Anti-Bullying Survey November 2014 – Information Sheet

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 online questionnaire which should take a year 5 child less than 30 minutes to complete (depending upon their literacy level) and around 10 minutes for older pupils.

Norfolk County Council's Children's Services is hosting an online version for Norfolk schools between Monday 3 November and Friday 19 December 2014 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 his or her 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. For schools with less than ten pupils in a year group who still want to get involved, you can use our survey or adapt it to suit your own purposes.

Before you undertake the survey

Each school should check that the general consent form that parents/carers are asked to complete at the start of the school year covers this type of survey. If it does not, schools may want to seek parental consent to carry out the anti-bullying survey and let parents and carers know that the survey is taking place.

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 it is completed. **Please see the attached PDF version of the survey.**

When will I receive my school's results?

It will take our team some time to collate the results. Data will be processed and reported safely in accordance with Norfolk County Council's data protection policy.

The results will be placed on the Schools website, which is password protected, by end of January 2015. You will need to log on to the 'My school' section, click on 'School performance' and then click on 'Norfolk Anti-Bullying survey November 2014' for full details of your results. **Please note that only the headteacher can do this as it is password protected**. If other staff want to access the information, headteachers will need to make it available for them.

I encourage you to share your results and the actions you take as a result with pupils, parents, governors and staff so they can see what difference participation has made.

Follow this link to see the results for Norfolk from November 2013: www.schools.norfolk.gov.uk/Behaviour-and-safety/Bullying/Norfolk-Anti-Bullying-surveys/index.htm. If your school completed last year's survey, you can access your school's results by clicking on 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 2013/2014 for full details of your results.

Children with significant learning difficulties

For some children, particularly those in special schools, an alternative survey may be more appropriate. Mencap have designed a very simple visual questionnaire with accompanying notes which can be downloaded and would need to be completed in hard copy and then marked up for your own use. See www.anti-bullyingalliance.org.uk/media/1047/mencap_questionnaire.pdf and Mencap's accompanying.notes.

What else I need to know?

The final page of the survey encourages participants to seek help if they have experienced bullying. Teachers may also wish to discuss the school's policy or to reiterate the Childline number. These appear on the final page of the questionnaire to ensure pupils understand where to seek help should they need it. This is important because as the survey is anonymous it is not possible to link participants with particular remarks or to offer appropriate follow-up. To make this easier we have included this information in a separate sheet which you can copy and give to all children who participate.

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.

ABA Parents and carers questionnaire

Anti-Bullying Survey November 2014 – Step by step guide (Please ensure staff member organising the survey has a copy of this)

- 1. 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 enabled computer so they can complete the survey individually. Please note the more pupils who participate the more useful the survey results are for schools. Ideally this would be the whole of specific year groups in 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.
- **2. Brief pupils** the briefing should include the **definition of bullying (see below)**, purpose of survey, how long it will take to complete, when and how feedback will be received, reassurance of the participant's anonymity and where to go for further advice about bullying. 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 made clear.

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 i.e. there is a power imbalance.
- 3. Log onto www.surveymonkey.com/s/AntiBullyingNovember2014. 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 but we have put the location to make it easier to identify these schools. 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.

4. 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.

If you have any technical difficulties completing the survey, please contact Chris Williams on 01603 495107 or chris.williams2@norfolk.gov.uk.

If you have any difficulties accessing your results, please contact Mark Alexander on 01603 228907 or mark.alexander@norfolk.gov.uk .

Where to get help if you are being bullied

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.

Remember: keeping quiet about bullying allows it to go on



Advice for helping young people to deal with bullying situations

Talking about it

You should tell your parents, teachers and other adults that this is happening to you. Don't feel ashamed, it's not your fault. If you don't think you're being taken seriously, tell them how it makes you feel and ask them to help. They should help you resolve the conflict and help you let the bully know how you feel. The bully might be surprised at how bad they are making you feel.

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.

Say 'No' really firmly, then turn and walk away

Don't worry if people think you are running away. Remember, it is very hard for the bully to go on bullying someone who won't stand still to listen.

Try not to show that you are upset or angry

Bullies love to get a reaction – it's 'fun'. Every time you get angry or upset they will do it more. If you can keep calm and hide your emotions, they might get bored and leave you alone. As someone said to us, 'they can't bully you if you don't care'.

Don't try to please the bully

You might think 'What have I done to deserve this?' The answer is probably nothing. Anyone can become a target. The important thing is not to try to change yourself to make the bullying stop. If they pick on your trainers and you get a new pair, they'll probably find something else to pick on.

Show them you're not bothered

There are a number of tactics for deflecting name calling. Bullies soon get bored if they can't see you getting upset or angry. You could try some of these:

Agree (in a 'so what' manner)

- 'Yes, I do like maths'
- 'Yeah, I smell'
- 'Yep, you're right, I am an idiot'

Disagree

- 'No, I'm not a grass'
- 'No, I didn't give you a dirty look'
- 'No, I won't give you my phone'



Compliment yourself with an opposite

- 'No, I'm not stupid, I'm actually pretty smart'
- 'No, I'm not a weirdo, I'm just too cool for you to understand'
- 'I'm not a freak, I'm unique'

Agree, but

- 'Yes, I know I'm not cool but I am happy the way I am'
- 'Yes, I know I've been upset lately, but I'm working on it'
- 'Yeah, my trainers are rubbish, but I can't afford anything else'

Humour

- 'I'm not stylish enough to be gay'
- 'I'd love to be perfect like you but it's just not happening is it?'
- 'I know I'm ugly, thank God for plastic surgery, right?'

Broken record

- I'd like my bag back please I'd like my bag back please I'd like my'
- 'Can you leave me alone please Can you leave me alone please Can you'
- I'm not listening to you I'm not listening to you'

Try to think up funny or clever replies in advance

Make a joke of it. This might be difficult so write down the names you are being called and ask family and friends to help you think up some funny answers. Practise them at home until you feel confident enough to say them. Replies don't have to be wonderfully brilliant or clever but it helps to have an answer ready. Practise saying them in the mirror at home. Using prepared replies works best if the bully is not too threatening and just needs to be put off.

Act bored

If you can't think of a clever answer or a 'fogging' answer, just shrug your shoulders and say 'Whatever' 'Bothered?' 'Heard it all before'. Again, the bully can't argue and may get bored.

Sometimes asking the bully to repeat what they said can put them off

Often bullies are not brave enough to repeat the remark exactly so they tone it down. If they repeat it, you will have made them do something they hadn't planned on and this gives you some control of the situation. This works especially well for the nasty comments during lesson times!



PHYSICAL

Always tell an adult

If it happens at school, tell a teacher you trust. If it's outside the school tell a parent or any other adult that you trust.

Don't fight back if you can help it

Most bullies are bigger or stronger than you. If you fight back, you could make the situation worse, get hurt or be blamed for starting the trouble.

It's not worth getting hurt to keep possessions or money

If you feel threatened, give the bullies what they want. Property can be replaced, you can't.

Try to avoid being alone in the places where you know the bully is likely to pick on you

This might mean changing your route to school, avoiding parts of the playground, or only using common rooms or lavatories when other people are there. It's not fair that you do this, but it might put the bully off.

BEING LEFT OUT

Try talking to one of the group

Usually you'll know the one in the group who is feeling bad or its weaker/kinder than the others. Get him/her alone or phone them at home. Ask them why you are being left out: how they would feel if they were being treated as badly as you are: why they are joining in and say that you know they're not like that really – appeal to their good side.

IN ALL CASES

Keep a diary of what is happening

Write down the details of the incidents and your feelings. A written record of the bullying makes it easier to prove what has been going on.

Norfolk Schools Anti-bullying Survey November 2014

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? Your answers to this survey are private. This means that we do not know your name and no one will know who said what. 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. If you reply that you are worried about your safety, we will need to let your school know about this, so they can make changes to help people like you. They still will not see your answers and will not know your name.

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 10-30 minutes to complete.

- *First, we need to know whether you are at a secondary school or a primary school.
- C I'm at a primary school I haven't yet gone up to secondary school
- C 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 click on the drop down menu and select your school.



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.

Anti-bullying Survey November 2014	
Are you a girl or a boy?	
C Girl	
© Boy	
Which year are you in?	
O Year 5	
C Year 6	
Do you have a statement of Special Educational Needs (SEN)?	
C Yes	
C No	
C I'm not sure	
Do you have a disability that affects your everyday activities?	
○ Yes	
C No	
C I'm not sure	

Anti-bullying Survey November 2014 Which of these best describes you? Mhite: English/Welsh/Scottish/Northern Irish/British White: Irish White: Gypsy or Irish Traveller Mhite: 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 C Asian/Asian British: Pakistani C Asian/Asian British: Bangladeshi C 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? C 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 Nο O I'm not sure **About you**

The	e first few questions are about you. Please remember you can leave out any of these questions but if you answerm, please click on one answer only.
Are	you a girl or a boy?
0	Girl
0	Воу
Wh	ich year are you in?
0	Year 7
0	Year 8
0	Year 9
0	Year 10
Do	you have a statement of Special Educational Needs (SEN)?
0	Yes
0	No
0	I'm not sure
Do	you have a disability that affects your everyday activities?
0	Yes
0	No
0	I'm not sure
Wh	ich of the following best describes how you think about yourself? Please select one
ans	swer.
0	Straight / Heterosexual
0	Gay / Lesbian
0	Bisexual
0	Transgender/Transsexual
0	Not sure
0	Prefer not to say
Othe	er- please write your answer here:

Which of these best describes you? Mhite: English/Welsh/Scottish/Northern Irish/British White: Irish White: Gypsy or Irish Traveller Mhite: 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 C Asian/Asian British: Pakistani C Asian/Asian British: Bangladeshi C 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? C 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 Nο O I'm not sure

Anti-bullying Survey November 2014

Have you been bullied in school?

*Have you been bullied in school in the last twelve months? (This includes cyberbullying)
O No
O Yes, a little
C 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, for example upsetting text messages, rumours sent by email or posted on social networking sites, and embarrassing pictures or videos.) $_{\mbox{\sc Yes}}$
O 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
phot	o 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)
com	Bullying through social networking sites (being blocked from someone's site to hurt your feelings, rumours being spread or nasty ments made)
	Through electronic games (using a game box to send messages)
	None of these
Wh	en was the last time you were bullied in school?
0	In the last week
0	In the last month, but not last week
0	In the last term, but not last month
0	In the last twelve months, but not last term
Wh	ere does the bullying usually happen? (You can tick more than one.)
	In a classroom
	In a corridor
	In a playground or on the school field
	In the toilets
	Through my mobile phone or computer

	-bullying Survey November 2014 o 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
	A Police Officer
	A Police Community Support Officer (also called a PCSO) working in your school
	I phoned a helpline
	I looked on the internet for help or advice
Wh	at happened?
0	Something was done that stopped the bullying.
0	Something was done but it didn't stop the bullying.
0	Something was done but it made the bullying worse.
0	Nothing was done but the bullying stopped anyway.
0	Nothing was done and the bullying carried on.
You	ır experience of bullying outside school
The	e next questions will ask you to tell us about any experiences you have of being bullied outside school.
*⊦	lave you been bullied outside of school in the last twelve months?
0	No
0	Yes, a little
0	Yes, a lot
Bull	lying outside school

Wh	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		
Wh	en was the last time you were bullied outside school?		
0	In the last week		
0	In the last month, but not last week		
0	In the last term, but not last month		
0	In the last twelve months, but not last term		
VA/I-	and the bullion because (Veneral tick many than one)		
WN	ere 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)		

Anti-bullying Survey November 2014 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 ☐ A Police Officer A Police Community Support Officer (also called a PCSO) I phoned a helpline I looked on the internet for help or advice What happened? C 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? O No Yes, a little Yes, a lot Have you seen any bullying outside school in the last twelve months? O No Yes, a little Yes, a lot

Anti-bullying Survey November 2014		
Have you bullied anyone in the last twelve months?		
○ No		
O Yes, a little		
C Yes, a lot		
About your school		
The last few questions are about your school.		
How well does your school deal with bullying?		
C Very well		
C Quite well		
○ Not very well		
C Very badly		
○ I don't know		
Do you feel your school is a happy and caring school?		
○ Yes usually		
C Yes sometimes		
C No		
Do you feel safe at school?		
C Yes usually		
C Yes sometimes		
O No		
Does your school ask for the opinions of pupils?		
C Yes usually		
C Yes sometimes		
O No		
Have you ever done any of the following?	Voc	No
Given your view on the school anti-bullying policy?	Yes	No O
Given your ideas about how to reduce bullying in school?	O	0
Contributed to assemblies, drama or other activities during Anti-Bullying Week?	0	O
Become a peer supporter/buddy/befriender/mentor?	O	0

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)	0	0	0
Assemblies about bullying (assemblies where bullying is discussed)	\circ	0	0
Classroom lessons about bullying (talking about bullying with your class teacher)	0	0	0
Advice on what to do if cyberbullied (bullying using technology i.e. mobile phone or internet)	0	0	0
Staff take bullying seriously (if bullying happens, teachers/other staff take action to stop it)	0	0	0
The school takes action against homophobic bullying (staff respond to this kind of bullying)	0	0	0
Poster or leaflets around the school (giving information about bullying in corridors and classrooms)	0	0	0
Playground work (ways of making the playground safe from bullying, such as lunchtime supervisors)	0	0	O
Peer supporters, buddies, befrienders, mentors (older pupils are trained to help or support victims of bullying)	0	0	0
Counselling (someone with special training who can help both bullies and victims change their ways)	0	O	0
A Police Officer or a Police Community Support Officer (also called a PCSO) working in your school	0	0	0
Advice on where to get help if bullied outside school	0	0	0

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

0	No
	INC

C I'm not sure

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

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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.

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.