

(Appendix 3)
Anti-bullying checklist for schools- October 2012

Issue	Evidence	In place	Partly in place	Not in place	Action
POLICY					
A clear definition of bullying is included in our school policy					
The definition of bullying is clearly understood by: Staff Children and young people Parents/Carers Governors					
Our anti-bullying policy is in place and makes clear reference to: Faith based bullying Racist bullying Homophobic bullying Cyber-bullying Disability based bullying					
Policy is reviewed annually by Governing Body in consultation with school community					
We have a Governor (or group) with a nominated responsibility for anti-bullying					
Policy is communicated effectively to the school community using a range of methods eg: the school website, the VLE, posters, newsletter, leaflets, logos around school					
DEALING WITH INCIDENTS					
Children and young people are clear about how to report bullying in our school					
Children and young people are confident to report bullying in school					
We have clear structures in place which identify who deals with incidents of bullying that emerge in school					
We have clear mechanisms in place for recording incidents of bullying					
Records of bullying incidents include the support provided to: The victim(s) The bully					
The Governors in our school are aware of the scale of bullying via regular					

Reports from HT					
Actions to challenge bullying behaviour are widely known by: Staff Children and young people Parents/Carers Governors					
Our school includes restorative approaches in its toolkit to address bullying behaviour					
Our school provides access to self-help resources for children and young people					
Our school provides peer to peer support e.g. playground buddies, peer mentoring etc.					
Our school takes care to ensure that the improvement for the victim is sustained					
Where necessary our school calls upon other services to support children (both the victim and the bully) involved in incidents, and may use CAF/TAC where appropriate					
PREVENTION					
Our school challenges all verbal comments that could underpin a culture of bullying including: Racist language Homophobic language Discriminatory language					
We specifically teach sessions around: Cyber bullying Homophobic bullying Racist bullying Faith based bullying Disability based bullying (consider the following as options) <ul style="list-style-type: none"> • Delivering SEAL • PHSE • Assemblies 					
Cross curricular opportunities are taken					
Our commitment to the anti-bullying agenda is visible to our whole school community for example: <ul style="list-style-type: none"> • The website • Posters displayed around school • References in newsletter 					

<ul style="list-style-type: none"> • Anti-bullying charter 					
Participate in national programmes e.g. Anti-Bullying week					
MPACT					
As a school we have robust procedures in place to find out how safe our children feel when they are in school					
As a school we are clear that we know how safe children feel across our whole site (see anti-bullying audit provided by BSS)					
As a school we have robust procedures in place to ensure that we know the perceptions parents have about how safe we keep their children					
ONGOING SCHOOL IMPROVEMENT					
As a school we are confident that we act upon the perceptions of children and parents about how safe children feel in our school					
We use information about trends in incidents of bullying to: <ul style="list-style-type: none"> • Inform curriculum amendments • Inform assembly structures • Inform staff training • Inform our School Improvement Plan 					
Our school has everything in place to prepare us for signing Stockport's anti-bullying charter					

Appendix 4 - Organisations that can offer Support

NAME	DETAILS	CONTACT
Act Against Bullying	National charity highlighting new forms of bullying, esp. exclusion bullying. Organises Cool To Be Kind Day campaign in November, aimed at raising awareness of health risks carried by bullying.	0845 230 2560 9 Badgers Hill, Virginia Water, Surrey GU25 4SB www.actagainstbullying.com
Anti-Bullying Alliance	UK's leading organisation in the field of bullying. Lots of resources and information on the website.	0207 843 1165 National Children's Bureau, 8 Wakley Street, London EC1V 7QE www.antibullyingalliance.org
Beatbullying	Fully interactive 3D anti-bullying website. Organises local and regional seminars for young people, and establishes cross-community anti-bullying partnerships for young people who are disadvantaged socially, economically, personally or culturally.	020 8768 1017 77-79 Church Road, London SE19 2YA www.beatbullying.org
BM Schools Out / LGBT History Month	Provides formal and informal support network for all people who want to raise profile of homophobia, transphobia and heterosexism in education. Campaigns on LGBT issues as they affect education and those in education.	020 7635 0476 National London, London WC1N 3XX www.schools-out.org.uk www.lgbthistorymonth.org.uk
Bully Free Zone	Specialist anti-bullying charity offering help, support and information to children young people and families affected by bullying. Also work in partnership with schools and local authorities.	01204 454958 23 Palace Street, Bolton BL1 2DR www.bullyfreezone.co.uk
Child Exploitation and Protection Online (CEOP)	Works across the UK supporting providing internet safety for children, young people and their families. Also delivers free education programmes – to children and young people, parents and professionals. "Polices" the internet.	0870 000 3344 33 Vauxhall Road, London SW1V 2WG www.ceop.gov.uk
Childline	UK's free 24 Helpline for children and young people to call about any worry – more calls on bullying than any other issue. Also run CHIPS (Childline in Partnership with Schools) – they work closely with schools to help them set up effective support for pupils.	020 7650 3231 45 Folgate Street, London E1 6GL www.childline.org.uk Helpline 0800 1111
Childnet	Non-profit organisation working with others to help make the internet a great and safe place for children. KnowITAll, Digizen.org, Kidsmart, Young people and the internet, Young people and social networking	0207 639 6967 Studio 14, Brockley Cross Business Centre, 96 Endwell Road, London SE4 2PD www.childnet-int.org
Contact A Family	Provides advice, information and support to families with disabled children across the UK and those who work with them.	0207 608 8740 209-211 City Road, London EC1V 1JN www.cafamily.org.uk

NAME	DETAILS	CONTACT
EACH	Educational Action Challenging Homophobia. Provides the UK's Freefone Helpline for young people affected by homophobia. Works in partnership with schools, LEA's, children's charities and other public and voluntary organisations.	0117 946 7606 Office 24, 14 Clifton Down Road, Bristol BS8 4BF www.eachaction.org.uk Helpline 0808 1000 143
Get Connected	Offer emotional support to young people, and help them explore the options available. Help young people access the support service they need. Free, confidential Helpline.	www.getconnected.org.uk Helpline 0808 808 4994
Internet Safety Zone	An on-line safety advice by the University of Central Lancashire	www.internetsafetyzone.co.uk
Kidscape	National charity dedicated to preventing bullying and child sexual abuse. They work with young people under the age of 16, and their parents / carers, plus people who work with them. Helpline for parents of children who've been bullied. Website info re keeping children safe. Assertiveness training for young people.	0207 730 3300 2 Grosvenor Gardens, London SW1W 0DH Helpline 08451 205 204
LEAP Confronting Conflict	Works with young people and the professionals who work with them. They believe that conflict is inevitable in the lives of young people, and what is important is to enable them to deal with it in constructive and creative ways.	0207 272 5630 The LEAP Centre, 8 Lennox Road, Finsbury Park, London N4 3NW www.leaplinx.com
MENCAP	UK's leading learning disability charity. Provides support for young people who have a learning disability and their parents / carers. Running a campaign to stop the bullying of young people with a learning disability.	0207 696 6019 123 Golden Lane, London EC1Y 0RT www.mencap.org.uk
National Children's Homes	One of UK's leading charities, supporting some of the country's most vulnerable and excluded children and young people. Leading UK provider of family and community centres, and children's services in rural areas.	0207 7704 7000 85 Highbury Park, London N5 1UD www.nch.org.uk
NSPCC	Works to end cruelty to children, and provides a range of direct services for children and young people, and for their parents / carers and families. 24 Freephone Helpline.	0207 650 6855 Weston House, 42 Curtain Road, London EC2A 3 NH www.nspcc.org.uk Helpline 0808 800 5000
PACE	London's leading charity promoting the mental health and wellbeing of the lesbian, gay, bisexual and transgender community. Offer a range of services, including counselling, family support and advocacy.	0207 700 1323 34, Hartham Road, London N7 9LJ www.pacehealth.org.uk
Parentline Plus	Biggest independent provider of parenting support in the country – national charity. Free confidential 24 hour Helpline. Run groups and workshops – face to face and by telephone. Also a free text phone for people who are deaf, hard of hearing or have a speech impairment – 0800 783 6783	0207 824 5549 520 Highgate Studios, 53-79 Highgate Road, Kentish Town, London NW5 1TL www.parentlineplus.org.uk Helpline 0808 800 2222

NAME	DETAILS	CONTACT
Teach Today	Provides information and advice for practitioners about the positive, responsible and safe use of new technologies	www.teachtoday.eu/en.aspx
Terence Higgins Trust	Set up in response to the HIV epidemic, and has been at the forefront of the fight against HIV and AIDS ever since. Provides a very wide range of services, including support for young people with HIV / AIDS who are being bullied. Also emotional support via the telephone (Helpline).	0207 812 1600 314 – 320 Gray's Inn Road, London WC1X 8DP www.tht.org.uk Helpline 0845 1221 200
Think U Know	This is a site from CEOP for children and young people and practitioners to focus on how to stay safe on line	www.thinkuknow.co.uk
Victim Support	National charity for people affected by crime, including bullying. Free and confidential service. National Helpline, Victim Supportline, provides information, support and referral to local services.	0207 896 3769 Cranmer House, 39 Brixton Road, London SW9 6DZ www.are-you-ok.org.uk Helpline 0845 3030 900
Websafe Crackerz	A website for children and young people focussing on cyber-bullying and on-line safety	www.websafecrackerz.com/ih8u.aspx
Young Minds	National charity dedicated to improving the mental health of all babies, children and young people. Parents Information Service for anyone with concerns about the mental health of a child or young person. Wide range of publications covering issues affecting children, including bullying. Advice and support for young people contemplating self-harm and suicide.	0207 336 1458 48-50 St John Street, Clerkenwell, London EC1M 4DG www.youngminds.org.uk

Appendix 5 – Forms used in school

Bullying related incidents

Copies of these forms are held by all class teachers, the Headteacher and those adults on duty on the playgrounds at morning playtime and at lunchtime.

If a form is completed at a playtime/lunchtime by someone other than the class teacher, it will be passed to the class teacher at the end of the playtime/lunchtime. Whoever completed the form must detail any actions they have taken.

The class teacher will speak to the children involved in the incident and will record their actions on the form.

If the incident needs to be escalated to the senior management of the school, the class teacher will pass the details on to the relevant phase leader.

The phase leader will then decide whether any further action needs to be taken and whether the incident needs to go to the Headteacher.

All completed forms will be passed to the Headteacher at the end of each week. These will be kept securely in the Headteacher's office.

Children's Concerns sheets

Copies of the concerns sheet are available in all classrooms, outside the Head teacher's office and in the corridors by the doors to the playground.

Bags to put the sheets in are also available in these places.

Teachers will check the bags daily and will deal with the concern as soon as possible; certainly no later than 48 hours.

Completed concerns sheets will be passed to the Headteacher at the end of each week. These will be kept securely in the Headteacher's office.

Bullying Related Incident

Date:

Name of victim:

Class:

Witnessed by adult / Told by victim / Told by witness

Physical / Verbal / Indirect or Emotional / Racist / Sexual / Homophobic / Cyber / Disablist

Brief description of incident:

Actions taken:

Completed by:

Time:

Actions taken by class teacher:

Passed to phase leader? Y/N Date & time:

Signed (class teacher):

Actions taken by phase leader:

Passed to Headteacher? Y/N Date & time:

Signed (phase leader):

Received by Headteacher: Date & time:

Actions taken by Headteacher: