

What will we do when you tell us you are being bullied?

We know that bullying sometimes happens in our school as it does in all schools, but when it happens here we have a plan that all the staff and governors have agreed.

This is what we will do:

- * We will always talk to everyone involved and to anyone who might have witnessed anything.
- * We will always involve you and those who are doing the bullying to try to sort out the problem.
- * We will write down what has happened so that we know all the details.
- * We will work hard to make sure that bullying doesn't happen again.
- * We will ask the bullies to agree that the bullying will stop and watch to make sure it does.
- * We will give you all a time to come back and report on how things are going.
- * Usually this puts a stop to the problem but if something bad happens again, you must tell the adult you meet with right away so that they can help to sort it out.
- * Someone will keep an eye on you all even after the problem seems to have gone away and you can always talk to them.
- * Sometimes we will involve your parents or the bully's parents so that they can help as well.
- * We believe that everyone has the right to be safe in school and we will do everything to make sure that you are.
- * **WE DO NOT ALLOW BULLYING AT SHIPHAY LEARNING ACADEMY.**

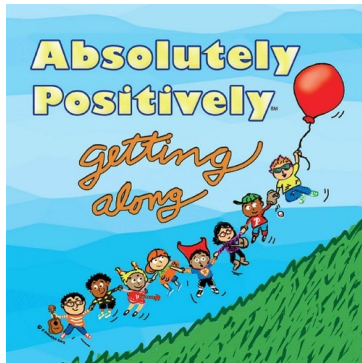
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KIND
TO OTHERS.



GETTING ALONG YOU CAN DO IT!

An Anti-Bullying Guide for Children

We have called this booklet “**Getting Along**” because we want everyone at Shiphay Learning Academy to get along with each other. That doesn't mean that everyone has to be friends because a friendship is a special thing between two people. What everyone does have to do is to treat others with **Respect** and in the way that you would like to be treated yourself.



Sometimes things go wrong and people are unkind or aggressive to each other. All teachers and other staff will want to stop that happening and will try to sort the problem out by working with everyone concerned.

Very occasionally, when things go wrong, children may **plan** to pick on someone more than once; hurting them, upsetting them or saying unkind things. Sometimes they do this on their own and sometimes with others to help them. This is called bullying.

What should you do if you are being bullied?

- * Remember that bullying means that someone is planning to make you unhappy by hurting you, or saying hurtful things, on more than one occasion.
- * They may do this by speaking to you or sending messages via others, as notes or online (cyber bullying).
- * Stand up for yourself by telling the bullies to stop what they are doing because it is hurting or upsetting you.
- * No matter how hurt or upset you are, don't hit or kick anyone as that puts you in the wrong too. Use words to try and deal with the situation.
- * **TELL** your teacher or another adult you trust, who will tell Mrs Lee. **We will do something about it but we need to know right away.** Please **do not** let things go on for a long time as no-one should feel unhappy in school.
- * Do not think that telling will make things worse because we will check that it doesn't by having regular meetings.
- * Make sure that you tell the **whole** story as we need to know the **whole** truth so that we can sort problems out fairly.
- * Someone who is bullying you might threaten to hurt you if you tell. Don't let this put you off and don't be frightened; we will do everything we can to make sure that this doesn't happen.
- * All the staff know what to do if someone is being bullied. **They will listen to you.**
- * Anyone who knows that bullying is happening must tell someone they trust. This is everyone's responsibility.
- * **Shiphay Learning Academy is a Telling School. Tell us. We don't put up with Bullying.**

