

PROCEDURES TO DEAL WITH BULLYING

AIMS & VALUES

At Crown Hills we are committed to dealing with bullying quickly and effectively. We have developed general aims and values that are shared widely and underpin all life at the college. The full list can be viewed in our Prospectus. Of particular relevance to dealing with bullying are the following:

AIMS

We aim to foster good relationships amongst the students themselves and between students and staff.

We aim to guide and give skills to students so that they are able to make informed and sensible decisions in all aspects of their lives.

We aim to develop confident, caring and competent citizens.

VALUES

Making sure that all users feel welcome and valued as a vital first stage to being able to take full part in the education that we provide.

Finding ways of dealing with problems and complaints in a constructive and friendly manner.

ANTI -BULLYING STATEMENT

"We, the Principal, Staff and Governing Body at Crown Hills Community College, declare ourselves to be unequivocally opposed to bullying, and wish to state that instances of bullying will be subject to disciplinary procedures whenever they arise.

We would define bullying as the unwelcome intimidation, either physical or psychological, of one or more persons by one or more persons.

PREVENTION

We hope to prevent bullying from occurring by developing the right atmosphere for Crown Hills and by thoughtful education throughout the whole college in general and by the PSE programme in particular.

PROCEDURES FOR DEALING WITH BULLYING

These procedures should be read in conjunction with our Behaviour Policy. In order to deal effectively with bullying we will

- Make clear our opposition to bullying and inform all members of our college community of our policy.
- Reinforce and remind the community of that policy at regular intervals.
- Encourage all students to seek help in dealing with bullying positively.

In the event of bullying occurring, the victim or his/her friends must report it to a teacher. The teacher will

- Listen to the allegation and, if necessary, give comfort and support to the victim. The teacher will then make the judgement as to whether it is a minor incident, which can be dealt with swiftly, by verbal warning then and there. If it is more serious the teacher must fill in a "yellow incident slip" and either deal with it his/herself or pass it on to a more senior or more appropriate member of staff. The procedure will be as follows:
- The member of staff will inform the victim of the stages of the investigation and will give an assurance that he/she will be informed of the outcome. The victim will also be told that if another incident occurs during the period of investigation the student should report it promptly to the investigating teacher or, if unavailable, any other teacher.
- The teacher will investigate the incident, recording evidence from witnesses, if relevant.
- If the allegation is found to be true, the punishment will vary according to the assault. In all cases, the aggressor will be told that his/her action is unacceptable, that the issue will be recorded on his/her file and if he/she do it again the consequences will be most serious. The teacher will attempt to bring the students together to repair the relationship. Any repetition will lead to parents being informed, being sent home for "cooling-off" or even excluded from school. In very serious cases the stages may be expressed through. In most serious cases exclusion may be used straight away.
- The teacher will then inform the victim of the outcome and check they are satisfied about the action.
- The teacher will complete the yellow slip, show it to relevant teachers and file it in the office.
- The office will record a summary of the incident on a computer file, which will be used to monitor the subsequent behaviour of the aggressor.
- The teacher should keep a close eye on the victim to check the situation and confirm the resolution.

Parents will be informed as necessary.