



MADRAS COLLEGE

Promoting Positive Relationships

Anti-Bullying Policy

In Madras College we undertake to create a safe and supportive environment in which pupils can receive their education. To this end bullying, in any form, is not tolerated. Bullying is the wilful, conscious desire to hurt or threaten or frighten someone else. (See *Appendix 2*)

Aims of the Policy

To:

- acknowledge that everyone (pupils, teaching and non-teaching staff) is entitled to feel safe and secure in the school environment, and that bullying is openly acknowledged as being unacceptable,
- ensure that pupils, staff (teaching and non-teaching) and parents understand the procedures to adopt in cases of bullying,
- make sure that anyone involved in **being bullied** or **bullying** knows that he/she has the right to be heard and to be taken seriously, and that people have a chance to talk about and understand bullying,
- ensure that everyone in the school recognises his/her own responsibility in creating a bullying-free environment by being watchful for incidents and by reporting them (in confidence if need be),
- ensure that all incidents of bullying are dealt with as effectively as possible and that they are seen to be dealt with.

To achieve these aims:

- all pupils, staff (teaching and non-teaching) and parents are given information explaining courses of action. There must be a chance to discuss this with a view to promoting reporting/referring of incidents,
- bullying is discussed in the Social Education Programme, at various stages, and other opportunities are taken, for example, at assemblies, parents' evenings and in other classroom situations to raise awareness of the issue,
- Guidance staff and Senior Management have a range of strategies for dealing with bullying both for the victim and perpetrator and these are made known to staff and parents (see *Appendix 2*).

It is the responsibility of the school to ensure that the Anti-Bullying Policy is communicated effectively to the school community.

- A member of the school management team co-ordinates the Anti-Bullying Policy strategies.
- The policy is linked to targets for school ethos and the school's Personal and Social Development Programme.
- Anti-bullying matters are discussed in agendas for staff and pupil meetings.
- All bullying incidents are recorded and monitored (see *Appendix 1*).
- Appropriate anti-bullying strategies are available to staff, pupils and parents/carers.

Teaching Staff

In addition to the definition given in the policy, staff should also note the following:

- *Learn to recognise the signs of bullying which may include:*
 - signs of distress,
 - deterioration in work,
 - spurious illness,
 - desire to remain with adults,
 - erratic attendance.
- *If you come across an incident of alleged bullying, what should you do?*
 - Treat the incident seriously.
 - Take action as quickly as possible either by dealing, where necessary, with the immediate situation and referring to Guidance staff.
 - Reassure the victim(s) and offer them supportive help.
 - Even if you have dealt with the incident, please inform Guidance staff of the pupils involved.
- *If a pupil (or pupils) or a parent reports an incidence of bullying to you, you should inform the appropriate Guidance teacher and make it clear to the 'informant' that this is the course of action you are taking.*



Madras College
CARE AND WELFARE
Incident Report Form – Bullying

Date	Time
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1 Pupil – personal details of pupil bullied		
Name		
Class	DOB	M/F

2 Details of perpetrator (if known)	3 Witness(es) if any
Name(s)	Name(s)
Class(s)	Class(s)
OR Description	
Relationship between victim and bully, if known	

4 Details of incident
a) Type of bullying
b) Location of incident
c) Other details: please describe incident, including where relevant events leading up to it, relevant details of bully not given above.

5 Outcome – What happened after the incident? (Tick relevant box)
a) Parents contacted <input type="checkbox"/>
b) Parental Interview requested <input type="checkbox"/>
c) Referral to Senior Management <input type="checkbox"/>
d) Other
e) Next steps

6 Other information (to be completed as appropriate)
Possible contributory factors

Signed

Date

If the class teacher is filling in any section of the form please then forward to Guidance. When Guidance staff have completed the form, please

a) file in pupil's PPR b) record in the Anti-Bullying Log in the appropriate Guidance Base

Information for Pupils, Staff and Parents

- ***Examples of Bullying Behaviour***

- Teasing or name calling.
- Threatening, or making people do things they don't want to.
- Taking or damaging someone's things.
- Hitting or kicking.
- Sending nasty text and email messages.
- Playing unkind practical jokes.
- Making someone feel uncomfortable or scared.
- Ignoring or deliberately leaving someone out of things.
- Saying or writing nasty things about someone.
- Making racist or sexist comments.

- ***Some Strategies for Dealing with Bullying***

- Try to ignore the bullying, try to show that you are not upset and tell someone: tell someone at home; a friend; someone at school – register or class teacher; Guidance; peer tutor; or write a note to someone to take action for you.
- Don't fight back.
- Think up a funny or clever reply in advance.
- Try to avoid being alone in the places where you know the bully is likely to pick on you.
- Stick with the group.
- Keep a diary about what is happening.
- On the school bus, try to sit near the driver, senior pupils or adults.

- Both victim/perpetrator can be offered counselling interviews, restorative meetings, support of a peer tutor or buddy in school.
 - Working in close liaison with parents or carers.
 - Ensuring effective supervision during breaks and activities and when in transit between classes.
- ***Specific Parental Information***
 - If you have been made aware of a bullying situation, please contact the school reception who will put you in touch with a member of the Guidance Department to discuss the situation.
 - If the school has information on bullying situations where your child may be a victim or perpetrator, Guidance will contact you to discuss the matter and outline the nature of action to be taken.
 - For further information:
 - ‘respectme’ Scotland’s Anti-Bullying Service www.respectme.org.uk offers a practical guide for parents and carers ‘*Bullying . . . You can make a difference*’
 - www.antibullying.net
- ***Sessional Programmes in Schools***
 - The issue of bullying is regularly addressed in Social Education classes including the Anti-Bullying week information.
 - Peer Tutors/Buddies (S6) are on hand to support pupils in bullying situations.
 - S6 mentors regularly work with pupils, particularly in the junior years and are trained to be aware of signs of bullying and disclosure.

- The Pupil Planner has Anti-Bullying information for S1/2 pupils.
- The Assertiveness Training programme '*What's Going On?*' is offered to pupils in S2/3 through Social Education.
- Statistics on bullying issues are examined each session.



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