

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-0248 - Anti-Bullying Policy
Date: 02 March 2017 12:24:27
Attachments: [Further Information - Right to Review & Appeal.pdf](#)

Dear [REDACTED]

Thank you for your information request of 10 February 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

I am interested in the anti-bullying policy which relates to schools, Education and Children's Services and Aberdeen City Council.

the information I am looking for relates to a Government directive ACC are required to be in compliance with any and all relevant policies they have.

1) How often the organisation will communicate its anti-bullying policy and to whom?

You state that the policy is on the internet so if that is the policy I just need the document stating that as policy. However you have no control of your target audience so who is your target audience and how do you ensure they receive the policy?

Education and Children's Services (ECS) are currently drafting a Service-wide anti-bullying policy. Once this has been approved it will be available on the Aberdeen City Council website. It will be a live document for all staff and service users to access. Our target audience is staff within the ECS Service who work with Children and Young People, this includes all school staff. The responsibility is then on staff to share and implement the policy with service users in their area of the service.

Education and Children's Services currently use the Education, Culture and Sport (as the service was known before merging with Children's Social Work) policy framework document (this is being redrafted to be used as a corporate wide document to support policy development across Aberdeen City Council) which advises that new policies should be reviewed 12 months from approval, thereafter every three years.

2) How parents and carers will be informed of bullying incidents?

This will be decided by each school and depends on the circumstances around each incident. Contact could be made by phone call, letter or email.

3) The recording and monitoring strategies that will be used for management purposes?

Currently different areas of the service record incidents of bullying behaviour on an individual systems, however we are beginning to roll out the SEEMiS (electronic system in schools) bullying and equality modules which all schools will use to record incidents of bullying behaviour, this can then be accessed centrally to monitor bullying across all ACC schools for a single point.

4) How often the policy will be evaluated/reviewed, how this is done and please advise when the last review took place?

Once a policy is developed and approved it will initially be reviewed 12 months from publication, after this it will be reviewed every three years. The policies are held in a software package called Covalent which will produce a report on any policies that are due for review. A policy report of all Education and Children's Services (ECS) policies go to the ECS Directorate Leadership Team on a quarterly basis so any change in priorities or requirements for review can be addressed.

Previously we have not had an ECS Service wide anti-bullying policy so this will be a new policy. The previous Policy on Positive Relationships and Anti-bullying Approaches in Schools (2009) will be replaced by the ECS Service-wide document and each school will review/develop their local school policy in reference to this.

We hope this helps with your request.

Yours sincerely,

Information Compliance Team

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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