



## AL-ISLAH GIRLS HIGH SCHOOL ANTI-BULLYING POLICY

### Policy Statement

The aims of this policy are to

- Create a school ethos which encourages children to disclose and discuss incidents of bullying behaviour
- Raise awareness of bullying as a form of unacceptable behaviour with staff, pupils, parents/guardians, and to ensure that they are aware of what must be done if bullying arises.
- Maintain broad supervision and monitoring measures through which all areas of activity in AL-ISLAH GIRLS HIGH SCHOOL are kept under observation

This policy has been formed using the DCSF guidance document *Safe to Learn: Embedding anti-bullying work in schools* (DCSF-00656-2007)

### Responsibility

All trustees, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.

All trustees, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.

All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.

*Bullying infringes on an individual's right to learn and thrive in a secure and safe environment. Hence, the aggressor's action must never be allowed to continue or be ignored by the victim, witnesses or adults (relatives or members of staff).*

### Creating a safe and secure learning environment

In order to minimise bullying incidents, AL-ISLAH GIRLS HIGH SCHOOL will:

**Ensure** that all trustees, members of staff and pupils are aware of the school's Anti-Bullying Policy.

**Include** all members of staff, including non-teaching and ancillary staff, in its strategy against bullying.

**Examine** and remedy the school's physical environment and recreational areas.

**Provide** an induction for all its pupils to so that they are aware of the school's Anti-Bullying Policy and are able to contribute towards its anti-bullying practice.

**Encourage** good relationships between pupils.

**Teach** all pupils to value one another's racial, cultural and linguistic backgrounds; and to appreciate one another's talents and abilities, so that these are not seen as grounds for discriminatory behaviour.

**Instil** appropriate values and good relations.

**Monitor** pupil relationships and changes therein.

### **What is bullying?**

Bullying is a specific type of aggression in which:

- 1) The behaviour is intended to harm or disturb
- 2) The behaviour occurs repeatedly over time
- 3) There is an imbalance of power, with a more powerful person or group attacking a less powerful one

It is a deliberately hurtful action of an ongoing nature where the victim/s find it difficult to defend themselves.

Bullying is any verbal insult or physical act (or a combination of both), which leaves the recipient feeling any number of the following:

- Vulnerable
- Insecure
- Distressed
- Discriminated against
- Inferior
- In physical pain
- Pressurised into carrying out demands

### **Types of bullying**

Bullying can be:

*Emotional* Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)

*Verbal* Name-calling, sarcasm, spreading rumours, teasing

*Physical* Pushing, kicking, hitting, punching or any other use of physical force

*Mobile Phone* Threatening phone calls and text messages, misuse of other mobile phone technology (e.g. 'happy-slapping')

*Cyber* Misuse of any function of the Internet, such as email, chat rooms, instant messaging, and social networking websites (e.g. spreading false rumours online, putting up embarrassing photos of people without their permission, anonymously bombarding victims with unwanted/negative messages)

*Racist* Racist taunts, graffiti or gestures

*Sexual* Unsolicited physical contact or sexually abusive comments

*Homophobic* Because of, or focussing on, the issue of sexuality

Common forms of bullying by pupils:

- Name Calling
- Verbal Abuse
- Abusive Telephone Calls
- Intimidation
- Isolation
- Extortion
- Physical Aggression
- Damage to Property

- Bullying of School Personnel

A teacher may, unwittingly or otherwise, engage in, instigate or reinforce bullying behaviour in a number of ways by

- Using sarcasm or other insulting and demeaning forms of language when addressing pupils
- Making negative comments about pupils' appearance, culture or ethnic background etc
- Humiliating, directly or indirectly, a pupil who is academically weak or vulnerable in other ways
- Using any gesture or expression of a threatening or intimidating nature
- Performing any form of degrading physical contact or exercise

### **Signs and symptoms of bullying**

Victims of bullying often exhibit certain signs/behaviours that indicate that bullying is taking place. Members of staff and parents/guardians should be aware of these signs and that they should investigate if a pupil:

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

- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility; the potential causes of these symptoms must be investigated.

#### **Procedures for noting and reporting bullying behaviour**

- All reports of bullying, no matter how minor, will be noted, investigated and dealt with by the Anti-Bullying Officer.  
This will ensure that pupils gain confidence in reporting incidents - this confidence factor is of vital importance.
- If there are any grave cases of bullying behaviour by pupils, these will immediately be referred to the Headteacher.
- Parents/guardians of bullies and victims will be informed by the Anti-Bullying Officer as soon as possible, so that they are given the opportunity of discussing the matter. They are then in a position to support and help their children before a crisis occurs.
- Non-teaching staff such as caretakers, cleaners will be encouraged to report any incidents of bullying behaviour witnessed by them, to the Anti-Bullying Officer.
- In the case of a complaint regarding a staff member, the concern will normally be raised with the staff member in question, and if necessary, the Headteacher.
- Where cases relating to either a pupil or a teacher remain unresolved at school level, the matter should be referred to the Senior Management Team (see *Complaints Procedure*).

#### **Procedures for investigating and dealing with bullying behaviour**

- When analysing incidents of bullying behaviour, the Anti-Bullying Officer will initiate an investigative process and seek answers to questions regarding the incident.
- If there is are multiple individuals involved in an incident, each person will initially be interviewed individually to present their account and establish facts.
- All relevant individuals will then be present at a group meeting where each member will be asked to present their account of the incident; both the victim(s) and the accused will be given the opportunity to defend their accounts.
- Each individual will be helped to handle the possible pressures that face them from other individuals after the interview by the Anti-Bullying Officer.
- Everyone involved will be asked to write down their account of the incident, along with a date and signature.
- Members of staff who are investigating cases of bullying behaviour will also keep a written record of their discussions with those involved.
- If it is concluded that a pupil has been engaged in bullying behaviour, it will be made clear to them how they are in the breach of the school Code of Conduct, and effort will be made to get the bully to see the situation from the victim's point of view.
- The bully will be sanctioned appropriately and also assisted to understand the need for considerate relationships between fellow pupils. Depending on the nature and severity of the incident, suspension or even expulsion may be imposed upon the aggressor.
- If deemed necessary, a meeting maybe conducted with the parents/guardians of the two parties involved to explain the actions being taken and the reasons for them, referring them to the school policy, and to discuss ways in which they can reinforce or support the actions taken by the school.

- Staff will continue to monitor the situation after the sanction has been imposed, to ensure no further problems arise. The relevant members of staff will be informed of the bullying accident, so that both the victim and the aggressor are suitably supported and relations are monitored.
- AL-ISLAH GIRLS HIGH SCHOOL will make every effort to restore the victim's sense of security.
- The victim and bully will be supported by external agencies if this is deemed necessary.
- In cases of prolonged bullying the 'Child Protection Policy' may have to be followed.

### **Cyber bullying**

Cyber bullying is different to regular bullying, in that it is not face-to-face and can follow a person into places which are usually safe, such as their own home.

It may even be perpetrated by a bully who does not actually know the victim, and it can be very hard to trace back to the bully as the real name may not be used.

#### **Preventing cyber bullying**

It is best if young people can prevent cyber bullying happening by guarding their contact information. They could be given advice similar to the following:

- Only give your mobile number or email address to trusted friends, and keep a note of who you have given it to
- Hide your mobile number when making calls to people you do not trust/know
- Do not leave your name on your voicemail
- Do not give your details to people you do not know (or want to know)
- Speak out whenever you see someone being unpleasant to another person by phone or online

#### **Reporting cyber bullying**

Anybody being bullied or harassed may:

- Report any online harassment to their internet service provider (ISP) – they are likely to have ideas about what can be done
- Report the problem to their phone service provider, if they are being harassed via texts or anonymous callers. They will also have ideas about what could be done to lower the risk of harassment
- If serious threats are being made, report the matter to the police

## **Anti-bullying Information Sheet for Parents**

### **Is it bullying?**

It is if individuals or groups are:

- calling your child names
- threatening him/her
- pressuring your child to give someone money or possessions
- hitting your child
- damaging your child's possessions
- spreading rumours about your child or your family
- using text, email or web space to write or say hurtful things about your child (cyber-bullying).

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

### **What should you do if your child is being bullied?**

Talk to school staff about the bullying. At AL-ISLAH GIRLS HIGH SCHOOL, your first contact point to report concerns about bullying is (your daughter's form teacher).

Your daughter's form tutor is best contacted on 01254 261573 where you can leave a message with the school's administrator in order that the form tutor can call you back as soon as possible.

It will help to sort out what action to take if you can bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.

- Be as specific as possible about what your child says has happened, give dates, places and names of other pupils involved.
- Make a note of what action AL-ISLAH GIRLS HIGH SCHOOL intends to take.
- Ask if there is anything you can do to help your child.
- Stay in touch with us. Let us know if things improve as well as if problems continue.

## What will AL-ISLAH GIRLS HIGH SCHOOL do?

AL-ISLAH GIRLS HIGH SCHOOL does not tolerate bullying. This is what we do about bullying:

- work to make sure that the person being bullied is safe
- work to stop the bullying happening again
- provide support to the person being bullied
- take actions to ensure that the person doing the bullying learns not to harm others.

Families who feel that their concerns are not being addressed appropriately by the school might like to consider the following steps:

- check with the school anti-bullying policy to see if agreed procedures are being followed
- make an appointment to discuss the matter with the head teacher and keep a record of the meeting
- if this does not help, write to the Chair of Trustees, in line with our Complaints Procedure, explaining your concerns and what you would like to see happening.

If you need further support and information at any stage or the problem remains unresolved, ring the helpline at Parentline Plus **0808 800 2222** or contact other local and national support groups.

# **Anti-bullying Information Sheet for the Pupils of AL-ISLAH GIRLS HIGH SCHOOL**

## **Is it bullying?**

It is if you feel hurt because individuals or groups are:

- calling you names
- threatening you
- pressuring you to give someone money or possessions
- hitting you
- damaging your possessions
- spreading rumours about you or your family
- using text, email or web space to write or say hurtful things (cyber-bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

AL-ISLAH GIRLS HIGH SCHOOL does not tolerate bullying. This is what we do about bullying:

- make sure that the person being bullied is safe
- work to stop the bullying happening again
- Provide support to the person being bullied.

## **What should you do?**

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:

- try to stay calm and look as confident as you can
- be firm and clear — look them in the eye and tell them to stop
- get away from the situation as quickly as possible
- Tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another pupil.

If you have been bullied:

- tell a teacher or another adult in your school (your form tutor, Assistant Head or Head teacher will all be able to help)
- tell your family



- if you are scared to tell a teacher or an adult on your own, ask a friend to go with you
- keep on speaking until someone listens and does something to stop the bullying
- don't blame yourself for what has happened.

When you are talking to an adult about bullying be clear about:

- what has happened to you
- how often it has happened
- who was involved
- who saw what was happening
- where it happened
- What you have done about it already.

If you find it difficult to talk to anyone at school or at home, you may contact our Independent Listeners or, alternately, ring Child-Line on **free phone 0800 1111**. This is a confidential helpline. If you are hard of hearing you can use the **text-phone 0800 400 222**. You can also write to Freepost 1111, London N1 0BR. The phone-call and letter are free.

**THIS POLICY IS TO BE REVIEWED IN LINE WITH NEW GUIDANCE ISSUED BY DFE**

# BULLYING INCIDENT REPORT FORM

Name of Pupil: \_\_\_\_\_

Year Group: \_\_\_\_\_

Date: \_\_\_\_\_

Details of Incident:

Incident reported to: \_\_\_\_\_

Action taken:

Signed by: \_\_\_\_\_

Pupil: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

## Record of the support given to the student being bullied

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Record of the support given to the student who bullies

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# **HOW TO BEAT THE BULLYING**

## **SOME THINGS TO DO IF YOU ARE BEING BULLIED!**

- Try not to show you are upset – which can be difficult
- Tell yourself that you do not deserve to be bullied
- Tell an adult that you trust
- Get friends together and say NO to the bully
- Try to ignore the bully
- Fighting back may be worse. If you decide to fight back, talk to an adult.
- If you are different in some way, be proud of it! It is good to be an individual.
- Stay with people, even if they are not friends, there is safety in numbers.
- Try being assertive; shout loudly. (Practise in front of the mirror to gain confidence).
- If you are in danger, get away. Do not fight to keep possessions.
- Walk quickly and confidently even if you do not feel that way inside. Practise!
- Try to be careful about what you may say to other pupils, there may be personal remarks and they may not see the funny side of your remarks.

# **IMPORTANT NOTICE**

## **TO ALL STAFF MEMBERS**

### **What May Constitute Bullying Things to Look For**

Name calling

Dirty Looks

Personal Insults

Being left out from groups

Being the butt of constant jokes

Racial Insults

Family Insults

Sexist Insults

Hitting

Pushing

Touching

Being Hurt

Destruction or removal off possessions without permission

If you witness any of the above, please to **NOT** ignore it, or cast aside, or think it is not your problem and it does not concern you... It is your duty to protect the students at all times!!!

**REMEMBER IT'S YOUR JOB!!!**

**YOUR**

**Anti-Bullying**  
**Officer**

**at present is:**

**Mrs Z. Seedat**