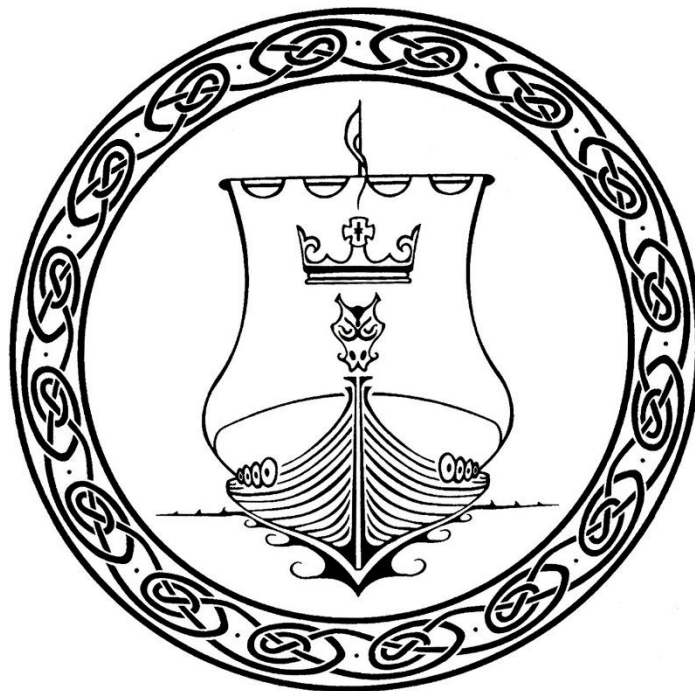




## Queen Elizabeth II High School

### Anti-Bullying Policy



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## Mission statement

Queen Elizabeth II High School is committed to creating and sustaining a safe, positive and inclusive environment for all students, staff and parents/carers.

*Staff who may be concerned about bullying may be directed to the 'Isle of Man Government's 'Prevention of Bullying, Harassment and Victimisation at work' Policy which can be found on the Government website.*

The school is part of the wider community and under the Equality Act its members have the right to be protected from any bullying behaviour, particularly that of a criminal nature such as harassment, sexual harassment and physical assault. The Act states that discrimination against a person because he or she has one (or certain combinations of two) of the following protected characteristics will be unlawful:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation

Information relating to incidents of bullying may be shared with the Safer School Policing Team to help promote a cohesive community, and may lead to an agreed joint response.

**A definition of bullying, descriptions of different types of bullying and further advice can be found in the school's 'Anti-bullying Guidance Document' (January 2021)**

## Reporting Bullying at school

Bullying can be reported to staff in a number of ways:

1. Complete a bullying form and hand it in to reception or a member of the relevant Key Stage Team.
2. Complete an online bullying form. This can be found on the schools website: <https://qe2.sch.im/pages/index/view/id/100/Anti-Bullying>
3. Speak with the Listening Service, who may be able to help you to resolve any issues.
4. Speak directly to any member of staff, asking them to help record the details with you or for you on a bullying form. Please be sure to tell staff that you are specifically reporting bullying, rather than an incident that they can deal with immediately.

It is important to include as much information as possible, such as dates, times, witnesses etc. This can be done anonymously if preferred, but will mean that staff will be unable to report back to individuals directly when incidents have been followed up.

Submitted online bullying forms are monitored by Pastoral Support Workers. All bullying forms are passed to the relevant Director of Key Stage who is responsible for monitoring all bullying incidents in their Key Stage. Details are recorded and forms are passed to the appropriate member(s) of staff to



deal with. This could be the form tutor, Pastoral Support Worker, Assistant Director of Key Stage, Director of Key Stage or other senior member of staff.

## Action taken by the school

The school may respond in several ways, depending upon the incident. It is intended that a 'graduated programme' of intervention is applied in a consistent manner. In serious incidents, students may escalate through this system. At any stage in the process, information may be shared with the Safer Schools Policing team.

1. The alleged bully and victim will be interviewed independently of each other by the appropriate member of staff. This will be documented on the 'Bullying Investigation' form, which is attached to the bullying report form when it is passed to investigating staff, (see Appendix 2). This documentation is returned to the relevant Director of Key Stage.
2. If the incident has been resolved successfully, the documentation is logged on SIMS by the appropriate Pastoral Support Worker, and the situation is monitored. If the incident does not meet the criteria for bullying, it is logged and managed as an incident. It will therefore not count in the statistics for bullying. The outcome of any investigation will be shared with relevant members of staff and recorded on the school's SIMS Database by Pastoral Support Workers.
3. If a further bullying incident is reported concerning the same student, they will again be interviewed and the information documented. If proven to be bullying a letter will be sent by the Form Tutor to the parents/carers advising them of the circumstances.
4. If a further bullying incident is reported concerning the same student, there will be a documented investigating interview with the Director of Key Stage or Assistant Director of Key Stage. A further letter will be sent home by the Director of Key Stage and the student may be spoken to by a member of the Police Safer Schools Team.
5. If the incident involves proven assault on another student/member of the school community, the Police may be involved in talking to the pupil and their parents. The perpetrator is likely to be suspended.
6. Excluding students from school is a last resort. If particularly serious victimisation, abuse and intimidation, or physical bullying against any other person is reported, the guilty party may be suspended from school whilst further investigations are conducted and solutions are sought.

N.B. If the first incident is of a serious nature, the student may enter the system at Step 4, 5 or 6.

## Supportive steps taken by the school

The school may respond in several ways, depending on the needs of the students concerned.

1. The Form Tutor or investigating member of staff will determine the needs of the student at the pupil interview stage. If, in the view of the student and teacher, they do not require additional support, the Form Teacher will monitor the situation.
2. The Form Teacher may choose to refer the student to the Listening Service for additional support. This should be indicated on the Bullying Investigation Form and a referral to the Listening Service completed.
3. The School Nurse may be offered as an independent source of counselling. Referrals may be made through Reception and must have parental consent.
4. Mediation between the bully and victim may be offered if appropriate.



5. The form tutor may refer the victim or bully to an Anti-Bullying Ambassador for support.
6. If the victim is persistently targeted by other students, they will be offered the opportunity to access social and emotional support, building self-esteem and resilience through a 6-week (1 session per week) programme. This will be facilitated by Pastoral Support or Listening Service Staff in consultation with the Form Tutor, student and parents. A certificate of completion may be presented.
7. If continued bullying behaviour is affecting the education and welfare of a student, other agencies may be asked to assist. This might include CAMHS, Youth Service or Special Needs and Educational Psychology Services.
8. With regard to the bully, the Form Tutor or investigating teacher will determine what course of action should be taken to modify the bully's behaviour. This will include education around the impact of their behaviour and could include a form of sanction and/or access to the listening service or other support structure.



## **Preventative steps to be taken by the school**

Staff will ensure that they are prompt to registration and all lessons and will address any behaviour, which could be perceived as bullying.

The school building and grounds will be supervised at breaks by staff, 6<sup>th</sup> form, School Council members and Prefects. They will take action to stop and report any instances of bullying behaviour.

During the lunch break, students are guided towards a wide range of activities and clubs in order to nurture skills and promote social skills and team work as part of the ethos of the school. Common rooms will be offered to year groups where possible.

The dining area is supervised at break time by senior staff and at lunchtime by canteen staff.

Behaviour on the school buses will be monitored and managed through effective communication with Bus Vannin. They will report incidences of alleged bullying behaviour to staff at the school and repeat offenders may be prohibited from using the school buses for a period of time.

Curriculum opportunities will be utilised to deliver the anti-bullying message whenever appropriate. (In particular PSHE and Citizenship lessons & Pastoral SOL). Positive links with outside agencies such as community police officers will be developed and maintained.

Anti-Bullying work will be incorporated into the tutor programme and assemblies on a regular basis for all year groups. There will be a particular focus on anti-bullying work in Key Stage 3 tutor schemes of work and an emphasis on developing resilience.

The school will be actively involved in national initiatives such as Anti- Bullying Week in November.

Staff and students of the school will be involved in reviewing the Anti-Bullying Policy at least every 2 years.