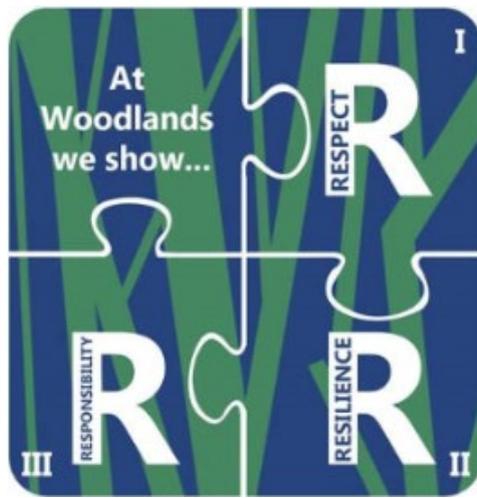




Respect Resilience Responsibility



Positive Relationships Policy (including anti-bullying policy)

Date: March 2018

Review Date: March 2019

There are three core values at the heart of Woodlands' positive relationships policy. These are **respect, resilience and responsibility** (3 Rs)

The aims of the Positive Relationships Policy are:

- To promote the values of **respect, resilience and responsibility** (in line with the core British Values)
- To reinforce positive relationships within the school community
- To enable all students to learn in a supportive, caring and safe environment
- To clarify procedures for students who demonstrate bullying behaviours

This policy has been written in conjunction with all stakeholders (Governors, staff, students and parents). All stakeholders are expected to demonstrate the 3 Rs within the school community by following the 3 R statements (appendix 1).

What do we mean by a breakdown of positive relationships?

Friendship issue

Friendship issues are problems that occur when students have disagreements of opinion, causing an argument. Sometimes the students are unable to resolve this themselves and fallout. Friendship issues can normally be resolved through mediation.

Bullying issue

Bullying is different from a friendship issue. Bullying is **repeated** and **intentional** intimidation that is carried out to cause physical and/or emotional harm by a more powerful individual or group.

Bullying can be:

- Physical – e.g kicking, hitting, taking and damaging belongings
- Verbal – e.g name calling, taunting, threats, offensive or personal remarks
- Relational – e.g spreading stories, gossiping, excluding from social groups
- Cyber – e.g emails, pictures/videos, social media etc
- Indirect – e.g homophobic, disability, racist, sexist etc

(To see the signs of how to recognise if a child is being bullied or is showing bullying behaviours, please see appendix 2)

Sadly, in all walks of life bullying can occur. At Woodlands, we do not tolerate it. Any member of the school community who does not show **respect** towards others and demonstrates bullying behaviours, will be dealt with seriously. It is also important to recognise that those witnessing bullying behaviours are colluding with this and will also be dealt with appropriately.

All members of the school community have a **responsibility** to act to tackle bullying.

The Senior Leadership team will:

- Be responsible for ensuring that the policy is implemented consistently and act on all bullying
- Ensure that this policy is made available to all stakeholders and shared regularly and at appropriate times
- Ensure that the Tutor Time PSHE programme addresses friendship issues and bullying behaviours effectively

Year Leaders and Assistant Year Leaders will:

- Deal seriously and quickly with every known instance of bullying in a thorough, informed and positive way.
- Use CPOMS to keep a record of all friendship and bullying incidents
- Inform key staff of any ongoing friendship or bullying issues so that students are fully supported in lessons and around school
- Use external agencies and ELSA where appropriate to support victims of bullying and perpetrators
- Monitor the number and type of friendship issues/bullying incidents within the year group and be pro-active in addressing this through assemblies and tutor time
- Make decisions on sanctions to be applied for continued bullying behaviours
- Liaise with the PSHE Lead Teacher to ensure that schemes of work around friendship issues and bullying are relevant and pro-active
- Contact home to discuss friendship issues and bullying behaviours with parents/carers
- Communicate the outcome to parents and students so that they are clear it has been dealt with appropriately
- Conduct mediation between pupils where appropriate
- Refer persistent and serious incidents of bullying to Senior Leadership Team

All staff will:

- Create a positive, caring ethos within the school where people are accepted and recognised as individuals, regardless of age, status, race, gender, class, religion, culture, mental or physical ability or personal character
(article 2 of UN CONVENTION on Right of the Child)
- Be vigilant in all areas of the school inside and outside of lessons
- Record information about friendship issues or bullying behaviours on CPOMS
- Monitor key students that have been identified by pastoral team as victims or perpetrators
- Lead by example. When staff have to discipline pupils, they will avoid unnecessarily hurtful comments

Students will:

- Show **respect** by
 - taking care of everyone and everything in our school building and school community
 - being open minded and accepting of peoples' feelings, opinions and beliefs
 - communicating, co-operating and listening politely and positively
- Show **responsibility** by
 - notifying a member of staff/family member or friend of instances of bullying
 - asking for support with friendship issues
 - ignoring verbal comments by walking away quickly and confidently
 - ignoring social media comments by removing themselves from the social media sites
 - not being physically aggressive
 - recognising that if unreported friendship issues and bullying behaviour can escalate and cannot be dealt with
 - using social media appropriately
 - obtaining printouts of social media messaging that shows bullying behaviour
 - engaging in mediation with other pupils to move the situation forward positively
 - being honest and willing to be held accountable for their own actions
 - being members of the 'positive relationships' school council working party

Parents/carers will:

- Ensure that their child is aware of how to deal with friendship issues and bullying behaviours appropriately
- Listen to their child's concerns and act in a calm manner so as not to distress the child further
- Monitor their child's use of social media and stop them using it if their child has been deemed to use it inappropriately
- Report social media breaches to the police
- Work collaboratively with the school to resolve the issue in a calm and timely way
- Trust that if the school is aware, it will deal with friendship issues and bullying behaviours that are within the school's control, in an effective and appropriate way in line with this policy
- Avoid discussing friendship issues and bullying behaviours with other parents if it will lead to further escalation and unkind comments, particularly via social media
- Allow their child to access support from external agencies and/or ELSA if deemed appropriate by the school

- Encourage their child to engage in mediation with pupils to move the situation forward positively
- Demonstrate polite and respectful behaviour to all staff through all means of communication including phone calls, e-mails and face to face meetings. **(Please see appendix 2).**

At Woodlands we work to promote and maintain positive relationship through:

- Tutor time PSHE programme
- An identified group of School Counsellors
- Display material
- Assemblies
- Staff CPD

Procedures:

Friendship Issue

If a friendship issue is reported then a member of the pastoral team (Tutor, Assistant Year Leader or Year Leader) will attempt to deal with this impartially through mediation. Each party will be given equal opportunity to share their view. Statements may be taken if deemed necessary and it is a complicated situation. Parents will be notified of the action taken and this will be recorded on CPOMS. The Year Leader may decide that a sanction is needed.

Bullying behaviour

Step 1:

If a bullying issue is reported then a member of the pastoral team (Tutor, Assistant Year Leader or Year Leader) will take a statement from the pupil and any other pupils who may have witnessed the bullying behaviours. If appropriate, evidence of social media comments will be gathered. The pastoral team will ensure that the student feels safe and supported and will contact the parent/carer to update them.

Step 2:

A statement will then be taken from the pupil accused of bullying behaviour and any other pupils that are identified through this statement. The pastoral team may decide at this stage that it is appropriate for this pupil to be isolated while further investigation is carried out. The pastoral team will ensure that the student feels safe and supported and will contact the parent/carer to update them.

Step 3:

The pastoral team will then made a decision on what action is appropriate. This will depend on:

- The severity of the bullying behaviour
- If it is the first time or repeated behaviour
- If there is blame on both sides

- If there has been a misunderstanding
- If the pupil shows remorse for their behaviour

Step 4:

The pastoral team will ensure that the pupil(s) who reported the bullying behaviours have been informed of how the situation has been resolved. This will include mediation or a supervised apology if deemed appropriate.

Step 5:

The pastoral team will ensure that the incident and resolution is recorded on CPOMS

Actions to resolve/sanction bullying incident:

- Mediation
- Supervised apology
- ELSA or No Limits referral
- Personalised 'behaviour towards others' contract (see appendix 3)
- Break/lunch time detention
- Afterschool detention
- Meeting with parent
- Meeting with Police Officer
- Internal isolation in behaviour room/with member of staff
- Extended education
- Prevention plan
- Fixed term exclusion (1 day)
- Increased fixed term exclusions
- Respite placement at local school
- Managed move to a local school
- Compass Placement
- Permanent Exclusion

Bullying behaviours outside of school:

Woodlands is an electronic device free zone. We are very aware that some students can use social networking sites such as Snapchat, Instagram, Facebook and live chats, inappropriately. We strongly recommend that students do not use social media sites unsupervised. Whilst we do educate the children about how to use social media appropriately, we ask that parents/carers take responsibility for their child's use of social media. This is not something that we can be accountable for as a school.

Where bullying behaviours take place outside of school, if deemed appropriate, the school has disciplinary powers to address pupils conduct. The pastoral team should consider whether it is appropriate to notify the police. If the behaviour is criminal or poses a serious threat to a member of the community, the police will always be informed.

The Education Act 2011 states that when an electronic device, such as a mobile phone, has been seized by a member of staff, who has been authorised by the Head teacher, that staff member can examine data or files and delete these, where there is good reason to do so. There is no need to have parental consent to search through an electronic device. This may be done if we believe students to have evidence of bullying behaviours on their electronic device. Any content found that provides evidence in relation to an offence, that staff member must give the device to the police as soon as it is reasonably practical. Material on the device that is suspected to be evidence or is of a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.

Appendices

1. 3 R statements
2. Zero Tolerance statement
3. Recognising the signs of bullying
4. Example of personalised contract

The 3 R Statements

At Woodlands we show respect by:

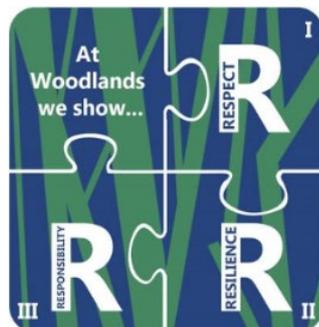
- taking care of everyone and everything in our school building and school community
- being open minded and accepting of peoples' feelings, opinions and beliefs
- communicating, co-operating and listening politely and positively

At Woodlands we show resilience by:

- accepting and learning from our mistakes and responding positively to feedback
- taking control of our learning
- embracing challenges with emotional strength

At Woodlands we show responsibility by:

- contributing and engaging fully in all aspects of school life
- taking pride in our appearance, attitude and work ethic
- being honest and willing to be held accountable for our own actions



Appendix 2

Zero Tolerance Policy – School Statement

School statement clearly visible in:

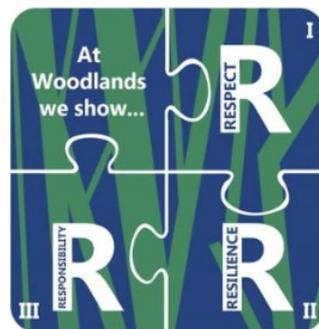
- Reception
- Meeting room

There are 3 core values at the heart of Woodlands: ‘respect’, ‘responsibility’ and ‘resilience’ (The 3 Rs)

At Woodlands, we welcome visitors to our school. The safety of our students, staff and all other members of our community is paramount.

We expect mutual respect and positive relationships between all who work in and visit our school.

Abusive behaviour of any kind is not acceptable and will not be tolerated. Action will be taken to safeguard all members of the school community.



If a parent/carer or member of the public is abusive or threatening towards a member of staff, staff will follow the school’s Zero Tolerance Policy. This policy allows staff to terminate any form of communication in a polite and respectful way if they are experiencing abuse, threatening behaviour and/or intimidation. This policy is available on the school’s website.

Recognising the signs of bullying

Is there a typical victim of bullying?

No – anyone can be a victim. However victims do tend to be emotionally and/or physically weaker than the bully. They tend to be seen as different, vulnerable and/or sensitive. Victims often lack the resources/skills to be resilient to the behaviour directed at them.

Victims often feel isolated and question themselves. Sometimes they feel that they deserve the teasing and harassment and become withdrawn and less willing to engage socially and academically.

Recognising the signs of bullying

This can be difficult as children tend to be secretive. It is important to be vigilant and look out for:

- Damaged property
- Abnormal or sudden changes in behaviour
- Students that have become withdrawn or shy
- Students who stay behind at the end of a lesson
- Patterns of absence and/or punctuality
- Isolation in and outside of lessons
- Deterioration in work/progress
- Desire to be close to adults

Is there a typical bully?

No – however, they usually have the need to dominate others and can be associated with rule breaking behaviour in school. They will seek control over others and situations. Often they will take advantage of pupils and act aggressively. A bully is characteristically a person or group who seek status and power. Often they have been a victim of bullying themselves.

Personalised Contract



I, understand that there has been numerous incidents between X and myself. I would very much like this situation to move forward and the unpleasantness to stop between us. As such, I agree to follow the guidelines below to ensure I am respectful, responsible and resilient at all times.

1. I agree that if I hear a rumour that X has said something unpleasant about me or my family/friends, I will NOT approach that person, but inform my Year Leader or parent, who will investigate and sort the situation out. I agree that when we try to resolve these situations ourselves it escalates the situation.
2. I agree to continue not having X on social media so that I cannot get involved in any online/social media conversations that involve unpleasant comments or threats. I also agree to bring these immediately to the attention of my Year Leader if I hear that X has made comments about me online.
3. I agree NOT to approach X, in or out of school, with unpleasant comments even if X has made them about me. I also agree to report approaches by X immediately to my Head of Year so that they can deal with this.
4. I agree NOT to discuss X in a negative way with other students. I also agree to report conversations or issues caused by X immediately to my Head of Year.
5. I agree not to discuss in detail with X, any unpleasantness between X and me and allow adults to resolve any difficult situations.

6. I agree that if I see X outside of school, to avoid conflict, I will walk the other way or socialise in a different area.

I accept that any action I take that upsets another student will not be tolerated at Woodlands and such actions may result in a sanction being issued.

Signed Student Date

Signed Year Leader Date