



## **Westwood with Iford Anti-bullying and Exclusion Policy**

At Westwood with Iford School we aim to create an environment where each child is safe and secure, and is able to enjoy learning and reach their full potential. We aim to raise the self esteem of all members of the school community by encouraging an atmosphere of mutual respect.

At Westwood with Iford School we define bullying as 'Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.'

'Bullying is the physical or verbal abuse of another individual so that their safety, confidence and happiness are diminished.' (This definition has been adopted by Wiltshire's Children and Young People's Trust Board and Wiltshire's Anti-Bullying Steering Group.)

All bullying is psychologically harmful and can take the form of physical assault, verbal threats and taunting and harm to personal equipment. Bullying can include communication through the use of computers and mobile technology.

At Westwood with Iford School we regard bullying as particularly serious and take firm action against it. We encourage children, parents and staff to work against it and report any incidents of bullying.

### **Aims**

At Westwood with Iford School we aim to:

- Protect every person's right to feel supported and valued within the school environment.
- Ensure that our school community is secure in the knowledge that all reported or discovered incidents will be dealt with promptly.
- Prevent bullying before it starts by educating children and through embodying the school values of tolerance, respect, friendship, honesty and forgiveness.
- Be aware of the 'bullying hotspots' around our school and take measures to ensure these are supervised.
- Promote ways to deal with bullying issues by having an 'Anti Bullying Week' every year.

## **Objectives**

At Westwood with Iford School we will encourage:

- Adults and children to understand that if they are experiencing bullying themselves or are aware of bullying themselves, it is important and right to tell someone about their fears and concerns.
- All staff to be aware that bullying can take place in our school.
- Adults and children to be aware that bullying can be physical, verbal, emotional or cyber by a single person or group *and usually takes place over a period of time. All incidents of unkindness or anti social behaviour will be acted upon and dealt with independently.*

Incidents of bullying can include:

- Name calling
- Malicious gossip
- Damaging or stealing property
- Coercion into acts they do not wish to do
- Violence and assault
- Jostling
- Teasing
- Intimidation
- Extortion
- Ostracising
- Damaging school work and equipment
- Making threats
- Excluding people from groups
- Deliberately ignoring
- Cyber bullying (text message bullying, chat room bullying, email bullying)

## **Approach and Organisation**

*All reported incidents of bullying will be shared with all staff at the earliest opportunity.*

Staff should be vigilant for signs of bullying by noting when a person exhibits:

- Changes in normal behaviour.
- Signs of withdrawal or friendlessness.
- Not wanting to go into the playground.
- Not wanting to come to school.
- Feigning illness.
- Experiencing sleeplessness or anxiety.
- Being unable to concentrate.
- Physical abuse.

## **Procedures**

Bullying at our school is always taken seriously.

Children are told that they must always tell someone if they, or someone else, are being bullied. Children are encouraged to tell any adult they feel comfortable with. If an allegation of bullying is made:

- The adult in charge will seek to clarify the situation by asking questions, reassuring the child that they have done the right thing to tell.
- The adult in charge will listen to both sides of the story separately in a private place.
- If the incident is found to involve bullying, the class teacher will always be informed.
- The class teacher will inform the Head teacher, who may carry out further investigations.
- If bullying is found to have occurred, the parents of all the children involved will be informed.
- The bully will be made aware of the consequences of his/her actions, and encouraged to seek solutions.
- The bully must make a genuine apology to the victim.
- Appropriate sanctions will be applied, which may include loss of privileges, and internal or external exclusion.
- The situation will be carefully monitored, by involving all adults responsible for supervision of the child, who will report back to the class teacher or head teacher. The class teacher and head teacher will discuss the child at agreed intervals to make sure that there is no further bullying.
- If further incidents occur, the bully will be placed on an Individual Behaviour Plan. The stages in monitoring and influencing behaviour through Individual Behaviour Plans will be identical to those for children with Special Educational Needs (SEN) and the child will be placed on the SEN register. (See SEN Policy)

## **Exclusions**

A pupil can be excluded as a result of serious breaches of the school rules. Only the head teacher has the right to exclude pupils. In the head teacher's absence, the power rests with the most senior teacher, who should make it clear that s/he is acting for the head teacher.

Under government regulations, the head teacher may exclude a pupil for fixed periods of time up to a maximum of 5 school days each exclusion in an academic year. Fixed term exclusions of more than 5 days would be used only rarely and principally where extra time is needed for the pupil to be successfully reinstated. A first fixed period exclusion lasting from one to three days will often be appropriate.

Fixed term exclusion will be considered where a pupil's behaviour is seriously detrimental to the education or welfare of the pupil or to that of others at the school. ALL CHILDREN HAVE A RIGHT TO LEARN: therefore, pupils, who after every attempt by the school to help them, continue to display behaviour that denies others this right will be excluded.

Other than in exceptional circumstances, measures which should be taken before Fixed Term Exclusion is used, include:

- Counselling provided by the class teacher, SENCO, deputy or head teacher.
- Advice sought from the Behaviour Support Team, when appropriate.
- Advice and help from the Education Welfare Officer and/or social workers.
- Involvement of the Educational Psychologist in observing behaviour and giving advice.
- A list of behaviour targets, coupled with a sticker chart.
- An Individual Behaviour Plan, shown to parents. Rewards and sanctions will be included in the plan.
- Detailed written evidence of unacceptable behaviour by the pupil.
- The involvement of parents and pupils in positive strategies to improve behaviour

Any incidents of violence, verbal abuse, threats, physical violence and intentional serious damage to personal property will be recorded. Pupils will be given the opportunity to explain their actions and witnesses will be interviewed before an incident report is written.

Verbal abuse towards any member of staff by a pupil will result in the immediate removal of the pupil under the supervision of a responsible adult to allow for a 'cooling off' period during which fixed term exclusion will be considered. Parents will always be contacted if exclusion is being considered as an option and we will talk to parents about our concerns.

If a pupil's lunchtime behaviour constitutes a threat to discipline of the school, or endangers their own safety or the safety of any member of the school community, lunchtime exclusion may be used. Parents will be asked to take their child home for the whole of the lunch time period. This would normally be for a fixed term period, usually not longer than a week. Parents will be informed in writing first; warning them that this sanction is being considered and explaining the reasons for it. An acknowledgement slip should be attached. Arrangements for providing meals for any pupil entitled to free school meals must be made.

### **Extreme Incidents of Unacceptable Behaviour**

On those rare occasions when an incident of extreme behaviour occurs e.g.

- being racist
- being offensive or any other verbal abuse intended to be derogatory including
  - sexist, homophobic or racist remarks
- physically hurting another child or a member of staff intentionally
- fighting
- deliberately vandalizing/damaging school property

This will be reported immediately to the Head teacher and parents of both the perpetrator and the victim will be informed. An external exclusion would be applied and guidance, laid down by the schools or Local Authority, would be followed when implementing this procedure.

### **Arrangements for exclusion**

- Parents will be contacted by telephone, on the day of the exclusion and a letter will be sent home to parents, informing them of the period for which their child will be excluded and explaining the reasons for the exclusion, as well as the date that the child may return to school. It will also include information about how to make representations to the governing body and the LEA about the appropriateness of the exclusion and how to request sight of their child's school records
- The pupil will receive schoolwork to do at home during the exclusion period and arrangement for setting and marking the work will be explained to parents in the letter.
- The LA must be informed of all exclusions, using the appropriate form.
- For exclusions totalling six days or more Governors must hold a discipline committee meeting.
- Arrangements will be made for receiving pupils back into school, which will include meeting with the pupil and their parents, and a behavioural contract to be signed, clearly stating the school's expectations for the behaviour of the pupil on their return to school. Work completed during the exclusion should be received and marked. If the pupil or their parents refuse to comply with the conditions set down for the pupil's return, permanent exclusion may be considered.
- Where a pupil is given a fixed period exclusion of 6 to 15 school days, and the total for that term does not exceed 15 school days, the discipline committee must meet between the sixth and thirteenth school days, unless an external examination is involved. They will then discuss whether additional support is needed to prepare for reintegration and if considered necessary, they will liaise with the LA and other external agencies.
- Once the total of excluded days for that term reaches 16 or more school days, then the discipline committee must meet between the sixth and fifteenth school day from the date of the exclusion unless an external examination is involved.
- Pupils will not remain out of school for more than 15 days without a clear plan for reintegration and the school may call a multi-professional meeting to help construct such a plan.
- If the exclusion is for lunchtimes only, the length of the exclusion (normally no more than five school days) and the arrangements for providing a meal for any pupil entitled to free school meals will be stated.
- The discipline committee can decide to reinstate the child or confirm the original decision to exclude.

### **Permanent Exclusions**

Permanent exclusion involves requesting that the pupil's name be removed from the register because the school can no longer provide for the pupil's needs or safety or cope with his/her behaviour.

Permanent exclusion will only normally be considered after fixed term exclusions have been used. The pupil should have the right to explain their behaviour and this should be fully and fairly considered when a decision is taken. Witnesses to any violent or abusive behaviour should be sought and interviewed.

- A decision to permanently exclude a pupil has to be confirmed at a discipline committee meeting
- If it is intended to permanently exclude a pupil from school, parents will be notified, without delay, of the exclusion and the reason for it, by telephone and then confirmation will be made by letter. Parents should be informed that they can request support from the EWO if a child has been excluded.
- The LA will be informed immediately of any permanent exclusion.
- A discipline committee meeting must be held within 6 to 15 school days of the parents being informed of the head teacher's decision to exclude the child. This meeting will include parents, governors and representative/s from the LA to see whether or not the permanent exclusion is to be upheld. The Local Authority and the parents have a right to make representation at all discipline committee meetings. If the governors decide not to reinstate the pupil, the parents have the right to make representations to the LA to appeal against the exclusion. The LA may order reinstatement or uphold the exclusion. The governors may then appeal to an Independent Appeal Committee against a reinstatement order
- The discipline committee must constitute at least three governors, who, have had no previous involvement in the exclusion. One of the governors will chair the meeting. Neither the head teacher nor an elected county councillor can be a member of this committee.
- Other people invited to the meeting could be a friend or representative of the parents, the Education Welfare Officer, the head teacher and other members of staff involved, representatives from other agencies who have been involved. A clerk will minute the meeting.
- The discipline committee should satisfy itself that all-possible support to improve a pupil's behaviour was tried and has failed. This support should have included a pastoral support programme. Once the evidence has been presented, the discipline committee will meet on its own and reach a decision which must be communicated to the parents on the same day.
- The committee can either decide to uphold the exclusion or direct the head teacher to reinstate the child.
- If a decision is made to reinstate the child, discussion will take place with the LA and the school to see whether short-term support is necessary to support the child. If the decision is made to uphold the permanent exclusion the discipline committee will confirm this in writing, together with details of how parents may appeal against the decision
- If parents appeal, the school must continue to provide work for the excluded child.

### **Appeal Hearings**

- The Appeal Panel must meet within 15 school days of the date that parents appeal. Responsibility for constituting an appeal panel, appointing members and a clerk and choosing the chair rest with the LA.
- The head teacher, governing body and LA may make written representations and this evidence should be made available to panel members and parents four working days in advance of the hearing. A legal or other representative of the Discipline Committee may also be present. The child may also attend at the parents'

request, providing notice is given to the clerk of the committee, although the meeting can refuse this if it has a good reason for doing so. Parents can bring a friend or representative to the meeting as long as notice is given to the clerk.

- The clerk of the Appeal panel should serve as an independent source of advice on procedure for all parties to the appeal. That person should not have served as clerk to the previous discipline committee hearing.
- The appeal panel will hear from all present, then retire and announce its judgement that day and confirm it in writing that day.

Date agreed by Governors July 2017

Review due July 2020