

Norfolk Anti-bullying Survey

I would like to invite your school to take part in the fifth county-wide anti-bullying survey to investigate pupils' experiences of bullying in and out of school and to find out how effectively they feel their school deals with bullying. The survey is a free, on-line questionnaire devised by the Anti-bullying Alliance and modified by Norfolk County Council and is intended for all Norfolk pupils in years **5 – 10**. It will be available for pupils to complete between **9 am 14 November to 5 pm 2nd December**.

The survey offers pupils an opportunity to contribute to a serious whole-school issue. Participating schools will receive their school's results, together with a county-wide comparison comprising the aggregated results for all other schools. The results will provide an invaluable insight into pupils' awareness of their school's anti-bullying policy and their views on the effectiveness of their school's practice. Information from the survey could be used to provide evidence of good practice to assess and review the effectiveness of the school's anti-bullying policy and for self-evaluation towards an Ofsted Inspection (see new framework – www.ofsted.gov.uk). Results from the previous survey have contributed to Norfolk's 2011 - 2012 anti-bullying targets. Each year thousands of pupils participate. As a result of feedback we have received over the years we have identified annual targets which have included training for parents and staff on cyberbullying, packs for schools on challenging homophobic bullying and a format for reported incidents of alleged bullying which we plan to roll out shortly.

I hope you will join with other Norfolk schools in completing the survey and if you wish to discuss general questions relating to the survey please do not hesitate to contact me on 01603 307567 or at rita.adair@norfolk.gov.uk. Andrew Walker 01603 679343 and Mark Alexander 01603 228907 can be contacted to give technical advice. I have attached an information sheet which provides further details including instructions on how to participate along with a copy of the questionnaire. Please also refer to the attached PDF 'Anti-Bullying Survey' which provides the survey questions.

Rita Adair
Senior Educational Psychologist, Children's Services, Norfolk County Council

Attached: Instruction sheet. Survey questions are at the bottom of this document entitled 'Anti-Bullying Survey'.

Anti-bullying Survey 2011

- **What is it?**

The Anti-bullying survey has been adapted from a questionnaire designed by the Anti-bullying Alliance <http://www.anti-bullyingalliance.org.uk/> to gauge pupils' experiences of bullying and how they feel their school manages the issue. The survey is an on-line questionnaire which should take a year 5 child around 30

minutes to complete (depending upon their literacy level) and around 15 minutes for older pupils. Children's Services in Norfolk County Council is hosting an on-line version for Norfolk schools between **9 am 14 November to 5 pm 2 December 2011** to enable them to assess their pupils' views about bullying and how they feel their school deals with the issue.

- **What are the benefits of taking part?**

For pupils – an opportunity to reflect upon bullying, share their thoughts and influence the direction of their school's and Norfolk's anti-bullying strategy

For teachers – use of a free, easy-to-use activity that raises awareness of and provides invaluable information to support the anti-bullying agenda

For schools – free analysis of data and county wide comparison which provides evidence to show your school is taking bullying seriously and taking effective measures to address it

For Children's Services – we will use the data to ensure we are on track with our anti-bullying strategy and to inform the way we provide anti-bullying support to schools and communities.

- **Who can take part in the survey?**

The survey is open to all pupils in years 5 – 10. **At least ten pupils in the year group will need to take part to reduce the possibility of identifying a child** through her or his responses. You can include as many pupils as you wish. **We cannot provide feedback if fewer than ten pupils in a year group take part, or if it is otherwise possible to identify a child because this would contravene the Data Protection Act.**

- **How do I take part?**

(a) Before you undertake the survey

Each school must ensure that the general consent form that parents/carers are asked to complete at the start of the year covers this type of survey. If it does not, **schools must seek parental consent to carry out the anti-bullying survey.** In any case, parents and carers must be notified that the survey is taking place.

(b) Completing the survey

The survey can be completed as a stand-alone activity or as a starting point to discuss bullying issues. It can be completed as a whole class activity or by individuals, though teacher guidance may be needed for younger children and this may include reading it out loud with a class. It is recommended that teachers look at the survey before completing. Please see attached PDF which gives all the questions that will be asked.

(c) Clarify the definition of bullying

Participants need to be clear about what bullying is and what bullying is not. A brief explanation before logging onto the survey would be helpful. For the purposes of the survey, the definition of bullying is: **"Bullying means people doing nasty or unkind things to you on purpose, more than once, which it is difficult to stop."** You need to clarify that bullying is different from a situation where two friends of equal strength have the odd fall out or quarrel. Older pupils may find it easier to understand the following definition which emphasises the three key characteristics of bullying:

- It is deliberately intended to hurt.
- It is repeated often over a period of time
- It is difficult for the bullied to defend themselves against

Step-by-Step guide

The on-line survey will be available from **9 am 14 November – 5 pm 2 December**

- Select participants from years **5-10** (ensuring that each year group has a minimum of ten pupils) and provide access for each pupil to an internet-access enabled computer so they can complete the survey individually. Please note the more pupils who participate the more useful the survey results for schools. Ideally this would be the whole of the school population. In some secondary schools where this is not possible then they should consider sampling no less than 40% of the entire school population across all years, to provide more statistically robust data.
- Brief pupils – the briefing should include the definition of bullying, purpose of survey, how long it will take to complete, when and how feedback will be received, reassurance of participant's anonymity, where to go for further advice). Pupils should be made aware that participation is voluntary and they may choose not to answer some of the questions but the benefits of taking part should also be stressed.
- Log onto <https://www.surveymonkey.com/s/anti-bullying-survey> At the bottom of the first page, the participant will be prompted to select the school's name from a drop down menu. Schools which are named after Saint's should take care as there may be more than one school of that name. Ensure your pupils know the full name of your school and check they click on this detail as they will not be able to complete the survey without doing so and this could result in fewer results for your school.
- If you experience technical difficulties, please contact Andrew Walker on 01603 679343 and Mark Alexander on 01603 228907

- **When will I receive my school's results?**

It will take our data team some time to collate the results but results will be placed the Schools website which is password protected by end of February 2012. You will need to log on to the My school section, click on school performance and then click on Norfolk Anti-Bullying Week survey 2011 for full details of your results. I encourage you to share results and consequential action with pupils, parents, governors and staff so they can see what difference participation has made. Data will be processed and reported safely in accordance with Norfolk County Council's data protection policy. For the last survey's results (November 2010) go to www.schools.norfolk.gov.uk/go/bullying and click on Norfolk Anti-Bullying survey November 2011. If your school completed last year's survey, you can access your school's results by clicking on <http://www.schools.norfolk.gov.uk>. You will need to log on to the My school section, click on school performance and then click on Anti-Bullying Survey Results - Academic Year 2010/11 for full details of your results.

- **What else I need to know?**

The final page of the survey encourages participants to seek help if they have been involved in bullying. Teachers may also wish to discuss the school's policy or to reiterate the Childline number and CyberMentors website which appears on the final page of the questionnaire after completion of the survey to ensure pupils understand where to seek help should it be required. This is important because as the survey is anonymous it is not possible to link participants with particular remarks and to offer appropriate follow-up. If parents wish for further information about the survey you may wish to direct them to the Anti-Bullying Alliance website (www.anti-bullyingalliance.org.uk) or to share this paper and the questionnaire with them. You may also be interested in the Parents questionnaire designed by the Anti-Bullying Alliance which your school can carry out. Go to:

http://www.anti-bullyingalliance.org.uk/Docs/ABA_audit_questionnaire_Parents_and_Carers_UPDATED.doc

- **Who can I talk to about the survey?**

If you'd like more information about the survey, please contact Rita Adair on 01603 307567 or rita.adair@norfolk.gov.uk.

Contact Andrew Walker 01603 679343 (andrew.walker@norfolk.gov.uk)

or

Mark Alexander 01603 228907 (mark.alexander@norfolk.gov.uk) for support with technical difficulties

After the survey how can we access our school's results in February 2012

You will be able to access your school's survey results by clicking on <http://www.schools.norfolk.gov.uk>. You will need to log on to the My school section, click on school performance and then click on Anti-Bullying Survey Results - Academic Year 2011/12 for full details of your results.

Norfolk Schools Anti-bullying Survey 2011

Please help us to find out more about bullying. We would like to hear your views about bullying so we are asking lots of pupils in Norfolk to fill in this questionnaire.

What is bullying? Bullying means people doing nasty or unkind things to you on purpose, more than once, which it is difficult to stop. It is different from when two friends of the same strength have the odd fall out or quarrel.

Why are we asking you questions about bullying? Norfolk County Council wants to make sure you are safe from bullying in school and where you live.

Will anyone know they are my answers? No – this questionnaire is private. We don't ask for your name but we do ask you to tell us some things about yourself, like whether you have a disability or whether you are a boy or a girl. You won't have to give your name so nobody will know they are your answers

What if I don't want to answer a question? Just miss it out and move on to the next one. The only question we need an answer for is whether you go to primary or secondary school and what school you go to.

You don't have to do this questionnaire. If you don't want to, tell your teacher.

We hope that you enjoy taking part in the survey. It should take you 15-30 minutes to complete.

***First, we need to know whether you are at a secondary school or a primary school.**

- ☐ **I'm at a primary school - I haven't yet gone up to secondary school**
- ☐ **I'm at a secondary school**

Primary school pupils

*** Which primary school do you go to at the moment? Please click on the drop down menu and select your school.**

Secondary school pupils

***Which secondary school do you go to at the moment? Please pick your school from the list below.**

About you

The first few questions are about you. Please remember you can leave out any of these questions but if you answer them, please click on one answer only.

Are you a girl or a boy?

- ☐ Girl
- ☐ Boy

Which year are you in?

- ☐ Year 5
- ☐ Year 6
- ☐ Year 7
- ☐ Year 8
- ☐ Year 9
- ☐ Year 10

Do you have a statement of Special Educational Needs (SEN)?

- ☐ Yes
- ☐ No
- ☐ I'm not sure

Do you have a disability that affects your everyday activities?

- ☐ Yes
- ☐ No
- ☐ I'm not sure

Which of these best describes you?

- ☐ White: English/Welsh/Scottish/Northern Irish/British
- ☐ White: Irish
- ☐ White: Gypsy or Irish Traveller
- ☐ White: Any other White background
- ☐ Mixed: White & Black Caribbean
- ☐ Mixed: White & Black African
- ☐ Mixed: White & Asian
- ☐ Mixed: Any other Mixed ethnic background
- ☐ Asian/Asian British: Indian
- ☐ Asian/Asian British: Pakistani
- ☐ Asian/Asian British: Bangladeshi
- ☐ Asian/Asian British: Chinese
- ☐ Any other Asian background
- ☐ Black/African/Caribbean/Black British: African
- ☐ Black/African/Caribbean/Black British: Caribbean
- ☐ Any other Black/African/Caribbean background
- ☐ Other ethnic group: Arab
- ☐ Any other ethnic group

What is your main language?

- ☐ English
- ☐ Another language

Who do you live with most of the time?

- ☐ With my parent or parents
- ☐ With another relative
- ☐ With a carer who is not my parent or relative

Are you in the care of Children's Services (used to be known as Social Services)?

- ☐ Yes
- ☐ No
- ☐ I'm not sure

Have you been bullied in school?

Have you been bullied in school in the last twelve months? (This includes cyberbullying)

- ☐ No
- ☐ Yes, a little
- ☐ Yes, a lot

Your experiences of bullying in school

In the next questions we will ask you to tell us about any experiences you have of being bullied in school in the last twelve months.

What form did the bullying take? (You can click on more than one answer.)

- ☐ Physical (kicking, hitting, taking your things, spitting)
- ☐ Verbal (calling you nasty names, making threats, telling you to do things you didn't want to do)
- ☐ Indirect or behind your back (spreading rumours or leaving you out)
- ☐ Racist bullying (about your race or religion)
- ☐ Homophobic bullying (because you are gay or because someone thinks you are gay or calls you gay)
- ☐ Bullying because you have a special need or a disability
- ☐ Sexist bullying (someone saying horrible things to you because you are a boy or a girl)
- ☐ Sexual bullying (saying or doing things to you in a sexual way that makes you feel uncomfortable)
- ☐ Don't know
- ☐ None of these

Have you experienced cyberbullying in school? (Cyberbullying is bullying through a mobile phone or computer.)

- ☐ Yes
- ☐ No

If you have been cyberbullied, please tell us how by clicking on the choices below (you can tick as many as apply to you). If you haven't been cyberbullied, please skip this question and move onto the next one.

- ☐ Text message bullying (messages through text that contain threats or hurtful comments)
- ☐ Picture or video clip bullying through mobile phone camera (using photos taken on a phone to threaten or hurt you and sending the photo to other people)
- ☐ Phone call bullying through mobile phone (silent calls or abusive messages)
- ☐ e-mail bullying (sending you threatening e-mails)
- ☐ Chat room bullying (where you receive threats or nasty comments when in a web based chat room)
- ☐ Bullying through Instant Messaging (getting unpleasant or threatening messages)
- ☐ Bullying through websites (using websites to humiliate someone)
- ☐ Bullying through social networking sites (being blocked from someone's site to hurt your feelings, rumours being spread or nasty comments made)
- ☐ Through electronic games (using a game box to send messages)
- ☐ None of these

When was the last time you were bullied in school?

- ☐ In the last week
- ☐ In the last month, but not last week
- ☐ In the last term, but not last month
- ☐ In the last twelve months, but not last term

Where does the bullying usually happen? (You can tick more than one.)

- ☐ In a classroom
- ☐ In a corridor
- ☐ In a playground
- ☐ In the toilets
- ☐ Through my mobile phone or computer

Who did you tell about the bullying? (You can tick more than one.)

- ☐ No-one
- ☐ A member of school staff
- ☐ A friend
- ☐ An older boy or girl
- ☐ My parent or carer
- ☐ Another adult
- ☐ My brother or sister
- ☐ A peer
- ☐ A supporter/buddy/befriender/mentor
- ☐ Police officer/Police
- ☐ Community Support Officer (also called a PCSO)
- ☐ I phoned a helpline
- ☐ I looked on the internet for help or advice

What happened?

- ☐ Something was done that stopped the bullying.
- ☐ Something was done but it didn't stop the bullying.
- ☐ Something was done but it made the bullying worse.
- ☐ Nothing was done but the bullying stopped anyway.
- ☐ Nothing was done and the bullying carried on.

Your experience of bullying outside school

The next questions will ask you to tell us about any experiences you have of being bullied outside school.

Have you been bullied outside of school in the last twelve months?

- ☐ No
- ☐ Yes, a little
- ☐ Yes, a lot

Bullying outside school

Who did you tell about the bullying you experienced outside school? (You can tick more than one.)

- ☐ No-one
- ☐ A member of school staff
- ☐ A friend
- ☐ An older boy or girl
- ☐ My parent or carer
- ☐ Another adult
- ☐ My brother or sister
- ☐ A peer
- ☐ A supporter/buddy/befriender/mentor
- ☐ Police officer/Police
- ☐ Community Support Officer (also called a PCSO)
- ☐ I phoned a helpline
- ☐ I looked on the internet for help or advice

Where did the bullying happen? (You can tick more than one.)

- ☐ Walking to or from school
- ☐ Travelling to or from school on the bus or other transport
- ☐ At college or somewhere else I go to learn other than school
- ☐ Somewhere where I play or spend time (like a park or in the street)
- ☐ At a club before or after school (like a breakfast club or drama club)
- ☐ In a youth club or youth activity
- ☐ Somewhere where I live (in the family home or foster home)
- ☐ Through cyber technology (a phone or computer)

What happened?

- ☐ Something was done that stopped the bullying.
- ☐ Something was done but it didn't stop the bullying.
- ☐ Something was done but it made the bullying worse.
- ☐ Nothing was done but the bullying stopped anyway.
- ☐ Nothing was done and the bullying carried on.

Witnessing or taking part in bullying

Have you seen any bullying in school in the last twelve months?

- ☐ No
- ☐ Yes, a little
- ☐ Yes, a lot

Have you seen any bullying outside school in the last twelve months?

- ☐ No
- ☐ Yes, a little
- ☐ Yes, a lot

Have you bullied anyone in the last twelve months?

- ☐ No
- ☐ Yes, a little
- ☐ Yes, a lot

About your school

The last few questions are about your school.

How well does your school deal with bullying?

- ☐ Very well
- ☐ Quite well
- ☐ Not very well
- ☐ Very badly
- ☐ I don't know

Do you feel your school is a happy and caring school?

- ☐ Yes usually
- ☐ Yes sometimes
- ☐ No

Do you feel safe at school?

- ☐ Yes usually
- ☐ Yes sometimes
- ☐ No

Does your school ask for the opinions of pupils?

- ☐ Yes usually
- ☐ Yes sometimes
- ☐ No

Have you ever done any of the following?

	Yes	No
Given your view on the school anti-bullying policy?	<input type="radio"/>	<input type="radio"/>
Given your ideas about how to reduce bullying in school?	<input type="radio"/>	<input type="radio"/>
Contributed to assemblies, drama or other activities during Anti-Bullying Week?	<input type="radio"/>	<input type="radio"/>
Become a peer supporter/buddy/befriender/mentor?	<input type="radio"/>	<input type="radio"/>

Which of the following things does your school have, or do, to prevent bullying or to support people who are bullied?

	Yes	No	I don't know
School-anti bullying policy (a written document with your school's ways of stopping bullying)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assemblies about bullying (assemblies where bullying is discussed)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classroom lessons about bullying (talking about bullying with your class teacher)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advice on what to do if cyberbullied (bullying using technology i.e. mobile phone or internet)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff take bullying seriously (if bullying happens, teachers/other staff take action to stop it)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The school takes action against homophobic bullying (staff respond to this kind of bullying)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poster or leaflets around the school (giving information about bullying in corridors and classrooms)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playground work (ways of making the playground safe from bullying, such as lunchtime supervisors)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Peer supporters, buddies, befrienders, mentors (older pupils are trained to help or support victims of bullying)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Counselling (someone with special training who can help both bullies and victims change their ways)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A police officer/PCSO working permanently in your school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advice on where to get help if bullied outside school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does your school do anything to mark National Anti-Bullying Week?

- ☐ Yes
- ☐ No
- ☐ I'm not sure

Here is a list of things we say we are doing in our Norfolk Anti-Bullying Strategy to create safer environments for young people. Please read them and mark the top one that you think we should focus on next year:

- ☐ Ensure that everyone in Norfolk understands what bullying is and what it is not
- ☐ Recommend or provide information on dealing with bullying
- ☐ Provide training for people who work with children and young people on how to prevent and respond to bullying
- ☐ Make sure everyone in the school is involved with stopping bullying
- ☐ Teach children and young people the skills of dealing with bullying, respecting one another and working together
- ☐ Take part in annual events like national anti-bullying week
- ☐ Raise awareness and understanding of specific types of bullying (such as racist, sexist, sexual, homophobic, Special Educational Needs and disabilist and cyberbullying)
- ☐ Involve children in all aspects of anti-bullying work

If there is one thing we could do to improve Anti-Bullying in Norfolk what would it be?

Thank you!

Thank you for taking the time to complete the survey. We will tell headteachers what the survey found out to help them stop bullying in schools.

If you have a problem with any issues relating to bullying, please talk to someone. A teacher or headteacher will be able to help you. If your school has a peer-support scheme, you could use that. If you do not feel comfortable talking to someone in your school, you can talk to someone you can trust, a friend, parent or carer. They can come with you to talk to a teacher or someone else about the problem.

You can also call ChildLine free on 0800 1111, someone is there all the time and the number will not show up on the telephone bill. If you cannot get through the first time please try again.

If you're being bullied, or are feeling a bit low, or are maybe troubled by something and you're not sure what to do or who to talk to, then CyberMentors is where you can go for help. CyberMentors is all about young people helping and supporting each other online. It doesn't matter how big or small you think the problem is, or whether you're being targeted online or offline, CyberMentors are here to listen and support you. Go to www.cybermentors.org.uk for further information.

REMEMBER: KEEPING QUIET ABOUT BULLYING ALLOWS IT TO GO ON

When you press 'done' your answers will be sent to us and the survey will close.