

# **The Holy Family Catholic High School**



## **ANTI - BULLYING POLICY**

**Policy Date: December 2015**  
**Review Date: February 2020**

## THE HOLY FAMILY CATHOLIC HIGH SCHOOL

### ANTI BULLYING POLICY

The Holy Family Catholic High School seeks to create an environment that is "safe, caring, challenging and enjoyable". As a Catholic, Christian and caring community we should "love one another". In the words of our code of conduct we should "show consideration to each other at all times"

Our belief is that every pupil at Holy Family School is entitled to an education free from harassment, humiliation, oppression or abuse: physical, verbal or psychological.

#### **What is bullying behaviour?**

Bullying is "going out of your way to annoy, hurt or make someone unhappy"  
(Discussed and agreed by pupils in Years 7-11)

The school is concerned with incidents of bullying that might occur

- continuously or occasionally
- in lessons or at break times and lunchtimes
- before or after school
- while pupils are involved in extra-curricular activities

#### THE HOLY FAMILY SCHOOL APPROACH TO BULLYING

It is this school's belief that a positive, pro-active approach is the most effective means of preventing bullying. This approach encourages the safe environment where a person is being bullied, or a person is aware that another is being bullied, is willing to share worries, problems, feelings or concerns. The safe environment will be achieved by:

#### **Raising pupil awareness of bullying as an issue**

- through the curriculum in Personal, Health and Social Education Programme
- through assemblies and tutorial time
- through the pastoral system
- through resources and displays

#### **Encouraging pupil involvement in the prevention of bullying**

- through evidence of a clear commitment to tackling bullying by the school
- by involving pupils in supporting others who have been bullied
- by training pupils to mentor pupils who have been bullied
- by asking pupils to sign up a contract outlawing bullying

#### **Responding to the bully by using a range of strategies as appropriate**

- exploring reasons for the bullying
- the bully to recognise and feel concerned about the hurt caused
- seeking an apology – written or verbal
- work with the bully to change behaviour
- detention
- parental involvement
- good behaviour contract
- loss of breaks or lunchtimes
- on report

- adult supervision at breaks and lunchtimes
- internal exclusion
- fixed term or permanent exclusion

### **Raising Self-Esteem**

- through the celebration of successes and achievements
- the development of personal and social skills

### **The effective management and supervision of pupils**

- within lessons: taking account of appropriate teaching and learning styles and classroom management techniques
- outside of lessons: taking account of the physical environment before/after school, break and lunchtime arrangements

### **The active involvement of parents, governors and outside agencies through**

- meetings scheduled on the school calendar
- open and easy access to the school

### **The development of a flexible approach to the needs of pupils**

- through the adequate and appropriate training of staff in dealing with the issue of bullying
- through the use of a range of strategies when responding to the victim and the bully
- by responding to the needs of staff, parents and pupils

## **ANTI BULLYING PROCEDURES**

It is the school's intention that all instances of bullying will be investigated:

- Staff investigating listen to those involved
- Interviews related to incidents are calmly conducted with all those involved questioned and notes made
- Appropriate conclusions are arrived at by negotiation with all concerned. In order to modify a bully's behaviour and attitude, long term, all parties must be involved. This may involve a meeting of all parties and appropriate apologies being made
- If an incident of bullying is serious or has occurred on more than one occasion, parents are notified
- When a parent has instigated the complaint, verbal or written feedback is given to the parent by the member of staff who has investigated
- Punishments, where appropriate, depend on the facts revealed and the seriousness of the incident. Where possible, there should be a positive outcome
- A school priority is to provide support through the acknowledgement of the power of forgiveness, healing and reconciliation
- All incidents are followed up some time later (two to three weeks) and those involved are briefly asked for an update
- The investigation is completed using the proforma included
- Copies of the proforma are retained by the Head of Year and additional copies stored centrally in dedicated files which are monitored termly by the Deputy Head
- Statistics indicating the incidence of bullying are reported to Governors annually

## GUIDELINES FOR PUPILS WHO ARE BULLIED

### **Ask for help**

- Don't keep it to yourself – talk to a member of staff at school, a parent or relative, another adult you know
- Talk to a friend who will tell an adult
- Tell a prefect or an older pupil
- Tell them again if the bullying does not stop
- Be honest – ask yourself if your own behaviour has upset others

### **Try to do something different**

- Ignore what the bully is saying or doing
- Walk confidently away and try to look as if you don't mind
- Remember that bullying continues when the bully manages to upset, hurt or frighten you
- Ask the bully to stop
- Think through what you can do if the bully taunts you

### **Look after yourself**

- Go around with a friend
- Stay with groups of people you know
- Avoid where possible the situation, time or place where the bully is
- Find friends, supportive people or adults

### **Remember:**

Our school will be happier

- If we help and care for each other
- If we have respect for each other
- If we treat each other the way we would like to be treated

This policy, produced in June 2000, and revised in July 2005 is the work of a focus group established to review the school's Anti-Bullying Policy. Representatives of the following groups were invited on to the group: parents, teachers, TAs, Governors, Educational Welfare Services and Behaviour Support Services.

Pupils in years 7 to 11 were involved in the consultation.

The policy is issued to all year 7 parents and is also available to all parents on request.



Signed

Chair of Governors

Date: 07/12/2015

Reviewed July 2005

Reviewed December 2008

Reviewed December 2011

Reviewed December 2015

Next Review due: February 2020

**THE HOLY FAMILY CATHOLIC HIGH SCHOOL**  
**INCIDENT REPORT REGARDING ALLEGED BULLYING**

<b>Date of Incident:</b> <b>Investigated by:</b>	<b>Time:</b>
---	--------------

<b>Reported by:</b>	<b>Location of Incident:</b>
---------------------	------------------------------

<b>Alleged victim(s)</b> (Name & Form):
---

<b>Alleged Perpetrator(s)</b> (Name & Form):
--

<b>Description of Incident</b> ( <i>Tick as appropriate &amp; note full account below</i> ) Verbal [    ]      Physical [    ]      Psychological [    ]      Other [    ]
---

<b>Action Taken:</b> ( <i>Tick as appropriate &amp; note details below</i> ) Alleged Victim(s) interviewed [    ]    Written accounts by all [    ] Alleged Perpetrator(s) interviewed [    ]    HOY informed [    ]    Witnesses interviewed [    ] Parents informed [    ]    Follow up date [    ]
--

<b>Outcome:</b>
-----------------