



# **The Complete Works Policies**

## **Anti-Bullying Policy**

**Including Cyber Bullying**

**Updated May 2018**

The following information is to clarify the Anti-Bullying policies and procedures of The Complete Works (TCW) in relation to the clients responsible for the welfare of their students. It is also given to all Teachers and is required reading which is also discussed in Training sessions. The impact of bullying and what to do is discussed at regular intervals with the children in the group provisions and is actively taught in each subject across the curriculum.

This information is to be reviewed and updated on an annual basis.

### ***WE DO NOT ACCEPT BULLYING BEHAVIOUR***

All members of TCW have a responsibility in preventing bullying.

#### **WHAT IS BULLYING BEHAVIOUR?**

Bullying behaviour is any act deliberately inflicted upon another person - often repeated over time and can make them feel insecure, isolated, upset or lose confidence. It can involve behaviour which includes:

- Hitting, pushing, kicking
- Threats, taking money or possessions
- Making hurtful comments, name calling, teasing
- Targeting a person for having a Special Educational Need or disability or for their sexual orientation, gender, race or religion
- Spreading rumours – inside or outside of school
- Leaving people out on purpose
- Damaging work or possessions
- Ganging up by a person or group in a stronger position
- Using technology such as the internet, social media or text messages to make abusive or threatening comments
- Encouraging or standing by at an incident and doing nothing to try and stop it happening
- Includes unsuitable internet communication

#### **IMPACT OF BULLYING**

Bullying can:

- Affect concentration and learning – it impacts negatively upon motivation and confidence
- Lead to students truanting or refusing to attend school – thereby missing education because they are frightened
- Cause long term emotional, psychological and/or physical damage

- In extreme cases children commit suicide over bullying

Those who bully are likely to continue to use bullying behaviours in their relationships with other children and adults and their bullying behaviour can become part of a more generally anti-social behaviour pattern.

### **YOUR RIGHTS AND RESPONSIBILITIES**

Everyone has the right to feel secure in our school. We all share the responsibility to create a safe and comfortable working environment for everyone. Staff and students need to work together to build and maintain respectful relationships with each other.

### **WHAT CAN YOU DO IF YOU ARE BEING BULLIED?**

- Tell someone you feel safe talking to - take a friend with you if it helps
- You have the right to ask for more help if nothing changes
- Ideas and advice about ways you can tackle bullying yourself can be discussed with any of the Teachers.

***IF YOU NEED TO SPEAK SOMEWHERE QUIETLY, PLEASE ASK A TEACHER AT A SUITABLE TIME IF YOU CAN SEE THEM ALONE THIS WILL BE QUICKLY ARRANGED AT A MOMENT AND IN A WAY THAT YOUR SAFETY AND PRIVACY WILL BE SAFEGUARDED.***

### **WHAT CAN YOU DO IF YOU KNOW OF ANYONE BEING BULLIED?**

- You have a responsibility to help prevent bullying - but not with violence
- Ask them what's going on
- Let them know what support is available
- Tell someone if you know of anyone being bullied

***DON'T JUST WATCH – TOGETHER WE CAN STOP BULLYING***

### **ARE YOU BULLYING OTHERS?**

Most people have bullied someone at some point in their lives. If you are doing this then try to work out why:

- Do you mean to upset or hurt others?
- Do you know when you are bullying?
- Is something making you miserable?
- Talk to someone

Bullying behaviour is usually a signal that the bully needs some help too. Bullies are often – afraid, jealous, angry, insecure and unhappy.

***EVERYONE CAN CHANGE THEIR BEHAVIOUR WITH THE RIGHT SUPPORT ASK FOR HELP***

#### **WHO CAN YOU GO TO FOR HELP?**

- Teachers
- Parents/Carers
- Social worker or YOS
- Doctors or anyone you feel safe to.

#### **OTHER ORGANISATIONS THAT CAN OFFER HELP AND SUPPORT**

- Childline: [www.childline.org.uk](http://www.childline.org.uk) or telephone: 0800 1111
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk) or telephone: 0207 730 3300 Mon to Fri 10am – 4pm.

#### **PROCEDURES FOR STAFF**

- Record all incidents on a referral form for Head Office.
- Head Office will ensure that incidents are appropriately recorded and that action is taken as soon as possible.
- Teachers will respond to the young person who has acted in a bullying way by:
  - i) Ensuring that they recognises their behaviour and how it affects others
  - ii) Applying appropriate sanctions
  - iii) Supporting and advising on strategies to change behaviour
- Teachers will respond to the child who is bullied, hurt or upset by:
  - i) Actively listening to all concerns
  - ii) Offering support and strategies to deal with unwanted behaviour
  - iii) Protecting the child and ensuring their safety
- Teachers will promote taking responsibility amongst those involved by, where appropriate, bringing together all those involved to resolve the situation - refer to the Senior Leadership Team for advice on different approaches
- Teachers will ensure that the parents/carers of all those involved are informed (unless this would put the child at risk) as well as involving external agencies when necessary.
- TCW Head Office will ensure annual review of this policy and ensure monitoring is carried out at regular intervals.

#### **PARENTS/CARERS CONCERNED ABOUT BULLYING**

- Please do not hesitate to get in touch with TCW Head Office if you have any concerns. The phone number is 020 7377 0280.

- An organisation that provides help and support for Parents/Carers is Parentline Plus, [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk) or telephone 0808 800 2222 for advice on supporting a child who is being bullied
- Further information can be found in the following link:  
<http://www.southwark.gov.uk/downloads/download/1161/bullying>