

# **PREVENTING AND TACKLING BULLYING - ADVICE FOR SCHOOL TEACHERS AND GOVERNORS**

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**BULLYING STATEMENT**

*"Bullying can be described as a mental, physical or psychological experience and is extremely harmful to the victim. It is behaviour designed to intimidate and control others; which often leaves the child or young person feeling unhappy, sometimes suicidal, frightened or threatened. Bullying is also an act of aggression, causing embarrassment, pain or discomfort to someone."*

The R.Y.A.N. Education Academy is completely opposed to bullying and will not tolerate this kind of behaviour. It is exclusively contrary to the values and principles of the school and will be eradicated by raising awareness and monitoring to ensure that appropriate measures are put in place if this occurs.

It is our ethos that all young people and staff have the right to work in a secure and caring environment. They also have a responsibility to do what ever they can to make sure that the environment in which they operate on a daily basis is protected from such despicable behaviour. We also expect parents and support staff to help us in tackling this issue.

## MISSION STATEMENT

The R.Y.A.N. Education Academy actively promotes positive interpersonal relations between all its young people and staff members to encourage the development of effective communication skills positive self expression. It is our mission to create a 'warm' welcoming and secure learning environment and one that is conducive to the educational development of the young person. We strive to build on a foundation of love and respect for one another so that each young person can build on their confidence and self-esteem; achieve their academic potential thus approach the future with great enthusiasm and determination.

Reporting bullying is encouraged and seen a courageous 'act' rather than that of a weak person. The R.Y.A.N. Education Academy aims to challenge the different forms of bullying i.e. physical assault, name-calling [*verbal abuse*], or taunting of any kind.

Young people who are being bullied will be supported. Those who bully will also be helped to change their behaviour and recognise that this is not acceptable or moral.

## PRINCIPLES

The Principles of the R.Y.A.N. Education Academy is **not** to **accept** any form of bullying what ever the cause of such an act may be; to ensure that we

adhere to our statutory responsibility with regard to the rights and welfare of young people.

### **Aims and Objectives**

Our aim is to ensure that all young people; staff; governors, parent (s), carers and guardians have an understanding of bullying and know what the school policy is and what to do if bullying arises. The objective is to recognise the affects bullying has on young peoples' feelings of self-worth and on their commitment to school work; thus, work together to actively promote an anti-bullying environment.

### **THE R.Y.A.N. EDUCATION ACADEMY IS COMMITED TO ENSURE:**

- (a) The school will not tolerate any form of bullying behaviour.
- (b) Pupils have a right to learn free from intimidation and fear.
- (c) The needs of the victim are paramount.
- (d) Bullied pupils will be listened to.
- (e) Any factors within the school that may allow bullying incidents to take place are eliminated.
- (f) Reported incidents will be taken seriously and thoroughly investigated.
- (g) Where necessary involve the parent (s), carers and guardians of all the young people in bullying incidents.
- (h) A record of all reported incidents of alleged bullying, conflict and or mutual harassment is kept thus logged with the Head of Curriculum and Education.
- (i) Monitor and evaluate the measures taken to deal with bullying.

## **THE WAYS IN WHICH BULLYING CAN TAKE PLACE**

- (a) Physical violence such as hitting, pushing or spitting at another young person.
- (b) Interfering with another pupil's property, by stealing, hiding or damaging it.
- (c) Using unpleasant names when addressing another young person.
- (d) Teasing or spreading rumours about another young person or his/her family.
- (e) Criticising another young person's abilities and achievements sometimes because of jealousy.
- (f) Writing offensive notes or graffiti about another young person.
- (g) Excluding another young person from a group activity.
- (h) Ridiculing another young person's appearance, way of speaking or personal mannerisms.
- (i) Misusing technology (*internet or mobiles*) to hurt or humiliate another person (*See Appendix 1 - Internet Acceptable Use and Cyber Bullying*)

### **STAFF WILL:**

- (a) Take part in in-service training to ensure that they have a clear understanding of what '*Bullying*' is and how best to deal with the situation if it arises.
- (b) Talk about bullying with young people in order to help them learn about the damage it causes to both the person who is bullied and

the bully; thus, the importance of telling a teacher about bullying when it happens.

- (c) Take all incidents, which involves any aspect of bullying seriously and young people should not be told to pay no attention to the situation or cope with it on their own.
- (d) Follow up any complaint made by a parent (s), carers or guardian about bullying, and report back promptly.
- (e) Show no favouritism or take sides when dealing with bullying incidents as a non-judgemental approach is required at all times.
- (f) Make sure that the young person is referred to an appropriate staff member who will listen empathetically and can deal with the situation appropriately.
- (g) Be observant to signs of distress amongst a young person and or a change in behaviour which are possible indications of bullying.
- (h) Take any measures within the classroom or around the school premises; which will prevent or reduce the chance of bullying behaviour continuing.

## **THE RESPONSIBILITY OF PARENT (S), CARERS AND GUARDIAN**

**We ask the parent (s), carers and guardian to support the young person and the school by:**

- (a) Being observant for signs of distress or unusual behaviour in their children which might be the result of bullying.
- (b) Encourage their children to report any form of bullying to a member of staff and explain to the implications of allowing the bullying to continue for themselves and for the young people.
- (c) Advice their children not to retaliate violently to any form of bullying as two wrongs don't make it right.
- (d) Being sympathetic and supportive towards their children and reassuring them that appropriate action will be taken thus they will ensure the school's policy is adhered to.
- (e) Co-operating with school, if their children are accused of bullying, try to ascertain the truth thus point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

## **PROCEDURE FOR A YOUNG PERSON EXPECTING INCIDENTS OF BULLYING**

**All young people who are:**

- (a) Victims of bullying.

- (b) Witnesses to incidents of bullying.
- (c) Aware of incidents of bullying.

**Should:**

- (a) Encourage the victim not to be afraid or suffer in silence but to tell a responsible teacher or adult.
- (b) Tell a responsible adult themselves.
- (c) Refrain from getting involved in the bullying situation personally as this can add to the issue.
- (d) Intervene to protect the young person who is being bullied, unless it is unsafe to do so e.g. 'tell the bully to stop'

**THE ACTION THAT WILL BE TAKEN IF A BULLYING INCIDENT IS REPORTED**

**In the first instance**

- (a) The facts about the bullying incident will be sought in order that the appropriate action can be taken promptly and effectively.
- (b) The parent (s), carers or guardian will be informed.
- (c) The victim will be offered support.
- (d) The service providers who refer the young person will also be informed.



- (e) A '*Conflict Resolution Agreement*' between parties will be put in place as the long-term interest of those involved is paramount (*See Appendix 2.*)
- (f) Staff members who teach the young person will be made aware of the incident in order to monitor the situation during class time and on the premises.

**The following action will be taken:**

- (a) Once the victim has been listened to and point's a-c above has been carried out; a written record of the bullying incident will be taken.
- (b) All incidents of bullying will be taken seriously and dealt with in a consistent manner.
- (c) The bully will be warned about the consequences if his /her continuation of the bullying behaviour persists (if appropriate adapt the '*Conflict Resolution Agreement*').)
- (d) The bully will receive support and or training to help change his / her behaviour (*supporting documentation on bullying will be given as required.*)
- (e) Posters will be displayed in the classroom and around the school reception area to promote anti-bullying.

- (f) The parent (s), carers or guardian of all involved in the incident will be contacted accordingly (*the opportunity will be given to parent (s) carers or guardian to share their point of view on how the situation has been dealt with from their perspective.*)
- (g) Practical measures i.e. classroom management, pastoral provision, and guidelines for records and sanctions will be implemented to support the victim and to challenge the bully as appropriate.
- (h) The bully will be encouraged to admit their wrong thus accept the victim's point of view.
- (i) If the bullying continues then a meeting will be arranged between referral agencies; parent (s), carers or guardian of parties involved to discuss the best possible way forward e.g. the bully may lose his / her place at the school.

### **STAFF DEVELOPMENT**

The R.Y.AN. Education Academy will take the necessary steps to ensure that its school operates in a positive and anti-bullying environment.

Opportunities in terms of professional and personal development will be given to staff to widen their scope of the issues involved in recognising and dealing with bullying through Staff Development Training both in-house and external.

## Personal and Social Development

The issues of bullying will be raised at staff / governors' meetings with an aim to:

- (a) Develop confidence, personal development, self-esteem, self-efficacy and positive mental health in young people whether victims or witnesses to bullying, to encourage them to speak up.
- (b) Help the bully develop their interpersonal skills e.g. how to effectively relate to others without intimidation and or threat.
- (c) Explore strategies with staff and governing body to reduce the bullying situation and support young people in ways on how not to become victims of bullying through assertiveness and decision-making techniques.
- (d) Highlight to young people areas around the school where bullying can take place e.g. isolated areas.
- (e) Encourage young people to monitor the success of the anti-bullying policy and where they feel a need for development be confident to do so via their ideas, views and opinions.

**Everyone should:**

- (a) Work together to combat and, hopefully in time, eradicate bullying.

**LINKS WITH OTHER R.Y.A.N. EDUCATION ACADEMY POLICIES**

The Anti-bullying policy links into the R.Y.A.N. Education Academy's Safeguarding and Child Protection, Positive Behaviour / Discipline - Behaviour Policy.

## GLOSSARY BULLYING

**Bullying or bullying behaviour can be divided into the following -**

### **Physical**

Assault, pushing, elbowing, tripping, slapping, kicking, hair pulling, unacceptable touching (*including that of a sexual nature*), blocking i.e. preventing movement through an access point, pinching, stabbing, spitting or any other form of physical activity that makes another person feel threatened or intimidated.

### **Verbal**

Racist, sexual, homophobic words, any words used in a sexual or aggressive manner designed to hurt or cause deliberate offence, comments about size, appearance, odour, clothing, academic or other abilities, home life, social circumstances, spreading rumours or any other comments designed to be hurtful or used to threaten.

### **Written**

Any insults contained in note-passing, threatening letters, graffiti, defacing any property belonging to another young person.

### **Interference with another young person**

Theft, extortion, vandalism, defacing or property, blackmail or any other activity designed to intimidate or hurt.

### **Psychological pressure – silent bullying**

Social exclusion, rude gestures, lying, slander, passing or starting rumours, name calling, intimidate or hurt an individual.

### **Gaming bullying**

### **Cyber bullying**

Emailing or texting about a person or to a person, spreading rumours.

### **Homophobic bullying**

Homophobic bullying is when people behave or speak in a way which makes someone feel bullied because of their actual or perceived sexuality. People may be a target of this type of bullying because of their appearance, behaviour, physical traits or because they have friends or family who are lesbian, gay, bisexual, transgender, or questioning or possibly just because they are seen as being different.

**Source:** Bullying UK

**Useful link:** <https://www.nationalbullyinghelpline.co.uk/>

**Call:** 0845 22 55 787

**Open:** 9.00 a.m. -5.00 p.m. (Monday to Friday)



**ACCEPTABLE USE OF THE INTERNET**

The R.Y.A.N. Education Academy expects every young person to enjoy using the internet however; there are some rules that must be adhered to:

- (a) If a member of staff asks the young person to do something it must be done straight away.
- (b) Young people must not visit sites that are 'inappropriate' or that will cause offence to other users. These comprise:
  - Non-Educational Sexually Explicit Material
  - Racist Material
  - Religious and Culturally Offensive Material
  - Homophobic and Sexist Material
  - Violent Material
  - Offensive Language and Images
  - Music with Foul Language
- (c) Never give any information like your address or phone number, Black Berry Messenger Pin out over the web; to anybody **Be Safe**. Do not pass any information that you would not want others to know as this can be dangerous thus lead to aspects of bullying.

**Signed:** \_\_\_\_\_  
**Name**

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



**CONFLICT RESOLUTION  
AGREEMENT**

**BETWEEN**

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*This agreement has been put in place to remove any aspect of bullying and conflict between parties and to build a relationship based on respect.*

1. Stop physical violence such as hitting, pushing or spitting.
2. Stop interfering with the other person's property.
3. Do not use unpleasant names when addressing each other.
4. Do not tease or spread rumours about each others family.
5. Stop criticising another young person's abilities and achievements.
6. Do not write or use offensive notes or graffiti about each other.
7. Do not exclude each other from a group activity.
8. Stop ridiculing each others appearance, way of speaking or personal mannerisms.
9. Allow each other personal space
10. Make an effort to get to know and support each other (*if not accept each other for who they are as an individual*)





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

Date:

Name:

**R.Y.A.N EDUCATION ACADEMY**

*RESPECT YOUR ACHIEVEMENTS NOW*

Appendix 3

## **CYBER BULLYING POLICY**

### **INTRODUCTION**

The R.Y.A.N Education Academy believes that all people in our community have the right to education and learn in a supportive, caring and safe environment without fear of being bullied. We endorse that every individual in the academy has a duty to report an incident of bullying whether it happens to themselves or to another person.

The use of internet and mobile phones have positive power to transform children's lives for the better however; when technology is misused, they can cause real pain and distress.

Cyber-Bullying can be defined as the use of Information Communications Technology (ICT), in particular mobile phones and the internet, deliberately to upset someone else.

### **CYBER BULLYING**

There are many types of cyber-bullying and listed below are those we feel at R.Y.A.N Education Academy as the most common sort:

1. Text messages - that are threatening or cause discomfort - also included here is "Blue jacking" (the sending of anonymous text messages over short distances using "Bluetooth" wireless technology.)
2. Picture/video-clips via mobile phone cameras - images sent to others to make the victim feel threatened or embarrassed.
3. Mobile phone calls - silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
4. Emails - threatening or bullying emails, often sent using a pseudonym or somebody else's name.
5. Chatroom bullying - menacing or upsetting responses to children or young people when they are in web-based Chatroom.
6. Instant messaging (IM) - unpleasant messages sent while children conduct real-time conversations online using MSM (*Microsoft Messenger*) or Yahoo Chat - although there are others.
7. Bullying via websites - use of defamatory blogs (web logs), personal websites and online personal "own web space" sites such as Bebo (which works by signing in one's school, therefore, making it easy to find a victim) Facebook and Myspace - although there are others.

The R.Y.A.N. Education Academy takes this type of bullying very seriously as all other types of bullying and, therefore, will deal with each situation individually. An incident may result in a simple verbal warning. It might result in a parental/guardian/carer discussion. Clearly, more serious cases will result in further sanctions.

## **TECHNOLOGY**

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent/guardian or teacher, but it is highly intrusive and the hurt it causes can be very severe.

Young people are particularly proficient at adapting to new technology, an area that can seem as a closed world to adults.

For example, the numerous acronyms used by young people in chat rooms and in text messages (*POS - Parents Over Shoulder, TUL - Tell You later*) make it difficult for adults to recognise potential threats.

**The R.Y.A.N Education Academy will ensure learners are taught how to:**

- Understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know are being cyber bullied.
- Report any problems with cyber bullying/ If they do have a problem, they can talk to a member of staff at the Academy, Parents, Carers.

Guardian, Key worker, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

In all cases of bullying, incidents will be recorded properly, documented and investigated hence; support will be provided for the person being bullied; other staff members and Parent (s) Guardian, Carers or Key Worker will be notified and discussion will take place as appropriate and those found guilty will be interviewed and receive appropriate sanctions.

**The R.Y.A.N Education Academy has:**

1. A declaration that is signed by the learners in appropriate internet use.
2. Information for Parent (s), Carers, Guardian or Key Workers on any form of bullying, standards and practices in the Academy outlining what to do if a problem arises as well as what has been taught in the curriculum.
3. Support for Parent (s), Carer(s), Guardian (s) if Cyber Bullying occurs by: assessing the harm caused, identifying those involved, taking steps to repair harm and to prevent recurrence.

## **HOMOPHOBIC BULLYING**

The R.Y.A.N Education Academy will believe that no one has the right to make judgement on another person(s) sexuality. Homophobic bullying can be through name calling, spreading rumours, physical or sexual and emotional abuse. This type of bullying alongside other forms of bullying will be taken very seriously as the school is aware of the impact this can have on the young person(s) education (*i.e. attendance at school / attainment*), mental health, emotional well- being, self-esteem thus it is a violation about their sexuality.

The R.Y.A.N. Education Academy actively promotes positive interpersonal relations between all its pupils' and staff members to encourage the development of effective communication skills and positive self-expression. It is our mission to create a 'warm' welcoming and secure learning environment and one that is conducive to the educational development of the pupil. We endeavour to build on a foundation of love and respect for one another so that each pupil can build on their confidence, self-esteem; achieve their academic potential, thus approach the future with great enthusiasm and determination. We endorse the concept that ***'perseverance is the key to success.'***

## **ETHOS**

It is our ethos at R.Y.A.N Education Academy that all teachers, learning mentor (s) and other support staff work extremely hard to ensure that each pupil is content at school and is making good progress thus do not tolerate homophobic or any form of bullying. It is paramount that all staff recognises how pupils are feeling; so that any issues can be dealt with before it escalates into something serious. Therefore, preventing situations that may arise thus, affect educational achievement. Although, we are not a Faith school are morals are founded on spiritual values namely respect, hope, love, faith, forgiveness and being non-judgmental. The latter is in line with the Equality Act 2010 '*Protected Characteristics*' and this is displayed in the school.

### **Supporting Parents**

*"Parents and carers can play an important role in tackling homophobic bullying..."*  
**Stonewall's Chris Gibbons.**

### **We encourage the following: (adapted from Chris Gibbons)**

- Parents(s), Guardian(s), Carer(s) should ask their child [ren] how they are feeling and if everything is alright as they may be embarrassed and or worried that people may think they are [homo-sexual thus choose to say nothing.
- Parents(s), Guardian(s), Carer(s) must be supportive to their child [ren] needs to know that if they do decide to talk to you about bullying, you will listen and that they can trust you with what they tell

you. Let them tell you in their own time, and ask them how they want to proceed. Preferably approach the school together.

- Check with the R.Y.A.N Education Academy what '**procedures**' they have in place for dealing with bullying and in particular, homophobic bullying. Involve your child in any decisions that are taken on how to tackle the bullying. If you are not satisfied with how your child [ren's] teacher responds, talk to the Headteacher or bring it to the attention of the school governors - including your child [ren] at every stage.

The R.Y.A.N Education Academy will ensure all young people are aware of the Equality Act 2010 '*Protected Characteristics*' which also includes **Gender reassignment** (*it is discriminatory to treat people who propose to start to or have completed a process to change their genderless favourably, for example, because they are absent from work for this reason.*), **Marriage or civil partnership** (*protect employees who are married or in a civil partnership*) and **Sexual Orientation** (*protect bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.*)

The R.Y.A.N Education Academy will develop a culture within its school that is non-judgemental against anyone's sexual orientation.

### **What will we do?**

- Invite theatre companies in to work with young people around bullying and homophobic bullying through drama.
- Challenge any form of homophobic pro-nouns and negative connotations.

- We promote gender equality and steer away from gender stereo-types which causes our young people to be respectful towards a person(s) sexual orientation.
- We will deliver programmes of study through our Personal Social Education (PSE), Personal Development and Biology curriculum from a scientific perspective.
- If any homophobic behaviour happens in school not only do, we challenge this but we speak to the Parents(s), Guardian(s), Carer(s) of the Child [ren] involved to endorse our support and to make sure they are pleased with how the issue has been dealt with.
- If any hate threats are made the R.Y.A.N Education Academy will immediately contact the police and inform the Parents(s), Guardian(s), Carer(s) and ensure we follow the correct procedures.