



---

# THE LATYMER SCHOOL

Founded 1624

---

## ANTI-BULLYING POLICY

Policy Produced by	Reviewed by School Council, January 2017
Policy Adopted by	Reviewed and ratified by Governing Body, March 2017
Review date of Policy	Next review by School Council, January 2018

# ANTI-BULLYING POLICY

Bullying is defined as any action that makes someone feel unhappy or uncomfortable because of their gender, sexual orientation, race, religion, culture, appearance, ability or disability.

The school's anti-bullying policy aims to meet the "Every Child Matters" framework, ensuring that "every child Stays Safe – from bullying and discrimination".

Latymer School is committed to a policy of reducing the incidence of bullying through its PSHE programme, the commitment of pupils and staff to report incidents and dealing with incidents following the appropriate procedure.

It is expected that everyone in the school will adhere to the following policy statement.

1. We, (the students and staff) will not tolerate bullying or harassing of any kind, whether face to face, written, online, by phone or other means.
2. We will be accepting of others regardless of gender, sexual orientation, race, religion, culture, appearance, ability or disability.
3. We will not pass by if we see anyone from this school who is being or appears to be being bullied, whether in school or out. We will either try to stop it or go for help bearing in mind our own personal safety.
4. If we feel that we cannot adequately deal with bullying incidents ourselves we will always report the incident, as a priority, to a member of staff or other responsible adult that we know.
5. If we prefer not to speak to a member of staff, we have the option of using the anonymous Student Help Advice Reporting Page (SHARP) system to report bullying or other things that are a concern to us. SHARP is accessed via the Year Page on Fronter. All incidents reported are logged and are reviewed to look at patterns of behaviour.
6. We will help resolve the issue immediately by giving information as appropriate and being prepared to help both bully and victim.
7. We will not get involved in the matter or take sides as we understand that this can make the situation worse

## PROCEDURES

The Assistant Headteacher, Care, Guidance and Support (AHT) – Mr Pashley will be in charge of monitoring incidents and appropriate disciplinary measures.

The School Behaviour Policy outlines the School Code of Conduct and the Behaviour and Sanctions Ladder. The first item on the Code of Conduct requires students to 'treat and respect each other as they would like to be treated and respected'. The Behaviour and Sanction Ladder provides staff, students and parents with a transparent and consistent system of sanctions that escalate to reflect the different levels of student behaviour and performance. The Behaviour and Sanctions Ladder details the suggested sanctions for all forms of bullying.

The Online-Safety Policy sets clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use for the whole school community. The policy outlines clear structures to deal with online abuse such as online bullying and provides a guide to the sanctions relating to students inappropriate behaviour online. The sanctions for any infringements of online safety are also outlined in the School Behaviour Policy.

Any incident, (name calling, physical bullying, all forms of cyber-bullying and less obvious bullying such as exclusion), should be reported verbally in the first instance to form tutors. If they are not available, the bullying should be reported to another member of staff (Head of Learning or Assistant

Head of Learning). It is very likely that written statements will be requested prior to the matter being discussed with the AHT. Written statements should include the names of the individuals involved, the location of the incident, what was seen and what action, if any, was taken by the witness.

Following investigation, the bullying will be discussed with parents. This is to ensure that they know about the issue, understand the action that the school has to take and can help in making sure it does not occur again. Parents of the individual(s) who has/have been bullied will be involved. They will be informed of the action that has been taken and how they may be able to help their son/daughter. This is very important if the victim has needed to take time off school and a process of re-integration is necessary.

Repeated bullying will be dealt with very severely and could lead to exclusion.

Any bullying that is reported to other students, this may include Sixth Form mentors during one-to-one sessions, and senior pupils attached to year should be passed on immediately to the respective Head of Learning/Asst. Head of Learning.

If a member of staff is potentially involved in bullying a student, the student should inform their Head of Learning or the Assistant Headteacher (Care, Guidance and Support), directly.

Instances of intractable bullying – i.e. cases in which the school's first plan of action does not result in success and the bully continues or resumes bullying later – will be reported to the Governors.

The Assistant Headteacher (Care, Guidance and Support), will include as part of the Head's termly report the number of incidents of bullying reported to him.

This anti-bullying policy should be reviewed every year by the School Council and amendments made where necessary. Any changes should be ratified by the Governing Body, as soon as possible, thereafter.

P.Hampson

February 2015