

West Monmouth School



Anti-Bullying Policy

Updated: November 2022

CoG Signature: *J. Bond*

Introduction

Our Anti-Bullying policy is based on the underlying principles of the United Nations Convention on the Rights of the Child, the most complete statement of children's rights ever produced. This is in particular relation to the following articles:

1.1.1 Article 2 (Non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background;

1.1.2 Article 3 (Best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children;

1.1.3 Article 4 (Implementation of the Convention) Governments must do all they can to make sure every child can enjoy their rights by creating systems and passing laws that promote and protect children's rights;

1.1.4 Article 19 (Protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them;

1.1.5 Article 39 (Recovery from trauma and reintegration) Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life;

1.1.6 Article 40 (Juvenile justice) A child accused or guilty of breaking the law must be treated with dignity and respect.

Aims

This policy aims to help create a positive environment where students are able to learn without fear of bullying and/or harassment, in line with the school's core values. The policy outlines what the school will do to prevent bullying and the procedures to be applied when it is identified. The policy has been drawn up with the involvement of the whole school community and should be read, in conjunction with the **Ready To Learn** policy.

'Bullying' on whatever grounds is totally unacceptable and something that West Monmouth School will not tolerate as it is in direct conflict with the school's ethos.

Definitions

There is no legal definition of bullying. However, at West Monmouth School, the act of bullying is seen as behaviour that is:

- often repeated but not exclusively;
- intended to hurt someone either physically or emotionally; and
- often aimed at certain groups, for example because of race, religion, gender, sexual orientation or other characteristic

It takes many forms and can include:

- physical bullying, such as an assault;
- verbal bullying, such as teasing, making threats and/or name calling;
- cyber-bullying - bullying via mobile phone or online (for example via email, and often using forms of social media networks).
- Emotional bullying, such as excluding somebody from groups or activities.

Prevention

We will work with our whole school community to raise awareness and understanding of bullying behaviours and of the impact they can have on the wellbeing of young people. This work will include:

- Providing systematic opportunities to develop students' social and emotional skills, including their resilience;
- Utilising opportunities for addressing bullying and associated issues across the curriculum;
- Training all staff including support staff to identify bullying and how to follow school policy and procedures on bullying. Training needs will be reviewed annually for all members of staff;
- Creating "safe spaces" for vulnerable children and young people;
- Where appropriate, using trained mediators (eg. Police Schools Liaison Officers) in achieving a suitable resolutions in disputes which extend outside of school;
- Continuously review and update policy in line with best practice and findings; and with the support of relevant outside agencies.

We will involve students by:-

- Regularly canvassing student's views on the extent and nature of bullying;
- Ensuring students know how to express worries and anxieties about bullying;
- Ensuring all students are aware of the range of sanctions that may be applied against those engaging in bullying;
- Involving students in anti-bullying campaigns in school;

We will work closely with families to:-

- Ensure that parents/carers know whom to contact if they are worried about bullying;
- Ensure parents know about our policy by publicising it on the school website and giving guidance on how to use it effectively;
- Ensure parents/carers know where to access independent advice about bullying; and
- Work with parents/carers and the local community to address issues beyond the school gates that give rise to bullying.

Responsibilities

The success of this policy is reliant on the consistent approach undertaken by staff in response to alleged bullying and an acceptance by the whole school community, that bullying is not tolerated and an understanding of the steps which will be taken to both prevent and respond to bullying.

It is the responsibility of:-

- School Governors to take a lead role in monitoring and reviewing this policy;
- Teaching and support staff to read this policy and implement it accordingly;
- The Headteacher/Behaviour Lead to communicate the policy to the school community;
- Students to abide by the policy;
- Parents/Carers to cooperate with the school policy.

Anti-bullying Graduated Response

The school makes use of a graduated response to managing bullying (as shown below) to ensure that sanctions for bullying are applied fairly and consistently. Standardised letters to accompany each stage are in place to support parents/carers (Appendix A);

Stage 1	Awareness Meeting - student(s) identified as a perpetrator of bullying behaviours. The matter is investigated and student meets with their Head of Learning . Supportive strategies will be shared with the student to help modify behaviours. The incident is logged on the electronic register and discussed along with perceived involvement and behaviours displayed. Families informed via a phone call or email if we cannot contact them via phone.
Stage 2	Informal Warning - further incident as a perpetrator of bullying behaviours towards the same victim or another student. The incident is logged, investigated and the student has a further meeting with their Head of Year. The alleged incident is discussed along with perceived involvement, behaviours displayed and suggested resolution to the situation. Previously shared supportive strategies will be reinforced to help modify behaviours. An informal Warning letter is issued and families are invited to meet with the child's Head of Learning. This warning will remain in place for a period of six months from the date of issue. An appropriate school-based sanction will be put in place.
Stage 3	Formal Warning - Further or ongoing incidents of bullying, or a number of reported incidents with different victims. The incident is investigated and logged. A formal warning letter is issued . The student and his/her family are invited to a meeting with the Behaviour Lead. A formal plan will be devised and monitored to help support the student to change their behaviours. For more serious cases, where considering the entire behaviour of a student the Behaviour Lead has the discretion to issue a Formal Warning without issuing an informal warning. A formal warning will last for a minimum of twelve months from the date of issue . An appropriate sanction will be put in place which may include a fixed term exclusion.
Stage 4	Leadership Team Conduct Panel - Continued bullying of a student or a number of students. The incident is investigated and logged. The perpetrator and his/her family will be required to attend a Leadership Team Conduct Panel, chaired by the Head of School, where a suggested way forward will be discussed along with potential consequences should bullying behaviours continue. A formal plan will be issued and/or updated. This panel may vary the plan and or extend the period of the Formal Warning. An appropriate sanction will be put in place which is likely to include a fixed term exclusion.

Stage 5	Governors Conduct Panel - Continued bullying of a student or a number of students. The incident is investigated and logged. The perpetrator and his/her family will be required to attend a Governors Conduct Panel. The family and student are warned that the student is at risk of permanent exclusion from school. A suggested way forward will be discussed along with potential consequences should bullying type behaviours continue. A formal plan will be issued or updated. This panel may vary the plan and or extend the period of the Formal Warning. The student and his/her family will be made aware that this is the final warning and any further incidents is likely to result in a permanent exclusion, in line with 1.1.3 of the 'Exclusion from Schools and PRU' (255/2019).
Stage 6	Serious Case Review Meeting - Sanctions and support will be offered/issued on a case-by-case basis and will be linked to the individual circumstances of the incident and the needs of the victim and the actions of the perpetrator. At this stage the school will consider a permanent exclusion.

While the graduated response highlights the sanctions for perpetrators of bullying, we do also rely on students and parents/carers to report incidents and/or any repetition of incidents. It is important to understand that **the school cannot take action if it is not made aware.**

Support for victims of bullying

The Head of Learning/Pastoral support worker will check at regular intervals on the welfare of the student who is the victim of bullying. This may be on a more regular basis within the first two weeks on an incident being reported. However, our intention is to ensure that any victim of bullying receives the necessary support to ensure they feel safe at school.

A referral to the wellbeing team for further ongoing support may also be made if deemed necessary.

Staff training

Our staff are provided with training on managing incidents of bullying as part of annual safeguarding training. Additional training is provided to members of the pastoral and wellbeing team, who have a defined role in managing incidents of bullying (in terms of working closely with the victim and perpetrator);

Individual advice, support and strategies to support staff, at all levels, is provided on an ongoing basis by members of the Pastoral Team.

APPENDIX A

Standardised Letters

1. Informal warning
2. Formal Warning
3. Leadership Team Conduct Panel
4. Governors Conduct Panel

Letter 1: Informal Warning

West Monmouth School
Ysgol Gorllewin Mynwy



Believe Achieve Succeed Credu Cyflawni Llwyddo
WMS - a caring School

Headteacher/Prifathro: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

Date

Dear Parent/Carer,

Re: Informal Warning

At West Monmouth School we do not tolerate bullying in any form. Unfortunately, (Name) has been implicated in an alleged bullying incident despite having been spoken to previously by me and this has been logged. During this meeting, I shared a number of strategies to help modify these behaviours. However, following a further incident and, in line with our publicised policy, I am issuing (Name) with an informal warning which is part of our staged response to bullying and indicates the seriousness of the situation. This informal warning will remain on their file for a period of **six months**. As a result, it will expire on the (six months from date of letter) should there be **no further incidents of bullying**.

Should (Name) continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in a formal warning and further sanctions being issued.

A copy of the school's anti-bullying policy is available on the school website. However, should you have any further questions then please do not hesitate to contact Mr Cooksey, Assistant Head. I am sure that together we will be able to support (Name) to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely,

Name Head of Year

West Monmouth School

Ysgol Gorllewin Mynwy



Believe Achieve Succeed Credu Cyflawni Llwyddo
WMS - a caring School

Headteacher/Prifathro: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

Date

Dear Parent/Carer,

Re: Formal Warning

At West Monmouth School we do not tolerate bullying in any form. Unfortunately, (Name) has been implicated in a further alleged bullying incident despite having been issued with an informal warning on (date). In line with our publicised policy, I am issuing (Name) with an formal warning which is part of our staged response to bullying and indicates the seriousness of the situation. This informal warning will remain on their file for a period of **twelve months**. As a result, it will expire on the (twelve months from date of letter) should there be no further incidents of bullying.

A copy of the school's anti-bullying policy is available on the school website. However, should you have any further questions then please do not hesitate to contact Mr Cooksey, Assistant Head.

I am sure that together we will be able to support (Name) to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely,

Gareth Cooksey Assistant Head

West Monmouth School

Ysgol Gorllewin Mynwy



Believe Achieve Succeed Credu Cyflawni Llwyddo
WMS - a caring School

Headteacher/Prifathro: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

Date

Dear Parent/Carer,

Re: Leadership Team Conduct Panel

At West Monmouth School we do not tolerate any form of bullying. Unfortunately, (Name) has been implicated in a further alleged bullying despite having previously been issued with a formal warning on (date of letter of formal warning) and subsequent letter. Please find a copy of the school anti-bullying policy for your reference.

You are now required to attend a Leadership Team Conduct Panel at West Monmouth School on (date) at (time) where members of the leadership team will detail the negative effect (Name) behaviours are having on other student(s). If this is not convenient please contact the Head's PA Mrs Deborah Harvey, so that alternative arrangements can be made. It is imperative that you attend in order to assist us in identifying how together, we can support (Name) to modify these behaviours.

The Leadership Team Conduct Panel has the discretion to vary or amend the current plan and or extend the Formal Warning. The panel will also make recommendations that will be monitored and reviewed by (Name's) Head of Year and Mr Cooksey Assistant Head.

Should (Name) continue to be implicated in actions that could be deemed as bullying then the next stage of the policy will result in attendance at a Governors' Conduct Panel and then ultimately, the school will have little choice but to now consider a permanent exclusion. This will mean that (Name) will no longer be able to be part of our school community. This is a situation that we all want to avoid. However, the possibility of this sanction being issued is now a genuine concern and I must warn you and your family that this is the case.

I am sure that together we will continue to support (Name) to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely,

Emma Jordan

Headteacher

West Monmouth School

Ysgol Gorllewin Mynwy



Believe Achieve Succeed CREDU Cyflawni Llwyddo
WMS - a caring School

Headteacher/Prifathro: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

Date

Dear Parent/Carer,

Re: Governors' Conduct Panel

At West Monmouth School we do not tolerate any form of bullying. Unfortunately, (Name) has been implicated in a further alleged bullying following the meeting with the Leadership Team Conduct Panel on (date of meeting) and subsequent letter. Please find a copy of the school anti-bullying policy for your reference.

You are now required to attend a Governors' Conduct Panel at West Monmouth School on (date) at (time) where members of the governors' wellbeing committee and a representative of the leadership team will detail the negative effect (Name) behaviours are having on others. If this is not convenient please contact the headteachers PA, Deborah Harvey, the Headteacher's PA so that alternative arrangements can be made. It is imperative that you attend in order to assist us in identifying how together, we can support (Name) to modify these behaviours.

The Governors' Conduct Panel has the discretion to vary or amend the current plan and or extend the Formal Warning. The panel will also make recommendations that will be monitored and reviewed by (Name's) Head of Year; as well as Mr Cooksey, Assistant Head and myself.

Regrettably, should (Name) continue to be implicated in actions that could be deemed as bullying then the final stage of the policy will result in permanent exclusion, in line with 1.1.3 of Welsh Government 'Exclusion from schools and pupil referral units' Guidance (255/2019). This will mean that (Name) will no longer be able to be part of our school community. This is a situation that we all want to avoid. However, the possibility of this sanction being issued is now a genuine concern. I must warn you and your family that this is the case.

I am sure that together we will continue to support (Name) to realise the seriousness of the situation before any further intervention is needed.

Yours sincerely,

Emma Jordan, Headteacher