



## **Pro-Kindness Policy**

***Lead Governor: Chair***

***Senior Leadership Team Link: Deputy Headteacher***

***Previous Review: 2018***

***Next Review Due: October 2024***

***Ratified by Governors: 21<sup>st</sup> October 2021***

### **Aim**

Oakmoor School's aim is to create a kind, safe and secure environment in which students are able to develop academically, socially and emotionally, free from fear, humiliation, oppression and abuse. Unkind behaviour is unacceptable at the school and if it does occur, action will be taken promptly and effectively. At Oakmoor School, we want everyone to feel valued as an individual and to treat others as they would wish to be treated; we promote a culture of Pro-Kindness.

This policy aims to demonstrate how we promote a culture of kindness whilst providing a consistent and effective school response to any unkind incidents that may occur.

### **What is Unkind Behaviour?**

This information has been taken from the Department for Education 2017:

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, 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. It might be motivated by actual differences between children, or perceived differences.

### **Responsibilities**

Every member of the Oakmoor School community has a duty to be kind to every other member of the community and also to all members of the public. We expect everyone to:

- set an example of kindness in the way we speak and act
- actively promote kind words and deeds among the community
- report any unkindness which is experienced or seen

In order to achieve a Pro-Kindness environment, the school follows the principles of PALS:

#### **◆ Prevention**

- ◆ **Action**
- ◆ **Learning**
- ◆ **Speaking out**

P	P R E V E N T I O N
---	---------------------

Oakmoor School make it clear to all students, staff, parents and governors that when unkind behaviour happens we will work as a community in accordance with the pro-kindness policy to help both the people who are harmed and the perpetrators. We aim to prevent unkind behaviour by:

- ◆ Promoting an ethos in which kindness, positive attitudes and achievements are recognised, valued, respected and rewarded.
- ◆ Making it clear that the responsibility for the prevention of unkind behaviour belongs to everyone in our community.
- ◆ Delivering the message via assemblies, the curriculum, registration groups, student planners and posters that unkind behaviour will not be tolerated.
- ◆ Ensuring adequate supervision of areas frequented by students at break and lunch times as well as at the beginning and end of the day.
- ◆ Careful organisation and movement around the school.
- ◆ Modelling kind, caring and sensitive behaviour.
- ◆ Collection and collation of data from students.

A	A C T I O N
---	-------------

- ◆ It is vital that all staff are involved in the implementation of the school policy for pro-kindness.
- ◆ All allegations or information regarding unkindness will be taken seriously.
- ◆ The policy and guidelines for dealing with incidents are communicated to staff, students and parents providing a consistency of approach.
- ◆ When unkind behaviour is reported the appropriate member of staff will investigate and action appropriately.
- ◆ There will be careful recording of repeated incidents of unkindness. Incidents are recorded in SIMS so that data can be analysed and individual cases tracked.
- ◆ All new students, staff and parents will be made aware of the school's Pro-Kindness Policy.
- ◆ Counselling and support where necessary will be made available for both the victim of the unkind behaviour and the perpetrator.

- ◆ A restorative process can be a successful way of resolving issues of unkind behaviour and it is important that wherever possible there is a restorative element as part of the process, facilitated by a member of staff.
- ◆ Any incident should be reviewed and monitored until the situation is completely resolved.
- ◆ Someone experiencing unkind behaviour will be offered a safe place to visit and a member of staff as a regular point of contact during and after the incident – i.e. the pastoral department and team.
- ◆ It may be appropriate to involve the support from outside agencies that we work closely with.
- ◆ Parents/carers of the child reporting unkind behaviour and the perpetrator must be informed at the earliest appropriate opportunity.

## L

## LEARNING

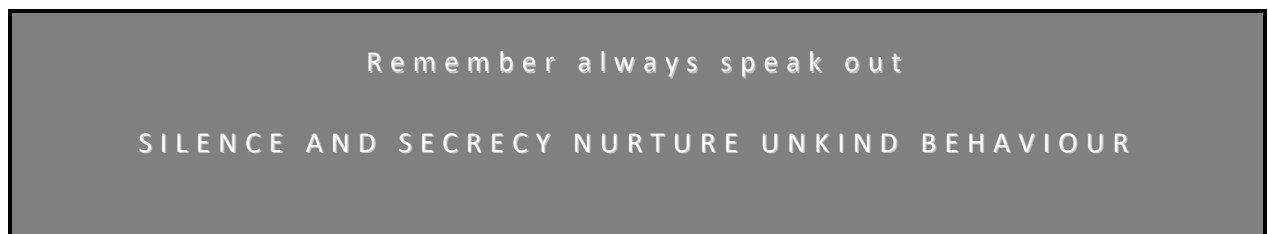
- ◆ Staff training - staff are informed to listen to a child calmly and reassuringly, to take the information seriously, let the child give their own account, to make an accurate record of the conversation using the language used by the child, to inform them of the need to share and make it clear that they made the right decision to tell, to refer the matter to the appropriate member of staff as soon as possible, to tell the child what will happen next and offer the support of the pastoral team immediately.
- ◆ There will be ongoing policy reviews and updating of procedures.
- ◆ Awareness of the policy will be raised and maintained by staff through assemblies, the curriculum, registration time, the school council and school signage.
- ◆ There will be regular monitoring of any unkind behaviour occurring within the school.
- ◆ A restorative process can be a successful way of resolving issues of unkind behaviour and it is important that wherever possible there is a restorative element as part of the process, facilitated by a member of staff.
- ◆ Student voice and student and parent surveys, will inform us of the effectiveness of this policy.

## S

## SPEAKING

- ◆ Students will be encouraged to speak out if they suffer from unkind behaviour and to talk to an adult they trust or a student leader.

- ◆ The school expects to hear from anyone who is suffering from unkind behaviour or is aware of another's suffering. We encourage students to report incidences of unkind behaviour by telling a member of staff, a parent or a student leader either themselves or via a friend.
- ◆ Students will know who they can tell if they have experienced unkind behaviour – a teacher, their mentor, their academic & pastoral leader, a member of the pastoral support & guidance team, a member of the senior team, another adult/member of staff they feel comfortable talking to, a student leader, a parent or a friend who can pass the information on.
- ◆ Staff are informed to encourage openness, how to receive a disclosure and how to follow it up effectively.
- ◆ Pro-Kindness will be spoken about in forums such as assemblies, Experience Days and registration time.



### **Advice for Students**

#### **If you experience unkind behaviour:**

- ◆ Talk to an adult you trust and take a friend with you if it helps. You could talk to a teacher, your mentor, your academic & pastoral leader, a member of the pastoral support & guidance team, a member of the senior team, another adult/member of staff you feel comfortable talking to, a student leader or a parent or a friend who can pass the information on for you.
- ◆ Do not listen to the person being unkind if they say that you will be in trouble if you talk to someone. You are NOT doing anything wrong and it is right to TELL someone about the unkind behaviour.
- ◆ You will be taken seriously when you talk to someone.
- ◆ If you need somewhere safe to go to at anytime you can visit the pastoral department.
- ◆ Always speak out.
- ◆ There are national organisations that you can contact for support as follows:
  - **Childline** - 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

- **The Samaritans** - 116 123 [www.samaritans.org](http://www.samaritans.org)
- **Kidscape** - 0207 730 33 00 [www.kidscape.org.uk](http://www.kidscape.org.uk)
- **Anti-Bullying Network** - [www.antibullying.net](http://www.antibullying.net)
- **Bullying UK** - 0808 800 22 22 [www.bullying.co.uk](http://www.bullying.co.uk)
- **Anti-Bullying Alliance** - [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- **The Diana Award** - 020 3934 2160 [www.diana-award.org.uk](http://www.diana-award.org.uk)
- **Think U Know** Keeping children safe online and offline - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- **Mind** Mental Health and Wellbeing - [www.mind.org.uk](http://www.mind.org.uk)
- **Young Minds** Mental Health and Wellbeing – [www.youngminds.org.uk](http://www.youngminds.org.uk)
- **Disrespect Nobody** There's a person attached to every body, respect both - [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)
- **NSPCC** - 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)
- **NHS Chat Health** Messaging Service - 07507332160
- **Anna Freud** Wellbeing Centre - [www.annafreud.org/on-my-mind](http://www.annafreud.org/on-my-mind)
- **Anxiety UK** - 03444 775774 Text Service: 07537 416905 [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)
- **Kooth** Online Counselling Service - [www.kooth.com](http://www.kooth.com)

**If you know someone who is experiencing unkind behaviour:**

- ◆ Report this to a member of school community immediately – a teacher, your mentor, your academic & pastoral leader, a member of the pastoral support & guidance team, a member of the senior team, another adult/member of staff you feel comfortable talking to, a student leader or a parent.

**Advice for Parents**

**As parents, you can help us to ensure that our Pro-Kindness policy is successful by taking the following actions:**

- ◆ Watch for signs of distress in your child. There could be an unwillingness to attend school, a pattern of headaches or stomach aches or equipment that has gone missing. They may become quiet or withdrawn.
- ◆ Take an active interest in your child's social life. Discuss friendships, how social time is spent and the journey to and from school.

- ◆ Be aware of and monitor any social media platforms that your child uses.

**If your child is experiencing unkind behaviour or you suspect this is happening:**

- ◆ Contact the school immediately and ask to speak to your child's mentor or academic & pastoral leader who will work with you to improve the situation.
- ◆ Keep a written record if the unkind behaviour persists. It will provide supportive evidence regarding WHO, WHAT, WHERE and WHEN for the school and will help with any investigation.
- ◆ Advise your child not to attempt to solve the matter or stop the unkind person by giving the unkind person sweets, money or other gifts. Your child **MUST** report all incidents of unkind behaviour to a member of staff. Any information received will be treated with sensitivity and discretion.
- ◆ Encourage your child to talk about it, but be patient as they may be distressed.
- ◆ Stay calm but show that you are supportive.
- ◆ Reassure your child that you are sympathetic and will do something about it.
- ◆ Try to help them to see the difficulty as a problem that can be solved.
- ◆ Help them to develop and use the strategies that the school will offer to support your child.
- ◆ Help everyone to keep a sense of proportion in the situation.

**Advice for Staff**

- ◆ Teachers/TAs must attempt to support all children in their classes and to establish a climate of kindness, trust and respect for all.
- ◆ By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of unkindness.
- ◆ All staff in our school takes all forms of unkindness seriously and intervene to prevent incidents from taking place.
- ◆ If adults witness an act of unkindness or unkindness is reported to them they do all they can to support the child who has reported the incident following the steps below.
- ◆ Listen to a child calmly and reassuringly.
- ◆ Take the information seriously.
- ◆ Let the child give their own account.
- ◆ Make an accurate record of the conversation, using the language used by the child.
- ◆ Inform them of the need to share and make it clear that they made the right decision to tell.

- ◆ Refer the matter to the appropriate member of staff as soon as possible, usually the Mentor and/or the Academic and Pastoral Leader.
- ◆ Tell the child what will happen next and offer the support of the pastoral team immediately.
- ◆ If you are the member of staff dealing with the incident interview and collect statements from the child reporting, the unkind person, and witnesses.
- ◆ Provide support for all parties while the incident is resolved and during the period directly after an incident, for as long as necessary.
- ◆ Inform the parents/carers of all parties as soon as possible.
- ◆ Review and monitor the situation until it is completely resolved.

*The school recognises the individual's right to be free from persecution and opposes all acts of unkind behaviour.*

**RATIFICATION DATE AND CHAIR'S SIGNATURE**

Ratified/Signature:

Print Name:

Date: