



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals
- To stimulate generous service of others

Anti Bullying Policy

Aim:

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. This means that *anyone* who knows that bullying is happening is expected to tell the staff. (Every Child Matters – Stay Safe)

Objectives of this Policy:

- To create an environment where good behaviour and respect are the norm, and are celebrated, with positive examples being set by staff and older pupils
- All teaching and non-teaching staff, pupils and parents having a clear understanding of what bullying is and to this end recognition of the signs and effects of bullying is included in Child Protection Training
- All teaching and non-teaching staff knowing what the school policy is on bullying, and following it in order to try and prevent bullying in the first place and to be clear on procedure when bullying is reported
- Parents being aware of the policy, what to do and who to contact if they think their child is being bullied
- Pupils being aware of the school policy on bullying, which will be clearly communicated to them so they are aware what they should do if bullying arises, including what to do if they find themselves as bystanders
- As a school we take the prevention of bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Religious: being persecuted or taunted due to membership of a particular religious group
- Cultural: being ostracised for belonging to a different cultural group
- Racist: racial taunts, graffiti, gestures
- Sexual/Sexist: unwanted physical contact or sexually abusive comments/gender related comments
- Homophobic: because of, or focusing on, the issue of sexuality
- SEN and disability: Mimicking, excluding, tormenting based on needs or disability
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Cyber: all areas of internet, such as email & internet chat room misuse, social websites
mobile threats by text messaging & calls, photographs
misuse of associated technology ie. camera & video facilities

Persistent bullying can seriously affect a child's ability to learn effectively, or a member of staff's ability to do their job. The effects of bullying on a person's physical and emotional well-being cannot be underestimated.

Bullying can cause psychological damage which may affect a person for their entire life.

(Social and Emotional Aspects of Learning)

Although bullying in itself is not a specific criminal act in the UK, some types of harassment, threatening behaviour or malicious communications could be. If the school feels that an offence may have been committed, we will seek assistance from the police.

Why is it important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

How do we prevent bullying?

- Engender an understanding that the school will not tolerate bullying behaviour eg. through Assemblies, discussion in PSHE and other lessons
- Ensure that all staff and parents are aware of the policy
- Encourage pupils to join lunchtime clubs and activities
- Early recognition of pupils likely to be victims, such as new pupils, difference in appearance, speech or background or with low self esteem
- Celebrate good citizenship – acts of kindness are recognised via Service Awards
- Peer mentoring and Y10 Listeners
- Prefects allocated to specific classes
- Ensure the implicit aim of this policy is expressed in the school's behaviour policy

Recognising causes of bullying

- Individuals: Bullying can be prompted by jealousy, greed, power, esteem or lack of social skills.
- School and community: Breakdown of friendships, rivalry between groups, poor relationships between staff, pupil and parents, lack of communication, an atmosphere where aggression is seen as a normal reaction

Procedures for staff:

1. Report to form staff and record incidence of bullying
2. Record incidents on incident forms (lower school – incident book), clearly dated, with details of occurrence, so that any pattern of bullying can be identified.
3. When recording an incident, refer to other incidents involving pupil/friendship group
4. If a pattern is emerging raise concerns about bullying or potential bullying in staff meetings
5. SMT informed
6. In serious cases parents will be informed and asked to come in for a meeting to discuss the problem
7. If necessary and appropriate, police will be consulted
8. The bullying behaviour, or threats of bullying, must be investigated and the bullying stopped quickly
9. An attempt will be made to help the bully (bullies) change their behaviour

Staff Responsibilities:

- To implement procedures to confront bullying in any form
- To listen to all parties involved
- To investigate incidents promptly and fully
- To take appropriate action and report to form staff/senior management
- To record incidents in appropriate students' files.
- To share with parents of the victim and bully serious incidents which have occurred
- To model the values we believe in

Raising Staff Awareness:

Staff need to be aware of times when and areas where, bullying is likely to take place. These include

- ⤴ Moving between lessons
- ⤴ Isolated, slightly hidden areas between buildings
- ⤴ Cloakrooms
- ⤴ Corridors
- ⤴ Unmonitored rooms
- ⤴ PE Changing rooms
- ⤴ Toilet visits/collecting equipment at the beginning/during lessons

To this end staff are expected to move around the school when on duty, checking room, corridors and outside space. Arrival at lessons should be timely and pupils should not enter rooms, unless by specific arrangement, without a member of staff. Any pupil leaving the classroom should be recorded, time out and time back. Awareness of the risk of specific cases of bullying will be raised in staff meetings. Training of how to recognise the signs of bullying has taken place through Child Protection training.

How do pupils report cases of bullying?

Pupils need to feel confident that they if they report incidents of bullying that something will be done and that they will be safe. Pupils can:

- ⤴ Report an incident to any member of staff, whether inside or outside school
- ⤴ Be confident that this will then be brought to the attention of form staff and/or SMT, depending on the nature of the incident
- ⤴ Know that a record will be kept of the incident and that those who have been bullying will be dealt with as per the discipline procedures laid down in the school's Behaviour and Sanctions policy

How do parents report cases of bullying?

Contact the school office and ask to speak to your child's form teacher, or, if the incident(s) is serious, a member of the SMT. (Miss Gooderson is the designated person in charge of Child Protection, but Sister Francis, Mrs Kenny and Sister Danuta also have training in child protection). Be confident that your concerns will be taken seriously.

Outcomes

In cases of bullying disciplinary procedures will follow those laid down in the School's Behaviour and Sanctions Policy.

- The bully (bullies) may be asked to genuinely apologise.
- Other consequences, following those laid down in the disciplinary 'flower' procedures may take place.
- In serious cases, or in the case of persistent bullying, suspension or even exclusion will be considered in the case of severe and persistent bullying
- If possible, the pupils will be reconciled
- Where necessary, the school's Designated Person will be involved, speaking to both parties and if appropriate helping those involved to access appropriate support, within school or from outside agencies
- After the incident / incidents have been investigated and dealt with, each case will be monitored

Dealing with Bullying:

Responses will vary depending on the nature of the incident, but may include:

- Assertiveness training through PSHEE
- Discussion of differences between people and the importance of avoiding prejudice based language in PSHEE, but also other subjects when this is appropriate, such as Drama, English, History, Geography, RE
- Assemblies illustrating the causes and effects of bullying
- Counselling by tutor or specialist counsellor
- Monitoring by the tutor or senior management
- Peer support and / or mentoring
- Use of report cards
- Liaison with parents
- Internal exclusion

The seriousness of the incident and whether the bullying is persistent or an isolated occurrence will determine which stage of the discipline policy is applied to the perpetrator.

See Behaviour and Discipline Policy

*(Rewritten March 2007 MY, HK; Reviewed March 2008; September 2008 DPW HK; Nov 2010, Sr F/
reviewed Nov 2011 HK March 2012 SG Next review due:- Nov 2012*

Dept for Children, Schools & Families Standard 3 – Don't Suffer in Silence

Appendices:

Signs and Symptoms

School Rules and Guidelines for Pupils

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Prevention

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- signing a behaviour contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up role-plays (or using KIDSCAPE role-plays)
- having discussions about bullying and why it matters
- following a bullying programme with the whole classroom

School Rules and Guidelines for Pupils

Service Before Self:

We follow the maxim of Jesus Christ: 'Love one another as I have loved you'

- Help, support, care and serve others
- Be proud of your school

Self Discipline:

- Work hard, aspire to high ideals
- Make safety and well-being a priority
- Be kind, considerate and respectful to all
- Ensure manners and behaviour are exemplary in all situations, both within school and in the wider community. This ranges from: around the town, coming into and leaving school, during lessons, table manners at lunchtimes and when on visits and residential trips.

Safety and Well Being:

- Sign in and out of school outside registration times
- Go to the boarding house if arriving before 8.30am or leaving after 4pm
- Hand in prescribed medication to the staff room
- Report accidents or breakages immediately
- Chewing gum is forbidden on the site
- Plastic bottles of water are the only drink allowed on the site. No glass bottles or tins
- Smoking, drinking or supplying alcohol, taking or dealing in drugs, possession of dangerous objects are all strictly forbidden. Any, or all, will lead to disciplinary action

Bullying including cyber-bullying will not be tolerated:

- Treat everyone as you would like to be treated
- Stand up for the rights of the vulnerable
- Report bullying to prefects or form teachers
- Speak well of all, encourage and praise others

Property and Valuables:

- Respect school property
- Ensure corridors and classrooms are kept clean and tidy
- Keep own desk, box and peg tidy

- Don't bring valuable items or unnecessary money into school
- Pass mobile phones and ipods to form staff during morning registration for safe keeping

Dress Code: Uniform should be in good repair and worn properly. This means:

- Shirt tucked in
- Tie correctly knotted
- Girls' skirts mid-knee length
- Boys' trousers worn conventionally
- Jumper sleeves to wrist, neat cuffs
- Shoes: black, polishable and giving full support and protection to the foot - flat ballet style pumps are not appropriate
- Blazer dry cleaned and retained in school over winter. Worn to and from school in summer
- Coat worn to and from school in winter
- School scarf (and hat) worn when necessary with navy gloves
- Two navy, cotton, drawstring PE bags, one for shoes and one for kit
- PE kit laundered regularly
- No jewellery or make-up (Y11 girls may wear one pair of conventionally placed, discreet stud earrings)
- Hair of a natural colour
- Long hair neatly tied back
- Long fringes to be clipped back
- No nail varnish or false nails
- Short nails - for safety nails tips should not be visible from the palm of the hand

Attendance and Punctuality: Every school day is important:-

- Absence inhibits learning and compromises understanding of new topics
- unless you are ill you should be in school
- Be punctual to registration and lessons
 - Attend bazaars and fetes - these are a formal part of the academic year