Integrated College Dungannon

Addressing Bullying Policy

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ICD: Adressing-Bullying Policy

Section 1: Introduction

1.1 Rationale

Integrated College Dungannon (ICD) is committed to providing a 'Welcome, Safe and Happy' environment for all students, free from bullying behaviours of any kind. This Anti-Bullying Policy complements other policies in the pastoral portfolio and is designed to help promote effective learning and teaching and ensure that all students have the best opportunity to develop to their full potential. Bullying of any kind is contrary to the ethos and values of ICD and is unacceptable in our College.

1.2 Aims

The aims of this policy are to:

- To maintain an ethos where bullying is seen by all to be unacceptable.
- To ensure that students, staff and parents are aware of what constitutes bullying behaviour and to understand the pain and hurt it causes.
- To develop preventative and reactive approaches to bullying.
- To raise awareness and understanding of bullying throughout the curriculum.
- To provide students with mechanisms for reporting bullying.
- To assure students that when bullying is reported, swift and sensitive action will be taken.
- To prevent all types of bullying.
- Outline roles and responsibilities of staff, students and parents in recognising, reporting, recording, and dealing with incidents of bullying.
- Support students who are bullied and help to restore lost confidence and self-esteem.
- Detail the monitoring process and evaluating the effectiveness of the policy.

Section 2: Context

This policy has been developed in the context of the following legislative framework and relevant DENI/EANI policy/guidance. This includes:

2.1 The Legislative Context:

- The Addressing Bullying in Schools Act (Northern Ireland) 2016
- The Education and Libraries Order (Northern Ireland) 2003 (A17-19)
- The Education (School Development Plans) Regulations (Northern Ireland) 2010
- The Children (Northern Ireland) Order 1995
- The Human Rights Act 1998
- The Health and Safety at Work Order (Northern Ireland) 1978

2.2 The Policy & Guidance Context

- The Addressing Bullying in Schools Act (Northern Ireland) 2016 Statutory Guidance for Schools and Boards of Governors (DE, 2019)
- Pastoral Care in School: Promoting Positive Behaviour (DE, 2001)
- Safeguarding and Child Protection in Schools: A Guide for Schools (DE, 2017)
    - Co-operating to Safeguard Children and Young People in Northern Ireland (Dept. of Health, Social Services and Public Safety, 2016)
    - Safeguarding Board for Northern Ireland Policies and Procedures (SBNI, 2017)

2.3 The International Context

- United Nations Convention on the Rights of the Child (UNCRC)

2.4 The Addressing Bullying in Schools Act (Northern Ireland) 2016:

The key points to note are:

- Provides a legal definition of bullying.
- Places a duty on the Board of Governors to put in place measures to prevent bullying behaviour, in consultation with students and parents. Board of Governors should also monitor reported bullying incidents in the school using data provided by the Principal/VP (Annually).
- Requires schools to record all incidents of bullying behaviour and alleged bullying incidents using Bullying Concern Assessment Form (BCAF).
- Sets out under which circumstances this policy should be applied, namely:
  - In school, during the school day
  - While travelling to and from school
  - When under control of school staff, but away from school (eg. school trip)
  - When receiving education organised by school but happening elsewhere (eg. in another school in the Area Learning Community)
- Requires that the policy be updated at least every four years.

- The Education and Libraries Order (NI) 2003, requires the Board of Governors to:
  - 'Safeguard and promote the welfare of registered students' (Article17)
- The United Nations Convention on the Rights of the Child (UNCRC) sets out every child's right to:
  - Be protected from all forms of physical or mental violence, injury or abuse, maltreatment, or exploitation. (Article19)
  - Be protected from discrimination. (Article 2)
  - Express their views, in a supported and accessible way, on issues that affect them, and to have their opinions taken seriously. (Article12)
  - Education. (Article 28)

Section 3: Ethos and Principles

3.1 Vision and Values

Integrated College Dungannon is completely opposed to bullying and will not tolerate it as it is entirely contrary to the vision, values and ethos of this College. We aim to establish an environment where the worth and value of each member of the College community is respected, so that everyone here can work in a secure and caring atmosphere.

Section 4: What is Bullying?

4.1 Definition of Bullying

In line with *The Addressing Bullying in Schools Act (NI) 2016,* ICD uses the legal definition of bullying as outlined below:

1.—(1) In this Act "bullying" includes (but is not limited to) the repeated use of—
(a) any verbal, written or electronic communication,
(b) any other act, or
(c) any combination of those, by a student or a group of students against another student or group of students, with the intention of causing physical or emotional harm to that student or group of students.
(2) For the purposes of subsection (1), "act" includes omission.

Socially unacceptable behaviour becomes bullying behaviour when, on the basis of the information gathered, the criteria listed below have been met:

- *Is the behaviour intentional?*
- *Is the behaviour targeted at a specific student or group of students?*
- *Is the behaviour repeated?*
- *Is the behaviour causing physical or emotional harm?*
- *Does the behaviour involve omission? (may not always be present)*

(See also Section 8)

Any incidents which are not considered bullying behaviour will be addressed under the Positive Behaviour for Learning Policy.

While bullying is a behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others, there are occasions of one-off incidents. When assessing a one-off incident, a decision needs to be made on whether to classify it as bullying behaviour, College staff shall consider the following criteria:

- severity and significance of the incident;
- evidence of pre-meditation;
- impact of the incident on individuals (physical/emotional);
- impact of the incidents on wider school community;
- previous relationships between those involved; and
- any previous incidents involving the individuals.

4.2 Types of Bullying:

Bullying behaviour is complex in nature and can be categorised into a number of forms.

* Cyber	* Verbal
* Non-verbal	* Extortion
* Physical	* Homophobic
* Exclusion	* Sexism
* Racism	* Disability

The following unacceptable behaviours, when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour:

Verbal or written acts

- Saying mean and hurtful things to, or about, others
- Making fun of others
- Calling another student mean and hurtful names
- Telling lies or spread false rumours about others
- Try to make other students dislike another student/s

Physical acts

- Hitting
- Kicking
- Pushing
- Shoving
- Material harm, such as taking/stealing money or possessions or causing damage to possessions

Electronic Acts /Cyber

- Using online/social media platforms or other electronic communication (WhatsApp/text) to carry out many of the written acts noted above. These are unwelcome texts that can be threatening or cause discomfort.
- Using devices to take pictures or videos that make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
- Sharing images (e.g., photographs or videos) online to embarrass someone
- Impersonating someone online to cause hurt
- Phone call bullying via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- Email bullying - email is used to send bullying or threatening messages, often using a pseudonym for anonymity, or using someone else's name to pin the blame on them.
- Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- Bullying through instant messaging (IM) is an internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online.
- Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying (eg Facebook).

Omission (Exclusion)

- Leaving someone out of a game
- Refusing to include someone in group work

4.3 Electronic Acts - References:

Key advice relating to the Law in Northern Ireland on Cyber Bullying and Sexting can be found on the NIABF site:

- Cyber bullying and the Law
- Sexting and the Law

Where such lists are included in the policy it should be stressed that the list is not exhaustive and that other behaviours which fit with the definition may be considered bullying behaviour.

N.B. It is also important to note that adults may be bullied. It must be clear that ICD will in no way tolerate staff being bullied by students or indeed their colleagues. In such instances, this policy will be invoked.

4.4 Motivations

There are various motivations behind bullying, including those named in the Act. These include, but are not limited to:

- Age
- Appearance
- Breakdown in peer relationships
- Community background
- Political affiliation
- Gender identity
- Sexual orientation
- Pregnancy
- Marital status
- Race
- Religion
- Disability / SEN
- Ability
- Looked After Child status
- Young Carer status

Bullying is an emotive issue; therefore, it is essential that we ensure we use supportive, understanding language when discussing these matters. For that reason, we will not refer to a child as 'a bully', nor will we refer to a child as 'a victim'. Instead, we will refer to the child by describing the situation surrounding that child, for example:

- A child displaying bullying behaviours
- A child experiencing bullying behaviours

We encourage all members of the College community to use this language when discussion bullying incidents.
In determining 'harm' we define:

- Emotional or psychological harm as intentionally causing distress or anxiety by scaring, humiliating, or affecting adversely a student's self-esteem.
- Physical harm as intentionally hurting a student by causing injuries such as bruises, broken bones, burns or cuts.

Section 5 – Preventative Measures

- The College uses Restorative Approaches, which is a conflict resolution strategy which engages all those involved, in a peaceful non-judgemental environment, to consider what harm has been caused and what needs to happen to make things right.
- The College curriculum will reflect the commitment of the College to the prevention of bullying – in induction, PD classes, assemblies, Extra-Curricular Activities, staff development (to enhance staff skills).
- The College will implement procedures to minimise the opportunities for bullying, including staff cover before, during and after the College day.
- Students will be encouraged to report if they are being bullied or if they become aware of an incident of bullying. This can be to staff, in person, in writing or via the College Counsellor's box.
- Parents will be encouraged to contact the College if they become aware of a bullying incident. The Anti-Bullying Policy is discussed at the Parents' Council.
- Resources, including time, will be provided to enhance staff, student and parent awareness of bullying.
- When an incident of bullying is reported, College procedures will be implemented as soon as possible to deal with it.
- All incidents of bullying will be dealt with in a sensitive manner.
- A notice of whom to talk is published on student notice boards. Full year assemblies regularly deal with anti-bullying topics.
- Homophobic Bullying: particular sensitivity is made for this (one of the most common forms in the UK), discussed in Assembly, Form classes, Personal Development classes and through using external support agencies.
- Bullying surveys are undertaken biannually e.g. re: buses, in school.
- Cyber Bullying: due to technological advancement of the modern age, young people have access to more ICT equipment than ever before. Mobile phones should be switched off/silent at all times during the College day. Parents are encouraged to contact the PSNI if their child receives vicious or threatening text messages. Parents are also encouraged to monitor their child's use of social media sites, as these are notorious vehicles for modern-day threats and bullying.
- The College have a team of Anti-Bullying Ambassadors to assist students and promote the anti-bullying message across the College.

Section 6: Roles and Responsibilities

6.1 College Staff

- Where students say they are bullied, it is accepted this is how they feel. We do not dismiss, dispute or reduce the 'victim's' account. The 'victim' is allowed to tell their story in whatever way they wish, e.g., verbal, in writing or through a third party. They can have a friend or parent with them.
- All involved students are dealt with in a restorative manner. When a group is involved, care is taken to prevent collusion between the alleged bullies – they are "isolated" and interviewed separately. On a first occasion a 'no blame' approach is adopted, when appropriate, and during counselling using a **Restorative** approach, all parties discuss the problems and find a resolution. In most cases this ends the problem. In some cases, disciplinary action will be appropriate from the onset.
- Keep parents/guardians of both parties informed (as appropriate).
- On the second and subsequent occasions the offender(s) may be subject to normal disciplinary procedures as detailed in the Positive Behaviour for Learning Policy. All students are counselled and supported though the College pastoral system, using a Restorative approach.
- Where parents, or other concerned people, report bullying, they are phoned back to explain the action taken and given appropriate feedback.
- Where appropriate, advice can be sought from the EWO, EA and other relevant outside agencies e.g., Social Services, Behaviour Support Team (EA).
- Form Tutors and Year Heads should be kept informed of situations and actions taken.

6.2 The Anti Bullying Ambassadors:

- Each ambassador receives training for their role. This training will take place annually for all new ambassadors.
- When Year 12 and 14 students leave the College, their spaces will be offered to new Year 8 students. It is hoped the ambassadors will continue their role through their college years.
- If a student is having an issue with bullying, they can speak to one of the ambassadors. They can be identified by their blue badge.
- Students who need help can call in to see the ambassadors at break or lunch time in an identified space. Students can inform the ambassadors if they are experiencing any forms of bullying, seek advice or even for just some time out.
- Ambassadors will complete a form to notify year heads of any incidents of bullying. This will be given to the Head of Learning for Life and Work and she will pass onto the relevant member of staff.
- Ambassadors will not confront the bully or try to sort the situation out themselves, their role is to help, comfort and pass on information.

6.3 The Parent/Guardian:

We ask our parents to support their children and the College by:

- Watching for signs of distress or unusual behaviour in their children.
- Advising their children to report any bullying to a member of staff and explain the implications of allowing the bullying to continue unchecked for themselves and for other students.

- Encouraging their child to take part in a Restorative meeting.
- Advising their children not to retaliate in an aggressive way to any form of bullying.
- Being sympathetic and supportive towards their children and reassure them that appropriate action will be taken.
- Keeping a written record of any reported instances of bullying.
- Informing the College of any suspected bullying, even if their children are not involved.
- Co-operating with the College, if their children are accused of bullying and try to ascertain the truth.
- Understanding the definition of bullying, as above in this policy, and distinguishing between a one-off incident, which is totally unacceptable, and a number of incidents which are classed as and treated as bullying.

6.4 The Students:

- Report all incidents to someone in College.
- Let the person displaying the bullying behaviour know you are not happy and try not to react; ask them to stop and tell them to go away.
- Be careful to whom they give your phone number and email address. If they receive an offensive (bullying) message they are advised to keep a record of date and time it was sent and can pass this on to police.
- Ask for a Restorative meeting at the College.
- Tell someone, be it a friend, family member or trusted adult.
- Keep a note of incidents.
- Make a self-referral to the College Counsellor or ask a member of staff to do this for you.
- If a friend feels they are being bullied, persuade him or her to tell a teacher or their parent/guardian.
- Speak to a member of the Anti-Bullying Ambassadors Team who can assist students.

Section 7 – Reporting a Bullying Concern

7.1 Students Reporting a Concern

Students are encouraged to raise concerns with any member of staff they feel comfortable talking to. All staff have received training with regards to supporting students who experience bullying behaviour. Form tutors are often the first contact point and students should feel able to speak with them about any pastoral issues.
Students can report bullying by:

- Verbally- talking to a member of staff
- By writing a note to a member of staff (e.g., in a homework diary)
- Speaking to parent so they can report on your behalf
- Speak to Anti Bullying Ambassador
- Click the anti-bullying alert button on College computers – this alerts a senior staff member

Any student can raise a concern about bullying behaviour, not just the student who is experiencing this behaviour. The College wants to ensure that students receive appropriate help, and this is the focus of any such conversations.

7.2 Parents Reporting a Concern

If parents have a concern about bullying, they should:

- In the first instance, report such concern to the Form tutor of their child by telephone call.

- Where the parent is not satisfied that appropriate action has been taken to prevent further incidents, or where further incidents have taken place, the parent should report the concern to the Head of Achievement.
- Where the parent is not satisfied that appropriate action has been taken by the Head of Year or there have been further incidents, the Vice-Principal should be contacted to prevent further incidents.
- Should the parents remain concerned that appropriate action has not be taken or where further incidents have taken place, the concern should be reported to Principal.

Where the parent/carer remains unsatisfied that the concern has not been appropriately responded to, the College's complaints procedure should be followed. This can be accessed via the College website and by contacting the College office. This usually involves making a formal, written complaint, to the Chair of the Board of Governors.

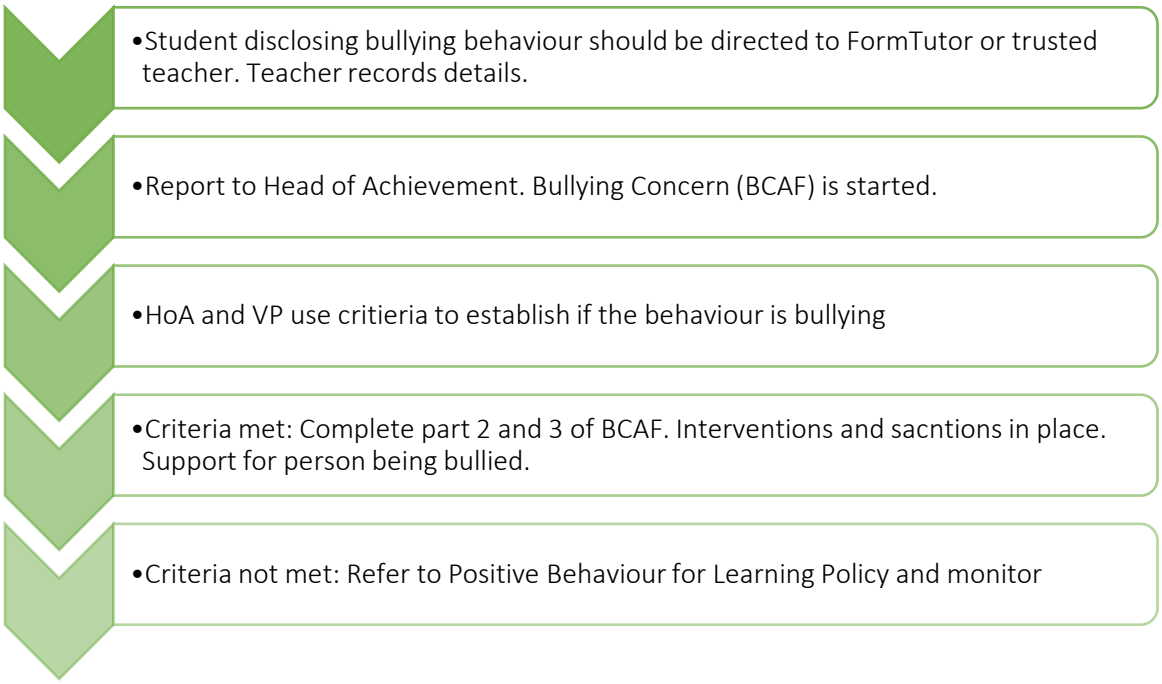
All reports of bullying concerns received from students and/or parents/carers will be responded to in line with this policy and that feedback will be made to the person who made the report. However, it must be noted that no information about action taken in relation to another student can be disclosed to anyone other than the student and his/her parents/carers.

Section 8 – Responding to a Bullying Concern – USE BULLYING CONCERN ASSESSMENT FORM (BCAF)

When responding to a bullying concern, school staff shall implement interventions aimed at responding to the behaviour, resolving the concern and restoring the wellbeing of those involved. Where appropriate, school staff may implement sanctions for those displaying bullying behaviour.
Additional guidance resource NIABF Effective Responses to Bullying Behaviour resource,

- Concern raised - **COMPLETE Part 1 – BCAF** (Form Tutor/Head of Year/Reporting Teacher)
- Clarify facts and perceptions
- Identify any themes or motivating factors
- Assess the incident against the criteria for bullying behaviour:
    - *Is the behaviour intentional?*
    - *Is the behaviour targeted at a specific student or group of students?*
    - *Is the behaviour repeated?*
    - *Is the behaviour causing physical or emotional harm?*
    - *Does the behaviour involve omission? (may not always be present)*
- If behaviour does not meet criteria according to Definition (Addressing Bullying in Schools Act (NI) 2016), address the socially unacceptable behaviour using Positive Behaviour for Learning Policy.
- If behaviour meets criteria according to Definition (Addressing Bullying in Schools Act (NI) 2016), **COMPLETE Part 2 and 3 – BCAF** (Head of Achievement/Vice Principal)
- Vice Principal and the Year Head will make final decision if criteria are met. In more complex cases, the Vice Principal will seek advice of Principal to assess criteria.
- Identify the type of bullying behaviour being displayed.
- Identify and select intervention/sanction using the College Positive Behaviour for Learning Policy level approach.
- Track, monitor and record effectiveness of interventions.
- Review outcome of interventions.
- Select and implement further interventions/sanctions as necessary.
- Put support and interventions in place for person being bullied.

Reporting and Recording Procedures Flowchart



Section 9 – Recording

As set out in the Addressing Bullying in Schools Act (NI) 2016, the College will be required to maintain a record of all incidents of bullying and alleged bullying behaviour.
The College will centrally record all relevant information related to reports of bullying concerns on the Child Protection Online Monitoring System. (CPOMS), including:

- how the bullying behaviour was displayed (the method)
- the motivation for the behaviour
- how each incident was addressed by the College
- the outcome of the interventions employed.

Records will be kept on the secure CPOMS system, which is part of the C2k system in schools. Access to these records will be restricted and only provided to those members of college staff with a legitimate need to have access.
All records will be maintained in line with relevant data protection legislation and guidance and will be disposed of in line with the College's Disposal of Records Procedure. Collated information regarding incidents of bullying and alleged bullying behaviour will be used to inform the future development of anti-bullying policy and practice within the College. The VP and Heads of Achievement will evaluate this.

Section 10 – Professional Development of Staff

Appropriate and adequate training for staff, including teaching and non-teaching College staff will continue to be a priority. This may include:

- ensuring that staff are provided with appropriate opportunities for professional development as part of the College's ongoing CPD provisions
- updated policy and its procedures training - e.g. any amendments made, inclusions added etc.
- safeguarding training for all staff and Governors

Section 11 – Links to Other Policies

In the development and implementation of this Anti-Bullying Policy, the Board of Governors has been mindful of related policies, including:

- Positive Behaviour for Learning
- Pastoral Care
- Child Protection
- Special Needs
- Use of Reasonable Force

Section 12 – Monitoring and Review of Policy

To appropriately monitor the effectiveness of the Anti-Bullying Policy, the Board of Governors shall:

- maintain a standing item on the agenda of each meeting of the Board where a report on recorded incidents of bullying will be noted
- identify trends and priorities for action
- assess the effectiveness of strategies aimed at preventing bullying behaviour
- assess the effectiveness of strategies aimed at responding to bullying behaviour

Section 13: Appendices

- Where to find help **-** A list of external support agencies (**Appendix 1**)
- There is also a comprehensive leaflet at Reception entitled "ICD Counselling and Support Service – Information for Students". This is shared with Year 8 parents, annually **(Appendix 2)**

Appendix 1

Useful Contacts – Support Agencies

The following is a list of support for teachers, parents and students.

Childline. Free 24 hour helpline offering confidential counselling to children and young people in trouble or danger.
Tel: 0800 1111.
Young Minds Parent Helpline – Tel: 080 8802 5544.
Lifeline (www.lifelinehelpline.info) 0808 808 8000
NI Anti-Bullying Forum (www.niabf.org.uk) advice for teachers, parents and young people.
Anti-bullying Network (www.anti-bullying.net/) advice for teachers, parents and young people.
Kidscape (www.kidscape.org.uk/) provides advice for teachers, parents and young people.
08451 205 204 (helpline for adults only)
NSPCC (www.nspcc.org.uk) Tel: 0808 800 5000
urzone website, (www.urzone.com/) is sponsored by the Police Service of Northern Ireland (PSNI) and provides advice and help on a range of issues affecting young people in Northern Ireland, including guidance on how to stay safe online.
Centre for Exploitation and Online Protection (www.ceop.gov.uk/) also provides a facility for reporting abuse on the Internet.
Kidsmart (www.kidsmart.org.uk/) is a website, dealing with Internet safety programmes.
BBC www.bbc.co.uk/schools/parents/bullying.
Kidscape
152 Buckingham Palace Road LONDON, SW1 9TR
Helpline for Parents:
0171 730 3300 [10.00 am - 4.00 pm Monday-Friday]
They provide free leaflets and booklets for parents, children and teenagers about bullying.
National Child Protection Helpline
Freephone: 0800 800 500
A 24-hour helpline for anyone concerned about a child at risk of abuse [including bullying]. Children may use this facility themselves.
Parents' Advice Centre
Franklin House 12 Brunswick Street BELFAST, BT2 7GE
Telephone: 028 9023 8800 [a 24-hour helpline]
This is a service for parents and young people in Northern Ireland. It offers listening support, in addition to guidance and counselling relating to any family problem.

Appendix 2

Counselling & Support Service Information

What is a Counsellor?
A counsellor is a person who will agree to give time to meet with you on a regular basis, when you can talk about anything that might be worrying you.

The Counsellor will not:
- Judge you or take sides
- Tell you what you should or should not do
- Discuss what you talk about with anyone else, without your permission

The Counsellor will:
- Listen to you and treat you with respect
- Help you to look at your choices
- Support you when you decide on a course of action

How will you get to see a Counsellor?
- Fill in a slip from the library and post it in the Counsellor's box in the front foyer
- You can ask your parent/guardian to contact the Counsellor or College on your behalf
- You can ask your Form Tutor, Year Head or any member of staff to contact the Counsellor on your behalf

Why might you want to see a Counsellor?
If you are worried about something and do not feel that you can talk to your parents or your friends.
For example:
- You are having problems in college
- You are having problems with relationships
- You are being bullied
- You are always in trouble
- You are worried about an addiction e.g. drugs, alcohol, gambling
- You think you may be pregnant
- You have no friends in college
- You have lost someone you loved through death

- You have been suspended or expelled in the past
- You are feeling depressed, and life seems to be getting you down

Where will you meet with the Counsellor?

- You will meet in a private room set aside by the College.

What will happen when you see the Counsellor?

- The Counsellor will introduce herself. Her name is Adeline.
- You will have the opportunity to decide whether you wish to continue to meet with the Counsellor
- You will make an agreement with the Counsellor as to how you will work together
- The Counsellor will explain the Confidentiality Policy and the Safeguarding Policy

Is everything you tell the Counsellor private?

Yes – The Counsellor will not repeat anything that you discuss in counselling to others without your permission *unless there are very serious concerns about your safety or another person's safety.*

What happens in Counselling?

Counselling gives you the opportunity to talk in private, about anything you may be worried or concerned about. The counsellor will not tell you what to do or how to live your life, but she will help you to look at the choices you have and to make your own decision.

Who is the Counselling Support Service for?

It is open to any student in the College.

When is counselling available?

The Counsellor is in the College at least one day per week.

REMEMBER

You can ask any member of staff to arrange an appointment for you, or make a self-referral in the Counsellor's box in the front foyer

ICD Counselling and Support Service

Telephone: (028) 8772 4401

www.intcollege.co.uk