

# ANTI-BULLYING POLICY

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## **GLOSSARY OF TERMS**

DfE	Department for Education (UK government)
DSL	Designated Safeguarding Lead; named person within the School with responsibility for co-ordinating and overseeing child safeguarding
ISI	Independent School Inspectorate
SEND	Special educational needs and disability
SMT	Senior Management Team



## **Aim of this policy**

Blanchelande College is committed to challenging bullying, supporting the victim and changing the attitude and behaviour of the bully. This policy aims to establish a safe, supportive and caring environment in which all pupils and all staff can work together and learn, without fear of being bullied. Bullying should never be considered an inevitable part of school life.

This policy aims to give all pupils, parents and staff an awareness of bullying and its causes, and an understanding that, at Blanchelande College, bullying behaviour will be decisively challenged.

## **Statutory and non-statutory guidance framework**

This policy has regard to the following statutory and non-statutory guidance, as set out by the ISI Commentary on Regulatory Requirements with the addition of local Guernsey law and guidance.

- The Children (Guernsey and Alderney) Law 2008
- [Standards for British Schools Overseas](#) (DfE, 2016)
- [Preventing and Tackling Bullying](#) (DfE, 2017)
- [Cyberbullying: Advice for head teachers and school staff](#) (DfE, 2014)

## **Other relevant policies**

This policy should be viewed in conjunction with the following Blanchelande policies:

- Safeguarding & Child Protection policy
- Behaviour policy
- SEN policy
- Data protection policy

## **Principles of good behaviour: the Golden Rules**

At Blanchelande College we are committed to engendering and maintaining high standards of behaviour at all times. The principles that lie behind the fostering of good behaviour at Blanchelande are expressed in our Golden Rules:

*'Lord, let me grow into the kind of person you want me to be.'*

1. Do your best to be your best.
2. Be kind and helpful.
3. Treat others as you would like to be treated.
4. Be polite and well-mannered.
5. Respect the views of everyone in our community and beyond.



All members of the College community have responsibility for maintaining good behaviour. Most occasions of bullying can be avoided if all at Blanchelande adhere to the College's Golden Rules.

## **Anti-Bullying statement**

The College aims to promote an ethos in which bullying is socially unacceptable, and within which any instances of bullying are addressed in a prompt and sensitive manner. Alleged bullying will always be investigated thoroughly, and appropriate sanctions applied (see the College behaviour policy for further detail).

Incidents of bullying will be dealt with in consultation with the parents of the victim and the bully. Both parties will be counselled and given strategies to deal with the specific circumstances of the individual situation.

Blanchelande actively promotes an open climate in which victim and witness should feel safe and able to report any incident either directly or via a third party.

## **Definition of bullying**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

- Bullying may be motivated by prejudice against a particular group, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities.
- Bullying may be motivated by actual differences between children, or perceived differences.
- Bullying may be physically violent, but emotional bullying can be equally, or even more, damaging.
- Bullying often involves an imbalance of power between the perpetrator and the victim, and so centres on control and an inability to offer a defence; the power exerted physically, psychologically (knowing what upsets someone), or intellectually; it may involve a group, or it may impose isolation; it may involve intimidation in person, or online.

Low-level disruption and the use of offensive language can in itself have a significant impact on its target. If left unchallenged or dismissed as banter or horseplay it can also lead to reluctance to report other behaviour. Early intervention can help to set clear expectations of the behaviour that is and isn't acceptable and help stop negative behaviours escalating.

Bullying impacts on the attendance and attainment of those who suffer from it and can have a life-long negative impact. Bullying can cause serious and prolonged emotional damage. Bullying often results in changed behaviour in the victim and staff should be



vigilant in identifying such changes as early intervention is important. Additionally, although bullying is not a specific criminal offence, there are criminal laws which apply to assault, harassment and threatening behaviour – including over the internet.

Blanchelande College recognises that, whilst individual hurtful words, actions or messages to others are wrong and must be dealt with, bullying is by definition *persistent* (repeated) and *personal* (intended to harm).

Examples of bullying behaviour may include:

- Emotional: being unfriendly, isolating, whether in person or online
- Physical: pushing, kicking, hitting, punching or any use of violence including online
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexual orientation
- Cultural: because of someone's background or beliefs
- Verbal: name-calling, sarcasm, spreading rumours, teasing, criticism, whispering, offensive remarks)
- Financial: extorting money
- Disability: related to a child's impairment or disability may include name calling or ridiculing
- Cyber-bullying: via text messages, social media, internet or gaming, which can include the use of images and video

## **Vulnerable groups**

Particular groups of pupils can be particularly vulnerable to bullying. This includes pupils with disabilities, special educational needs, those in care and any pupil who acts as a carer. These pupils may also find it more difficult to report incidents of bullying. Staff are expected to monitor such pupils particularly closely.

## **Bullying 'outside the school gates'**

Where an incident of bullying outside the school premises is reported to the school, the school will investigate and take appropriate action, since the effects would be felt in school and such incidents would therefore be a matter to be dealt with by school. This includes journeys to and from school, external trips, extra-curricular clubs and cyber-bullying.

## **Outside agencies**

Action will involve informing parents and may mean contacting the Police or the Child Protection Unit. It is not possible to promise confidentiality if bullying comes to the

school's attention, however staff should deal with all cases sensitively and information will only be shared on a strict 'need to know' basis.

A range of external services are available to support the victim, the bully and the school in more serious cases of bullying. Where the victim is suffering significant harm then the situation should be reported to the College's DSL as set out in the Safeguarding and Child Protection Policy. The Police are also able to provide support and resources when requested by the College.

Some types of harassing or threatening behaviour may constitute a criminal offence. If school staff consider that an offence may have been committed, they should inform the Principal who will seek advice from the Police.

### **Guidelines for staff on receipt of information about bullying**

The role of staff:

- Discuss with the pupil immediately, in a calm, supportive manner.
- Take the matter seriously and take prompt action.
- Having listened to the pupil, make a written note and hand it on to the Head of Pastoral Care or another member of the SMT as appropriate.
- Often the case will be dealt with at a form tutor level, but subsequently the teacher should put the pupil in contact with the Head of Pastoral Care or other SMT member and share all written records and other details, so that appropriate further action can be taken.
- Do not promise confidentiality: this will not help to resolve the problem, and if there is a safeguarding issue it must be disclosed to the DSL or another person in line with the Safeguarding and Child Protection policy.

Where bullying is found to have occurred, the following should take place:

- Parents of the victim and perpetrator should be informed promptly.
- A written record should be kept (ideally including witness statements), shared with SMT, and placed on the pupil's file.
- The Class Teacher and Phase Leader should be informed of the situation; the Phase Leader will brief the Vice-Principal.
- Misbehaviour should be sanctioned in line with the Behaviour Policy, and the consequences of any recurrences made clear.
- Support, including strategies for use in the future, should be offered to the victim and/or the offender as appropriate and recorded in writing.
- All staff should then be informed at Staff Briefing to ensure monitoring and consistency.

The role of SMT:

- To take disciplinary action.
- To enlist outside agencies as appropriate
- To educate the pupils about anti-bullying through assemblies, PSHCE lessons, etc.
- To support staff and pupils in the promotion of positive behaviour.

The role of the Principal:

- To ensure the ongoing monitoring of bullying at weekly SMT meetings.
- To enforce pupil contracts or other sanctions.
- To appraise Governors of persistent offenders who have not responded to positive approaches to behaviour management.

Anti-bullying strategies:

- Blanchelande actively promotes a zero-tolerance attitude throughout the school towards all forms of bullying. It does so via many sources, including the Golden Rules, PSHCE and RE programmes of study, the Behaviour policy, and assemblies. Through these and other means, all are aware that bullying is unacceptable, and pupils are given the opportunity to foster positive attitudes and conduct.
- Questionnaires or reviews on bullying and where it may occur are carried out amongst pupils.
- Staff provide support, anticipate problems and make opportunities to listen to pupils. Teachers must always be prepared to check poor behaviour, as this can lead to bullying, and report patterns of behaviour, as this may indicate bullying. Teachers are expected to arrive in good time for class, to be a vigilant presence around school and to report anything they feel concerned about to SMT.
- Supervision of key areas of the school when bullying may be more likely to occur, such as before school, break and lunch and at dismissal.
- Pupils are encouraged to share problems with their parents and/or through the College's pastoral system – form tutor, Peer Mentors (in the case of Year 7), subject teacher, Phase Leader, Head of Pastoral Care, Vice Principal or Principal. Pupils may also confide in one of the administrative staff. Suggestion boxes are located around school which are emptied and monitored regularly. All matters are handled with sensitivity.
- The College has an Independent Listener, Ms Emily Vile, SENCo at St Mary & St Michael Catholic Primary School, who is more than happy to talk about any problems if pupils wish to contact someone outside of the School (Telephone: 01481 245 020).
- Furthermore, pupils are encouraged to speak to their friends and peers and to take care of those more vulnerable members of the school. The College

promotes a culture amongst pupils which deters silence or by-standing in the face of bullying. They are encouraged to not feel guilty about raising issues with teachers and staff and this is regularly reaffirmed.

## **Parental communication with the College**

Parents who have concerns about their son or daughter should always contact their child's class teacher or form tutor or the following members of SMT at the earliest opportunity, so that the matter can be promptly investigated:

Ms L Eccles - Head of Pastoral Care

[ecclesl@blanchelande.sch.gg](mailto:ecclesl@blanchelande.sch.gg)

Mr M Elward - Vice Principal

[elwardm@blanchelande.sch.gg](mailto:elwardm@blanchelande.sch.gg)

Mr R O'Brien – Principal

[obrienr@blanchelande.sch.gg](mailto:obrienr@blanchelande.sch.gg)

## **Monitoring, evaluation and review**

As well as maintaining written records of incidents in the relevant pupils' files, the Head of Pastoral Care maintains a summary record of all confirmed incidents of bullying. This file is used to identify patterns of incidents and particular risk points, such as locations, times, etc. and is discussed at weekly SMT meetings. This record is scrutinised by the Board of Governors at least annually.

The College will review this policy annually and evaluate the effectiveness of its procedures.



## APPENDIX 1 – CYBERBULLYING

### Introduction

Blanchelande recognises that technology plays an important and positive role in children’s lives, both educationally and socially. It is committed to helping all members of the College community to understand both the benefits and the risks, and to equip our pupils with the knowledge and skills to be able to use technology safely and responsibly.

### Definition

Cyber bullying is the misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation. It comes in many different forms, and is particularly damaging as the abuse is inescapable – it follows the target everywhere.

When posted online, the audience and potential for escalation is large, and more often than not, the content is permanent.

### Behaviour that is classed as cyber bullying includes:

- Abusive comments, rumours, gossip and threats made using digital communications and/or technologies – this includes internet trolling (i.e. malign online behaviour).
- Sharing pictures, videos or personal information without the consent of the owner and with the intent to cause harm or humiliation.
- Hacking into someone’s email, phone or online profiles to extract and share personal information, or to send hurtful content while posing as that person.
- Creating dedicated websites that intend to harm, make fun of someone or spread malicious rumours.
- Blackmail or pressurising someone to do something they do not want to such as sending a sexually explicit image.

### Sexting (Youth Produced Sexual Imagery)

Sexting is the term used to describe the sending of explicit images electronically. Sexting is the act of exchanging messages, images or videos of a sexual nature through digital communications platforms such as text message, social media or mobile apps. It refers explicitly to self-generated content. Sexting is rarely a private, harmless act. Once it has been sent, the sender no longer has any control of where it ends up. If a message is shared, it opens young people up to many forms of abuse or exploitation such as bullying, blackmail and/or public humiliation. In certain cases, legal action may even be taken.



Under the Sexual Offences Act (2003) taking an indecent image of a child (someone under the age of 18) is illegal. It is also illegal to send or keep (be in possession of) such an image. This law applies to a young person taking and sending an image of themselves, and applies to anyone receiving such an image if they do not delete it immediately (they should also advise someone appropriate (an adult) of their actions). Any sharing of such images is illegal, and there may be further legal implications if an older pupil/student requests such pictures of a younger student, known as 'grooming'.

Pupils should be aware that no data is ever completely erased from a computer or phone – should they ever find themselves the subject of a serious investigation into their 'online' behaviour forensic examination of electronic devices will retrieve all deleted images/texts etc. The main concern about 'sexting' is that once an image is sent by a pupil it is then beyond their control. Sadly there have been numerous cases of such images then being distributed beyond a school's community with serious and far-reaching consequences.

Involvement in sexting is unacceptable within the College community. Not only is such behaviour illegal, it breaches the most fundamental values of the school regarding how people are to be treated. Deliberate involvement in sexting will be treated as a major breach of discipline, and will be sanctioned accordingly.

## **Roles and Responsibilities**

The Head of Pastoral Care (also the Designated Safeguarding Lead) will take overall responsibility for the coordination and implementation of cyberbullying prevention and response strategies. S/he will:

- Ensure that incidents of cyberbullying are promptly addressed and/or escalated in line with College policies on safeguarding, anti-bullying and behaviour.
- Ensure that all relevant policies are regularly reviewed and updated.
- Ensure that all staff know who to report cyberbullying to (i.e. Head of Pastoral Care/DSL).
- Publicise and promote key messages, such as asking for help.
- Provide training (using Channel online awareness training module) to enable staff to identify children at risk of being drawn into terrorism and how to make a referral. The DSL is also the Designated Prevent Lead.
- Ensure that parents/carers are aware of the cyberbullying policy and know where to find it on the school website.
- Ensure that cyberbullying training for pupils is embedded in the ICT and PSHCE programmes of study, and that pupils know how to report a concern. (to someone on their safety circle, Childline or the thinkuknow website: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk))
- Ensure that all staff are aware of their responsibilities with regard to the use of technology within school and beyond.

The Principal will:

- Ensure that pupils are properly informed about cyberbullying through the ICT and PSHCE curriculum.
- Provide information for parents to learn about online safety and the positive use of technology.
- Ensure the annual review of the following: Acceptable Use of ICT Policy for Students; Guidelines for Staff when Children are using Digital Devices; Children's Use of Digital Devices.
- Provide annual anti-bullying (including cyberbullying) training for staff.

The IT department will:

- Ensure adequate safeguards are in place to filter and monitor inappropriate content and alert the DSL to behavioural or safeguarding issues.
- Ensure that visitors to the school are given clear guidance on the use of technology in school. This includes how to report any safeguarding issues to the DSL. Visitors will be given highly restricted guest accounts which will not allow any access to personal data and that any misuse of the system will result in access to the system being withdrawn.
- Ensure that students are aware of online safety, cyberbullying procedures, acceptable use of ICT, and password security.

The Data Protection Officer (Vice Principal Senior) will:

- Ensure the school manages personal data in line with the Guernsey Data Protection Regulations (2016).

The Governors will:

- Appoint a governor in charge of safeguarding who will work with the DSL to ensure the policies and practices relating to safeguarding including the prevention of cyberbullying are being implemented effectively. The current governor for safeguarding is Mr Simon Welch.

### **Signs of cyberbullying**

Staff are encouraged to observe dynamics in lessons and during break times and pick up on conversations that suggest a young person is worried about something or there is conflict between individuals or groups. A person who is experiencing cyber bullying may exhibit the following signs:

- Depressed or anxious.
- Withdrawn and disengaged.
- Loss of friends.



- Increasing absence or sickness.
- Declining grades and a lack of interest in school.
- Avoids or stops using technology.
- Guidance on safe practice in the use of electronic communications and storage of images is contained in the Code of Conduct for the Use of Computers at Blanchelande College. Any action taken will be in line with this Code and the College Behaviour Policy.

## **What to do if you suspect a cyber-bullying incident**

School staff should be aware that they are entitled to require a pupil reveal a message or other phone content, though to search the contents of the phone requires the decision of the Vice Principal or Principal. Staff may confiscate a phone if they have serious reason to do so, in order to pass it to the Vice Principal or Principal.

## **Mobile Phones**

- Ask the pupil to show you the mobile phone.
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names.
- Make a transcript of a spoken message, again record date, times and names.
- Tell the pupil to save the message/image.
- Inform the Deputy Head and Designated Safeguarding Lead immediately and pass them the information that you have.

## **Computers**

- Ask the pupil to display the material in question.
- Ask the pupil to save the material.
- Print off the offending material straight away.
- Make sure all pages are in the right order without omissions; then inform and pass on the information to a member of the SMT.
- The SMT member will then investigate the matter fully, including interviewing pupils and taking statements; if there is a child protection issue it will be escalated accordingly.

## **Allegations against staff**

Any allegations against staff should be handled following guidance in the College's Safeguarding and Child Protection Policy under 'Dealing with Allegations of Abuse against Staff'. The Staff Code of Conduct also contains guidance on using digital media and online communication with students.

## **Guidance for working with the victim**



- Offer emotional support to deal with the situation, and reassurance that disclosing the issue was the right thing to do.
- Advise the student that they must not retaliate or reply, but that all evidence must be kept and handed on to their parents and/or a member of the SMT.
- Advise the student person to review their online privacy, for instance what information they are sharing; consider a new phone number.
- Try to remove any hurtful or embarrassing content from online, if necessary contacting the person who originally distributed the material; the host provider may be able to intervene.
- The DSL/Principal will contact the Police in cases of actual/suspected illegal content.

### **Working with the perpetrator and applying sanctions**

The aim of the sanctions will be to:

- Help the victim to feel safe and that s/he will not be subjected to further cyberbullying.
- Hold the perpetrator to account, enable them to recognise their wrongdoing, change their attitude, and deter them from further repeat behaviour.
- Demonstrate to the College community that cyberbullying is unacceptable and will be dealt with decisively in line with sanctions specified in the Behaviour Policy.
- Take into account the type and impact of the bullying and the possibility that it was unintentional or in retaliation.

### **Monitoring, evaluation and review**

The Head of Pastoral Care records all incidents of bullying and is able to identify patterns of cyberbullying. Instances of bullying are discussed at weekly SMT meetings. This record is scrutinised by the Board of Governors at least annually. The cyberbullying policy is reviewed by the Governors annually.



## APPENDIX 2 – Cyber Bullying: guidance for pupils

Cyber bullying can seem like a never-ending torment, especially when there are many people involved. But there are steps you can take, and people you can talk to in order to make it stop.

### RECOGNISE IT

- **Know what to look out for:** Cyberbullying comes in many different forms; make sure you know how to recognise it when it happens.
- **Find the cause:** Try to establish who is behind it, and why they may have targeted you. Make sure you keep the evidence, as without proof, it will be hard to make a complaint.

### REPORT IT

- Unless you report cyber bullying to an adult, it is very unlikely to stop. Start by talking to your parents or guardians about the types of cyber bullying you have experienced. They will be able to help you in reporting it to the following people:
  - **The school:** The school has a responsibility to protect you from bullying, even if it happens offsite, online or over the phone. Ask your parents to schedule a meeting with your form tutor or Head of Pastoral Care, and be prepared to talk to them about who has been involved.
  - **Service providers:** There are very [simple steps](#) you can take to report cyber-bullies who contact you by phone, email and on social media.
  - **The police:** Forms of cyberbullying such as threatening phone calls or messages may be an illegal offence that the police can help with. Ask your parents to contact your local police station for more information.

### PREVENT IT

- **Don't respond:** Never get involved in arguments online, as this will only escalate the situation and make it much worse.
- **Block the bullies:** You can easily prevent cyber bullies from being able to contact you by following these [cyber safe settings](#).
- **Increase your privacy:** Unfortunately, some people use the internet to cause harm to others. Don't let this small group ruin your experience, but be sensible with the information you share. Follow these [privacy guidelines](#) to keep yourself protected.
- **Respect your online presence:** It is easy to forget that the cyber world is the real world, and what you share online can have huge consequences. It is therefore so important that you always [think before you post!](#)

## APPENDIX 3 – Blanchelande anti-bullying code and advice

### The Blanchelande Golden Rules

Blanchelande College is committed to high standards of behaviour at all times. Our Golden Rules help us to achieve this:

1. Do your best to be your best.
2. Be kind and helpful.
3. Treat others as you would like to be treated.
4. Be polite and well-mannered.
5. Respect the views of everyone in our community and beyond.

### Making Blanchelande a bullying-free school

Blanchelande College is committed to challenging bullying, supporting the victim and changing the attitude and behaviour of the bully. Every member of the College community has his or her part to play. The College's anti-bullying policy aims to establish a safe, supportive and caring environment in which all pupils and staff can work together and learn, without fear of being bullied. The College expects all members of the school community to uphold the College anti-bullying code:

- a) Every student at Blanchelande College has the right to enjoy their learning and leisure time free from intimidation.
- b) Blanchelande College will not tolerate unkind actions or remarks even when these were not intended to hurt.
- c) To stand by when someone else is being bullied is to support bullying. It is the responsibility of friends and peers to report incidences of bullying to a member of staff, not to expect someone else to do so.
- d) If you are being bullied or you know of someone who is being bullied, you should report this to a member of staff or a responsible adult.
- e) Bullying will always be taken seriously and dealt with promptly.

### Advice: if you feel you are being bullied

- Always remember that no one deserves to be bullied – bullying is always the bully's fault.
- Bullies seek out and need victims and just happened to pick you.
- The best way to protect yourself from being bullied is to tell someone so that you can get some help. Tell a friend what is happening. Ask him or her to help you. It will be harder for the bully to pick on you if you have a friend with you for support.
- Ignore the bully or say 'No' really firmly, then turn and walk away. Don't worry if people think you're running away. Remember, it is very hard for the bully to go on bullying someone who won't stand still to listen.



- Don't show that you are upset or angry. Bullies love to get a reaction. Keep calm and hide your emotions; the bully might get bored and leave you alone. If bullies think you are sensitive about an issue he or she will try and get a reaction.
- Don't fight back if you can help it. If you fight back, you could make the situation worse, get hurt or be blamed for starting the trouble.
- Stick with a group, even if they are not your friends. Bullies tend to pick on people when they are on their own.
- Practise 'walking tall', look in a mirror. If you look positive and confident, the bully will find it harder to identify you as a target – even if you don't feel that way inside.
- Keep a diary about what is happening. Write down details of incidents and your feelings. When you decide to tell someone, a written record of the bullying makes it easier to prove what has been going on.
- Tell your parents or other adults such as your Form Tutor or Head of Pastoral Care. You need their help and they will be able to guide you and help the situation stop.
- Don't suffer in silence and let the bullies win.
- Don't answer texts, emails or messages which are abusive. Log them and report them to your parents, a teacher, your tutor or Head of Pastoral Care. Don't delete them. You don't have to read them but you should keep them as evidence. Do not give out personal details on the internet or by text. If you use chat-rooms, always stay in the public areas. Don't answer texts, emails or messages from someone you don't know.

There are many excellent websites where you can get more help and advice:

Bullying UK at [www.bullying.co.uk](http://www.bullying.co.uk)

ChildLine at [www.childline.org.uk](http://www.childline.org.uk)

Kidscape at [www.kidscape.org.uk](http://www.kidscape.org.uk)

Wired Safety at [www.wiredsafety.org](http://www.wiredsafety.org)



#### **APPENDIX 4 – Bullying: advice for Parents**

If you are concerned that your son or daughter may be involved in bullying other pupils at the school, the following information may be useful:

- Talk with your child, explain that what he or she is doing is unacceptable and makes other pupils unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how to join in with other pupils without bullying.
- Make an appointment to see your child's class teacher or form tutor; explain the problems your child is experiencing; discuss how you and the College can stop this behaviour.
- Check regularly with your child how things are going at school.
- Encourage your child to practise the [Decider Skills](#) (CBT-based coping strategies).