.

Verbal – name-calling, insulting a person's family, threats of physical violence, spreading rumours, constantly putting a person down.

Emotional/psychological – excluding someone from a group, humiliation.

Racist – insulting language/gestures based on a person's actual or perceived ethnic origin or faith, name-calling, graffiti, racially motivated violence.

Sexual – sexually insulting language/gestures, name-calling, graffiti, unwanted physical contact.

Homophobic – insulting language/gestures based on a person or person's family member's actual or perceived sexuality, name-calling, graffiti, homophobic violence.

Electronic – bullying by text message, bullying on the internet (in chat rooms, on bulletin boards and through instant messaging services), hate websites.

Bullying is:

- deliberately hurtful
- repeated over a period of time
- difficult for victims to defend themselves against.

All of the types of behaviour listed above are unacceptable and will not be tolerated at this school.

Not all hurtful behaviour is bullying but all hurtful behaviour is unacceptable.

How we handle bullying at Ysgol Glanrafon

- When bullying is reported it will be taken seriously. Pupils who have been bullied or have seen others being bullied should report this to their class teacher or Headteacher. Staff to record reported incidences of bullying on CPoms.
- Where bullying is of a racist nature this must be reported to the Local Authority using the Racial Incident Report form.
- All reports will be taken seriously and will be followed up by a member of staff.
- Staff will work with the pupil who is being bullied to help them feel safe and find responses to bullying that work.
- Staff will work with the pupil who are bullying to change the bullying behaviour.

- Wherever possible, staff will work with the parents/carers of any pupil who is being bullied to support and encourage that pupil in finding solutions to the bullying.
- Wherever possible, staff will work with the parents/carers of any pupil who is bullying to support and encourage that pupil in finding alternatives to the bullying behaviour.
- Staff will try to involve relevant outside agencies in supporting pupils who are experiencing bullying or who are bullying.
- Excluding pupils from Ysgol Glanrafon is a last resort. If particularly serious victimisation, abuse and intimidation, or physical bullying against any other person belonging to the school community is reported, those pupils who carried out the bullying will have to be suspended from school activities while it is investigated and solutions are sought. If the solutions have no effect, or if the bullying was so severe that it would be harmful to the rest of the school community to allow the suspended pupil to return to the school, he/she may have to be permanently excluded, in line with Local Authority guidelines.

Time scales

All incidents will be dealt with as quickly as possible. The class teacher will deal with most of the incidents although support staff will also deal with incidents. In most cases, incidents can be dealt with immediately or when the child has had time to process what has happened. Some incidents may take longer to deal with and the school will deal with those within 5 working days.

Standing up to bullying behaviour

This school is committed to stopping bullying behaviour and to do this we need everybody's help. Here are the things that every member of the school community can expect from the school and the things that are expected from each member:

All pupils

All of us find ourselves in vulnerable positions sometimes, e.g. when we start a new school/job/subject, if we are having problems at home, etc. As part of the school community, you have a responsibility to help combat bullying by supporting other pupils when they are vulnerable. Do not gang up against another pupil in a vulnerable position, try to help him/her feel less vulnerable. Do not join in with making fun of them, even if you don't feel able to challenge the bullying behaviour yourself. And don't turn a blind eye to bullying and victimisation.

Here's what to do if you know that another pupil is being bullied (this could be a friend that you know really well, someone in one of your classes, or someone that you just see around the school and have never even spoken to; and the bullying could be happening at school, or on the way to and from school):

Let a member of staff know about the bullying. You can do this in lots of different ways:

- Write down the details about the bullying and leave with the school secretary. Try to include who is being bullied, how they are being bullied, and when and where the bullying is happening/happened; **if you can, write down who is doing the bullying and also your name.**

- Tell a friend, who can advise you how to tell staff and support you in doing so, or tell them for you if you are unable to do so.
- Find a quiet moment to speak to a member of staff. Members of staff are: teachers, teaching assistants, office staff and playground supervisors. After class can be a good time to approach teachers. You can always pretend that you need help with some work if you are worried that other pupils might hear you ask the teacher for a private word.

When you let staff know about bullying you can expect what you say to

- be taken seriously and that action will be taken to stop the bullying behaviour. If you choose to tell a member of staff about bullying in person or if you write your name on a bullying report staff will not name you when they investigate the bullying unless they are forced to because of Child Protection laws, but they will let you know that they have acted on your report.
- If you are ever worried for your own or another pupil's physical safety (including if you are afraid that a pupil may harm himself/herself), **do not hesitate to tell a member of staff** so that they can take immediate action to keep the pupil safe with the help of other staff at the school, parents/carers and the police and ambulance service if necessary.
- A worry box will be placed in a prominent area of the school for pupils to share their worries. Specific work will be done in circle time type activities to model how to use the worry box especially in relation to 'banter' type behaviour.

Pupils who are being bullied

If you are being bullied, you can expect that:

- You will be listened to and taken seriously.
- Action will be taken to help you to stop the bullying.
- You will be involved in the process of deciding what action to take to help stop the bullying and any worries that you may have will be listened to and respected.
- You will be given the opportunity to talk about the way that the bullying has made you feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour. This means:
 - Your teacher and Headteacher will be told about your situation so that they can help to support you.
 - You will be given the chance to work with them to find strategies to deal with bullying and to talk about any feelings and worries that you may have.
 - You will be offered the chance to talk with staff from other agencies as well.
 - Your teacher will ask to let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you, too.
 - You will have regular update meetings with your class teacher (e.g. every week for a month, a half-term, or a term) to make sure that the action taken to stop the bullying is really working and that you are happy with how things are going.

- If you are ever in fear for your physical safety, staff will take immediate action to keep you safe with the help of their colleagues at the school, parents/carers and outside agencies like the police and ambulance service if necessary.

Pupils who are bullying

Bullying behaviour has absolutely no place at Ysgol Glanrafon and will not be tolerated. If you are involved in bullying, you can expect that:

- Your bullying behaviour **will** be challenged.
- You will be treated fairly.
- You will be given the opportunity to change your behaviour and encouraged and supported in doing so. This means:
 - You will be expected to work with staff to look at the reasons that you have been bullying and to find and put into practice other ways of behaving.
 - You will be offered the chance to work with staff from other agencies who can help you to stop bullying,
 - Your teacher will let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you in changing your behaviour.
 - You will have regular meetings with staff to review your behaviour (e.g. every week for a month, a half-term, or a term).

If you do not work at changing your behaviour then staff will have to take more serious action, e.g. suspending you from school activities.

Our priority is to make this school a safe and positive place for the whole school community. If you take part in bullying any other person belonging to the school community, you will be instantly suspended from coming to school whilst the behaviour is investigated and you may well be excluded.

Staff

All staff can expect to be trained and supported in dealing with bullying.

All staff will be expected to:

- promote an environment that is constructive and safe for all pupils through their own teaching practice and actions.
- follow the procedures set out in this policy when they are dealing with bullying.
- work in co-operation with colleagues, pupils, parents/carers, staff from other organisations in the local community and the school's board of governors to combat bullying.
- ensure accessibility to processes for children with disabilities or health conditions, for example, replicating a reasonable adjustment they have in the classroom to ensure they can participate in discussions about incidents

Parents/carers

Staff will do their best to address any concerns that you may have about bullying; and you will be asked to co-operate with the school in supporting your child and promoting the message that bullying behaviour is not acceptable.

If your child is being bullied, you can expect that:

- You and your child will be listened to.
- Staff will ensure that you are involved in the process of supporting your child in dealing with the bullying.
- Staff will do their best to address any concerns you may have.
- Wherever necessary, the school will put you in contact with outside agencies that can help to support you and your child in addressing his/her experience of being bullied.

If your child is bullying another pupil, you can expect that:

- You and your child will be listened to.
- Your child will be treated fairly.
- Your child will be expected to change his/her bullying behaviour and supported and encouraged in doing so by both yourselves and the staff.
- Wherever necessary, the school will put you in contact with outside agencies (e.g. Connexions) that can help to support you and your child in addressing his/her bullying behaviour.

If you have any concerns that another child who attends the school (e.g. a friend of your child) may be experiencing bullying, please do not turn a blind eye but mention this to a member of staff.

Governors

School Governors can expect to be kept up-to-date on any serious cases of bullying in the Headteacher's report to Governors. This can also be dealt with in the well-being sub committee.

School Governors will be expected to:

- Read, understand and agree with the anti-bullying policy and practices in the school and
- publicly support the school's anti-bullying message

How will incidents raised be dealt with? How quickly and by whom? It reference using "school's traffic light system" but contains no detail of this.