

# THE KINGSTONE SCHOOL

## ANTI-BULLYING POLICY

### a. Principles and Purpose:-

To identify and combat all aspects of bullying through a whole school approach.

### b. Broad Guidelines

1. All members of school community must understand what is meant by the term 'bullying'.
2. All members of school community should be actively involved in eradicating the problem.
3. Counselling and support must be available for the victims (the 'bullied') and parents informed of all developments.
4. All incidents of bullying to be reported to Head of Year for investigation.
5. All incidents of bullying to be recorded centrally at Pastoral Base (on pupil record).
6. The 'bully', once identified, to be dealt with firmly and fairly. Support and guidance to be provided as appropriate.
7. The parents of the 'bully' to be informed.
8. The school to monitor all reported incidents of bullying.
9. Exclusion remains the ultimate sanction should the situation deteriorate.

### c. Responsibilities

1. Parents are responsible for referring any anxieties/suspicious immediately to appropriate Head of Year. e.g spurious illness, isolation, erratic attendance, loss of appetite, school 'phobia' - If in doubt contact the school.
2. Pupils must be responsible for identifying 'tell tale' signs amongst friends. Report concerns to Form Tutor/Head of Year.
3. All Staff (teaching/non-teaching) have responsibility for monitoring pupil behaviour both in and out of the classroom. 'Problem' areas include quiet corners, toilets, playground, school transport, others?
4. All staff to report any incidents to appropriate Head of Year for investigation, recording and appropriate action.
5. Head of Year to inform all parents of the 'bully' and 'bullied' of observations and action taken by the school.
6. Deputy Head to monitor levels of bullying across the Year Groups and report any concerns to the Head.

### d. Procedures

1. Policy to be made available to parents on request.
2. Deputy Head/Head of Year/Form Tutors to consider the policy and its practical implications through regular pastoral meetings.
3. Information given annually to all pupils through assemblies.
4. Guide sheet posted on all Form Room notice boards in 'Child Speak'.
5. All reported incidents to be logged on personal files, contact parents immediately either by phone or in writing as appropriate. 'Incident logs' to be used where allegations persist.
6. Review policy annually. Amend and modify where necessary, on going in response to feedback received. Pastoral Team to consider.