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<b>Policy:</b>	<b>Anti-Bullying Policy</b>
<b>Policy Ref:</b>	<b>CSP27</b>
<b>Version Number:</b>	<b>4.0</b>
<b>Date:</b>	<b>June 2016</b>
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<b>Authorised by:</b>	<b>Governing Body</b>
<b>Updated by:</b>	<b>Mrs C Grover</b>

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*This policy should be read in conjunction with the following closely linked policies :*

- *Equality & Diversity Policy*
- *Health and Safety Policy*
- *E Safety Policy*
- *PSHE Policy*
- *Community Cohesion Policy*
- *First Aid*
- *Special Educational Needs*
- *Attendance*
- *Child Protection and Safeguarding*
- *Promoting Positive Behaviour*

The Every Child Matters (ECM) Agenda stated that all young people have the right to be healthy, be safe, enjoy and achieve, make a positive contribution and achieve economic well being. This document details how The Cotswold School continues to adhere to the ECM principles, and aims to prevent and tackle unpleasant and intimidating behaviour at school, so allowing pupils to fulfil their potential.

Appendices have been added. These include;

- A child friendly version of the policy, which is distributed to pupils through homework diaries
- A selection of data on our survey looking at pupils' perceptions of bullying issues at school
- Information on Cyber Bullying

The policy is an active document which gives strategies, advice and guidance around the issues of bullying. It is continually reviewed by the School Council.

**Contents:**

- Cotswold School Ethos/vision
- Current Staff directly involved
- Definition and types of bullying
- Bullying – General Overview
- How we can prevent bullying
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- Supporting Vulnerable Students
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Appendix 1 Pupil Friendly Advice and Guidance on Bullying

Appendix 2 Pupil Perception

Appendix 3 Cyber Bullying

Appendix 4 Dignity and Respect in the Workplace – Anti Bullying Policy for staff

## **The Cotswold School**

Principal	Will Morgan
Vice Principal	Chris Edwards
Assistant Head Teacher (Pastoral Care)	Christine Grover
Heads of Year	Georgina Littler (Year 7)
	Claudia Clarke (Year 8)
	Abigail Newby (Year 9)
	Eve Tingle (Year 10)
	Chris Jones (Year 11)
	Mike Sweetlove (Year 12)
	Angela Rodrigues (Year 13)
Inclusion Manager	Carol Neale
Behaviour and Attendance Manager	Sue Dee
EWO/E Safety Lead Professional	Chris Grover and Catherine Roffe (E-Safety Governor)
Special Needs Coordinator	Chris Grover/Jenny Illingworth
School Nurse	
Visiting Counsellors	Annie Aldridge
School Mentor	Tom Watmore
Assistant Principal Head of KS3	George Littler
Assistant Principal Head of KS4	Stuart Smith

## **The Cotswold School Ethos**

In order for pupils to fulfil their potential both academically and socially and to meet the criteria of 'Every Child Matters' we want to ensure the safety and welfare of students at The Cotswold School. The school believes in an 'Inclusive Approach' for all children and any barriers to their learning or development need to be minimised. We recognise social barriers such as bullying do exist. This will not be tolerated and needs to be tackled.

We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

In our last Ofsted inspection, March 2015, it was reported "The behaviour of students is outstanding. Students are very proud of the academy. There is a happy and friendly atmosphere around the site." "The academy's work to keep students safe and secure is outstanding". Students "are very positive about the help they receive in understanding how to use the internet and social media safety".

It is made clear to pupils that bullying will be dealt with seriously. School years are crucial years for personal development and intimidation can create a barrier to this development both academically and socially.

Challenging bullying effectively will improve the safety, happiness and performance of pupils. It also improves confidence, performance and attendance of vulnerable pupils, and provides guidelines and controls for pupils whose behaviour is a concern. Our endeavours to maximise pupils' learning and enjoyment were also noted by Ofsted March 2015 "Attitudes to learning are excellent". Students "thoroughly enjoy working with each other and respond very positively to staff". "Students are very positive about relationships that they have with their teachers and the support that they get from all staff. They told inspectors that relationships are built on trust". "The school council holds specialist remits.....These ensure students make a real difference to aspects of the school life"

## **What is Bullying?**

The Anti Bullying Alliance (ABA) defines bullying as:

“The repetitive, intentional hurting of one person by another, where the relationship involves an imbalance of power. Bullying can be carried out physically, verbally, emotionally or through cyberspace”.

The School's Anti Bullying Interest Group (comprising of students, parents, governors and staff) has agreed with this definition.

Bullying is a form of discrimination. This is when a person or a group of people are treated differently because of a perceived difference and/or prejudice. These differences can be a range of things for example; race, educational achievement, height, sexuality, weight, accent, gender or name and include all protected characteristics as listed in our Equality and Diversity policy (Equality Act 2010).

### **Types of Bullying:**

- **Racist, Religious and Cultural bullying.** Racial taunts, graffiti, gestures. The Equality Act 2010 requires that schools and governing bodies have a duty to ensure that students do not face any form of racial discrimination, including attacks and harassment.
- **Sexual.** Unwanted physical contact or abusive comments.
- **Homophobic.** Any hostile or offensive action against lesbians, gay males or bisexuals or those perceived to be lesbian, gay, bisexual or transgender.
- **Abuse of the vulnerable.** For example, children with physical disabilities, on the autism spectrum, or with special educational needs.
- **Emotional bullying;** such as ridicule and exclusion, seems to be more common than physical violence and it can also be more difficult to cope with or prove.
- **Cyber bullying.** New methods have also followed this old problem—texting, cruel photos from mobile phones, emails and web-based attacks are increasingly prevalent.

Bullying may occur in the form of name-calling or exclusion or it can escalate to aggressive and intimidating actions that prevent pupils from taking advantage of the opportunities that the school provides.

## **If Bullying Occurs – A General Overview**

The Cotswold School has a range of options for pupils to seek advice and get help. We consistently reinforce the message to inform someone of any incidence of bullying immediately and that dealing with bullying is everyone's responsibility.

- **Year 7 PSHE Programme** – the first day of the programme in September focuses on Team Building and friendship through a residential trip whilst subsequent days focus on anti-bullying and e safety
- **Form Tutors** and the Pastoral Team encourage pupils to discuss issues/problems with them. This information will be treated with respect and due seriousness.
- **Pastoral Team** - The Cotswold School has a Pastoral Team (non teaching staff and teaching staff) who work with the pupils to ensure they are happy and that learning at school is an enjoyable experience. If at any time a pupil experiences unpleasantness from another pupil they are there to help. Pupil surveys show that they have great faith in this team.
- **Teaching Assistant Mentoring Programme** – Teaching Assistants are closely involved in the day to day mentoring of vulnerable pupils
- **Year 8 'Buddies'** – We recognise that entry into secondary school can be daunting for the new intake. To help tackle any problems they encounter some pupils apply for and are selected and trained to become Year 8 Buddies whilst in Year 7. They assist in the year 7 tutor time and have 'Buddy Club' once a week where the new Year 7s can talk to someone closer to their own age.
- Report bullying button – electronic system to reporting cases of bullying anonymously
- Ceops button
- **Student Voice and Student Council** – suggest ways of improving systems within school and review the policy regularly.
- **School Nurse** – The nurse holds regular lunchtime drop-in sessions which pupils are aware of (via form tutors and posters around school). These conversations are confidential.
- **School Counsellor** – Counsellor is available for appointments on Thursday morning. Appointments are made through Pupil Reception. Pupils are aware of this facility via Form Tutors, Head of Years and posters around school. These conversations are confidential.
- **Mentor and Coach** – Mentor comes into school on four mornings to assist with mentoring any pupils who have requested an appointment or who have been referred by Head of Pastoral Care, Head of Year or Inclusion Manager. Pupils are aware of this facility via Form Tutors, Head of Years and posters around school. These conversations are confidential.
- **Inclusion Manager** – The Inclusion Manager is available to assist pupils with queries and concerns. The Inclusion Manager is very active within the school, carrying out circle time with Year 7 pupils and works closely with the Head of Pastoral Care and Heads of Years on a daily basis and acts as the whole school lead on Anti-bullying
- **Homework Diary** - In each pupil's homework diary there is a page of useful telephone numbers and web sites. These will be able to provide help and advice if pupils feel they do

not want to talk to staff or parents about matters. Such telephone numbers include (amongst others): Childline Freephone 0800 111 [www.childline.org.uk](http://www.childline.org.uk), NSPCC 0808800500 [www.nspcc.org.uk](http://www.nspcc.org.uk) Samaritans 0345909090/01452306332 Gloucestershire Youth and Community Service 01452 426391

### **How the school will deal with bullying**

The Cotswold School clearly emphasises that it is EVERYONE'S responsibility to eliminate Bullying and that any incidents of bullying should be reported the same day. All students are given a strong message NOT to be a BYSTANDER and to report concerns that they might have for another student by using the on line report button, filling in an Incident form or informing a member of staff.

Ofsted recognised that the behaviour policy outlines clear behaviour expectations and effective procedures for promoting the code, which are consistently applied by all adults in the school. All teachers and other adults working in the school make good and frequent use of praise and encouragement. Pupils are rewarded with letters/post cards home and public mention in assemblies when they receive positive testimonials from teaching and form staff for good effort and behaviour during lessons. These arise from efficient and effective monitoring lesson by lesson of pupils' work and attitudes. Cotswold is an orderly community in which all pupils value rewards and commendations greatly, show pride in their achievements and respect behaviour expectations. The school has good procedures in place to deal with bullying and is effective in eliminating all forms of oppressive behaviour. Ofsted March 2015 "Students are clear about the different forms that bullying can take. They say that bullying is uncommon, incidents of racist and homophobic behaviour are rare, and on the few occasions that they do occur the academy deals with them promptly and effectively"

The new PARs insight on line behaviour system allows teachers and support staff to log merits/demerits for academic work and behaviour both in lessons and at social times. Parents can access their child's record on a daily basis.

Staff have been regularly trained in matters concerned with behaviour and bullying and know how to deal with incidents by attending INSET time on school procedure, Safeguarding Children and Mental Health e safety and Mentoring training. All new staff are given special guidance on how The Cotswold School deals with Bullying and maintains its high expectations.

- When a bullying incident is reported, those accused of bullying and witnesses of the incident will be asked to write down an account of what has taken place. All those involved will be interviewed by the Behaviour and Attendance Manager, their Head of Year and in many cases a member of the Senior Leadership Team.
- Bullying incidents will be recorded in the Bullying Log by the Pastoral Leadership Team for future reference and all documentation to do with specific incidents will be placed on the pupils' files.
- The e safety lead professional keeps a log of all e safety incidents including cyber bullying
- If a pupil either admits to bullying or it can be proved beyond reasonable doubt that they have taken part in this behaviour then the following methods and sanctions can be used.
  - The incident will be reported to their parents and a meeting arranged in school to discuss the matter and the action to be taken
  - A Restorative Justice package may be used to ensure that issues are resolved.

- Social time at break/lunchtimes will be removed and spent with tutor or Head of Year
  - A change of teaching groups and/or tutor group will be considered
  - The pupil may be sent home pending a meeting with their parents
  - A fixed-term exclusion may be put in place.
  - A permanent exclusion will be considered for extreme cases of bullying or repetitive bullying behaviour after earlier sanctions have been used.
- Once the bullying incident has been resolved, and the victim of the bullying considers the matter closed, a support programme may be put in place for the person who did the bullying. The school recognises that people who bully have often been victims themselves.
  - Parents may attend a meeting with their child's tutor, member of the Pastoral or Leadership Team to discuss the incident and to agree the appropriate action to be taken. The school relies on the support of parents in matters such as this to stop the problem continuing and to help the child improve their behaviour
  - Pupils at risk of exclusion as a result of continual bullying will have a Pastoral Support Plan created, which will target internal and external support aimed at improving and stopping the behaviour.

## **How we can prevent bullying:**

- We must all raise awareness of bullying throughout the school/ institution/ community addressing all pupils, parents and staff teaching and non-teaching.
- We must all publicly acknowledge that the school/institution considers bullying to be unacceptable, and is committed to dealing with it.
- We must all help to create and support a culture of care and consideration for others.

### **Teachers and Staff**

The important thing is to establish environments where bullying is less likely to occur. This may be by setting boundaries around 'courtesy' and 'respect'. You may need to get some background information on a teaching group and how they work together. You also need to:

- Set clear boundaries about expected standards of behaviour in your teaching area
- Encourage pupils to talk to you about their concerns
- Think carefully about the seating plan. Unless there is a valid reason then try to seat all classes alphabetically boy/girl.
- Minimise problems by seating pupils away from potential difficulties
- Discuss the role of the 'bystander' in bullying – talk about what bystanders need to do if they witness bullying
- Encourage 'assertive' but not 'aggressive' responses from pupils
- Be aware that you are role models and manage pupils in a way that shows respect for individuals.

### **Parents**

Parents are often best placed to detect changes in behaviour or attitude which might indicate that a child is upset or unhappy and that bullying may be taking place. Parents should also:

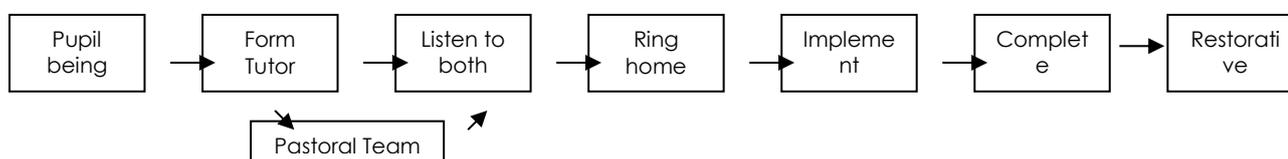
- Set clear boundaries about expected standards of behaviour at home
- Encourage your son or daughter to talk to you about their concerns
- Use a 'significant other' adult if your son/daughter doesn't wish to talk to you
- If necessary, approach the school to discuss any difficulties
- Discuss the role of the 'bystander' in bullying – talk about what bystanders need to do if they witness bullying
- Encourage 'assertive' but not 'aggressive' responses from your son/daughter

### **Pupils**

- The Golden Rule is to tell someone! – Immediately!
- Bullying can happen through no fault of your own. Don't let it build up. You must act immediately when anything happens.
- Try not to be confrontational or spiteful.
- Don't act as an 'audience' for bullies. So don't stand and watch or encourage, either walk away or go and tell someone
- Don't be a 'bystander'. If you witness something, report it (even if it's anonymous). You'd like someone to do the same if it was you being bullied.

## How can we help? **Teachers and Staff**

- ◆ Pupils and parents need to have faith in the system and pupils need to feel confident that the school will take the matter seriously.
- ◆ School will encourage students to empathise with others and encourage social and emotional behavioural skills throughout the school day. This will be done through school ethos, assemblies, academic lessons, Tutor time and the PSHE programme.
- ◆ School staff will take every opportunity to make it clear to all pupils that bullying is unacceptable. This will be done through assemblies, form time and the PSHE programme. It is consistently reinforced within the classroom through the Classroom Agreement and school policies.
- ◆ Pupils will have a copy of the 'Pupil Friendly' Policy in their homework diaries and will be able to see it on posters around the school. This will be explained to them in assembly and by their tutor.
- ◆ Tutors will discuss matters with their form groups using structured resources and creating an environment where pupils feel confident to admit being bullied.
- ◆ Posters, leaflets and booklets will be distributed and made available for students.
- ◆ Curriculum Evenings/ Parent Information Evenings will include a focus on preventative strategies and coping techniques for pupils and parents dealing with a bullying incident.
- ◆ Pupils will be taught to be assertive. Differences should be acceptable and never a cause for bullying. Encourage children to be independent in their decision making and individual in their character.
- ◆ Pupils will be told that bullying (verbal or physical) is *not* tolerated in the school. Everyone is expected to ensure that bullying does not happen and everyone has the responsibility to tell someone - this is not telling tales.
- ◆ As form tutor, their first avenue for reporting is you
  - If you feel confident in dealing with the matter, do so, completing an Incident Report form and passing it onto the Head of Year
  - If you do not feel confident, please refer it to the Pastoral Team who may use conflict resolution or Restorative Justice techniques to deal with the situation.



If bullying is reported to you then you might:

- Talk to the bullies, victims and witnesses individually.
- If the bullying is about a particular issue you could discuss the problem as a class, but not focus on a particular child.
- Call in parents, ask for their suggestions and gain their support.
- If necessary break up the group dynamics by assigning places and moving pupils

What is Restorative Justice?

'Restorative Justice' brings the 'victim' and 'perpetrator' together to discuss their actions and be aware of how their actions have affected another person. It accepts conflict is part of life and it allows pupils to take responsibility for their feelings and behaviour and is a good way to repair the damage caused. It does not make the 'perpetrator' less responsible, but looks at reparations for damage done.

## Parents

- Encourage your child to be assertive yet not confrontational in their manner. School holds Parents Information Evenings on an annual basis. Seek help and advice if needed.
- Encourage your child to talk openly with you about any social problems at school and reiterate that bullying is not something that should be tolerated.
- If you think your child has shown 'bullying' behaviour or is being bullied please contact the school as quickly as possible to discuss issues. Also information is free to download at [www.familylives.org.uk](http://www.familylives.org.uk) or telephone Parentline on 0808 800 2222 or 01702 559 900

## Pupils

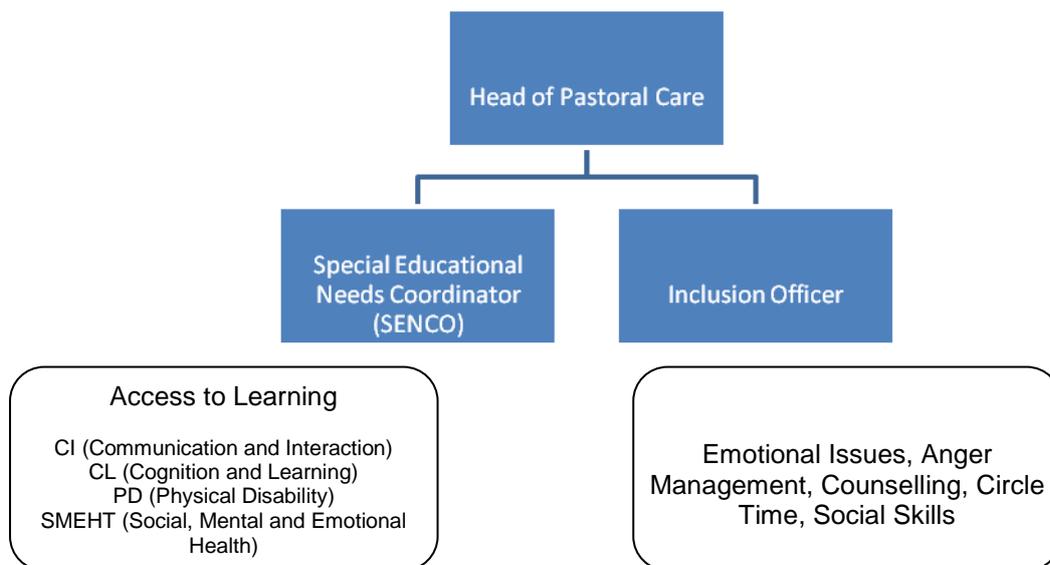
- Pupils need to work as a team and realise they are all members of the same community.
- Pupils need to support the efforts of each other, and celebrate the different skills and interests that each person brings to school.
- It is unrealistic to assume that everyone will get on with each other at all times, but no pupil has the right to make school an unpleasant experience for another pupil.
- **Tell a member of staff**  
Telling about bullying isn't 'telling tales' or 'grassing'. You have the right to be safe from attacks and harassment and you should not be silent when you are being hurt.
- **Tell a friend what is happening.**  
Ask them to help you. It will be harder for the bully to pick on you if you have a friend
- **Try to ignore the bullying or say 'No' firmly, then turn and walk away.**  
Don't worry if people think you are running away. Remember, it is very hard for the bully to go on bullying someone who won't stand still to listen.
- **Try not to show that you are upset or angry.**  
Bullies love to get a reaction. If you can keep calm they might get bored and leave you alone.
- **Don't fight back if you can help it.**

## **Supporting Vulnerable Students:**

The Cotswold School recognises that all pupils are vulnerable at certain times of their school life and we aim to provide care and support for all students throughout their time here.

The County and National guidelines highlight certain groups as 'Vulnerable Students' these include:

- Students with learning difficulties
- Students with physical difficulties
- Students who may be experiencing personal family issues (divorce, domestic abuse)
- Students who may have emotional issues and are depressed, self harming or in need of counselling.
- Children in Care (CIC)
- Pupils with a Child Protection Plan
- Pupils with a 'Common Assessment Framework' (CAF)
- Pupils in danger of permanent exclusions
- Pupils who are persistently absent (PA pupils)
- Pupils who are carers
- Pupils who are learning English as an Additional Language (EAL pupils)
- Free school meal pupils
- Pupils from an ethnic minority group
- Pupils parents in prison
- Lesbian/gay/bi sexual/transgender pupils
- Pupils with parents in armed forces



- Pupils who fall into the national vulnerable pupil categories are monitored by the Head of Pastoral Care, the Inclusion Officer, the Special Educational Needs Coordinator (SENCO) and all of the Pastoral Team. They have the same opportunities as other groups that may be perceived as vulnerable e.g. statemented pupils or pupils on the autistic spectrum. We understand that pupils may become vulnerable through circumstance and may not fit a predefined category.
- Some vulnerable pupils have access to 'mentoring' at lunchtimes - a classroom that is staffed, which is safe. They also have access to facilities which allow social skills work to be done if necessary
- Teaching Assistants mentor vulnerable pupils on a daily basis.

- The Year 7 'Buddies' (year 8 students) are available every lunch time.
- The Pastoral Team are also available throughout the day (Pupil Reception, Behaviour and Attendance Manager and Inclusion Manager) along with Form Tutors and Heads of Year to deal with concerns or worries that these pupils might have

### **Advice for Staff**

Please see above 'Teachers and Staff' section of the policy and refer to the Behaviour Policy. If in doubt, ask for help from a member of the Pupil Services Team.

### **Contextualisation of The Cotswold School's Policy**

The Cotswold School's Anti Bullying Policy is an integral part of our Behaviour Policy and Safeguarding and E-Safety programme and is reiterated throughout the school via assemblies, posters and leaflets. It is also referred to directly and indirectly through certain subject areas;

- Citizenship/PSHE lessons – definitions of bullying, holistic health, role of the bully and the bystander.
- RE, History and English – nurtures empathy with others, consideration of others feelings, awareness of the consequences of your actions.
- Drama – drama raises awareness of the effect that bullying can have on individuals. Drama also promotes continual empathy, consideration of others feelings, and being aware of the consequences of your actions,

The Cotswold School has conversed with other schools in the area to ensure a coherent and effective approach to bullying is administered consistently throughout the county. We have followed Gloucestershire South West Regional Guidelines and applied a wide range of reading and research to our policy.

### **The E Safety/Anti Bullying Committee**

The E Safety/Anti Bullying Committee (comprising of students, parents, governors and staff) meets at least 3 times a year and is responsible for updating this policy along with assessing and evaluating current preventative and interventionist strategies. If you (or your child) would like to be involved in this, please contact Assistant Head (Pastoral Care).

**This policy will be reviewed annually by the school council.**

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

**(20 - 06 -2016)**

ratified by Governors and  
signed as such by The Chair of Governors

## Appendix 1

### Pupil Friendly Advice and Guidance on Bullying

#### What is bullying?

Staff, pupils and parents have agreed that:

“The repetitive, intentional hurting of one person by another, where the relationship involves an imbalance of power. Bullying can be carried out physically, verbally, emotionally or through cyberspace”.

#### What we will do:

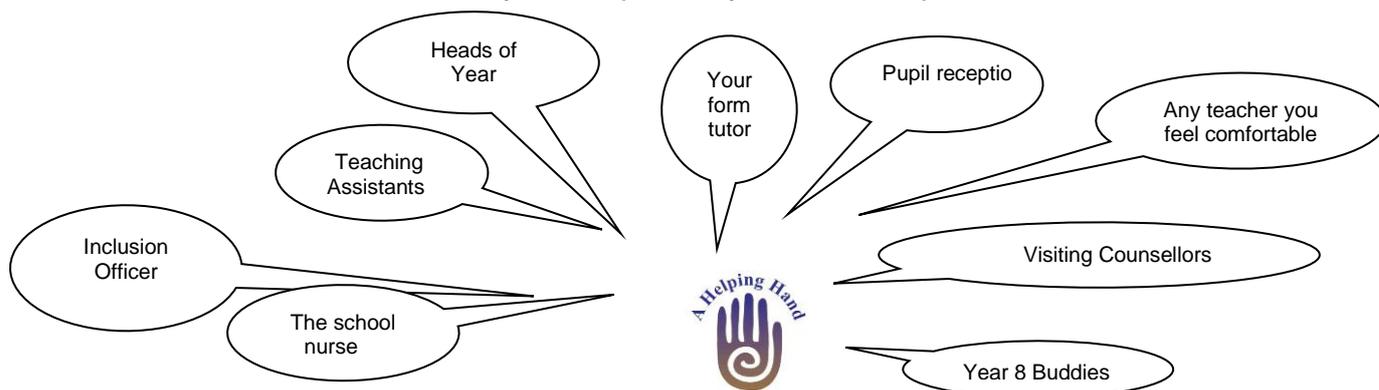
The Pastoral Team will listen to BOTH sides of the story before judging anyone involved with bullying. **Bullying will not be tolerated** and anyone guilty of making another student’s life unpleasant will be dealt with seriously. This could result in detentions, parental meetings, internal isolations, possibly exclusions. You must understand that we treat all cases seriously. In most cases the two people involved will be encouraged to eventually come face to face and realise the hurt and pain they may have caused, restoring justice and building bridges.

#### What you can remember to do:

- Treat others as you want to be treated!
- Be respectful to everyone in the community
- If you witness something unpleasant, report it (even if it’s anonymous).
- If you are unhappy – tell someone! The sooner we know the sooner we can help!
- Don’t act as an ‘audience’ for bullies. So don’t stand and watch, walk away and tell someone
- Everyone is different and that is what makes us so special – difference is not a bad thing – celebrate it!
- If someone is being unpleasant to you, be ‘assertive’ but not ‘aggressive’ when dealing with bullying. If you feel able, tell the bully clearly to stop - this isn’t always easy.

#### **If no one knows you need help then no one can help you!**

If you have a problem to do **with friends or bullying** then you can talk to any of the people mentioned below, but you should have a good relationship with your form tutor so they would probably be the best person.



Report bullying button on the school intranet allows you to report bullying (anonymously if you wish).

School has two outside counsellors/mentors; Annie Aldridge (one morning a week) and Tom Watmore (four mornings a week). If you would like an appointment with Annie or Tom please see Pupil Reception, Carol Neale, your Tutor or Head of Year.

If you have a problem with a **subject or homework**, go and see the teacher who set it BEFORE the deadline day - preferably not the day before either.

We would hope that you feel comfortable talking to at least one member of staff about your problems, but if you don't, then you might want to contact the following people:

- Childline Freephone 0800 111  
www.childline.org.uk
- Samaritans 0345 909090 / 01452 306 333
- NSPCC 0808 800 500 www.nspcc.org.uk.
- Gloucestershire Youth and Community Service 01452 426 391
- Anti Bullying Campaign 01713 781 446
- Grapevine (Young People's Advice and Information) 01452 500 080 / 01242 255 888
- Parent Line 01702 559 900
- Astra Project (Alternative Solutions to Running Away) 01452 505 553

## Appendix 2

### Pupil Perception

We know the vast majority of our students feel safe at school for the vast majority of the time. The YPHLS survey has consistently shown that this school performs above the county average in how well the pupils feel we deal with bullying as shown in in-school surveys.

### Parental Perception

An ethos that values the individual, showing respect for and supporting others in a caring community underpins all aspects of behaviour in the school. All groups of learners get on well with each other – across ability, gender, ethnic and social groupings – and are ready to integrate and work together in teams.

Parents and inspectors have commented on the role played by ‘high expectations’ and ‘assertive discipline’ in shaping a culture that enables all learners to achieve the very best they can. ‘The use of performance data to set challenging targets effectively raises the bar for both students and their teachers. Just doing enough is not tolerated and students are pushed to strive for their very best’ (Ofsted 2009). This ethos and culture is achieved and sustained only through the conscious, rigorous and consistent approach of all adults working in the school community.

Parents Evenings surveys 2015/2016 to date confirm the above statements.

#### Year 9

	Agree	Don't know	Disagree	Strongly disagree
My child feels safe from physical and emotional harm	90	6	4	0
My child is not bullied or harassed at school	87	8	5	0

#### Year 10

	Agree	Don't know	Disagree	Strongly disagree
My child is not bullied or harassed at school	97	2	1	0

#### Year 11

	Agree	Don't know	Disagree	Strongly disagree
My child feels safe from physical and emotional harm	87	13	0	0
My child is not bullied or harassed at school	92.5	2.5	5	0

## **Appendix 3**

### **Cyber Bullying**

- The School recognises the impact of cyber-bullying on the academic achievement of its young people and on their development as spiritual, moral, social and cultural members of the community. The entire school community is made aware of the responsibilities involved in the use of technology and the potential impact of cyber-bullying on individuals.
- The School actively encourages the entire School community to be vigilant about the risks posed by mobile and wireless technology, through its ongoing & up to date E-Safety education programme for pupils, staff, governors and parents.
- The School recognises its inability, beyond the comparative safety of the School's ICT network, to control the actions of its pupils in cyberspace. However, the School's Behaviour and Anti-Bullying policies apply equally to cyber-bullying.
- Even if cyber-bullying incidents occur outside the School, if they are reported, the School will endeavour to investigate and resolve matters in line with relevant policies, thereby acknowledging the impact it can have on individuals and friendship groups.
- The School provides an online anonymous reporting mechanism to enable pupils to report any incidents or concerns. This is currently in the form of an E-Safety/bullying 'button' on the front of the school intranet. It is clearly visible and accessible to all students. Any matters raised in this way are dealt with in the same manner as other reports.
- The school also has a link to the Child Exploitation Online Protection Service (CEOP) Advice, Help, Report Abuse button

## **Appendix 4 –**

### **TEACHERS AND SUPPORT STAFF 'DIGNITY AND RESPECT AT WORK – ANTI-BULLYING POLICY'**

The Cotswold School is committed to working towards creating a working climate in which all employees are treated fairly and with dignity and respect. Staff at The Cotswold School have a right to work in a safe and secure environment free from intimidation, harassment, abuse and fear and where they feel valued and respected.

The Advisory, Conciliation and Arbitration Service (Acas) defines workplace bullying as:

*'offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying or harassment may be by an individual against an individual (perhaps by someone in a position of authority such as a manager or supervisor) or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome to the individual.'*

Harassment as defined in the Equality Act 2010 is:

*'Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.*

Teachers and support staff should refer to the Gloucestershire County Council 'Dignity and Respect at work – Anti-bullying Policy' for advice and procedure on how to confidentially report bullying and harassment.