*... We aim to create a safe and secure environment, which is based on positive relationships.....*

School Mission Statement

The Governors are committed to the view that bullying has no place in our school community. We recognise that it exists in one form or another, and that only by clearly addressing the issue openly with children and parents will we work to remove this practice as far as is reasonably possible.

As a Catholic school, we have a duty to make the Gospel present in the lives of young people which includes an environment free from bullying and intimidation.

The school’s commitment to the five outcomes of Every Child Matters also requires a clear approach to removing the harm caused by bullying and to ensure as far as possible that all are, and feel, safe.

**Role of Head and Governing Body**

The Head and Governing Body are responsible for the implementation and review of this policy. It will be monitored through the Pupil Welfare and Achievement Subcommittee. The policy will be available for all staff on the Shared Area and for parents upon request.

**What is bullying?**

It is the view of the Governors that bullying includes the persistent use of any of the following:

·         Physical violence

·         Threats of physical violence

·         Sexual harassment

·         Name calling

·         Teasing

·         Hurtful personal comments

·         Cyber bullying

·         Use of unkind nicknames

·         Unpleasant gestures

·         Demanding other people’s property with threats

·         Deliberately damaging other people’s work or property

·         Intimidation in any form

·         Deliberately leaving someone out of a group with the aim to humiliate or intimidate them

·         Ganging up against an individual(s)

·         Cyber bullying (including through the use of mobile phones)

The term persistent will not apply to any issues involving racist, gay, lesbian, transgender or bisexual comments or bullying. The school will report these through the relevant LA form.

**Key practices**

1: To ensure that any pupil who reports bullying will be listened to in a sympathetic manner, and will have their fears investigated and unambiguously.

2: Within the Curriculum to raise the awareness of the nature of bullying through inclusion in:

·         PHSE Programme

·         The establishment of peer mentoring group

·         Subject areas as appropriate

·         Consultation with students

3: To ensure the availability of staff to deal with all incidents of bullying and to communicate effectively with parents and pupils the results of any investigations. This will in the main be dealt with by the Senior Pastoral Team through questions based on the above definition.

4: To ensure that all incidents of bullying are recorded in the College Leaders log book. These will then be transferred onto the SIMs system as deemed necessary and appropriate.

5: To complete and send relevant documentation to the LA as appropriate.

6: To review, as part of the Senior Pastoral Team’s management brief, all procedures relating to the quality of action taken.

7: The school will apply this policy to include students coming to and from school.

We recognise that bullying incidents, particularly when social networking sites and instant massaging are involved, may have begun outside of school. The school will seek to work with parents and carers to use its influence to prevent further instances and try to achieve reconciliation between students where possible.

**Procedures for dealing with incidents:**

1: Every incident to be dealt with as soon as possible.

2: A clear account of the incident to be recorded in the Pastoral Manger/College Leader’s log book.

3: Interviews to be conducted in private.

4: Parents to be kept informed, usually through College Leaders/Pastoral Managers.

5: The emphasis with bullies should be on accepting the need to change behaviour rather than simple punitive measures.

6: Sanctions are to be used as appropriate and in consultation with all parties.

7: The use of Restorative Justice will be used as deemed appropriate.

8: Any intervention is to be closely monitored by Form Tutors, Pastoral Managers and College Leaders.

9: Bullying as defined above, will be dealt with as effectively as possible on school trips/visits through an on-gooing risk assessment

**Working with victims:**

1: Reassure the victim.

2: Establish that confidentiality is not guaranteed.

3: Listen carefully.

4: Look to restore self esteem and confidence in the victim.

**Working with the offender:**

1: Listen carefully.

2: Question in a neutral manner.

3: Establish verifiable facts, using witness evidence a required.

4: Inform parents of their child’s actions/discuss at interview if required.

5: Aim to establish wrong-doing and the need to change behaviour.

6: Persistent offenders may need to be seen by the Headteacher or even referred to the Governors Disciplinary Committee.

7: Seek to establish parental support.

Date: February 2011