



The Governing Body for the  
Isle of Wight Education Federation

Anti-Bullying Procedure

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## **Introduction**

Bullying is an issue which has been discussed much more openly in recent years and most schools recognise that they have to deal with some forms of bullying amongst their students. We are pleased that our parents and students have said that bullying is not a concern at Carisbrooke and Medina College but we recognise that we must have procedures in place to support our young people.

At Carisbrooke College and Medina College we believe that everyone has the right to work in a civilised atmosphere free from all forms of harassment. We encourage our students not only to treat each other as they would wish to be treated, but also to actively look out for, and support, others. We try to make sure that everyone in the school understands what bullying is and what they should do if they have problems or discover that someone else is being bullied. Students are reminded that they should report incidents of bullying. Students will be helped and supported to resolve the situation.

We are always prepared to spend time investigating and sorting out any incidents of bullying but we can only do that when we know about it. Bullying thrives on silence and secrecy and children are sometimes afraid to tell parents or teachers what is happening. However, we know from experience that it is better for the victim and the bully if the situation is brought out into the open.

We believe:

- No one deserves to be bullied.
- Everyone has the right to be treated with respect and consideration.
- Everyone has the right to feel safe in our school.
- We have a responsibility to respond promptly, appropriately and effectively to incidents of bullying.

## **What is Bullying?**

Bullying takes many forms and is not always easy to define. We understand bullying to be unwanted, aggressive behaviour that involves real, or perceived, imbalance of power and is, or has the potential to be, repeated over time. It can be part of other forms of abuse including neglect, emotional, physical and sexual abuse.

It can take the form of:

- Physical – pushing, kicking, threats or any use of violence;
- Verbal – name-calling, spreading rumours, persistent teasing;
- Emotional – excluding someone from a group, tormenting e.g. hiding books, bag;
- Racist – racial taunts, gestures, graffiti;
- Sexual – unwanted physical contact or abusive comments;
- Cyber – unpleasant or abusive comments, lies about a person, or threats made using technology; misuse of all areas of the internet, such as email and internet chat room misuse; mobile threats by text messaging and calls; misuse of associated technology, i.e. camera, video facilities (please refer to e-safety policy – Appendix 2);
- Homophobic – because of, or focusing on the issue of sexuality;
- Transphobic;
- Disability;
- Religion.

## Possible signs of Bullying

Students may:

- be unwilling to go to school
- often feel ill in the mornings
- be frightened of walking to or from school
- not want to go on the school bus
- begin doing poorly in their school work
- become withdrawn; lack confidence
- become anxious; stop eating
- have their possessions 'go missing'
- often 'lose' their pocket money or dinner money
- refuse to say what is wrong
- threaten, or even attempt, suicide

## Procedures for students:

1. Students may report bullying through any of the following ways:
  - Speak to any adult of their choice or a fellow student.
  - Use contact details provided on posters throughout the school.
  - Tell a parent/carer, who can contact the Tutor or Head of Year by phone or email.
2. During break times teaching staff are on duty around the school and should be easily accessible to report incidents to; the Year teams are in the Year Offices and staff can be found in their subject work rooms or in the staffroom. At lunchtimes, the senior leadership team are on duty around the school and are in regular contact with each other and the Year Offices by radio.
3. There are a number of areas around the school where students are welcome to visit during break and lunch times if they need support and/or need to report an incident.
4. The Head of Year at Carisbrooke College or the Head of Year or Assistant to Head of Year at Medina College should be notified and will, on the same day, make initial investigations to collect further evidence; the tutors of all students involved will also be notified.
5. The Tutor or Head of Year or Assistant to Head of Year will seek to resolve the issues involving all concerned dependent upon the nature of the incident and the availability of staff to coordinate.
6. If the reported incident should involve the actions of an adult, the detail will be submitted to the Headteacher immediately for their consideration and action.
7. The Head of Year or Assistant to Head of Year will keep parents informed of actions and outcomes and reassured that the school is working to resolve the issue.
8. Where possible, the students will be reconciled. Restorative meetings may be used where necessary and appropriate.
9. Sanctions, such as making a formal apology, after school detentions, loss of break and lunchtimes, behaviour reports and/or suspension will be used, as well as involvement of Police in extreme circumstances.
10. Records of the incident will be kept in Arbor or MyConcerns as a higher risk safeguarding

concern.

11. All students will be monitored by their tutor through observation and discussion.

In serious cases where there has been repeated aggression, damage to property and/or violence:

1. The procedures listed above will have been followed and where necessary and a 'safe location' established for the victim while the investigation is taking place.
2. In circumstances where a person has been hurt, this will be reported immediately to the designated teacher and the school safeguarding policy will be followed.
3. The parents will be notified and invited into school to discuss their child's behaviour.
4. Meetings with bullies and their parents/ guardian and any other agencies involved with the student, will be set up to establish a PSP in order to share responsibility for modifying the bully's attitude and behaviour.

## **Prevention**

1. At Carisbrooke College and Medina College we aim to ensure that an anti-bullying culture is embedded in our curriculum. Our PHSE curriculum very much focuses on this topic at different stages and also supports the work we are doing on increasing the awareness of Child on Child Abuse.

2. Time is given during tutor time to discuss issues, develop valuable communication and help raise students' self-esteem. Where necessary whole school or year group assemblies will be held to highlight and educate students on such matters.

3. Police and other agencies involved with young people support the tutor and assembly programme.

4. All our staff will lead by example and encourage all students to show respect, show tolerance and consideration towards everyone in our community.

5. Staff will use all opportunities to remind students of the appropriate way to behave towards every member of our community and to recognise that each person has the right to feel safe and respected while at Carisbrooke College and Medina College.

## **How can you help your child?**

- If you are worried that your child is being bullied, ask them directly. Be prepared for them to deny it as first.
- Take whatever your child says seriously and try to find out exactly what has been going on.
- Don't promise to keep the bullying secret but reassure your child that they will be helped to sort out the problem.
- Encourage your child to talk to their Tutor, Head of Year or Assistant to Head of Year or contact them yourself.
- Depending on the concern you may be able to discuss it over the phone, or make an appointment to meet someone in school.
- Don't encourage your child to use physical violence in retaliation against anyone; this rarely, if ever, truly helps to resolve the situation and often makes a situation far worse.

We deal with incidents in a variety of ways, depending on the problems. However, the bullied child will receive support and be helped to achieve a positive outcome.

### **Online support**

Online support is available from the following websites. They offer support and advice if a student experiences bullying:

CEOP [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)

Child Line [www.childline.org.uk/Bullying](http://www.childline.org.uk/Bullying)

Kidscape [www.kidscape.org.uk/](http://www.kidscape.org.uk/)

Bullying UK [www.bullying.co.uk](http://www.bullying.co.uk)