

# St Cecilia's College

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## Draft Anti-Bullying Policy 2018

### Rationale

We, at St. Cecilia's, have a primary responsibility for the care, welfare and safety of pupils in our care by providing a safe and supportive environment. This school is completely opposed to bullying type behaviour. It is entirely contrary to the values and principles we work and live by. All members of the school community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

This Anti-Bullying Policy has been created by the Board of Governors at St. Cecilia's College following consultation with pupils, parents and staff.

(Appendix 1)

### Aims

The aims of the policy are:

- To ensure understanding of what constitutes bullying behaviour, emotional, physical, verbal and cyber
- To ensure that pupils, staff and parents are aware of the school's anti-bullying policy
- To ensure a suitable and consistent response to all reported incidents of bullying behaviour

### Definition of "bullying"

**Bullying type behaviour is:**

- (a) The repeated use of a verbal, written or electronic communication or a physical act (or a combination of these)
- (b) By a pupil or a group of pupils
- (c) Against another pupil or group of pupils
- (d) With the intention of causing physical or emotional harm to that pupil or group of pupils

Reference DENI, 'Addressing bullying in grant-aided schools' Feb 2016

**'Bullying is deliberately hurtful behaviour either physical or emotional, repeated over a period of time, where it is difficult for the targeted pupil to defend himself/herself'.**

(Ref. Northern Ireland Anti Bullying Forum)

## Roles and Responsibilities

### **The Responsibilities of Pupils**

We expect our pupils to:

- Refrain from becoming involved in any kind of unkind, unacceptable behavior or bullying type behavior and comply with all school policies. (Appendix 2)
- Report to a member of staff any witnessed or suspected instances of bullying type behaviour

### The Responsibilities of School Staff

St Cecilia's College staff will ensure that policies designed to prevent bullying type behaviour among pupils registered at the school are pursued at the school.

Determine the measures to be taken at the school (whether by the Board of Governors, the staff of the school or other persons) with a view to preventing bullying type behaviour involving registered pupils at the school:

- i. On the premises of the school during the school day
- ii. While travelling to and from the school during the school term; or
- iii. While the pupil is in the lawful control or charge of a member of school staff

### **Review measures**

- i. From time to time
- ii. When the Department of Education may direct the school to do so.

**Before determining or revising these measures consult in an appropriate manner with the**

- i. Principal
- ii. Registered pupils at the school
- iii. Parents/guardians of those pupils

### The Responsibilities of Parents

We ask our parents to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children which might be evidence of she experiencing bullying type behaviour
- Advising their children to report any bullying type behaviour to their Form Teacher or Year Head
- Advising their children not to retaliate violently to any forms of bullying type behaviour
- Keeping a written record of any reported instances of bullying type behaviour
- Informing the school of any suspected bullying type behaviour, even if their children are not involved

- Co-operating with the school, and if their children are accused of displaying bullying type behaviour, trying to ascertain the truth
- Pointing out the implications of bullying type behaviour, both to the children who are experiencing bullying type behaviour and for the pupils displaying bullying type behaviour

(Appendix 4)

### Board Of Governors

The Board of Governors of St Cecilia's College will ensure that policies designed to prevent bullying type behaviour among pupils registered at the school are pursued at the school.

Determine the measures to be taken at the school (whether by the Board of Governors, the staff of the school or other persons) with a view to preventing bullying type behaviour involving registered pupils at the school:

- i. On the premises of the school during the school day
- ii. While travelling to and from the school during the school term; or
- iii. Where the pupil is in the lawful control or charge of a member of school staff

### Duty to keep a record of incidents of bullying type behaviour

St Cecilia's College must ensure a record is kept of all incidents of bullying type behaviour involving a registered pupil at the school that occur:

- i. On the premises of the school during the school day
- ii. While travelling to and from the school during the school term; or
- iii. While the pupil is in the lawful control or charge of a member of staff of the school

### **A record of incidents of bullying type behaviour must**

- i. state what, from all of the circumstances, appears to be the motivation of the incident.
- ii. include information about how the incident was addressed.

### **Pastoral Care**

In line with our Mission Statement St Cecilia's will continue to:-

- Promote positive behaviour
- Instill values
- Develop our Pastoral Care Programme using strategies which exemplify fairness, compassion, tolerance, empathy and forgiveness
- Set high standards of respect, self-discipline, commitment and generosity

- Encourage and promote this through the use of the school Merit Award Scheme

### **Classroom Management**

In line with the school's Positive Behaviour Policy teachers will continue to provide suitable role models by:

- Creating a positive, well ordered environment within which each pupil feels valued, respected and engaged
- Promoting pupil confidence and self esteem
- Encouraging pupils to empathise with and value one another
- Promoting self-discipline and a healthy respect for authority among pupils

### **Curriculum**

The school will continue to provide opportunities through the curriculum to raise awareness of bullying in a variety of subjects and programmes, including:

- The Pastoral Care Programme
- Religious Education
- Citizenship
- English
- ICT

### **Supervision**

The school will strive to ensure effective supervision of locations where Bullying Behaviour is likely to occur.

## Staff Procedures –Addressing incidents of bullying type behaviour

1

- Incident of bullying reported to teacher
- Teacher records and reports incident to Form tutor (if absent contact Year Head)
- Teacher remains objective reassuring the pupil that the matter will be passed to form tutor

2

- Form teacher will repond to report by;
- Gathering all facts
- Recording information from the pupil making the allegation
- Pupil(s) allegation is made against
- Witnesses to the incident if any

3

- Once all written records have been received Form tutor should discuss with Head of Year about need to complete a Bullying Concern Assessment form
- Form teacher/HOY completes the Assessment form
- All records should be attached
- Where bullying record form is not completed reports should be made on SIMS of the incident

4

- Form tutor will make contact with Parents /Guardian to inform of incident, action taken and outcome
- C Currie SLT must be informed of all cases, action and store records of all cases.
- Invite parent/guardian to meeting to discuss further ( e.g. if this is a repeated incident, or parent requests further meeting ) HOY should also attend this meeting.
- Head of Year/Senior teacher may need to make a referral to counselling or FACT.

5

- Form teacher will make contact with relevant staff; teachers, designated officer, SENCo to inform of incident and any actions resulting (e.g change class or seating in class).
- Designated teachers and or senco will make contact with external agencies as required.

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- Form teacher should review the situation after one week, speaking to pupils involved and monitoring effectiveness of intervention
- Appendix 3

## Appendix

### 1. Principles for Dealing with Bullying Type Behaviour

#### **Our emphasis is to:**

Promote empathy and tolerance  
Enable pupils to take responsibility for their own behaviour  
Engage in Dialogue & Negotiation  
Help pupils understand the impact their actions have on others

All pupils will be listened to  
Pupils will write an account  
Consult all parties – parents, pupils and staff when dealing with issues and when drawing up policies.

### 2. Links to Other School Policies

This policy is linked to the school's other policies, Pastoral Care, Learning and Teaching, Child Protection, Positive Behaviour, Acceptable use of the Internet Policy and Use of Reasonable Force policies. These policies seek to create a safe and caring learning environment in which effective teaching and learning can take place and all pupils are given the opportunity to develop to their full potential.

### 3. Procedures for Dealing with Bullying Concerns in St Cecilia's College

All instances of bullying behaviour, observed or reported, will be passed on to the Form Teacher of the person experiencing bullying behaviour and/or Year Head, Senior Teacher, Pastoral Vice Principal, Child Protection Teacher, Principal, at the earliest opportunity.

A 'Bullying Concern Assessment Form' *must* be filled in by the person the incident was reported to and kept in a file by the Form Teacher/ Year Head.

Year Heads will liaise with Senior Teacher, Vice Principal, Principal or Designated Teacher of Child Protection as necessary.

The Form Teacher/Year Head will gather and clarify the facts with the pupils involved i.e.

- The pupil experiencing bullying behaviour
- The pupil displaying bullying behaviour
- Witnesses to the incident

Speak with pupils separately to ascertain the facts. On the basis of the initial assessment the Form Teacher will choose an appropriate intervention from Levels and ensure effective communication between all parties i.e. the Year Head, Senior Teacher, Vice Principal, Child Protection Teacher or Principal.

Form Teacher Year Head, Senior Teacher, Vice Principal, Child Protection Teacher or Principal to contact Parent/s, Guardian/s

#### 4. Agreed Code of Conduct for the School Community

##### **Pupils**

Pupils have the right to be educated in an environment, which is safe, caring and respectful of their individual needs. They have a responsibility to treat other pupils, teachers and support staff with respect, to refrain from engaging in bullying behaviour and to report it if they are aware of it occurring.

##### **Parents**

Parents have the right to expect that their child will be educated in an environment, which is safe, caring and respectful of their individual needs. They have a responsibility to ensure that their child co-operates with other pupils, teachers and support staff and to inform the school of any incidents of bullying of which they are aware.

##### **Teachers and Support Staff**

Teachers and support staff have the right to work in an environment, which is characterised by respect and caring for all. They have a responsibility to contribute to the creation of such an environment and to work for the well being of all pupils.

#### **Outline of Levels**

**When a bullying concern has been observed or reported staff should:**

- 1. Assess the concern using the Bullying Concern Assessment Form**
- 2. Determine from the 4 Levels of Intervention which is appropriate to use with each of the pupils involved i.e. (Targeted pupil, pupil engaging in Bullying Behaviour and peers/ class group)**
- 3. Identify which member of staff will be responsible for supporting the discrete interventions with each of the pupils/ groups and liaise with, parents and staff.**

Response levels range from **Level 1** (Low Level Bullying Behaviour) to **Level 4** (High Risk Bullying Behaviour)

To determine the level of severity, staff should take into account the following:

- The **nature** of the bullying behaviour e.g. teasing, excluding, hitting etc.
- The **frequency** of the bullying behaviour: daily, weekly or less often
- The **duration** of the bullying behaviour: short or over a long period of time

#### **LEVEL 1**

##### **Procedures**

**When speaking to the pupil who is displaying bullying type behaviour:**

- Point out to the pupil the level of distress experienced by the other pupil

- Explain how this behaviour goes against the values and ethos of St Cecilia's College
- Identify appropriate interventions e.g. restorative practice
- Help pupil identify ways in which he/she may be able to deal with the situation and access support
- Speak to the other pupil
- Monitor the situation
- Be prepared to intervene with a higher response level if the situation deteriorates.
- Inform parents

**When speaking to the pupil who has been experiencing bullying type behaviour:**

- Listen to the pupil reporting bullying type behaviour/the pupil who is experiencing bullying type behaviour and reassure her that the matter will be dealt with
- Assure the pupil who is experiencing bullying type behaviour that she is being taken seriously, is not being blamed for the situation and will be kept involved in the intervention
- Record the pupil's account of the incident on Bullying Concern Assessment Form
- Investigate the incident by talking to relevant pupils, including the person who is displaying type bullying behaviour; Encourage the targeted pupil to provide their account and the impact of the events on them
- Endeavour to ensure that the bullying type behaviour stops and that the pupils are reconciled
- Keep the parties involved informed of any subsequent action
- Inform the Form Teacher/Year Head if necessary and give him/her your record of the incident;
- Monitor and evaluate over time
- Inform parents

**LEVEL 2: Intermediate Severity Incidents**

**Procedures**

**Bullying behaviour type incident is reported to the Form Teacher, Year Head, who in addition to the steps outlined above:**

- Reads any notes given to him/her and ensures that confidentiality is respected in relation to them
- Gathers and clarify the facts
- Completes Bullying Concern Assessment Form
- Re-assures the pupil experiencing bullying type behaviour that the problem is being addressed;
- Choose an appropriate intervention(s) from the Intervention Levels
- Ensure effective communication among all parties
- If necessary, informs the Senior Teacher, Vice Principal, Principal, the parents of both the pupil experiencing bullying behaviour and the pupil displaying bullying behaviour and invites parents to come up to the school

**Support for pupil experiencing bullying type behaviour may include:**

- reassurance from Form Teacher and Year Head
- counseling to help build self confidence and provide coping strategies
- Year Head, if appropriate, advising parents on how they can support their child
- a conclusion meeting with the pupil if appropriate, after a period of four weeks

**Support for pupil displaying bullying behaviour**

The Form Teacher, Year Head will support the pupil with obvious bullying type behaviour and if appropriate a sanction will be used.



**It is important to separate the individual from their behaviour; the bullying type behaviour needs to be challenged, however the individual needs to be supported. The support may include:**

- Counselling
- Using the “No Blame Approach” with the pupils involved
- Follow up meetings with the pupil, keeping a record and ensuring that confidentiality is respected in relation to it
- Monitoring and evaluating, with the support of Form Teacher, Year Head over time

### **Support for the Parents**

The Year Head will notify the parents of the pupil experiencing bullying type behaviour and the pupil displaying bullying type behaviour. The Year Head will invite parents to separate meetings to explore the issue(s) and agree intervention strategies. When strategies have been agreed with parents the pupil will be invited into the interview and strategies explained and agreed with him/her.

### **Additional Procedures**

The Year Head will:

- Inform class teachers and make them aware of the situation
- Keep initial report prepared by the form teacher on pupil's file
- Prepare an Individual Safety Plan
- Keep the Bullying Concern Assessment Form
- Retain records of all interventions and follow up discussions

### **LEVEL 3: Complex Bullying Behaviour**

**In these incidents the pupil displaying bullying behaviour is resistant to change and/or the reaction of the pupil being bullied is severe.**

#### **Procedures**

The Form Teacher, Year Head, Senior Teacher and Vice Principal will work together to support the pupil experiencing bullying behaviour, the pupil displaying bullying behaviour and the parents.

**Support for pupil experiencing bullying type behaviour may include:**

- The Year Head may refer the pupil to the school Counsellor
- Year Head may explore ways in which pupil can have greater participation in school events
- Year Head will have a conclusion meeting with the pupil after a period of four weeks

#### **Support for pupil displaying bullying type behaviour**

- The pupil will be placed on report to the Year Head
- The Year Head will meet with the SENCO to develop an individual Behaviour Plan for the pupil  
A Plan may have a combination of internal and external support.
- The form teacher and class teachers will be informed of the behaviour plan

- The pupil may be asked to participate in an Emotional Health Programme e.g. Restorative Practice Resolution, Anger Management
- There will be regular meetings with the Form Teacher, Year Head, Senior Teacher, Child Protection Teacher and SENCO to monitor and evaluate pupil's progress
- In the case of a pupil who has been suspended, parents and pupil will be informed of the support given to the pupil on his/her return to school

### **Support for Parents**

- The Year Head will invite parents of the pupil experiencing bullying behaviour to a meeting to explore the issue(s)
- The Year Head will invite parents of the pupil displaying bullying behaviour to a meeting to explain the sanction given and to explain the support being offered within the Individual Behaviour Plan
- The Year Head will provide parents with weekly updates
- The Year Head will invite parents to a conclusion meeting once issue has been resolved

### **Additional Procedures**

Year Head will:

- Inform class teachers and ask them to be aware of the situation
- Keep initial report prepared by the Form Teacher on pupil's file document if necessary
- Prepare an Individual Safety Plan
- Keep the Bullying Concern Assessment Form
- Retain records of all interventions and follow up discussions

### **LEVEL 4: (High Risk Bullying Behaviour/Safeguarding) – leading to Suspension/Exclusion**

**In these incidents there are significant Mental Health and/or Child protection 'safe guarding concerns' for the pupil involved.**

In consultation with the Principal, Vice Principal, Senior Teacher, Year Head, SENCO, Designated Child Protection Teacher, appropriate outside agents and parents an appropriate action plan will be put in place.

If appropriate the recommended sanction at level 4 will be suspension and, with the approval of the Board of Governors, may include exclusion.

### **Support for pupil who has been bullied**

- The pupil will be supported by the Year Head, Senior Teacher and the Vice Principal (Internal and external support will be provided as appropriate)
- The Vice Principal may have weekly meetings with the pupil
- The Vice Principal may explore ways in which pupil can have greater participation in school events
- The Vice Principal will have a conclusion meeting with the pupil after a period of four weeks.

### **Support for pupil displaying bullying Behaviour**

- On returning from suspension there will be a meeting with the pupil and their parents so that there will be an agreed way forward.
- A Risk Assessment will be in place
- The Vice Principal will engage with the relevant agencies – Health and Social Care Trust, Counselling, Gateway Teams.

- The pupil may be offered counselling and may be encouraged to participate in Emotional Well Being Programmes e.g. Restorative practice, Anger Management. Year Head will keep parents informed of pupil's progress.
- An individual Action Plan will be put in place. This will include ongoing support from the Form Teacher, supported by SMT to provide time for teachers to do this.
- Weekly meeting with Year Head (4 weeks). Weekly contact with parents to reassure and give an update.
- Counselling support relating to emotional well-being of the pupil, if pupil is willing to engage.

### **Support for Parents**

- The Vice Principal will invite parents of the pupil experiencing bullying behaviour to a meeting to explore the issue(s).
- The Vice Principal will invite parents of the pupil displaying bullying behaviour to a meeting to explain the sanction given and to explain the support being offered within the Individual Behaviour Plan
- The Year Head will provide parents with weekly updates.
- The Year Head will invite parents to a conclusion meeting once issue has been resolved

#### **Additional Procedures**

The Year Head will:

- inform class teachers and ask them to be aware of the situation;
- Prepare an Individual Safety Plan
- keep initial report on pupil's file;
- keep the Bullying Concern Assessment Form;
- retain records of all interventions and follow up discussions.

**The Board of Governors will review this Policy Bi-annually and monitor its implementation.**

**Review Date: February 2020**