

Killicomaine Junior High School

ANTI-BULLYING POLICY

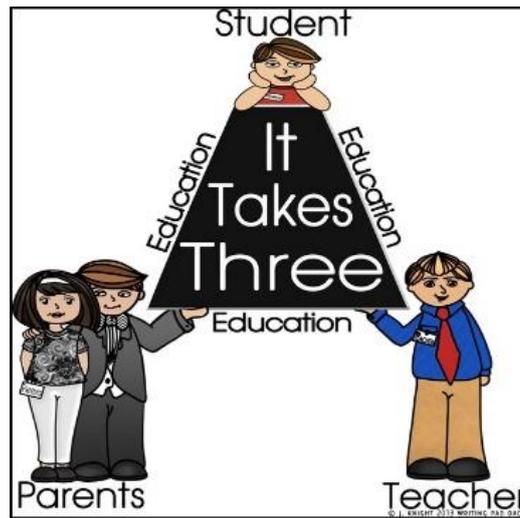


**“Working together for excellence within
a caring community”**

KJHS Anti-Bullying Policy

- DRAFT POLICY

Sept2019



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Section– Introduction

“Working together for excellence within a caring community”

At Killicomaine we believe all forms of bullying behaviour are unacceptable. We consider that all pupils have the right to learn in a safe and supported environment. It is the basic entitlement of all children that they receive their education free from, harassment, or discrimination. We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all. It is the responsibility of all of the KJHS community to ensure that this take place in an atmosphere which is caring and protective. The success of the policy will depend upon the staff, parents and pupils, accepting and implementing the responsibilities detailed within it, and in a consistent manner.

Section 1 – Context

The following documents provide the legislative context governing policy content. These pieces of legislation have considerable implications for schools and impact on how we at KJHS deal with pupils who display bullying behaviours and those who are targeted. It also places great emphasis on the duty of schools to put in place initiatives to prevent bullying occurring.

The Legislative Context:

1. The Addressing Bullying in Schools Act (Northern Ireland) 2016:
 - a) Provides a legal definition of bullying.
 - b) Places a duty on the Board of Governors to put in place measures to prevent bullying behaviour, in consultation with pupils and parents.
 - c) Requires schools to record all incidents of bullying behaviour and alleged bullying incidents.
 - d) Sets out under which circumstances this policy should be applied, namely:
 - In school, during the school day
 - While travelling to and from school
 - When under control of school staff, but away from school (eg. school trip)
 - When receiving education organised by school but happening elsewhere (eg. in another school in the ALC)
 - Requires that the policy be updated at least every four years.
2. The Education and Libraries Order (Northern Ireland) 2003 (A17-19)
3. The Education and Libraries Order (NI) 2003, requires the Board of Governors to: ‘Safeguard and promote the welfare of registered pupils’ (A.17)
4. The Education (School Development Plans) Regulations (Northern Ireland) 2010

5. The Children (Northern Ireland) Order 1995
6. The Human Rights Act 1998
7. The Health and Safety at Work Order (Northern Ireland) 1978

The Policy & Guidance Context

1. The Addressing Bullying in Schools Act (Northern Ireland) 2016 Statutory Guidance for Schools and Boards of Governors (DE, 2019)
2. Pastoral Care in School: Promoting Positive Behaviour (DE, 2001)
3. Safeguarding and Child Protection in Schools: A Guide for Schools (DE, 2017)
4. Co-operating to Safeguard Children and Young People in Northern Ireland (Dept. of Health, Social Services and Public Safety, 2016)
5. Safeguarding Board for Northern Ireland Policies and Procedures (SBNI, 2017)

The International Context

1. United Nations Convention on the Rights of the Child (UNCRC) sets out every child's right to:
 - Be protected from all forms of physical or mental violence, injury or abuse, maltreatment or exploitation. (A.19)
 - Be protected from discrimination. (A.2)
 - Express their views, in a supported and accessible way, on issues that affect them, and to have their opinions taken seriously. (A.12)
 - Education. (A.28)

Section 3 – Ethos & Principles

KJHS Mission Statement

“Working together for excellence within a caring community”

Commitment

The Governors and staff of Killicomaine Junior High School make a commitment to all our young people that all bullying behaviour and/or socially unacceptable behaviour will not be tolerated. We want every young person at KJHS to feel an important part of the school and know that they are safe from bullying.

We are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school. There will be awareness across the community to promote caring, tolerant and responsible attitudes towards others in the community and in the wider world. The views and contributions of children and young people and other stakeholders will be important and we will actively seek these views, respect and take them into account.

All reported bullying incidents will be:

- Taken seriously and dealt with sensitively
- Followed up with necessary action and support

Section 4 – Consultation and Participation

The Anti-bullying policy in Killicomaine will be reviewed on an annual basis by the Pastoral Team, who will consult with form teachers and make use of any relevant data and/or issues raised in any bullying investigations. This new policy was reviewed in detail by the Pastoral Team and new protocols trialled since March 2019. Parents were given the opportunity to comment on the draft policy through an on-line survey.

Every three years a more detailed review will take place. As part of this review cycle there will be consultation with registered pupils and their parents/carers, in compliance with the Addressing Bullying in Schools Act (NI) 2016. It will be appropriate to make use of the comprehensive survey of pupils, staff and parents that is completed as part of the School Development Planning process. The review will also help determine whether the approaches and procedures advocated are being successful in preventing and dealing with incidents of bullying.

In addition, a range of other consultation methods are regularly employed, including discussions with staff via form teacher /year head meetings. Pupil voice will be from school council, prefects, buddy mentors, well -being ambassadors, focus groups such as LLW classes and pupil questionnaires. Parents and staff input will be from consultations via GL questionnaires and if applicable Google Forms.

Section 5 – What is Bullying?

The Addressing Bullying in Schools Act (NI) 2016 provides schools with a legal definition which must be used.

Addressing Bullying in Schools Definition of “bullying”:

1.— (1) **In this Act “bullying” includes (but is not limited to) the repeated use of—**

(a) any verbal, written or electronic communication, (b) any other act, or

(c) any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.

(2) For the purposes of subsection (1), “act” includes omission.

Bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.

In determining ‘harm’ we define:

- Emotional or psychological harm as intentionally causing distress or anxiety by scaring, humiliating or affecting adversely a pupil’s self-esteem.
- Physical harm as intentionally hurting a pupil by causing injuries such as bruises, broken bones, burns or cuts.

Repetition is when the bullying behaviour occurs to the same targeted person on more than one occasion over a period of time.

While bullying is usually repeated behaviour, there are instances of one-off incidents that KJHS may consider as bullying. When assessing a one-off incident, to make a decision on whether to classify it as bullying or socially unacceptable behaviour KJHS shall consider the following criteria:

- severity and significance of the incident
- evidence of pre-meditation/Intentional;
- Targeted at a specific pupil or group of pupils;
- impact of the incident on individuals (physical/emotional)
- Causing physical or emotional harm

Any incidents which are not considered bullying behaviour will be addressed under the Positive Behaviour Policy.

When does socially unacceptable behaviour become bullying behaviour?

All socially unacceptable behaviours which occur within school will be dealt with in line with the school's Positive Behaviour Policy. Socially unacceptable behaviours become bullying behaviours when the information gathered clearly demonstrates that the unacceptable behaviour does meet the criteria below i.e. on the basis of evidence gathered the behaviour is/was:

- severity and significance of the incident
- evidence of pre-meditation/Intentional;
- Targeted at a specific pupil or group of pupils;
- Repeated; and
- impact of the incident on individuals (physical/emotional)
- Causing physical or emotional harm

The following socially unacceptable behaviours, when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour. The list is not intended to be an exhaustive one and should be considered only as an indication of the various forms that bullying can take. Staff should always be alert to **any** form of behaviour which may lead to bullying as defined above

Verbal or written acts

- saying mean and hurtful things to, or about, others
- making fun of others
- calling another pupil mean and hurtful names
- telling lies or spread false rumours about others
- try to make other pupils dislike another pupil/s

Physical acts

- Hitting
- kicking
- pushing
- shoving
- material harm, such as taking/stealing money or possessions or causing damage to possessions
- Omission (Exclusion)
- Leaving someone out of a game
- Refusing to include someone in group work

Electronic Acts

- Using online platforms or other electronic communication to carry out many of the written acts noted above.

Parents are key to ensuring that their son/daughter is only accessing social media or apps that are age appropriate and KJHS cannot be responsible or manage the communications that take place on these platforms. Parents should familiarise themselves with how to report socially unacceptable behaviour or online bullying behaviour.

- a. Contact the parent of the other child**
- b. Report to CEOP (Child Exploitation and Online Protection)**
- c. Report to PSNI.**

KJHS will support families in incidents of cyber bullying where it permeates into school life but parents need to ensure that they are helping promote safe usage and helping to prevent misuse. This in recognition that cyber bullying often takes place out of school time and often on apps that pupils should not have access to.

- Impersonating someone online to cause hurt
- Sharing images (eg. photographs or videos) online to embarrass someone

Bullying is an emotive issue, therefore it is essential that we ensure we use supportive, understanding language when discussing these matters. For that reason, at KJHS we will not refer to a child as 'a bully', nor will we refer to a child as 'a victim'. Instead, we will refer to

- **A child displaying bullying behaviours**
- **A child experiencing bullying behaviours**

We encourage all members of the KJHS school community to use this language when discussing bullying incidents.

Section 6 – Preventative Measures

The focus of this section is to set out the measures to be taken by KJHS to prevent bullying behaviour, as defined in the section above.

Samples of Preventative Strategies undertaken at KJHS

- Raising awareness and understanding of the positive behaviour expectations, as set out in the Positive Behaviour Policy- form class/ year assemblies/whole school assemblies/LLW classes.
- ensuring that our Inclusion Policy is clearly understood by all staff and pupils.
- developing caring and responsible attitudes through assemblies, charity work, health education, trips, social, cultural and LLW programmes. These enrichment programmes are supported by our youth workers and ministers who present rich and varied social, spiritual, moral and cultural education, both in the classroom and on the many trips and visits which they organise.
- Promotion of anti-bullying messages through the curriculum -Taught programmes of study (LLW) to provide opportunities for pupils to address issues such as the various forms of bullying, including the how and why it can happen. This is coordinated by Preventative Education Coordinator.
- Raising awareness and understanding of the positive behaviour expectations – whole school, classroom and individual level- as detailed in our Behaviour for Learning Policy as set out in the Positive Behaviour Policy
- Through the preventative curriculum actively promote positive emotional health and wellbeing (Well Being Ambassadors – Themes for each month)
- Engagement in key national and regional campaigns, eg Safer Internet Day, Anti Bullying Week, etc.
- Development of peer-led systems (eg. School Council) to support the delivery and promotion of key anti-bullying messaging within the school.
- Development and implementation of policies in related areas (eg. Acceptable Use of the Internet Policy
- KJHS does not permit mobile phones in school and this is articulated to all of the school community. Sanctions are in place in the Behaviour flowchart.
- Focused assemblies, Year and whole school, to raise awareness and promote understanding of key issues related to bullying.
- Provision and promotion of extra- and co-curricular activities, aimed at supporting the development of effective peer support relationships and networks. For example, sporting activity, creative arts, leisure and games, etc.
- Questionnaire / survey / consultation with pupils, parents and staff;

- Promotion of our school mission statement “caring community”;
- Recognising and rewarding good behaviour – Merit Awards;
- Development of effective strategies for the management of unstructured times (eg. break time, lunch)- rotas /Supervision of identified ‘Hot-spots/ buddies/prefect duty rota/staff rota for buses
- Peer support scheme (Buddy Mentors in year 8);
- Pupils are our ambassadors for KJHS. Positive behaviour is expected whilst travelling to and from school. Positive behaviour expectations of pupils whilst travelling to and from school is in pupil and parent documentation. Regular reminders are given in Year and whole school assemblies.
- School Council / regular revisiting of pupil’s responsibilities and our definition of bullying and the forms it can take;
- Participation in the NIABF annual Anti-Bullying Week activities- November
- Pastoral Notice Board with anti-bullying messages and sources of help;
 - Regular re-visiting and communication of our Anti-Bullying Policy to pupils and parents / distribution of ‘in-house’ leaflets;
 - Monitoring of bullying incidents – nature and frequency;
 - Staff training;

Section 7 – Responsibility

The Anti-Bullying Policy should make clear that everyone has responsibility for creating a safe and supportive learning environment for all members of the school communities.

Everyone in the school community of KJHS, pupils, their parents/carers and the staff of the school have a responsibility to respect the rights of others and help create a safe and supportive learning environment for all members of the school community.

Everyone has the responsibility to work together to:

- * foster positive self-esteem
- * behave towards others in a mutually respectful way
- * model high standards of personal pro-social behaviour
- * be alert to signs of distress* and other possible indications of bullying behaviour
- * inform the school of any concerns relating to bullying behaviour
- * refrain from becoming involved in any kind of bullying behaviour, even at the risk of incurring temporary unpopularity.
- * refrain from retaliating to any form of bullying behaviour
- * intervene to support any person who is being bullied, unless it is unsafe to do so.
- * report any concerns or instances of bullying behaviour witnessed or suspected, to a member of staff.
- * emphasise the importance of seeking help from a trusted adult about bullying behaviour when it happens or is observed

- * explain the implications of allowing the bullying behaviour to continue unchecked, for themselves and/or others.
- * listen sensitively to anyone who has been bullied, take what is said seriously, and provide reassurance that appropriate action will be taken
- * know how to seek support – internal and external
- * resolve difficulties in restorative ways to prevent recurring bullying behaviour and meet the needs of all parties

Section 8 – Reporting a Bullying Concern

All pupils are encouraged to get help if they have a concern about bullying that they experience or is experienced by another. They can-

- ☑ Speaking to a member of staff;
- ☑ Raising concern using Bullying Concern Form (appendix 1)

ANY pupil can raise a concern about bullying behaviour, not just the pupil who is experiencing this behaviour.

Guidance for pupils and parents/carers reporting a concern- see below

A Guide for Pupils

At Killicomaine, we are committed to providing a safe and caring environment. We consider that all pupils have the right to learn in a safe and supported environment. It is the basic entitlement of all children that they receive their education free from, harassment, or discrimination. We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

If you feel that you are being affected by bullying behaviour, follow these easy steps:

Step One Value yourself and your feelings. If you are being bullied, it's not your fault. The person displaying bullying behaviour needs to change, not you.

GET HELP: from?

Parents – you need to let your parents know- they may have noticed some changes in you at home..

Friends

Trusted adult in school or an external organisation e.g. youth club/BB/church



Step Two

HELP YOURSELF

Ignore comments—do not react, get help
Prevent it



Step Three

IN SCHOOL

Go to the member of staff with whom you feel most confident, bring a friend if you feel more comfortable doing that.

OR

Tell your form teacher.

He/she will give you a bullying concern form to complete, write as much as you can.

If you are still unsure about talking to an adult in person you can telephone

Childline 0800 1111 NSPCC 0800 800 5000

Calls to these numbers are free of charge and do not show up on your phone-bill.

Remember if **you** see bullying behaviour Get help, together we can make a difference. Bullying is not acceptable at KJHS.

Step Four

ISSUES THAT OCCUR OUTSIDE OF SCHOOL

- Avoid the problem/hot spots e.g online you can block and/or report
- Go home with someone else
- Take a lift with a parent or friend

We must help the person displaying bullying to understand why his/her behaviour is unacceptable, recognize the impact that it is having on you or others and support them to identify ways that they can rectify the situation.

A Guide for Parents

As part of our partnership with parents and carers there is an expectation that they endeavour to raise concerns about alleged bullying behaviour with the school at the earliest opportunity

ADVICE

1. Encourage your child to talk to you about their school and social life
2. Feel free to discuss any concerns with members of staff - even minor problems can be distressing to a child
3. Watch your child for any signs of distress or unusual behaviour.

What are the signs?

If your son or daughter is impacted by bullying behaviour you may see changes in their behaviour pattern. They may:

- become nervous or sad, you will notice this change in mood lasting for more than a few days.
- have difficulty sleeping
- have loss of appetite
- be reluctant to come to school
- be easily upset, moody or miserable
- become withdrawn
- spend a lot of time in their bedroom

Look out for:

- items of clothing, property, school work lost or damaged more than you would expect
- sudden or consistent under-performance in school
- requests to be accompanied to, or collected from, school
- money in the house going missing
- child coming home hungry – this may be due to a bully demanding “dinner money”
- child inflicting harm on oneself

Not exhaustive lists

4. Listen to your child and take seriously any reports of bullying

If you think your child is being impacted by bullying behaviours

What to do?

- Do contact the school and report alleged bullying concerns to your son/daughter's Form Teacher. You must have confidence that we will act determinedly and will do so with sensitivity.
- Make sure of the facts, your child can get a concern form from his/her form teacher that you will find useful.
- Encourage your child to react appropriately to bullying behaviour and to not do anything to retaliate or to 'hit back'.
- Encourage your child to get help in school.
- Work with the school to develop strategies to support your child. Contact the parent of the other pupil.

Monitor your son/daughter's phone, are the apps age appropriate, have you set time limits, are you monitoring what is being said.

Where you are not satisfied that appropriate action has been taken to prevent further incidents, or where further incidents have taken place, the concern should be reported to Head of Year or Vice-Principal Mrs Murphy, as applicable.

Where you are not satisfied that appropriate action has been taken by the Head of Year/Vice-Principal to prevent further incidents, or where further incidents have taken place, the concern should be reported to Principal, Mr McAleese.

Where you remain unsatisfied that the concern has not been appropriately responded to, the school's complaints procedure should be followed.

All reports of bullying concerns received from pupils and/or parents/carers will be responded to in line with this policy and that feedback will be made to the person who made the report. However, it must be noted that no information about action taken in relation to a pupil can be disclosed to anyone other than the pupil and his/her parents/carers.

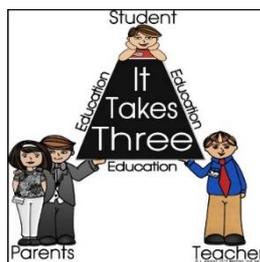
If your child has displayed bullying type behaviour:

What to do?

- Do not ignore it
- Make it clear that such behaviour is unacceptable

Help your child to develop strategies to change behaviour for the benefit of all pupils. Help can come from school, GP, Family Support Hub, Counselling Service.

At KJHS we would encourage parents to inform the school of any suspected bullying within our school community, even if it is not your child.



Section 9 – Responding to a Bullying Concern

A GUIDE FOR STAFF

Staff Action

Implementation

When responding to a bullying concern, school staff shall implement interventions aimed at responding to the behaviour, resolving the concern and restoring the wellbeing of those involved. Where appropriate, school staff may implement sanctions for those displaying bullying behaviour.

All incidences of bullying are different and each case will be dealt with on an individual basis.

What we will do

1. Establish the facts

We will-

- a) Listen carefully to your son/daughter, they will be given a concern form so that they can also share the concern with you.
- b) Staff will record the alleged bullying concern on SIMS
- c) Carry out an investigation to establish the details, where, when and how
- d) Clarify facts and perception
- e) Check records (SIMS/BMM)
- f) **Assess the incident against the criteria for bullying behaviour or socially unacceptable behaviour.** (appendix 2) **Form teacher will discuss with Year Head and the status of the investigation recorded.**
- g) Staff member will update status on SIMS to highlight that the criteria has or has not been met.

BULLYING CRITERIA MET:

The bullying incident form may be used to guide the discussions held and action agreed. Completed forms and staff notes will be placed in a folder and must be sent to Year Head when the issue has been fully resolved.

This is so bullying records become stored centrally and safely. These paper copies are then held by VP - central filing. proper filing and storage. This record will be used to monitor the nature of bullying incidents in Killicomaine JHS and the effectiveness of our Anti-Bullying Policy as well as to help guide future strategy. It will be held on a pupil's record until his or her 25th birthday.

Staff need to make sure that they:

- Identify any themes or motivating factors
- Identify the type of bullying behaviour being displayed
- Select and implement appropriate interventions for all pupils involved, including appropriate interventions, consequences and sanctions.
- Track, monitor and record effectiveness of interventions
- Review outcome of interventions
- Select and implement further intentions as necessary
- A record should be kept of incidents investigated, discussions held and action agreed, using the Bullying Incident form. The details from Sections 1 and 2 of the form are recorded on the behaviour management area of Sims.
- Records on Sims can be used to accrue negative behavioural points for those who display bullying behaviour.

- Staff can generate reports throughout the year on a regular basis to identify needs
Pastoral Team monthly bullying update.

2. Help the pupil who has been impacted by bullying behaviour

We will-

- provide strategies to help boost self-esteem and *restore wellbeing*
- provide a 'safe haven' where necessary
- keep in touch with parents

3. Deal with the pupil displaying bullying behaviour

Where appropriate, school staff may implement sanctions for those displaying bullying behaviour. We will also aim to restore the wellbeing of him/her by

- Seek specialist help
- Provide Mentoring
- Offer counselling
- keep in touch with parents
-

Please note that any action taken regarding a pupil cannot be disclosed to anyone other than that pupil and his/her parents/carers.

Section 10 – Recording

As set out in the Addressing Bullying in Schools Act (NI) 2016, we at KJHS have a legal requirement to maintain a record of all incidents of bullying and alleged bullying behaviour.

The school will centrally record all relevant information related to reports of alleged bullying concerns and incidents that then meet the criteria. This will be recorded on SIMS. Further details /notes will be in hard copy file. These will be stored centrally.

Collated information regarding incidents of bullying and alleged bullying behaviour will be used to inform the future development of anti-bullying policy and practice within the school

Section 11 – Professional Development of Staff

At KJHS we recognise the need for appropriate and adequate training for staff, including teaching and Non-Teaching school staff. Bullying will be part of the school's Child Protection Training. School will also make use of resources from Anti Bullying Week and promote these messages to staff.

Section 12 – Monitoring and Review of Policy

It is the responsibility of the Board of Governors, in liaison with the Principal, to monitor the effectiveness of the Anti-Bullying Policy.

To appropriately monitor the effectiveness of the Anti-Bullying Policy, the Board of Governors shall:

- *maintain a standing item on the agenda of each meeting of the Board where a report on recorded incidents of bullying will be noted*
- *identify trends and priorities for action*
- *assess the effectiveness of strategies aimed at preventing bullying behaviour*
- *assess the effectiveness of strategies aimed at responding to bullying behaviour*

It is a legal requirement that the Anti-Bullying Policy be reviewed at intervals of no more than four years. However, the policy should be reviewed following any incident which highlight the need for such a review. It must also be reviewed when directed to by the Department of Education and in light of new guidance

Section 13 – Links to Other Policies

In the development and implementation of this Anti-Bullying Policy, the Board of Governors has been mindful of related policies, including:

- * Positive Behaviour Policy
- * Pastoral Care Policy
- * Safeguarding and Child Protection Policy
- * Special Educational Needs Policy
- * Health and Safety Policy
- * Relationships and Sexuality Education
- * E-Safety Policy & Acceptable Use of Internet Policy
- * Mobile Phone Policy
- * Educational Visits
- * Staff Code of Conduct

This Anti-Bullying Policy shall be reviewed as required, in consultation with pupils and their parents/carers, on or before the [date 3 years from now].

Date Draft sept 2019 – pupil consultation LLW – whole school assemblies- school council

Parents March 2020



KJHS Bullying Concern Form



1.Name of pupil or pupils reporting alleged bullying behaviour-

Class_____

Form Teacher _____

2.Name (or description if name is unknown) of pupil or pupils involved in the alleged bullying behaviour.

Class, if known _____

3.Is this behaviour targeted at you? Circle Yes or No

4.Description of what has happened

5.Has it happened before? Circle Yes or No

If yes, how many times? Circle 2 times 3 times 3+

6. Where did it happen? Circle

Playground Classroom Lunch Hall Toilets Corridor

On way to school On way out of school Out of school

Other (please specify) _____

7. Were there any witnesses? Circle **Yes** **or** **No**

Names _____

8. What, if anything, have you done about it already?

Comments from parents:

Parent signature _____ **Date** _____

Bring the completed form back to your Form Teacher without delay. He/she will work with you and your parents to address the issues you have raised and to help make things better for you.

At Killicomaine we believe all forms of bullying behaviour are unacceptable. We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

Criteria for Assessing Bullying

<p>Socially unacceptable behaviour becomes bullying behaviour when, on the basis of the information gathered, the criteria listed below have been met: The school will treat any incident which meets these criteria as bullying behaviours.</p>	
Is the behaviour intentional?	YES / NO
Is the behaviour targeted at a specific pupil or group of pupils?	YES / NO
Is the behaviour repeated?	YES / NO
Is the behaviour causing physical or emotional harm?	YES / NO
Does the behaviour involve omission? (*may not always be present)	YES / NO

Policy title:	Anti-bullying policy
Reviewed on :	Reviews 2019-20
Reviewed by:	Pastoral team – pupils –parents
Next review date:	Year 2023
Date ratified by Board of Governors :	