



## Windsor High School and Sixth Form

# Anti-Bullying Policy

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|--|---------------------------------------|
| <b>Responsible Committee:</b>                        | Windsor Local Advisory Board          |
| <b>Policy Co-ordinating Officer:</b>                 | Deputy Headteacher – Student Services |
| <b>Date revised by Windsor Local Advisory Board:</b> | October 2023                          |
| <b>Next review date:</b>                             | October 2024                          |

# Anti-Bullying Policy

## Rationale:

It is the basic entitlement of all students at Windsor High School and Sixth Form that they receive their education free from humiliation, oppression and abuse and in a caring and secure atmosphere where differences and needs are valued.

We are a **telling** school.

If bullying does occur, all students should be able to tell and know that incidents will be dealt with properly and effectively.

## Aim:

To prevent bullying

This is achieved by:

- Raising awareness of students, parents and staff so that there is a common understanding of what is meant by bullying. This includes an understanding of STOP (Several Times On Purpose).
- Raising awareness of students, parents and staff so that there is a common understanding that it is, "OK to tell".
- Dealing effectively with bullying as it is reported following the STOP procedure.
- Providing support for victims.
- Providing support for perpetrators.
- Providing support for parents.

## Implementation:

Definition of bullying

Bullying is a repeated, deliberate action with the intent of threatening, frightening, hurting or excluding someone, happening Several Times On Purpose.

Bullying can manifest itself in a variety of ways:

Emotional Bullying

- Ignoring/excluding someone
- Making inappropriate signs at someone

Verbal Bullying

- Calling names, spreading rumours, making inappropriate comments.
- Making homophobic, biphobic, transphobic or sexist/gender comments.

Cyber Bullying

- Sending malicious emails
- Sending malicious text messages on mobile phones.
- Posting inappropriate materials or comments via the internet.
- Using any other form of electronic equipment to send malicious messages or images

### Physical Bullying

- Hitting, punching or deliberately hurting someone in a physical way.

### Racial Bullying

- Making inappropriate comments or gestures in reference to someone's race or religion.

### LGBT

- Bullying – making inappropriate comments or gestures in reference to homophobic, biphobic or transphobic language.

### Exclusion Bullying

- Deliberately leaving someone out or deliberately isolating someone.

### Extortion bullying

- Forcing money or belongings from someone.

## **Our Guiding Principles**

### Bullying affects everyone

- When someone is being bullied, or is a bully, the school, home and the immediate associates of the victim and perpetrator are affected.

### It is right to tell

- If you are being bullied then it is the right action to tell someone at school or at home.
- If you witness bullying or are told that someone is being bullied then tell someone at school or at home.

### All reported incidents will be followed up

- Every reported incident will be investigated thoroughly and dealt with effectively in line with the School Behaviour policy and following the STOP procedure.

### Victims will be supported

- The school will deploy strategies to support the victim of bullying.

### Perpetrators will be supported

- Appropriate sanctions will be deployed in line with the Behaviour policies.
- Appropriate support will be offered to perpetrators to help them modify their future behaviour.

### Support will be offered to associates

- Students who help stop bullying will be offered support.
- Students who report incidents of bullying will be offered support.
- Parents/carers will be offered support.

### All incidents will be recorded

- Reported incidents and the outcomes will be logged in line with our School Behaviour policy – Student Referral Structure.

### Literature will be available for parents and students

- Student bullying leaflets are available from school and can be easily accessed from the library displays and HOH.

- Parent bullying leaflets are available from school and can be easily accessed via HOH, reception and displays.
- STOP has a prominent place and is clearly signposted in students planners.

## Strategies

### Raising Awareness

#### Personnel

- Raise awareness of governors, teaching and support staff so that there is a common understanding of what is meant by bullying and that is, “OK TO TELL” and that we will STOP it.
- All governors, teaching and support staff should be familiar with the school policy on bullying and should follow it when bullying is reported.

#### Students and Parents/Carers

- Raise awareness of students and parents/carers so that there is a common understanding of what is meant by bullying and that is, “OK TO TELL” and that we will STOP it.

#### Curriculum Areas

- All curriculum areas should reinforce the atmosphere of, “It’s OK to tell” and that we will STOP it.
- Art, English, Drama and the Library should promote regular Anti-Bullying work.
- PSHCE should promote regular Anti-Bullying work.

#### Pastoral Structure

- Year and House assemblies will be used as a tool for promoting work on Anti-Bullying.
- There will be a timetabled week of Anti-Bullying assemblies to coincide with the national Anti-Bullying Week.

#### Student Voice

- Anti-Bullying will be an item for discussion on Form, House and School Council agendas.
- Students and Parent Bullying Leaflets will be reviewed annually by School Council – Autumn term.

#### Displays

- Appropriate materials to be displayed around school.

#### Literature

- All students are made aware of a leaflet defining bullying and giving advice based on the School’s Guiding Principles and where to find key policies including child friendly anti-bullying policy created by the ambassadors.
- STOP has a prominent place and is clearly signposted on students iPads.
- All parents/carers are sent an information leaflet explaining the School’s Policy and what signs to look for.
- Anti-Bullying week – advertised on newsletter.

## **Actions**

### Reported Incidents

- Reported incident will be recorded in line with the School Behaviour policy.
- All incidents will be taken seriously and fully investigated via the Pastoral Structure.
- Parents will be kept fully informed throughout.
- Outcomes will be recorded in line with the School Behaviour policy.

### Staff Training

- Via House Pastoral Meetings.
- Discreet INSET provision.

### Sanctions

- Sanctions used are in line with the School's Behaviour Policy.

## **Support Structures**

Specific support will be offered to victims, perpetrators and parents as follows and as appropriate:

### Parent Support

- Parenting group work.
- Point of contact identified in school.
- Outside support agencies available.

### Victim Support

- Circle time
- Circle of friends
- Peer mentoring
- Counselling
- Self Esteem raising
- PSHCE programmes

### Perpetrator

- Anger management
- Counselling
- Specific programmes tailored to the individual
- PSHCE programmes

### Environment

- Safe places are identified and available during non supervised time.
- Posters and messages clearly visible around school.
- Staff duty rota identifies and covers potential "Hot Spots".

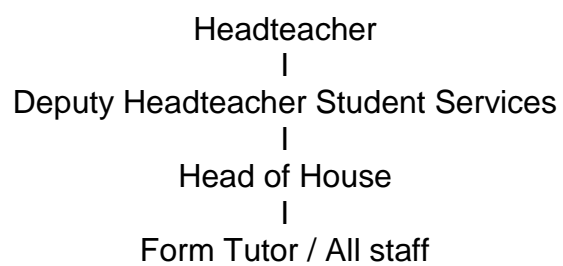
## **Monitoring**

This takes place via the following:

- Surveys for parents, students and staff
- Tutor Groups/Form Council discussions
- House Senate Minutes
- School Senate Minutes
- House Pastoral Team Meetings
- Heads of House Meetings

- Leadership Team Meetings

## Line Management



# STOP

| Level       | Description   | Aggressor                           | Recipient      | Response   |  |
|-------------|---|-------------------------------------|----------------|--|--|
| Joking      | Where two or more students think actions are funny. This normally happens between friends and it is seen as a joke by everyone.   | Amused                              | Amused         | None   | None   |
| Teasing     | Where one student or a group of students makes a comment to another which isn't found funny or upsetting.   | Amused                              | Harmless       | Warning to ensure that other student is 'happy' with the teasing and avoid it getting worse.   | Confirmation that the student considers this teasing and isn't upset.  |
| The Limit   | This is where the actions taken by one student or a group of students hurt another student without knowing. The other student doesn't find the actions funny and is hurt or upset.  | Amused/<br>Harmless                 | Hurt and upset | STOP Warning issued to student and parent. Discussion and support to the student who has reached the limit.  | To work with student who is upset or hurt and highlight the importance of not retaliating.   |
| Bullying    | Bullying is where one student or a group of students deliberately hurt or upset another student numerous times.<br>If a student has already received a STOP warning and they hurt or upset the the student again it is classed as bullying. | Hurtful,<br>upsetting &<br>Repeated | Hurt and upset | Sanction – Minimum 1 day refocus<br>Repeat Offender – 2 day Refocus minimum<br>Restorative Justice session – Meeting with student to stop this from happening again.<br>Conversation with parents.<br>Notes of bullying action in file<br>Relationship building between students if appropriate. | To work with student who is upset or hurt and highlight the importance of not retaliating.   |
| Assault     | Assault is where to action taken by one student that is intended to hurt. This could be verbal, physical, emotional or social but must be an isolated incident (otherwise it would be bullying).  | Hurtful                             | Hurt and upset | Sanction – Minimum 1 day refocus<br>Restorative Justice session – Meeting with student to stop this from happening again.  | To work with student who is upset or hurt and highlight the importance of not retaliating.   |
| Retaliation | Retaliation is where someone who has been assaulted or bullied deliberately hurts the person who bullied or assaulted them.<br>This is different to Self Defence where a student is preventing immediate hurt or upset.                     | Hurtful                             | Hurt           | N/A  | Sanction in line with School policy<br>Restorative Justice session – Meeting to educate student about the importance of walking away.<br>STOP warning issued if needed |