



Normanton House School



ANTI-BULLYING POLICY AND PROCEDURES



The believers are nothing else than brothers [in faith]. So make peace between your brothers; and fear ALLAH, in order that you may receive mercy.

Oh you who believe, let not any group of men scoff at another, it may well be that they (i.e. those scoffed at) are better than them (i.e. the one scoffing). Nor let any women scoff at other women, it may well be that they are better than them. And do not find faults with one another nor call each other by insulting names. Terrible is the sinful name after faith! And whosoever will not repent then they are the wrong-doers.

Oh you who believe, Avoid too much suspicion. Indeed some suspicion is sin. And do not spy on and do not backbite one another. Would any of you like to eat the flesh of his dead brother ?It is detestable to you! So fear ALLAH, verily ALLAH is Relenting, Merciful.

Oh mankind verily WE created you from one male and one female and WE have made you into (different) nations and tribes so that you may know each other. Indeed the noblest of you in the sight of ALLAH is the most GOD-fearing. Verily ALLAH is All Knowing, Aware.

Al-Qur'an (s.Hujuraat: v.10 – 13)

The Prophet (peace and blessings be upon him) said: “O people, your Lord is One and your ancestor [Adam, peace be upon him] is one. There is no superiority for an Arab over a non-Arab, or for a non-Arab over an Arab, or for a fair-skinned person over a dark-skinned person, or for a dark-skinned person over a fair-skinned person. Whoever is more pious and God-fearing is more deserving of honour.” (Ahmad)

He (peace and blessings be upon him) also said: “None of you is truly a believer until he wishes for his brother what he wishes for himself.” (Muslim)



The school is founded upon an Islamic ethos. It aims to serve its community by providing an education of the highest quality within the context of Islam. It encourages an understanding of the meaning and significance of faith, and promotes Islamic values through the experience it offers to all its pupils.

Our intention is to provide a welcoming, happy and caring environment in which children can value excellence, achieve their potential and discover the joys of learning.

“There are no strangers in our school – we play fairly, behave well and work together”

This school is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone at our school is equal and should be treated with respect.

Aims and purposes of the policy

All Governors, teaching and non-teaching staff, students and parents should have an understanding of:

- what bullying is
- what the school policy is on bullying
- the steps to follow when bullying is reported.

In line with our Islamic ethos, bullying of any kind is unacceptable and will not be tolerated at our school. At our school the safety, welfare and well-being of all students and staff is a key priority. We take all incidences of bullying seriously and it’s our duty as a whole school community to take measures to prevent and tackle any bullying, harassment or discrimination.

Our Islamic foundations mean that we want to enable our pupils to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our students by society when they leave school and enter the world of work or further study.

We’re committed to improving our school’s approach to tackling bullying by regularly monitoring, reviewing and assessing the impact of our preventative measures.

This policy is to be read in conjunction with the following:

Safeguarding policy

Sanctions and Rewards Policy

Pupil Discipline Policy

Curriculum Policy

DCSF document “Don’t Suffer in Silence” available in the office and on the DCSF website

DCSF document “Safe to Learn” available in office and on DCSF and Teachernet websites.

This anti-bullying document is also compliant with:

Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies

Keeping Children Safe in Education



Definition of bullying

Bullying is hurtful or unkind behaviour which is deliberate and repeated. Bullying can be carried out by an individual or a group of people towards another individual or group, where the bully or bullies hold more power than those being bullied.

The nature of bullying can be:

- **Physical** – such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact towards someone
- **Attacking property** – such as damaging, stealing or hiding someone's possessions
- **Verbal** – such as name calling, spreading rumours about someone, using derogatory or offensive language or threatening someone
- **Psychological/emotional** – such as deliberately excluding or ignoring people
- **Cyber** – such as using text, email or other social media to write or say hurtful things about someone
- **Graffiti**, gestures
- **Sexual**, because of, or focussing on the issue of sexuality
- **Transphobic** bullying or any bullying based on gender

The equality act 2010 makes it unlawful to discriminate against someone on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, gender, and sexual orientation.

Bullying can be based on any of the following things:

- Race (racist bullying)
- Religion or belief, including incidents based on differences within the same religious group
- Culture or class
- Gender (sexist bullying)
- Sexual orientation
- Gender identity
- Special Educational Needs (SEN) or disability
- Appearance or health conditions
- Related to home or other personal situations
- Related to another vulnerable group of people

No form of bullying will be tolerated and all incidents will be taken seriously.



Guidance for Staff

1. Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Staff should be aware of these possible signs and that they should investigate if a child:

- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- Shows signs of suffering – stops eating or sleeping or shows signs of mental health issues
- feels ill in the morning
- Teachers note a decline in quality of work
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- if child is part of a social network group *school discourages the use of social media for this reason

These signs and behaviours could indicate other problems, and all possibilities should be explored or considered / investigated.

2. Reporting bullying

Students who are being bullied:

If a student is being bullied, they are encouraged to not retaliate but to tell someone they trust about it, such as a member of staff, a friend, family member or trusted adult. They are encouraged to:

- Report to a teacher – such as a form tutor or head teacher.
- Report to student councillors who can be found in the school playground every lunch time
- Report bullying by email to headpr@alakramtrust.org.uk
Phone 01332 769333
- Call ChildLine to speak with someone in confidence on 0800 1111

Reporting – roles and responsibilities

STAFF: All school staff, both teaching and non-teaching (for example midday supervisors, caretakers, volunteers) have a duty to report bullying, to be vigilant to the signs of bullying and to play an active role in the school's efforts to prevent bullying. If staff are aware of bullying, they should reassure the students involved and inform a relevant member of the pastoral team.

SENIOR STAFF: The Senior Leadership Team and the Head teacher have overall responsibility for ensuring that the anti-bullying policy is followed by all members of staff and that the school upholds its duty to promote the safety and well-being of all young people.



PARENTS AND CARERS: Parents and carers should look out for potential signs of bullying such as distress, lack of concentration, feigning illness or other unusual behaviour. Parents and carers should tell their child not to retaliate, and support and encourage them to report the bullying. Parents and carers can report an incident of bullying to the school either in person, or by phoning or emailing the school office or a member of staff.

STUDENTS: Students should not take part in any kind of bullying and should watch out for potential signs of bullying among their peers. They should never be bystanders to incidents of bullying. If students witness bullying, they should support the victim, encourage them to report the bullying and, if possible, accompany them to tell a trusted adult. Witnesses themselves should also be encouraged to report bullying to a trusted adult.

3. Responding to bullying

When bullying has been reported, the following actions will be taken:

- Staff will record the bullying on an incident reporting form (appendix)
- Designated school staff will monitor incident reporting forms and information recorded, analysing and evaluating the results
- Support will be offered to those who are the target of bullying in school, from a senior member of staff
- Staff will pro-actively respond to the bully, who may require support
- Staff will assess whether parents and carers need to be involved
- Staff will assess whether any other authorities (such as police or the local authority) need to be involved, particularly where actions take place outside of school

Sanctions

When it is proven that bullying has taken place, sanctions that may be used against bullies include:

- verbal warning
- referral to Head Teacher
- contact and meeting with parents
- loss of free time at break/lunchtime
- after school detention
- withdrawal from lessons
- fixed term exclusion
- permanent exclusion

Sanctions will be applied in line with key principles of the school Behaviour Policy. As with all investigations of school-related incidents, focus will be on the event itself taken on its own merits. Sanctions will only be applied and disciplinary action taken after all available evidence has been considered.



4. Bullying outside of school

Bullying is unacceptable and will not be tolerated, whether it takes place inside or outside of school. Bullying can take place on the way to and from school, before or after school hours, at the weekends or during the holidays, or in the wider community. The nature of cyber bullying, in particular, means that it can impact on students' well-being beyond the school day. Staff, parents and carers, and students must be vigilant to bullying outside of school and report and respond according to their responsibilities as outlined in this policy. Our school has contact details for supportive imams, chaplains and other Muslim community leaders who can help any pupils who might be affected.

5. Derogatory language

Derogatory or offensive language is not acceptable and will not be tolerated. This type of language can take any of the forms of bullying listed in our definition of bullying. It will be challenged by staff and recorded and monitored and follow up actions and sanctions, if appropriate, will be taken for students and staff found using any such language. The victim should also be offered support if appropriate. Staff are also encouraged to record the casual use of derogatory language using informal mechanisms, such as a classroom log.

6. Prejudice-based incidents

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that's motivated by a prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. All prejudice-based incidents are taken seriously and recorded and monitored in school, with the head teacher regularly reporting incidents to the governing body. This not only ensures that all incidents are dealt with accordingly, but also helps to prevent bullying as it enables targeted anti-bullying interventions.

7. School initiatives to prevent and tackle bullying

We use a range of measures to prevent and tackle bullying including:

- A student-friendly anti-bullying policy ensures all students understand and uphold the anti-bullying policy
- The PSHE/RE/RSE programme of study includes opportunities for students to understand about different types of bullying and what they can do to respond and prevent bullying
- Tutor time provides regular opportunities to discuss issues that may arise in class and for form tutors to target specific interventions
- Whole-school and year group assemblies help raise students' awareness of bullying and derogatory language
- Difference and diversity are celebrated across the school through diverse displays, books and images. The whole school participates in events including Anti-bullying week, Black History Month.
- The school values of equality and respect are embedded across the curriculum to ensure that it is as inclusive as possible
- Stereotypes are challenged by staff and students across the school



- Peer mentoring and student-led programmes such as *Anti-Bullying Ambassadors* offer support to all
- Students are continually involved in developing school-wide anti-bullying initiatives through consultation with– for example through the school council and through the anti-bullying survey
- Working with parents and carers, and in partnership with community organisations, to tackle bullying where and when appropriate

8. Training

The Head teacher is responsible for ensuring that all school staff, both teaching and non-teaching (including midday supervisors, caretakers and volunteers) receive regular training on all aspects of the anti-bullying policy.

9. Monitoring and reviewing

The Head teacher is responsible for reporting to the governing body (and the local authority where applicable) on how the policy is being enforced and upheld. The governors are, in turn, responsible for monitoring the effectiveness of the policy.

Monitoring helps identify patterns of bullying behaviour and takes account of:

- who was involved
- where and when the incident occurred
- what happened
- what action was taken
- how it was followed up



Guidance for Pupils

Bullying – How to deal with it

If you are being bullied:

- Tell the person bullying you to stop their behaviour immediately and that you are reporting them to school staff.
- Tell a teacher or another member of staff in your school.
- If you are scared to tell a teacher or an adult on your own ask a friend to go with you.
- If the bullying is on-line or through social network sites, keep evidence of what is being said and bring this into school to show to staff.
- Keep on speaking up until someone listens.
- Tell yourself that you don't deserve to be bullied and try not to take it personally. Remember that the person bullying you has the problem, not you.
- Try not to show you are upset. Although this is very difficult at times, bullies thrive on thinking they are upsetting people and often stop when they realise this is not the case. Talk to someone you trust about how this has made you feel.
- If possible, avoid being alone in places where you feel bullying may happen.
- Try being assertive – say “No” loudly.
- Walk quickly and confidently, even if you do not feel that way inside.
- If you are in danger, get away from the immediate area and find a member of staff.

If you are talking about bullying with an adult, be clear about:

- What has happened to you.
- How often it has happened. Is this the first incident, or has it happened before?
- Who was involved.
- Who saw what was happening.
- Where it happened.
- What action(s) you have already taken.

NEVER IGNORE BULLYING



Guidance for Parents

Watch for signs that your child is being bullied, or is bullying others. Families are often the first to detect that a problem exists. Contact the school immediately if you are worried. In modern society, social media has become one of the most common and likely areas for bullying to take place. As a parent, make sure you are regularly monitoring your child's social media use and encourage them to talk to you if issues arise on-line.

If your child has been bullied:

- Calmly talk with your child about his/her experience.
- Make a note of what your child says - particularly who was said to be involved, how often the bullying has occurred, where it happened and what has happened.
- If the issues are on-line or related to social network sites, keep evidence of what is being said and share this with school.
- Reassure your child that he/she has done the right thing to tell you about the bullying.
- Explain to your child that he/she should report the incident(s) to a member of school staff, preferably their class teacher, immediately and subsequently if the problem is not resolved.
- Make an appointment to see your child's class teacher or Headteacher.
- Explain the problems your child is experiencing to the school, providing evidence where possible.

Talking with teachers about bullying:

- Try and stay calm - bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened - give dates, places and names of others involved.
- If the issue relates to internet or social network sites, make sure you have evidence of what has been happening, to share with the school.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child or the school.
- Stay in touch with the school to monitor whether the situation improves or if problems continue.

Above all, students must be encouraged to report all issues to staff in school. We also ask for your support as parents in dealing with issues of bullying and encourage parents to report issues if they occur



Appendix

Bullying and prejudice-based incident reporting form

Teaching and non-teaching members of staff, including midday supervisors, caretakers and volunteers, should use this form to report bullying or prejudice-based incidents. Once completed, this form should be handed to the Head Teacher

Section A: Staff details

Date of completing form:

Name:

Email:

Section B: Details of incident (tick where appropriate)

- Bullying – incidents of physical or verbal abuse, motivated by discrimination on the victim's perceived difference
- Prejudice-based incident - exclusion or damage to property motivated by discrimination on the victim's perceived difference

Nature of incident: Tick all that apply

- Physical
- Property
- Verbal
- Psychological
- Cyber

Form of bullying or incident: Tick all that apply

- Race
- Religion or belief, including incidents based on differences within the same religious group
- Culture or class
- Gender
- Sexual orientation
- Gender identity
- Special Educational Needs (SEN) or disability
- Appearance or health conditions
- Related to home or other personal situations
- Related to another vulnerable group of people



Section C: Details of those involved:

(Record all involved, whether adults, students, visitors from the school community and from external organisations).

Targets of bullying/ incident

Names:

Age/year group:

Form/tutor group:

Other relevant information:

Person(s) responsible for bullying/incident

Names:

Age/year group:

Form/tutor group:

Other relevant information:

Details of incident:

If you're unsure of the category then tick all that you think may apply and simply explain the details

- Date
- Place
- Time
- Witnesses
- Repeat incident or serious incident (if known)

Any relevant supporting information e.g. witness accounts/screen grabs

This section is best completed by the staff member who leads on anti-bullying work and pastoral care.

Action taken:

Details of others involved or notified:

Actions for follow up:

Date for reviewing: