

PHS
RESPECT
POLICY

NOT ALONE

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Ensuring everyone at Peebles High School feels welcome, safe and happy is vitally important to us. We know that everyone is more likely to enjoy their work and succeed if they are in a community that supports and nurtures them. The Respect Policy lays out a code of practice and advice that will help us to create such a community.

Nine months ago I set a small group of parents, staff and young people the challenge of reviewing our anti-bullying policy and producing something that better served our community, while also challenging views around bullying and respectful behaviour. That small group grew rapidly and developed sub-groups, partnerships with outside agencies, young people groups and educational programmes. The result is a policy that genuinely reflects the views of our whole school community and a shared understanding of how we can improve together.

I congratulate the PHS Respect Group on their hard work and implore everyone to take time to read the policy and think hard about how it might impact your own behaviour, how you deal with the behaviour of others or how you report and record behaviours you believe to be bullying. If you read something you disagree with challenge it; if you are unsure about an aspect of the policy ask for clarification; most importantly of all, discuss it with others - if we don't do these things it is unlikely to change our community for the better.

There are various people who deserve recognition for their efforts in producing the Respect Policy and we are grateful for their time and input:

Staff – Donna Moretta (Chair), Ruth Fry, Kirsteen Robertson, Veronica Boyd, Lianne Millar, Ellie Wood, Margaret-Anne McAllister, Trish Timmins, Gilly Smith, Catherine Hill, Lauren Murphy, Lesley Hamblett, Jacqui Allan, Steven Wilson

Students – Amy Shek, Lori Macdonald, Rachael Pryor, James May, Sophie Newbold, Mikkell Bottcher, Charlotte Hope, Jasmine Barton, Tom Beards, Amy Graham

Parents – Michael Pryor, Lindsay Mann, Lindsay Knott, Lorraine Woolford, Sarah Ramsay, Catherine Temple, Simon Fraser

External partners – Karen Wilson (LGBT), Graeme Pritchard (CLD), Barry Taylor (Police), Ceri Hunter (LGBT), Susan Robb (Youth Participation Officer)

The PHS Respect Policy was completed in June 2012 and reviewed in March 2018.

Campbell Wilson
Rector

PEEBLES HIGH SCHOOL

RESPECT POLICY

SECTION 1: AIMS OF THE POLICY

A Policy for Young People, Parents/Carers and Staff

A school should review its anti-bullying policy on a regular basis. Peebles High School (PHS) recognises the importance of all stakeholders having an input into such a policy and as such, the PHS Respect Group comprising of young people, parents and staff underwent a fundamental review of the PHS Anti-Bullying Policy in order to create The Respect Policy. The Respectme (Scotland's Anti-Bullying service) Policy through to Practice – Getting it Right document and the Scottish Government practice model, Getting It Right for Every Child (GIRFEC), inform the policy.

Aims of the Policy

Peebles High School aims to ensure that all members of the school community feel welcome, safe and happy in order to progress in their learning. Bullying behaviour of any kind prevents this from happening and is therefore unacceptable. Dealing with bullying behaviour is the responsibility of all members of the school community. The Respect Policy is a whole-school policy which has to be realistic, effective and responsive to need. The policy aims to:

- give a clear definition of bullying behaviour, understandable by all
- prevent bullying behaviour in school, on the journey to and from school and on school transport
- challenge attitudes about bullying behaviour
- build and maintain an ethos of mutual respect in school
- provide guidelines for parents/carers on what to do if they have a concern about bullying behaviour
- give young people and staff clear guidelines on procedures to follow if they suspect or witness bullying behaviour
- ensure young people feel safe and happy in school
- provide support for young people who feel vulnerable
- support young people and parents/carers who are affected by bullying behaviour
- identify procedures where young people causing harm and those being harmed by bullying are supported effectively to identify, resolve and monitor the underlying issues
- give clear guidelines on what young people and parents/carers should do if they/their child are being harmed by behaviour. To build the capacity, resilience and skills in young people, parents/carers and staff to prevent and deal with bullying

What is bullying behaviour?

“Bullying is both behaviour and impact; what someone does and the impact it has on the other person’s capacity to feel in control of themselves. We call this their sense of ‘agency’. Bullying takes place in the context of relationships. It is behaviour that can make people feel hurt, threatened, frightened and left out and it can happen face to face and online.”

(RespectMe, 2018)

Bullying behaviours can be:

<p>VERBAL</p> <ul style="list-style-type: none"> • name calling, teasing, belittling, threats, sarcasm, spreading rumours 	<p>PHYSICAL</p> <ul style="list-style-type: none"> • hitting, tripping, kicking, pushing or any form of violence (laying hands, feet etc on another), acts of aggression which make people feel like they are being bullied or fearful of being bullied 	<p>EMOTIONAL</p> <ul style="list-style-type: none"> • being unkind, ignoring, isolating, tormenting, stealing, damaging belongings
<p>EXTORTION</p> <ul style="list-style-type: none"> • obtaining the possessions of others through force or by threats 	<p>CYBER</p> <ul style="list-style-type: none"> • using technology to cause harm such as email and internet chat-room and social network sites, mobile threats by text messaging and calls, misuse of associated technology eg. camera and video facilities 	<p>SEXUAL</p> <ul style="list-style-type: none"> • unwanted physical contact or sexually abusive comments, making someone feel uncomfortable by deliberately invading their personal space
<p>RACIST</p> <ul style="list-style-type: none"> • racial taunts, nicknames, graffiti, gestures 	<p>HOMOPHOBIC/BIPHOBIC</p> <ul style="list-style-type: none"> • targeting someone because of their sexual orientation and/or what this is perceived to be 	<p>TRANSPHOBIC</p> <ul style="list-style-type: none"> • Transphobic bullying is when a person’s actual or perceived gender identity is used to exclude, threaten, hurt or humiliate them

Bullying behaviour causes pain and distress. It can be a one-off incident or repeated over a period of time. It can be carried out by individuals or by groups and can take place both in school and beyond – at home and in the community. Both children and adults can display and be harmed by bullying behaviour.

Bullying behaviour may be related to prejudice-based behaviour including racism, sexism or homophobia. It can also compound other differences or difficulties in a young person's life.

Reporting Bullying Behaviour – Who to turn to....

PHS TAKES BULLYING SERIOUSLY

Young people, parents/carers and staff should not hesitate to contact Pastoral Care staff at the school if they are concerned about bullying –

Cademuir – Mrs K Robertson, Mrs Gess

Dunrig – Mr R Armour, Mrs L Jackson, Mrs Boyd

Meldon – Mrs Edge, Mrs Boyd

Young people, parents/carers and staff must understand that reporting bullying is essential. All are assured that PHS will give support whenever bullying is reported. This message will be reinforced at assemblies and during Personal and Social Education (PSE) lessons.

Young people who are being harmed by bullying behaviour or who witness bullying behaviour should feel confident to report this to any member of school staff and in particular Pastoral Care staff. Each incident will be dealt with sensitively and in confidence and all reported incidents will be taken seriously and investigated. Incidents will be recorded and will include student statements and actions taken. Scottish Borders Council is reviewing the recording of information and PHS will take guidance from the Authority on systems to be used. At school level, incidents will be recorded on SEEMIS (electronic information system).

The PHS Respect policy is available to download on the school website and Section 2: Advice for Young People is available in hard copy, please contact Mrs Moretta, DHT for more information.

Young people, staff and parents completed a bullying survey which also helped to inform the policy. Results of these surveys can be found in Appendix 1.

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SECTION 2: ADVICE FOR YOUNG PEOPLE

You have a right not to be bullied but also a responsibility not to bully others

How To Be Respectful To Others

- Treat others as you would wish to be treated
- Be polite and well mannered to your peers and adults
- Do not push, hit or kick others
- Try to befriend vulnerable students to give them support. This will help raise their self-confidence and self-esteem
- Be calm in your dealings with others
- Move around the school and outside school in a calm manner
- If you know you are causing harm, people may think of you as a bully – speak to your Pastoral teacher who will give you advice on how to change your behaviour

Respectful people enjoy good relationships with others and are respected in return

WHAT SHOULD I DO IF SOMEONE IS CAUSING ME HARM?

TELL SOMEONE, YOU ARE NOT ALONE

If you are being bullied or are concerned about someone else being bullied, you should not hesitate to let someone know **as soon as possible**. Do not hope that it will go away or that someone else will notice what is going on. If we know about bullying behaviour, we can do something about it. Please be assured that appropriate action will be taken to protect you from the people causing you harm and anything you say will be treated in confidence.

People you can talk to:

- Your Pastoral teacher
- Your parent/carer (who should contact your Pastoral teacher)
- Another member of staff (teaching and non-teaching)
- A senior student (Not Alone member, Prefect, Bus Monitor, SSC member etc)
- The school nurse
- A friend
- A member of staff from an external agency (Social Work, Quarriers, Action for Children, LGBT Scotland, Peeblesshire Youth Trust, Tweeddale Youth Action Community Learning Development (CLD) etc)

If it is dealt with but then happens again, **tell someone again**

Peebles High School takes bullying seriously. We will investigate all reported incidents. The school will always try to ensure that you are respected, able to enjoy good relationships with others and have a positive learning experience at PHS.

WRITE DOWN WHAT HAS HAPPENED

Use the Not Alone form. You can get forms from the school office, Pastoral department, class teachers, LRC and Not Alone members. It is important that you provide as much information as possible, including the names of anyone else who was there.

REPORT IT ONLINE

Use the Not Alone logo



on the school website - www.peebleshighschool.org.uk. Your pastoral teacher will respond to your message as soon as possible.

WHAT YOU SHOULDN'T DO

Suffer in silence

Why not? Bullying is **not** acceptable, it is wrong to make you feel the way you are feeling

Try to deal with it on your own

Why not? There are people here to help

Call the people causing you harm names back

Why not? This can make matters worse and 'two wrongs don't make a right'

Hit back if you have been hit

Why not? This can also make matters worse. Let a member of staff know immediately

Give in to pressure to fight or name call

Why not? Again, this can make matters worse. Real friends do not encourage you to do these things

WHAT SHOULD I DO IF MY FRIEND OR ANOTHER YOUNG PERSON IS BEING BULLIED?

- Talk to them about it
- Encourage them to tell their Pastoral teacher as soon as possible
- Tell someone on their behalf
- Encourage them to fill out the Not Alone online referral form

Useful websites

<http://www.respectme.org.uk>

<http://www.kidscape.org.uk/index.shtml>

<http://childline.org.uk/explore/bullying/pages/bullying.aspx>

<http://www.antibullying.net>

<http://www.scotland.gov.uk/Resource/Doc/330753/0107302>

<http://www.lgbtyouth.org.uk>

<http://www.lbp.police.uk/disability-hatecrime/index.asp>

<http://yp.direct.gov.uk/cyberbullying>

<http://www.kidscape.org.uk/cyberbullying>

<http://www.childline.org.uk/explore/onlinesafety/pages/cyberbullying.aspx>

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SECTION 3: ADVICE FOR STAFF

It is important to create a climate of mutual respect in school. Staff should lead by example and model the type of behaviour we wish young people to display in all dealings with both young people and colleagues. Respect for others should be encouraged in all situations.

Encourage young people to talk about bullying experiences

All staff should encourage young people to tell someone (Pastoral staff, parents, teaching staff, friends etc) if they have concerns about bullying. Staff should reassure young people that telling will not make situations worse and that all disclosures will be dealt with sensitively and in confidence. We should also remind young people that all forms of bullying are harmful and unacceptable.

All members of staff should be familiar with Section 2: Advice for Young People and should encourage young people to follow this advice, particularly to talk about their concerns as soon as possible.

Be vigilant

All staff should be aware of the potential for bullying behaviour to occur in the classroom. Keep aware and act accordingly, challenging any type of bullying behaviour (see Section 1 on examples of bullying behaviour). In addition, be vigilant with regard to bullying behaviour in corridors and social areas.

Responding to bullying incidents

In the classroom -

Bullying behaviours should be challenged by staff and minor incidents should be resolved immediately eg. young people using homophobic/biphobic language, other comments about clothes, glasses, hair colour etc. These may only require an apology with an assurance that the behaviour will not be repeated. If a pattern develops or in the cases of more serious incidents, these must be referred to the Pastoral Care teacher and/or the appropriate member of SMT and will be recorded accordingly.

Offering support –

All staff (teaching and non-teaching) should:

- Encourage the young person to tell you about the behaviour that has upset them

- Listen carefully and reassure the young person that you are taking what they are saying seriously
- Calm the young person if required
- Take notes of the main details
- Tell the young person that you will inform their Pastoral Care teacher as quickly as possible, reassure them that appropriate action will be taken
- Inform the Duty Head immediately if a young person has been physically assaulted, has experienced racial or homophobic/biphobic abuse or is in severe distress

Pastoral Care staff will –

- Offer a confidential interview and listen to young people who allege bullying
- Ask young people to record what has happened on a Not Alone form (if not already done)
- Counsel and reassure the young person who has been harmed
- Investigate incidents – speak to any witnesses and the alleged harmer(s)
- Counsel and support the alleged harmer(s)
- Arrange appropriate sanctions for those displaying bullying behaviours when these have been confirmed
- Contact parents of young people both harmed and causing harm, according to degree of anxiety caused or where matters are proving difficult to resolve
- Inform and liaise with SMT regarding serious and/or persistent cases of bullying
- Enter details of incidents in SEEMIS Pastoral notes
- Provide feedback to staff who have referred any incident
- Liaise with locality resources/external partners where necessary

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SECTION 4: ADVICE FOR PARENTS AND CARERS

We know bullying is something which concerns parents/carers and it is important that the PHS Respect policy acknowledges this and offers constructive advice on how you as parents/carers can support your child. We aim to work together with you in order to deal with any issues which may arise.

Unfortunately, bullying behaviour occurs in all schools. This type of behaviour makes young people feel frightened, threatened, left out and hurt and it is up to our whole school community to give a clear message that bullying behaviour will not be tolerated. PHS staff are aware of what bullying is and have been given guidance on how to deal with this type of behaviour. Pastoral staff are experienced and will support those who are being subjected to, and those displaying, bullying behaviour. Pastoral staff and the peer education group 'Not Alone' will also discuss bullying with junior learners in PSE lessons. It is our aim to ensure young people are safe and happy in school so that they may achieve their potential.

Incidents can usually be dealt with quickly if the school is informed at an early stage so action can be taken.

What is bullying behaviour?

"Bullying is both behaviour and impact; what someone does and the impact it has on the other person's capacity to feel in control of themselves. We call this their sense of 'agency'. Bullying takes place in the context of relationships. It is behaviour that can make people feel hurt, threatened, frightened and left out and it can happen face to face and online."

(RespectMe, 2018)

Bullying behaviours can be:

- Verbal – name calling, teasing, belittling, threats, sarcasm, spreading rumours
- Physical – hitting, tripping, kicking, pushing or any form of violence (laying hands, feet etc on another), acts of aggression which make people feel like they are being bullied or fearful of being bullied
- Emotional – being unkind, ignoring, isolating, tormenting, stealing, damaging belongings
- Extortion – obtaining the possessions of others through force or by threats
- Cyber – using technology to cause harm such as email and internet chat-room and social network sites, mobile threats by text messaging and calls, misuse of associated technology eg. camera and video facilities
- Racist – racial taunts, nicknames, graffiti, gestures
- Homophobic/Biphobic – targeting someone because of their sexuality and/or what this is perceived to be

- Sexual – unwanted physical contact or sexually abusive comments, making someone feel uncomfortable by deliberately invading their personal space
- Transphobic – when a person’s actual or perceived gender identity is used to exclude, threaten, hurt or humiliate him or her

Young people have disagreements and ‘fall out’ regularly. During these ‘fall outs’, they can be mean to each other and things can be said in anger, hurting the feelings of others. More often than not, young people need time to work through their issues and ‘make up’ themselves. Some need support to do this as they cannot express themselves clearly – they want to make up but don’t know how to. Pastoral staff are able to help to resolve these issues and this type of behaviour is not classed as bullying.

How can you tell if your child is being harmed by bullying behaviour?

Ideally, young people will tell their parents/carers if something is wrong. However, adolescents often find it difficult to communicate with their parents about school and all too often, school is “fine” with “nothing” happening. Unfortunately, some young people are reluctant to talk about bullying issues for fear of the situation being made worse because they have “grassed”. This is an attitude the school is working hard to eradicate.

If you are not told about bullying incidents, you may be alerted by your child displaying one or more of the following behaviours:

- They do not want to go to school
- They become frightened of the journey to or from school
- A noticeable change in academic attainment
- Consistently ‘losing’ possessions
- Regularly coming home hungry, claiming they didn’t eat at lunchtime because they weren’t hungry
- Asking for money for no reason, ‘losing’ money or taking money from home
- Regularly coming home with unexplained bruises, scratches or cuts
- Being more prone to being emotional at home
- Unexplained weight loss/gain
- Becoming introverted
- Having difficulty sleeping
- Low mood or mood swings

The important thing to remember is that it is a **change** in behaviour which is causing concern. Of course, bullying may not necessarily be the cause of this but it is a good idea to discuss this with your child’s Pastoral teacher so this can be looked into.

What should you do if your child is being harmed by bullying behaviour?

There are several ways of dealing with bullying behaviour and if you report concerns to your child’s Pastoral teacher, they will discuss possible strategies with both you and your child before any action is taken. Your child will be anxious so it is very

important to reassure them that the matter will be dealt with. Pastoral staff are experienced and will deal with any incident sensitively.

- Take whatever your child tells you seriously – what may seem trivial to an adult can be extremely important to a young person
- Reassure your child that they have done nothing wrong, it is the bullying behaviour which is wrong
- **Keep calm and do not over-react.** If you react emotionally, your child may become more upset. Your reaction is vitally important and can either ensure they keep talking or stop talking to you
- **Never** threaten violence yourself or encourage your child to hit back or call the people displaying bullying behaviour names back
- Encourage your child to talk to their Pastoral teacher, another member of staff or the senior students in the Not Alone group (formerly the Anti-Bullying Council)
If your child is reluctant to talk to their Pastoral teacher, encourage them to complete the Not Alone referral form on the PHS website. Forms are submitted to Pastoral staff
- Contact your child's Pastoral teacher at an early stage
- Do not seek retribution, those who display bullying behaviours need support to change their behaviour
- Do not label a child a 'bully', rather, talk about the behaviour behind the bullying

There are some questions you can ask to find out more about what has been going on:

- What has happened?
- Who is involved?
- How long has it been going on?
- Has your child tried to do anything about it already?
- How has it made your child feel/how has it been affecting them?

What can you expect the school to do?

Pastoral staff will do all they can to resolve bullying incidents which are reported to them. Every incident is different but Pastoral staff will normally:

- Discuss the matter confidentially with the child experiencing bullying behaviour
- Discuss the matter with those believed to be displaying bullying behaviours
Remember there are two sides to every story and that someone who is accused of bullying also has the right to be heard
- Where appropriate, contact the parents of all young people involved (parents/carers of the child experiencing bullying behaviour will not be given details of action taken towards the child displaying the behaviour)

- Give advice and counselling to both parties and, where appropriate, sanctions may be applied (in consultation with the Senior Management Team)
- Continue to support your child discreetly to ensure that the issue is not continuing
- If appropriate, use restorative practices to resolve the matter. This would involve both parties being invited to take part in a restorative meeting

Bullying behaviour may stop immediately or it may not. If it doesn't, please encourage your child to talk to their Pastoral teacher again and/or contact them yourself directly. We expect parents and carers to be realistic that it may take time to resolve some bullying issues.

We hope that by discussing bullying openly with young people; by parents/carers, staff and external partners encouraging young people to talk about issues and offering clear advice to young people, staff and parents; we will be able to reduce incidents of bullying behaviour.

Not Alone – bullying concerns can be reported to Pastoral staff via the school website. Young people can click on the Not Alone logo, fill out the referral form and submit this – parents/carers can support their child with this.

What should you do if PHS approaches you with a concern that your child is displaying bullying behaviour or you suspect your child is behaving in this manner?

If a member of Pastoral staff or SMT contacts you to inform you that your child has displayed bullying behaviour, keep calm and remember that all reported bullying incidents are fully investigated before any action is taken. If you suspect your child may be displaying bullying behaviour, please contact your child's Pastoral teacher to express your concerns. They will investigate sensitively and will offer your child support. There could be several reasons why a young person displays bullying behaviour.

All behaviour communicates feeling –

- Is your child being encouraged to join in with bullying behaviour to be part of a group?
- Are they looking for attention and this is their way of getting it?
- Are they unhappy with some other aspect of their life and are taking out their frustration on someone else?
- Are they responding to perceived bullying behaviour by another?

Bullying behaviour is never acceptable. Try to get your child to understand the impact their behaviour is having on the other person. How would they feel if they were being treated in this way?

Be prepared to deal with prejudiced attitudes – the behaviour may stem from racism, homophobia/biphobia or ignorance about a different culture or religion.

Remember – always contact the school if you have a concern, if we do not know there is a problem then we cannot help.

CYBER-BULLYING

Technology brings many benefits but can also create problems when used inappropriately. Sadly, people cause harm and are harmed through the misuse of text messages, emails, social media sites eg. Facebook, Snapchat, Instagram etc. Today's young people cannot escape bullying as technology means that it can follow them home – where malicious messages were once written on school books or toilet walls, they can now be sent via mobile phone or internet at anytime of the day or night. PHS young people are informed of the risks of using technology and are advised on how to keep themselves safe through PSE lessons. There are serious legal consequences for those involved in cyber-bullying and students are also informed of these. This is carried out in partnership with our Locality Integration Police Officer.

You should not assume that your child is using technology safely and should monitor how your child is using this. We encourage you to discuss with your child where they go online and who they are spending time with, just as you would if they were going on a night out.

Useful websites:

<http://www.respectme.org.uk>

<http://www.kidscape.org.uk/index.shtml>

<http://childline.org.uk/explore/bullying/pages/bullying.aspx>

<http://www.antibullying.net>

<http://www.scotland.gov.uk/Resource/Doc/330753/0107302>

<http://www.lgbtyouth.org.uk>

<http://www.lbp.police.uk/disability-hatecrime/index.asp>

<http://yp.direct.gov.uk/cyberbullying>

<http://www.kidscape.org.uk/cyberbullying>

<http://www.childline.org.uk/explore/onlinesafety/pages/cyberbullying.aspx>

<http://www.thinkyouknow.co.uk>

<http://www.ceop.co.uk>

<http://www.chatdanger.com>

<http://www.childnet-int.org.uk>

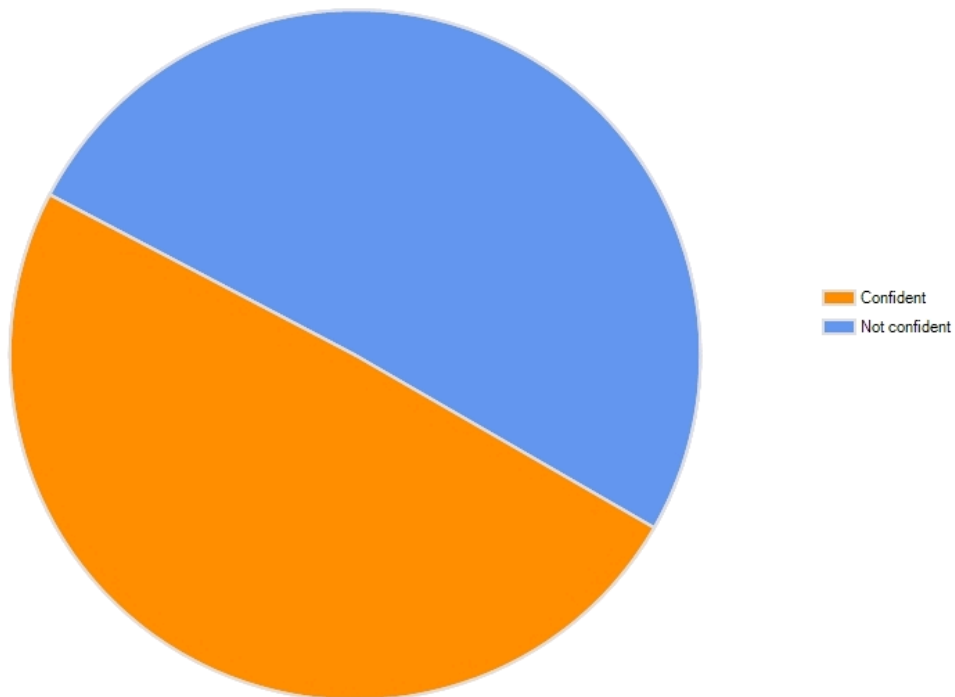
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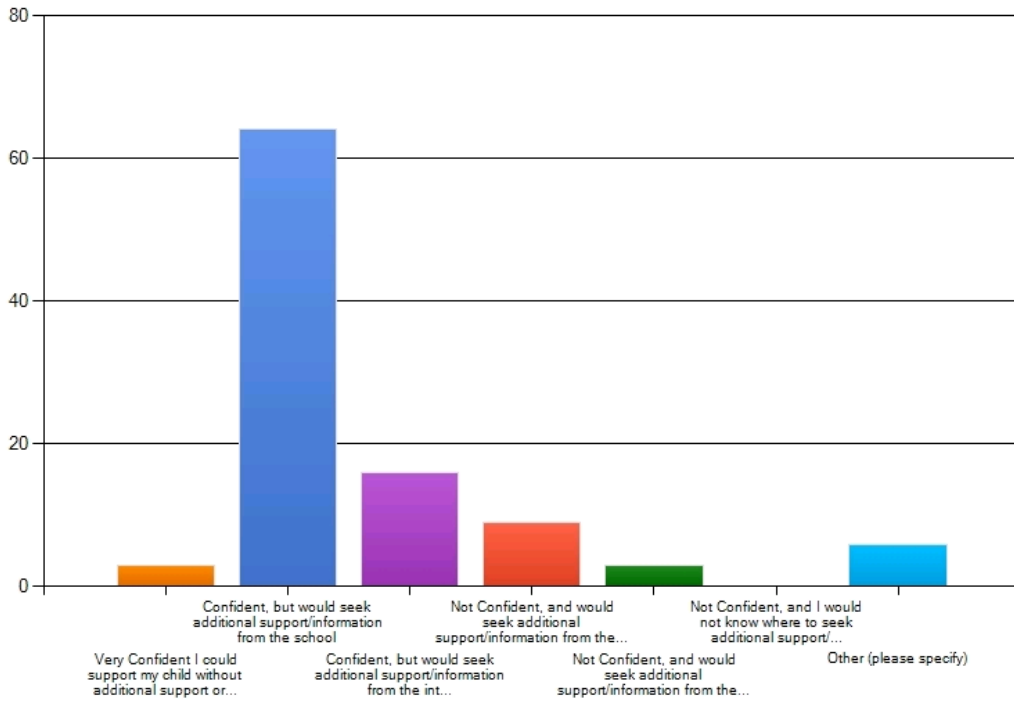
APPENDIX

Results of students, staff and parent surveys:

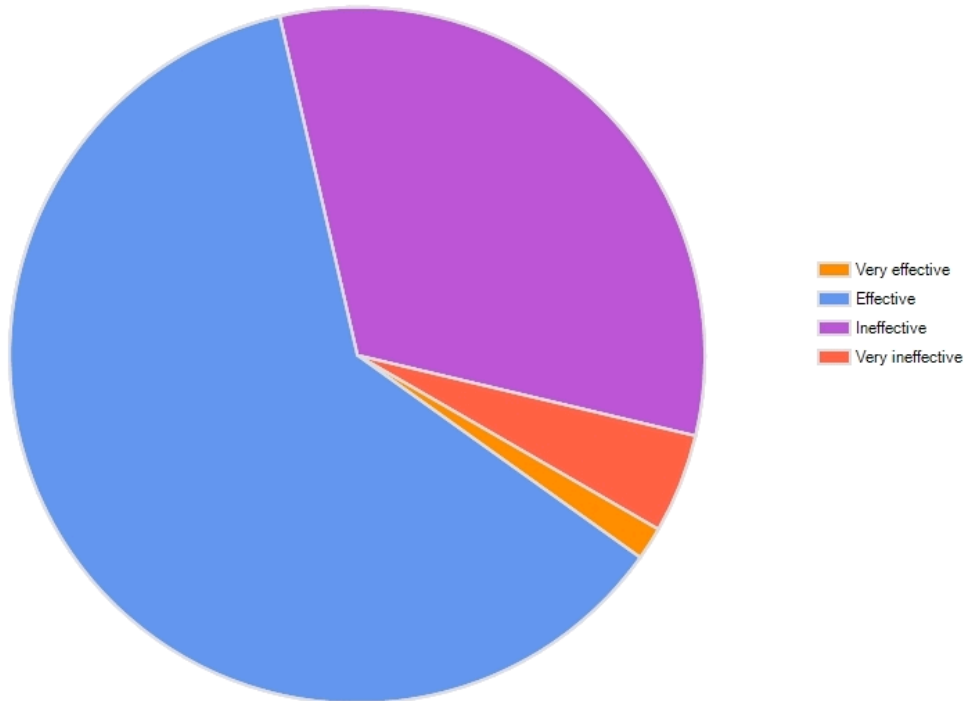
How confident do you feel your child would be about approaching a member of school staff regarding bullying incidents?



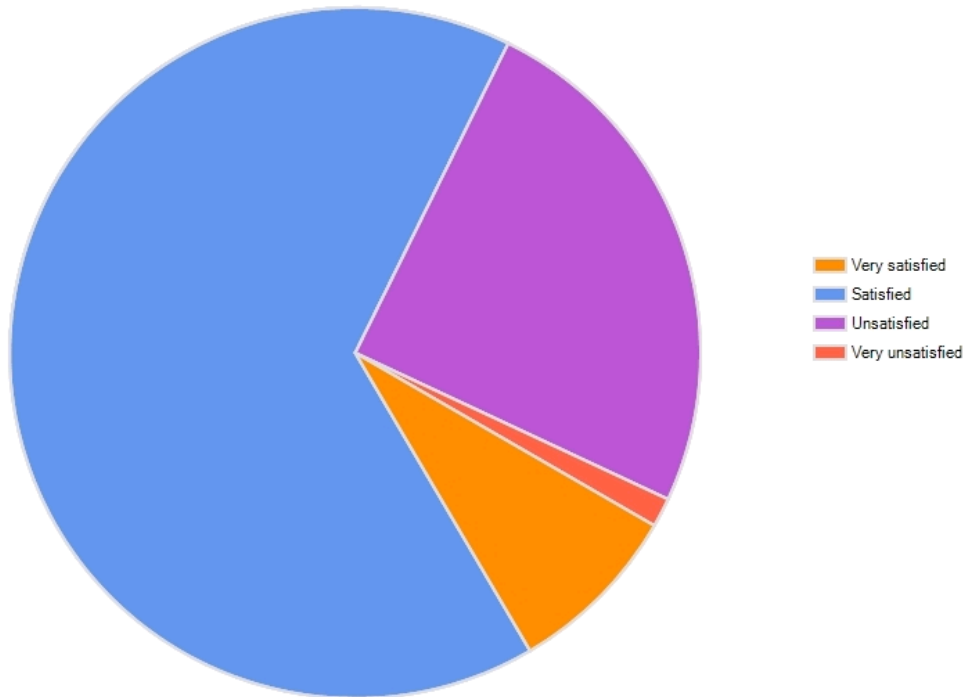
As a parent/carer, if your child was experiencing bullying behaviour, how confident would you feel in supporting your child in this circumstance.



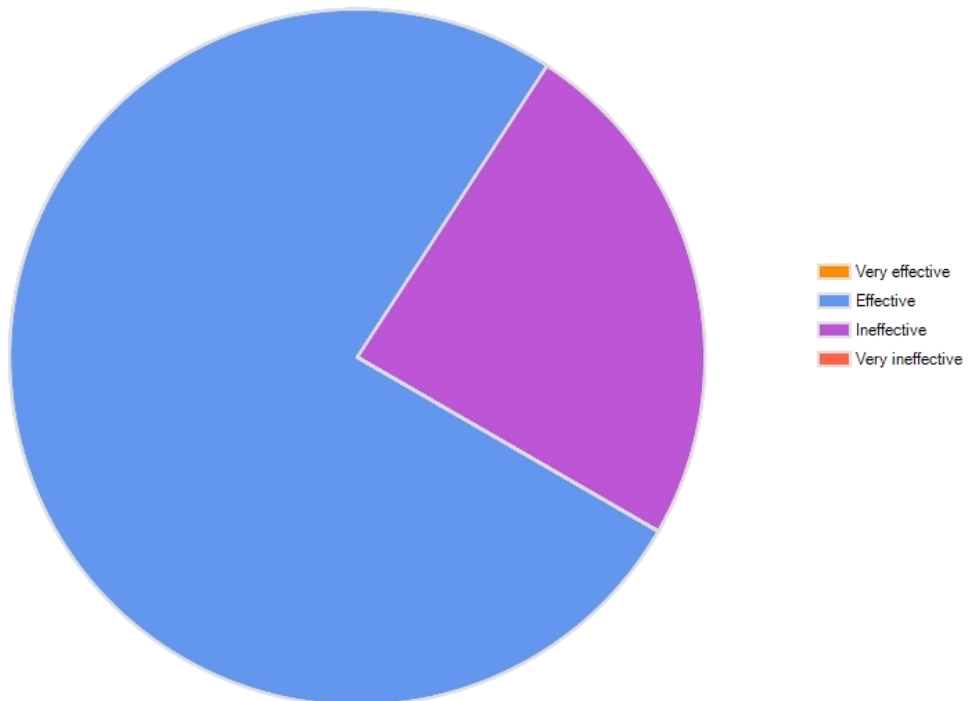
For the school your child attends, how effective do you feel the school is at preventing bullying behaviour within the school environment?



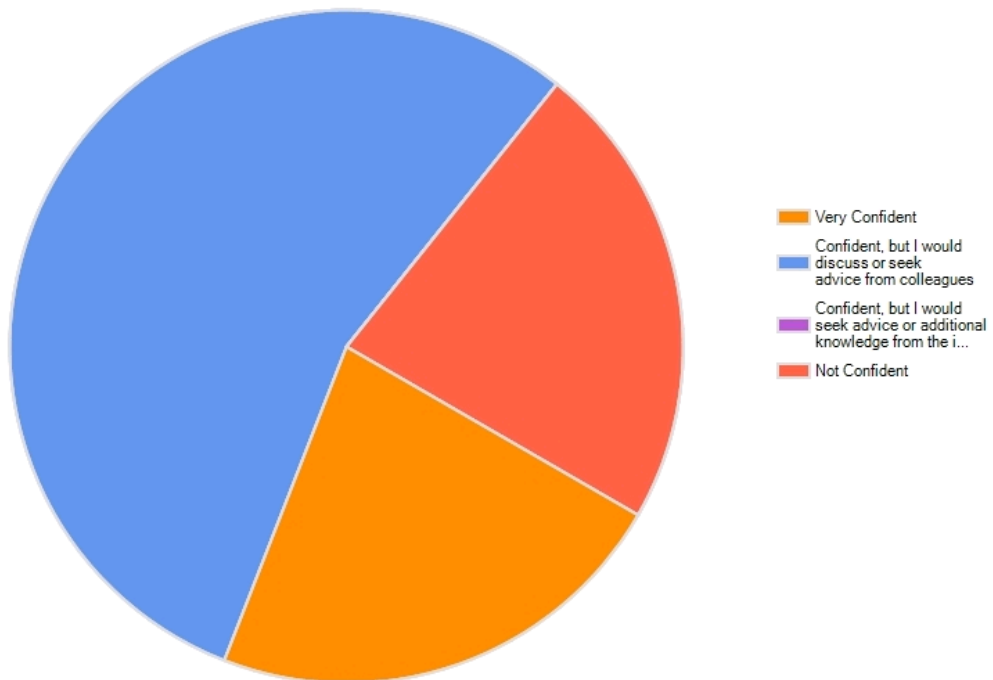
How satisfied are you that the school your child attends engages well with parents regarding the topic of bullying?



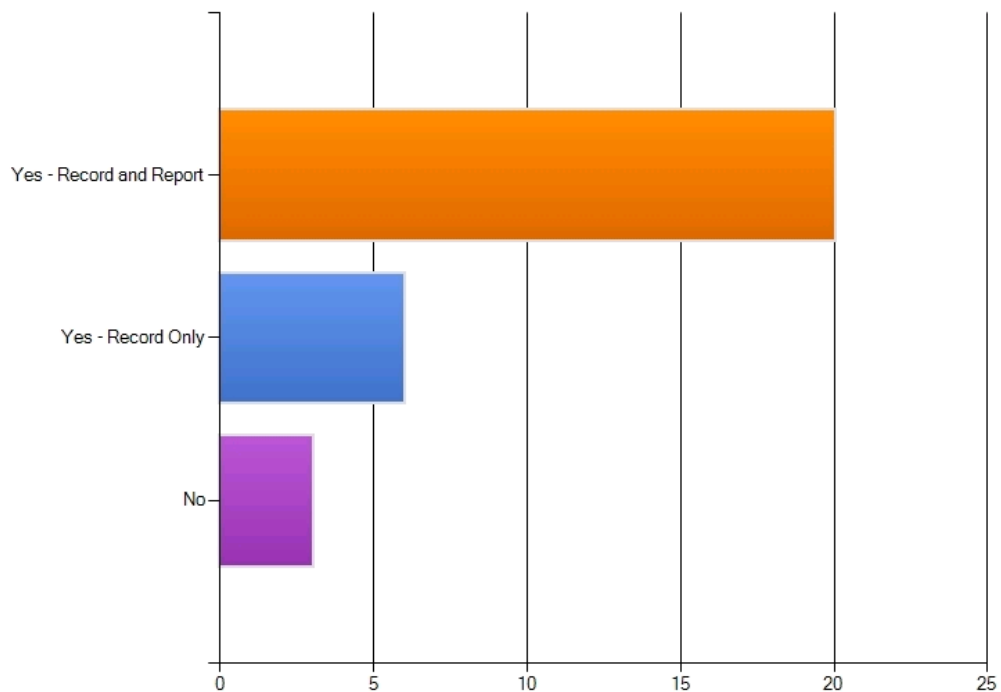
For school you work in, how effective do you feel the school is at preventing bullying behaviour within the school environment?



How confident do you feel that you have the knowledge and skill to support a pupil experiencing or demonstrating bullying behaviour in your school?



Would you like to see the inclusion of a responsibility on schools to record and report on the number of bullying incidents in each school year?



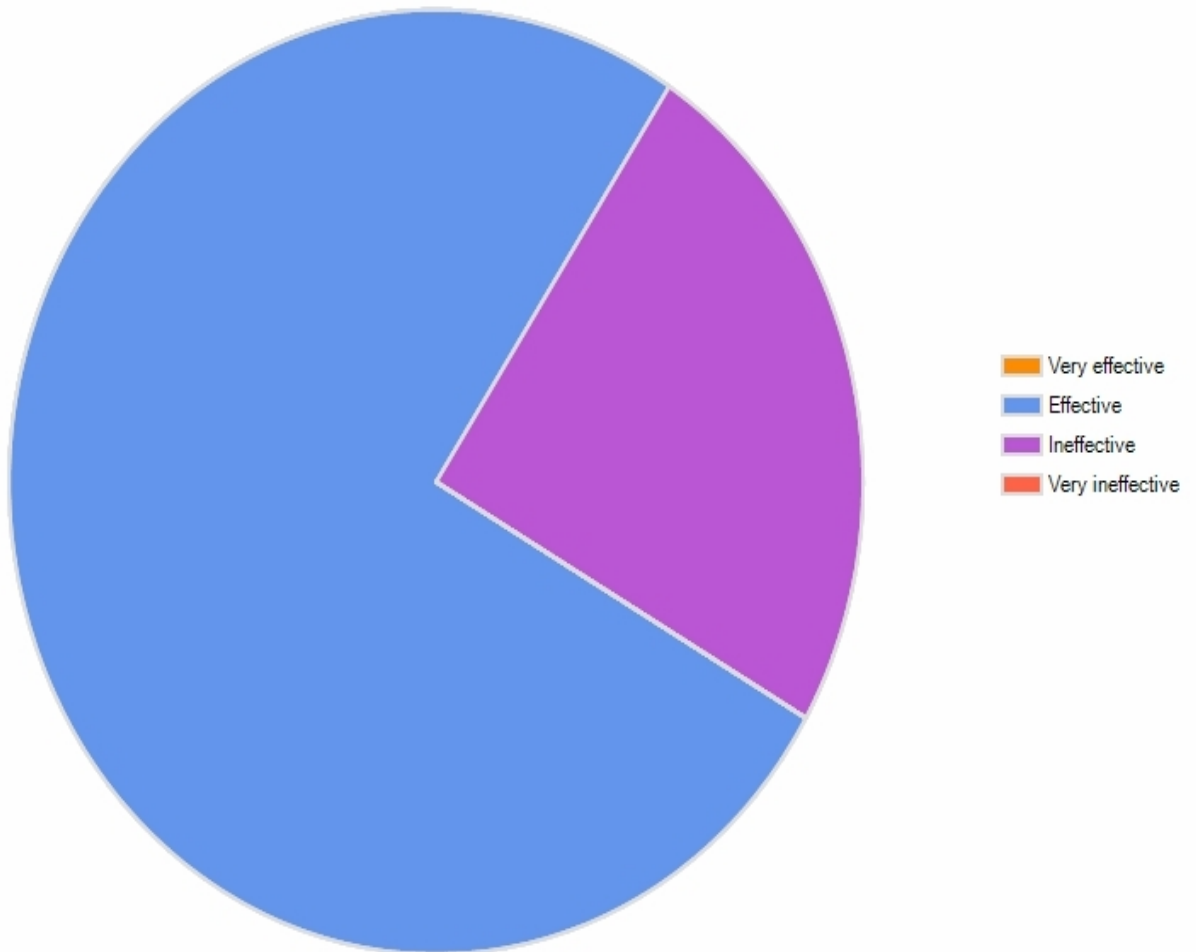
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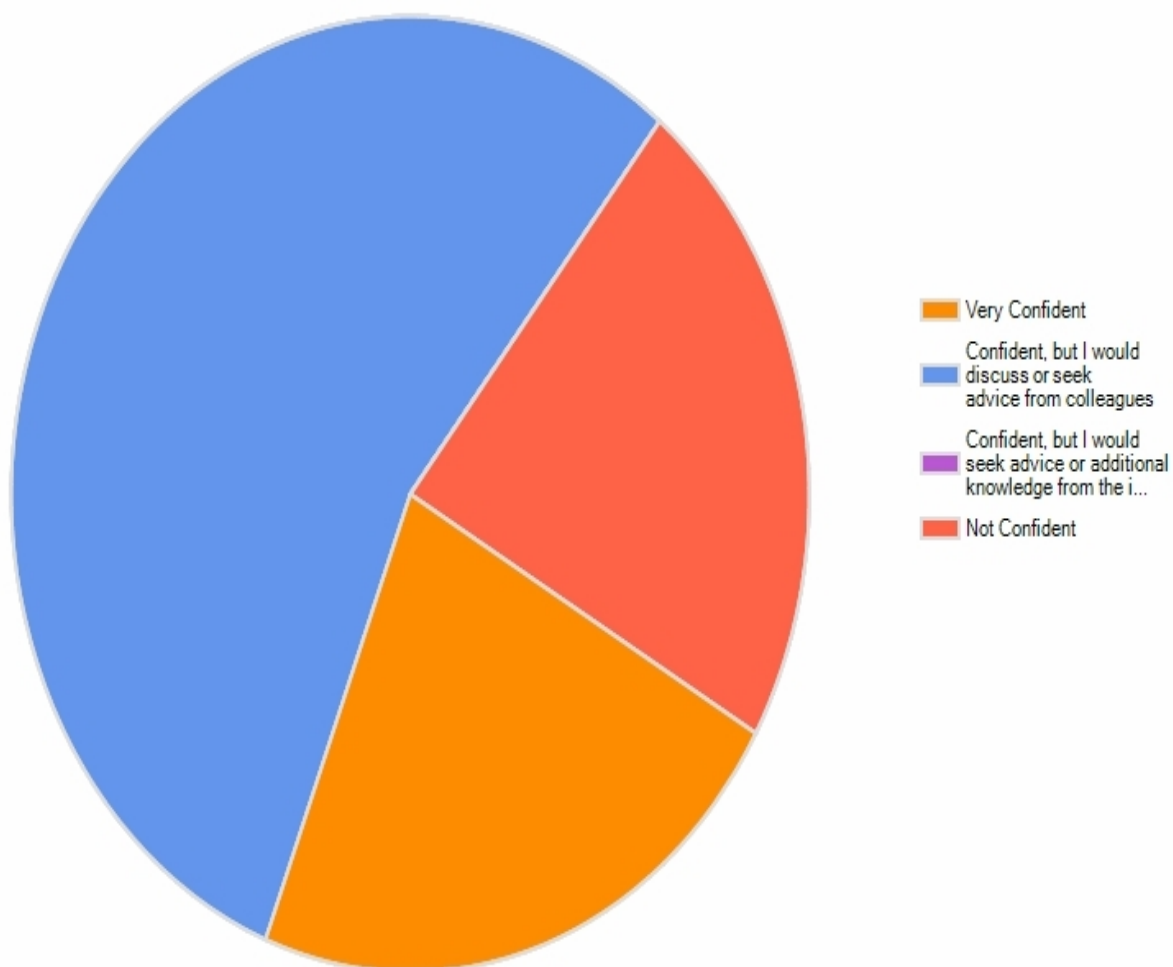
APPENDIX 2

Results of staff surveys (32 collated):

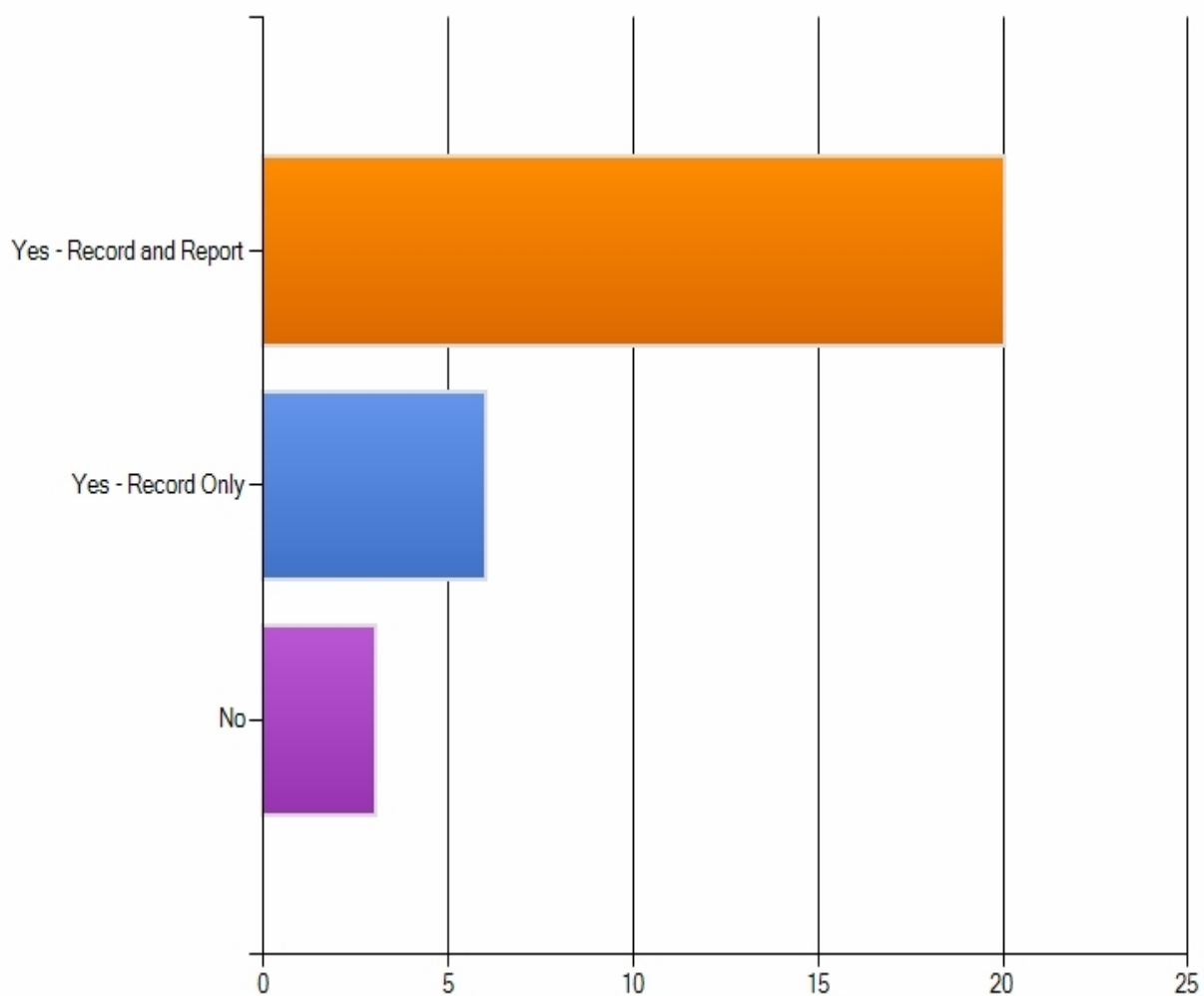
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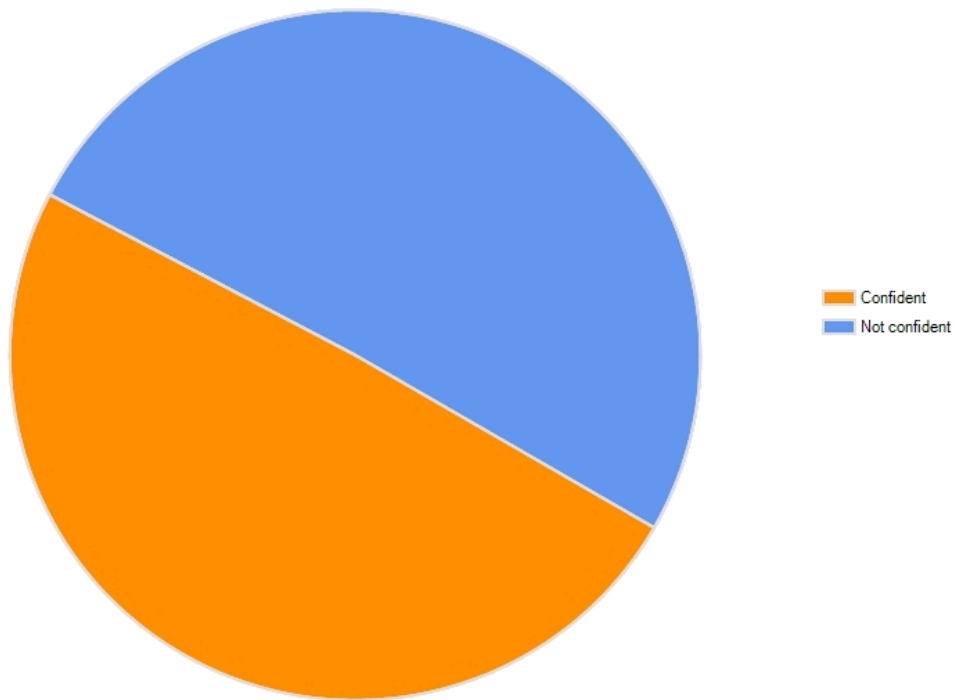
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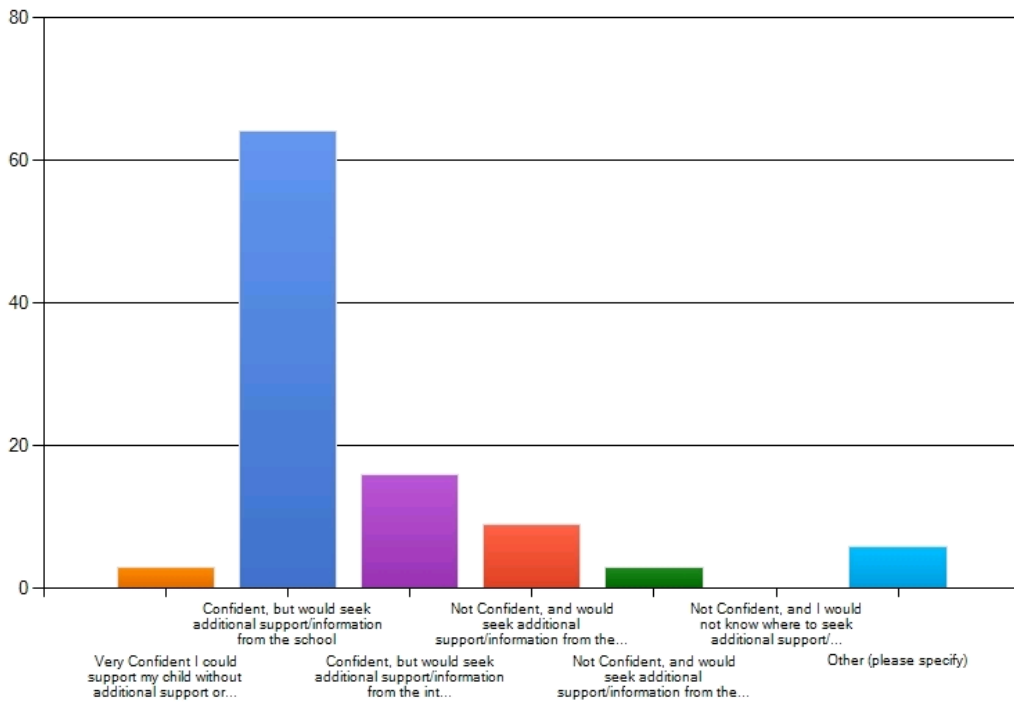
APPENDIX 3

Results of parent surveys (84 collated):

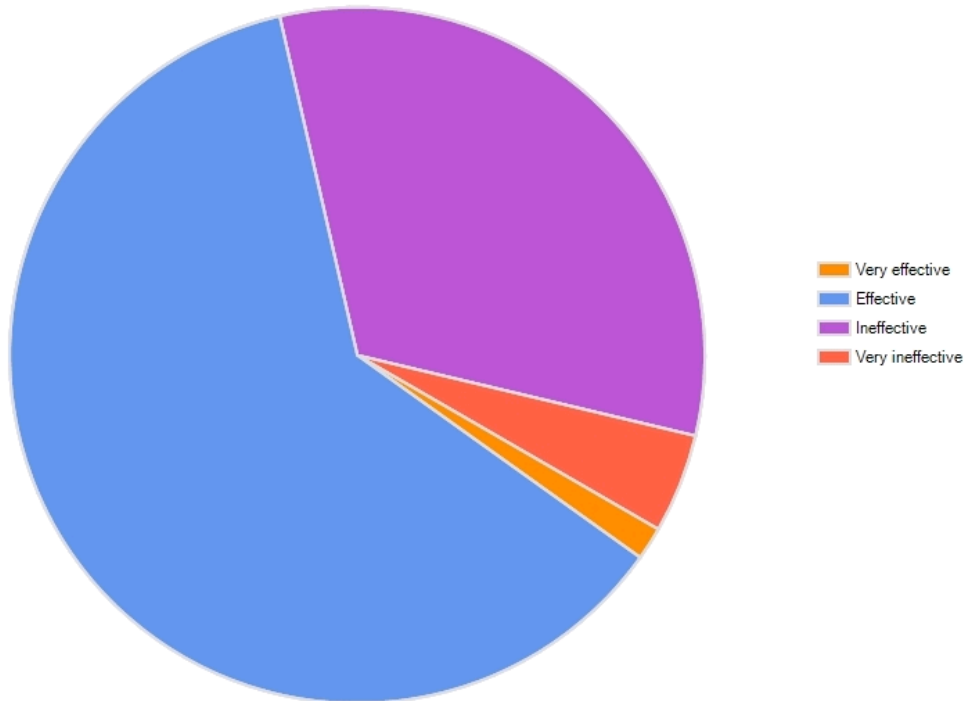
How confident do you feel your child would be about approaching a member of school staff regarding bullying incidents?



As a parent/carer, if your child was experiencing bullying behaviour, how confident would you feel in supporting your child in this circumstance.



For the school your child attends, how effective do you feel the school is at preventing bullying behaviour within the school environment?



How satisfied are you that the school your child attends engages well with parents regarding the topic of bullying?

