



TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

TORFAEN ANTI-BULLYING GUIDANCE AND POLICY FOR EDUCATION SETTINGS

2020

- Tell a trusted adult if something is worrying you online or contact support services, such as Meic and Childline, to talk confidentially. Don't be embarrassed to ask for help, there is support available for whatever you are worried about.

Help if you need it:

Meic is the helpline service for children and young people up to the age of 25 in Wales.

Freephone: 08088023456

SMS Text: 84001

Online chat: www.meic.cymru

Childline is a free, private and confidential service where you can talk about anything.

Call: 08001111

Online: www.childline.org.uk

For further information on specific online issues see the extensive range of online safety resources on www.hwb.gov.wales.

If you need help removing upsetting content, such as online abuse or threats, violent content on unwanted sexual advances visit www.reportharmfulcontent.com

The law is on your side

The **Protection from Harassment Act**, the **Malicious Communications Act 1988** and Section 43 of the **Telecommunications Act** may be used to combat online bullying. People may be fined or sent to prison for up to six months.

Further sources of advice and support can be found in Appendix 10: Useful resources, approaches and organisations.

Appendix 7: Respect and resilience, Developing community cohesion

Guidance document no.196/2016. Date of issue: January 2016

This document provides guidance to schools and childcare providers in Wales in order to ensure that they conform to the statutory requirements of the Counter-Terrorism and Security Act 2015 and the associated revised Prevent Duty Guidance, July 2015. It has been thoroughly revised to ensure that it is accurate, current and comprehensive, while remaining a useful resource for governors, headteachers, teachers and support staff in schools. It is linked with a toolkit (gov.wales/respect-and-resilience-self-assessment-tools-schools), also thoroughly revised, that enables schools to assess their level of compliance with new statutory requirements, and the extent which they can claim to be a safe learning community. It also explores the threats facing schools, the wider context of these threats, as well as developments in safeguarding and the support mechanisms now in place. It sets out the importance of the core values that should set the context for learning and teaching in schools as well as the curriculum developments which provide a vehicle for challenging violent and non-violent extremism, and their consequences. Together with the self-assessment toolkit, this document enables schools to assess risks and take appropriate measures to address these, both by actions taken within schools and in cooperation with external agencies. Central to the success of this strategy is effective communication within schools and appropriate training at all levels.

As with any wide-ranging strategy, training and development will be required to ensure successful implementation. Schools can contact their Prevent coordinator or access information about the Home Office's radicalisation awareness training product Workshop to Raise Awareness of Prevent (WRAP). For more information please e-mail WRAP@homeoffice.x.gsi.gov.uk

As this is an area of activity that is subject to rapid and sometimes unexpected change, this guidance will be regularly updated to ensure that the content and advice remain current, correct and comprehensive.

Appendix 8: Equality Act 2010

Under the Equality Act 2010, new duties on schools and other public bodies came into force in April 2011. The Act strengthens and simplifies existing equality legislation. The Act brings together existing duties not to discriminate on grounds of race, disability and gender which schools are already bound to comply with, and it extends these to include duties not to discriminate on the grounds of age, sexual orientation, religion or belief, and gender re-assignment. It places a requirement on governing bodies and proprietors of schools to eliminate discrimination and promote equal opportunities, some of which they will already be doing. It applies to school policies for tackling prejudice related bullying. The Equality Act 2010 (the Act) replaced 116 different equality and anti-discrimination statutes with a single Act. The majority of the Act came into force on 1 October 2010. The nine main pieces of legislation that were merged into the Act were:

- the Equal Pay Act 1970;
- the Sex Discrimination Act 1975;
- the Race Relations Act 1976;
- the Disability Discrimination Act 1995;
- the Employment Equality (Religion or Belief) Regulations 2003;
- the Employment Equality (Sexual Orientation) Regulations 2003;
- the Employment Equality (Age) Regulations 2006;
- the Equality Act 2006, Part 2; and
- the Equality Act (Sexual Orientation) Regulations 2007.

The Act creates anti-discrimination legislation covering nine 'protected characteristics', which are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

The Act requires local authorities and other public bodies, including schools, to have due regard for the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not.

Appendix 9: Bullying incident recording forms - Welsh Government (WG) and Torfaen County Borough Council (TCBC)

Bullying incident recording form - WG (Can be amended for internal use within individual schools)

Name of person reporting incident (please note anonymous if this is an anonymous report):	
Name of person recording incident:	
Date of report:	

Type of bullying incident (please tick all that apply):

Physical	<input type="checkbox"/>	Relational	<input type="checkbox"/>
Verbal	<input type="checkbox"/>	Prejudice-related	<input type="checkbox"/>
Indirect	<input type="checkbox"/>	Exclusion and isolation	<input type="checkbox"/>
Online or via mobile	<input type="checkbox"/>	Face to face	<input type="checkbox"/>
Other (please state):			

For prejudice-related incidents please select the category which best describes the prejudice involved:

Racist (focused on race, religion or culture)	<input type="checkbox"/>	Related to gender identity	<input type="checkbox"/>
Homophobic (LGBT+)	<input type="checkbox"/>	Related to SEN or disability	<input type="checkbox"/>
Sexual	<input type="checkbox"/>	Related to family status or looked after child (LAC) status	<input type="checkbox"/>
Transphobic	<input type="checkbox"/>	Related to disadvantage	<input type="checkbox"/>
Sexist	<input type="checkbox"/>	Focused on appearance	<input type="checkbox"/>
Other (please state):			

Safeguarding considerations

If there is or might be a significant risk of harm, talk to your school's designated safeguarding lead (DSL).

Under Section 89, (5) of the Education and Inspections Act 2006 the school has powers to discipline for incidents that occur off the premises.

The Education Act 2011 gives schools powers to search and confiscate a device but please have regard for protocols on the safe handling of evidence or mobiles/devices. Do not view, store or share material that contains intimate images of a learner without consulting the DSL.

Brief summary of incident:

Name of alleged target:			
Class/form/age:		Year group/ house:	

Name of alleged perpetrator(s) (if known):			
Class/form/age:		Year group/ house:	

Date(s) of incident(s):	Day		Month		Year	
Approximate time(s):	Before school	Morning	Afternoon	After school		

Is this incident linked to previous incidents of victimisation of the target?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, how long has victimisation of this person being going on? Please provide details

What occurred?

Who was involved?

Has any intervention been tried?	Yes	No
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Does this case require the serious incident protocol to be activated?	Yes	No
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Do the police need to be informed?	Yes	No
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Does a device or evidence need to be confiscated/isolated as evidence?	Yes	No
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Does online material need to be taken down?	Yes	No
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Have parents/carers been informed?	Yes	No
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Who has taken responsibility for these steps?

Action taken:

Follow-up required?:	Yes	No
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Case resolved?	Yes	No
If so please note date:		

Outcome summary:

Learning opportunities:

Would you recommend any changes to approaches, policies or procedures as a result of this incident?

Signed..... Date

Online bullying incident recording form – WG (Can be amended for internal use within individual schools)

Name of person reporting the incident:	
Name of staff member recording incident:	
Date of report:	

Type of online bullying incident (please tick all that apply):

Via mobile	<input type="checkbox"/>	Persistent teasing/sarcasm	<input type="checkbox"/>
Via gaming device	<input type="checkbox"/>	Name-calling	<input type="checkbox"/>
Via social media	<input type="checkbox"/>	Threats	<input type="checkbox"/>
Via chatroom	<input type="checkbox"/>	Spreading rumours	<input type="checkbox"/>
Via photographs	<input type="checkbox"/>	Unpleasant/hurtful texts/messaging/web posts combined	<input type="checkbox"/>
Via messaging apps	<input type="checkbox"/>	Plans to isolate someone	<input type="checkbox"/>
Misuse of image or video	<input type="checkbox"/>	Ridicule/humiliation	<input type="checkbox"/>
Explicit photo or video	<input type="checkbox"/>	Coercion, pressure to act	<input type="checkbox"/>
Unwanted sexual suggestions	<input type="checkbox"/>	Isolating someone	<input type="checkbox"/>
Adult involved?	<input type="checkbox"/>	Provocative/sexist taunts	<input type="checkbox"/>
Significant risk of harm?	<input type="checkbox"/>	Linked to bullying in school?	<input type="checkbox"/>
Other (Please state):			

For prejudice-related incidents please select the category which best describes the prejudice involved:

Racist (focused on race, religion or culture)	<input type="checkbox"/>	Sexist	<input type="checkbox"/>
Homophobic (focused on LGBT+)	<input type="checkbox"/>	Focused on SEN or disability	<input type="checkbox"/>
Sexual	<input type="checkbox"/>	Focused on family status or looked after child (LAC) status	<input type="checkbox"/>
Focused on gender identity	<input type="checkbox"/>	Focused on appearance	<input type="checkbox"/>
Other (please state):			

Name of alleged target:			
Class/form/age		Year group/house	

Name of alleged perpetrator(s) if known	1)
2)	3)

Class/form/age		Year group/house	
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Date(s) of incident(s)	Day		Month		Year
Approximate time(s)	Before school	Morning	Afternoon	After school	Weekend

Safeguarding considerations

If there is or might be a significant risk of harm, talk to your designated safeguarding lead in school (DSL).

The school has the powers to search and confiscate a phone. (EIA 2006). Have regard for protocols on safe handling of evidence or mobiles. Do not view, store or share material that contains intimate images of a learner without consulting the DSL.

Details

How long has the bullying been going on?
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Has any intervention been tried?	Yes	No
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If abusive, has the incident been reported to the service provider or website?	Yes	No
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Has the Child Exploitation Online Protection command (CEOP) report abuse button been used?	Yes	No
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Does this case require the serious incident protocol to be activated?	Yes	No
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Do the police need to be informed?	Yes	No
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Does a device or evidence need to be confiscated/isolated as evidence?	Yes	No
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Does material need to be taken down?	Yes	No
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Have parents/carers been informed?	Yes	No
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Who has taken responsibility for these steps?

Follow-up

Has the online bullying stopped? Does the learner (target) feel safe?	Yes	No
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Is further action required?	Yes	No
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Have those involved changed their behaviour/acknowledged the harm caused?	Yes	No
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Has the case contributed to the learning of the class/year group in some way?	Yes	No
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Have passwords been changed, privacy settings checked and friends list cleaned?	Yes	No	N/A
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If you have triggered the serious incident protocol, that will take precedence over anything in this document.

Any further notes, such as the impact of this incident or recommendations

Signed..... Date

Termly Reporting Form to be completed by secondary school staff only and returned to TCBC

TERMLY REPORTING FORM

DATE:

NAME OF SCHOOL

Number of incidents of bullying recorded

Number of pupils responsible

Of which MALE

FEMALE

Number of victims

MALE

FEMALE

INCIDENTS of bullying

FP

KS2

KS3

KS4

KS5

TYPE –

MOTIVATION -

Of the bullying Incidents how many were:

Of the bullying incidents, how many were:

VERBAL

RACIAL

PHYSICAL

RELIGION/BELIEFS

SEXUAL

SEX

CYBER

SEXUAL ORIENTATION
Homophobic

INDIRECT/
EMOTIONAL

DISABILITY

AGE

PREGNANCY/MATERNITY

GENDER REASSIGNMENT

MARRIAGE/CIVIL PARTNERSHIP

APPEARANCE

OTHER	<input type="text"/>
ADDITIONAL COMMENTS	
<input type="text"/>	
Head Teacher :	Date:

Please return to **Alison Dally**
Healthy Schools and PSE Officer
Torfaen County Borough Council
Phone No: 01495 766980
Email: Alison.Dally@torfaen.gov.uk

Appendix 10: Useful resources, approaches and organisations
Welsh Government guidance on anti-bullying

In November 2019, Welsh Government produced a suite of guidance and resources to help stop bullying in schools. This includes:

Rights, respect, equality: Guidance for parents and carers

Rights, respect, equality: Statutory guidance for governing bodies of maintained schools

Rights, respect, equality: Statutory guidance for local authorities

Rights, respect, equality: Guidance for young people

Rights, respect, equality: Guidance for children

Bullying: poster for children and young people (Poster to display in schools with advice on what to do and who you can tell if you are being bullied)

Anti-bullying briefing pack: questions and answers (An up-date on the revised statutory anti-bullying guidance)

Bullying at school: guidance for parents and carers (What to do if your child is being bullied)

Website: <https://gov.wales/school-bullying>

Welsh Government also published a series of toolkits for parents/carers, schools and governing bodies, local authorities and children and young people to support the implementation of the statutory guidance. Please see links below:

Challenging Bullying: Rights, Respect, Equality – Parents and Carers

<https://gov.wales/rights-respect-equality-guidance-parents-and-carers>

Challenging Bullying: Rights, Respect, Equality – Governing Bodies of Maintained Schools.

<https://gov.wales/rights-respect-equality-guidance-schools>

Challenging Bullying: Rights, Respect, Equality – Local Authorities

<https://gov.wales/rights-respect-equality-guidance-local-authorities>

Challenging Bullying: Rights, Respect, Equality – Children and Young People

<https://gov.wales/rights-respect-equality-guide-young-people>

Estyn

Estyn is the education and training inspectorate for Wales. Its function is to provide an independent inspection and advice service on quality and standards in education and training in Wales.

<https://www.estyn.gov.wales/>

The following suggestions are for information and guidance. They might not reflect the policy and practice of Torfaen County Borough Council.

Curriculum and whole-school approaches to reduce bullying:

Restorative Justice is an approach that many schools use to deal with bullying incidents. It can be defined by its fundamental principle: that when one person has harmed another, the most useful response is to try to repair the harm done. The restorative justice approach redefines crime primarily as harm or injury rather than law breaking.

Restorative Justice in schools aims to reduce bullying and victimisation, manage conflict and improve attendance in schools; research evidence supports restorative justice in schools as a particularly promising approach to improving behaviour and attendance.

Training in restorative justice can be accessed through a number of companies, among them Restorative Justice 4 Schools

Website: www.restorativejustice4schools.co.uk

Email: enquiry@restorativejustice4schools.co.uk

School Community Police Officers offer restorative resolutions including restorative conferencing when required.

Website: <https://schoolbeat.cymru/>

E-mail: communication@schoolbeat.org

KiVa Anti-Bullying Programme is a research-based programme that has been developed in the University of Turku, Finland. The programme includes lessons on emotions, healthy relationships and bystander responses to bullying. The programme also outlines specific protocol for school staff to follow when they encounter incidents of bullying. The Centre for Evidence Based Early Intervention at Bangor University is the Official License Partner of the University of Turku and offers two types of training for the KiVa Anti-Bullying Programme: KiVa training for schools and KiVa training for trainers. Training providers are also available in South Wales. KiVa International: www.kivaprogram.net

KiVa, Centre for Evidence Based Early Intervention, Bangor University:

<https://www.bangor.ac.uk/psychology/cebei/kiva.php.en>

KiVa trainer (South Wales): cerimorgans@gmail.com

The Diana Award's Anti-Bullying Campaign involves a number of different projects aimed at reducing bullying in schools. One of their main projects is the Anti-Bullying Ambassadors programme which has trained over 24,000 young people across the U.K. to lead on anti-bullying campaigns in their schools.

Website: <https://diana-award.org.uk/anti-bullying/>

Email: antibullying@diana-award.org.uk

Tel: 02039342160

Contact details for organisations related to anti-bullying:

General

Anti-Bullying Alliance (ABA)

The ABA brings together over 130 organisations into one network with the aim of reducing bullying and creating safer environments in which children and young people can live, grow, play and learn. The ABA produce resources and tools to help schools and local authorities develop anti-bullying strategies. The ABA was established by the NSPCC and the National Children's Bureau in 2002 and is hosted by the National Children's Bureau.

Website: www.anti-bullyingalliance.org.uk

For general enquiries email: aba@ncb.org.uk

Bullies Out

An anti-bullying charity providing help, support, training and information to individuals, schools, youth and community settings affected by bullying.

Website: www.bulliesout.com

Email: mail@bulliesout.com

Head Office only (not a helpline): 02920492169

Children's Commissioner for Wales

The Children's Commissioner for Wales is responsible for protecting children and young people's rights as set out in the Convention on the Rights of the Child (UNCRC). The current Commissioner has consulted widely with children and young people on issues such as bullying (including cyber-bullying) and learning disabilities. Anti-bullying reports, resources and lesson plans can be accessed via the informative website, along with details of schemes such as the Super Ambassadors and Student Ambassadors programmes that aim to promote children and young people's rights and the UNCRC in schools.

Website: www.childcomwales.org.uk

Email: post@childcomwales.org.uk

Tel: 0179765600

Educational Action Challenging Homophobia (EACH)

Established to challenge homophobia in education.

Website: <https://each.education/>

Helpline Tel: 08081000143

Kidscape

Provides training for professionals, courses for bullied children, a helpline for parents/carers of bullied children; books, videos, free booklets and leaflets about the prevention of bullying, many in several languages.

Website: www.kidscape.org.uk

Email: info@kidscape.org.uk

Tel: 02077303300

National Society of Prevention of Cruelty to Children (NSPCC)

The NSPCC is a charity that lobbies the government on issues relating to child welfare and creates campaigns for the general public, with the intention of raising awareness of child protection issues. It also operates a helpline for anyone concerned about a child, and ChildLine offers support to children themselves. The NSPCC runs local service centres across the UK where it helps children, young people and their families. The charity offers training, consultancy and resources to organisations that have contact with children, ranging from schools to sporting bodies. Their "Speak Out. Stay Safe" programme helps children understand what abuse is. PANTS: The Underwear Rule and Pantosaurus, the friendly dinosaur help protect children from sexual abuse. Resources for schools and parents/carers are available bilingually.

Website: <https://www.nspcc.org.uk/>

Helpline for anyone concerned about a child: 08088005000

ChildLine: 08001111

NSPCC Learning: <https://learning.nspcc.org.uk/>

Rethink Mental Illness

Advice and information for people with mental health issues.

Website: www.rethink.org

Tel: 03005000927

Internet Watch Foundation

For reporting online images of child sexual abuse.

Website: www.iwf.org.uk

Mental Health Matters Wales

Works with people who have a mental health-related issue.

Website: www.mhmbcb.com/index.htm

Victim Support

Victim Support is a national charity, that provides specialist practical and emotional support to victims and witnesses of crime. This support extends to children and young people and includes those who have experienced domestic abuse, sexual assault and grooming. Support is also available to families and professionals who support children and young people.

Victim Support Cymru has been commissioner by Welsh Government to support victims of hate crime and incidents in Wales.

Website: <https://www.victimsupport.org.uk/>

Online support and live chat accessed via website.

Confidential Supportline: 08081689111

Local Victim Support team in Gwent: 03001232133

National Hate Crime Report and Support Centre Wales: 03003031982

Mencap Cymru

Advice and information about learning disabilities.

Website: <https://wales.mencap.org.uk>

Tel: 08088000300

Umbrella Cymru

Umbrella Cymru offer support, advice, guidance and training to young people, families and professional about anything related to gender or sexual diversity, identity or equality.

Website: www.umbrellacymru.co.uk

Email: info@umbrellacymru.co.uk

Tel: 03003023670 / 07860039527

Mermaids

Mermaids support transgender and gender-diverse children, young people, families and professionals involved in their care.

Website: <https://mermaidsuk.org.uk/>

Email: info@mermaidsuk.org.uk

Confidential helpline: 08088010400

Samaritans

Charity dedicated to reducing feelings of isolation and disconnection that can lead to suicide. E-mail, live chat and other services available.

Website: www.samaritans.org Tel: 116123 (English-language line – free to call)

Tel: 08081640123 (Welsh-language line – free to call)

YoungMinds

Support to help improve the mental health of children and young people.

Website: www.youngminds.org.uk

Tel: 08088025544 (parents'/carers' helpline)

Internet Matters

Advice on online issues for parents/carers and children and young people.

Website: www.internetmatters.org.uk

Childnet International

Support on all aspects of online safety.

Website: www.childnet.com

Throwing Stones: Tackling racist incidents and racist bullying

A joint initiative between Leicester County Council, Leicester City Council and Leicester Constabulary. Throwing Stones is a web based resource to support the whole community to tackle racist incidents and racist bullying.

Website: www.throwingstones.org.uk

(Please note this resource is only available in English)

Children and young people

National Bullying Helpline

The National Bullying Helpline offers practical help and advice for children and adults dealing with bullying at schools or work.

Website: <https://www.nationalbullyinghelpline.co.uk/>

Tel: 08542255787

Childline

Offers a free, 24-hour helpline and counselling service for children in distress or danger.

Website: www.childline.org.uk

Tel: 08001111

Meic

Meic is the helpline service for children and young people up to the age of 25 in Wales. The service is funded by Welsh Government and the website contains school resources and lessons on themes such as bullying (including online bullying), mental health, healthy relationships and sexual health.

Website: <https://www.meiccymru.org/>

Freephone: 08088023456

Text Message: 84001

Online chat: www.meic.cymru

CALL (Community Advice and Listening Line)

Emotional support and information/literature on mental health and related matters for the people of Wales.

Website: www.callhelpline.org.uk

The National Youth Advocacy Service (NYAS)

