

# ST KILLIAN'S COLLEGE



# ANTI-BULLYING POLICY

## **Rationale**

We in St Killian's have a primary responsibility for the welfare and safety of the students in our care by providing a safe and supportive environment. Bullying is a form of anti-social behaviour and has no place in this college. Such behaviour is unacceptable as no person has the right to make another uncomfortable or unhappy. St Killian's views the issue of bullying as an extremely serious matter.

## **Aims**

- To ensure that in the college community all students are valued and an emphasis is placed on developing confidence and self esteem
- To provide a safe, secure and supportive learning environment for the students
- To give students the opportunity to talk about bullying in general and specifically
- To help students develop positive attitudes towards themselves and others
- To encourage respect for families, friends and others
- To create an atmosphere of trust where students feel they can voice their fears and feel confident that they will be dealt with
- To raise awareness of bullying through the college curriculum especially through the PSE programme
- To provide counselling for the victim where necessary
- To provide learning experiences for all so that they recognise responsibility for their own behaviour

## **Procedures**

- You have the right to feel comfortable and safe at College and on your journey to and from the college. If you are being bullied **YOU MUST TELL TELL TELL**
- Talk to someone you can trust e.g. a teacher, your form tutor or form leader, an older friend, a Post-16 class mentor, or a relative
- Tell your parents. They can tell a teacher for you
- Write down what the bullies have said or done to you and how you feel about it. Be very careful to write down what actually happened
- **ALWAYS DO SOMETHING** – sometimes bullying will stop but it may not, and you will only get more upset. This will encourage the bullies. More victims could be hurt unless bullying is stopped.

## **What You Should Not Do**

- **DO NOT** suffer in silence – there is nothing wrong with asking for help
- **DO NOT** hit the bullies – you could be accused of bullying
- Always be truthful – do not exaggerate. If anything you say is untrue, people may doubt your whole story
- **DO NOT** believe the lies bullies tell about you – you know they are not true

## **BULLYING-POINTS FOR PARENTS**

Watch for signs of distress in your child e.g.

- An unwillingness to attend college
- A pattern of headaches or stomach pains
- Equipment that has gone missing
- Request for extra pocket money
- Damaged clothing or bruising
- Hurtful notes or text messages
- If you think your child is being bullied in college, inform the Principal/Vice Principal or Pastoral Leader.
- A parent making a complaint about bullying will have a personal response from the Pastoral Leader within one week of making the complaint, indicating the investigation which has been carried out and the action being taken.
- Advise your child to tell a teacher
- Do not encourage you child to hit back or verbally respond

## **BULLYING-POINTS FOR STAFF**

The term staff refers to teaching and non teaching staff

- Every complaint of bullying must be taken seriously. The member of staff receiving the complaint must either respond him/herself or pass the matter to another member of staff who will undertake to do it.
- Listen to the complaint. The victim should be offered immediate support
- Reassure the complainant that action will be taken to stop the bullying
- Think carefully as to what approach would be most beneficial
- Students who are involved should be spoken to separately at the initial stages
- Talk to the bully or bullies, they may be unaware of the unhappiness which they are causing
- Keep an eye on the victim and watch for continuing signs of distress
- Involve parents. Reassure them that ongoing support will be provided for the victim
- If bullying has taken place outside college-parents will be contacted to deal with the issues themselves
- Always keep a written record of details of the incident and what steps you have taken to deal with it
- Procedures will be reviewed, so if you find certain measures particularly effective, share them with other colleagues and they can be added to the existing policy.

## Mobile Phones

### Rationale

St. Killian's College accepts that parents give their children mobile phones to protect them when commuting to and from college. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak at any time with their child outside college hours.

In order to preserve good relationships between staff/students and students/students and to contribute to the creation and maintenance of an effective learning environment; the college believes there is no place for the use of mobile phones during college hours therefore they should be deposited in a locked safe during the college day.

### Responsibility

It is the responsibility of students who bring mobile phones onto the college premises to adhere to the guidelines outlined in this policy.

### Acceptable Use

Parents are reminded that in cases of emergency, the college office remains the vital and appropriate point of contact and can ensure that children are reached quickly and are assisted in an appropriate way. Students will be granted permission to access the college phone when the need to contact home arises.

A locked safe is provided in each form room for the secure storage of mobile phones. Mobile phones must remain switched off and out of sight whilst on the college grounds and throughout the college day, college events, and during public examinations.

### Consequences of misuse of mobile phones

It is a criminal offence to use a mobile phone to menace, harass or offend another person. Mobile phones must not be used to engage in personal attacks, harass another person, or take/send photos or objectionable images and phone calls.

The mobile phone will be removed from the student, parents will be contacted and requested to collect their child and the phone from the college. In the event of a criminal investigation the mobile phones will be given to the PSNI.

Under no circumstances can mobile phones be brought into an examination hall switched on/off. **Any breach of the policy on mobile phones during examinations will result in the student being automatically disqualified.**

The college accepts no responsibility for replacing mobile phones that are lost, stolen or damaged which had been placed in the secure safe.

**Child Protection:** In the event of it coming to the attention of staff that a mobile phone has been used to send or receive material of a criminal nature, the Child Protection procedures will be instigated immediately.

### **Internet**

The college has taken every possible step to ensure that the children are safe from exploitation, grooming or bullying via the Internet. (See Internet/IT Policy). Students must take some responsibility for keeping themselves safe and staff must make every effort to supervise Internet access.

**Child Protection:** If it should come to the attention of a member of staff that a student is either engaging in or is the victim of a type of abuse via the Internet, the Child Protection procedures will be instigated immediately.

### **Photographic/Video Images**

Throughout the college year, photographs/videos of children will be taken for the following purposes:

Student of the Month

College Council

Classroom activities

Sporting activities

If photographs are displayed in the college, they will not be accompanied by the child's name. This is in the interests of safeguarding the children from unsolicited approaches by a person intending harm.

### **Parents**

The college will help parents/guardians to understand its responsibility for the welfare of all the children and young people in its charge. Parents/guardians will be made aware of the college's child protection arrangement, within its pastoral care policy, and the fact that this may require cases to be referred to the investigative agencies in the interest of the child. Parents are encouraged to notify the college when someone other than the parent/guardian or usual carer will be picking the child up from college.

Parents should always inform the college of any accidental bruising or other injuries that might otherwise be misinterpreted. They should also inform the college of any changes in home circumstances, such as the death of a member of the family, or separation; which might lead to otherwise unexplained changes in behaviour or characteristics.

Parents can feel confident that procedures are in place to ensure that all staff appointed has undergone procedures to ensure that they are suitable to work with children.