



# Anti-Bullying Policy

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The schools have a 'duty of care' towards its pupils with regard to bullying in that Head teachers and staff in both schools stand 'in loco parentis' (in place of the parents). This duty of care includes protecting pupils from harm of bullying.

## Aims of the Policy

- To assist in creating an ethos in which attending school is a positive experience for all members of the school community
- To make it clear that all forms of bullying are unacceptable at school
- To enable everyone to feel safe while at school and encourage pupils to report incidences of bullying
- To deal effectively with bullying
- To support and protect victims of bullying and ensure they are listened to
- To help and support bullies to change their attitudes as well as their behaviour and understand why it needs to change
- To liaise with pupils, parents and other appropriate members of the school community
- To ensure all members of the school community feel responsible for combating bullying
- To ensure consistency in practice within the school community

## Intended Outcomes

- That there are effective listening systems for pupils and staff within the schools
- That there is effective communication with parents on the subject of bullying and that they know who to contact if they are concerned about their child.
- That all staff have the necessary skills and confidence to deal with incidents of bullying effectively and promptly
- That no child's educational opportunities and achievement is disadvantaged due to the experience of bullying
- That the wider school community (e.g. midday supervisors) is involved in dealing effectively with, reporting, recording, monitoring and if necessary referring bullying incidents
- That all incidents of bullying are recorded and appropriate use is made of the information and where appropriate shared with relevant organisations

## 1. The National and Legal Context

This policy takes full account of the schools' legal obligations under the Education Inspections Act of 2006 to:

- promote the well-being of pupils in school
- develop a policy which encourages good behaviour and respect for others on the part of pupils and, in particular preventing all forms of bullying amongst pupils
- establish procedures for dealing with complaints about bullying

## 2. a) Definition of Bullying

Bullying is **deliberately** hurtful behaviour which may be sustained over a period of time or be an isolated incident, where somebody (or a group) **intentionally** intimidates or harasses another person physically or emotionally.

Bullying can be direct or indirect and includes:

**Verbal bullying** – name-calling, taunting, mocking, making offensive comments and teasing

**Physical bullying** – kicking, hitting, punching, pushing and pinching,

**Emotional bullying** - producing offensive graffiti, excluding people from groups, spreading hurtful and untrue rumours, being forced to do things against own will and taking belongings or money

**Cyber bullying** – offensive use of technological devices – mobile phones, computers, gaming consoles etc... and includes sending offensive messages and/or degrading images by text, email, on social media sites, on gaming consoles.

Bullying can take place between pupils; between pupils and staff; between parents/carers and/or between staff; by individuals or groups; face to face, indirectly or using a range of cyber bullying methods. It can happen in isolation or quite often in the presence of others.

People who are victims of bullying frequently, but not exclusively, are bullied as a result of:

- race, religion or culture
- special educational needs or disability
- appearance or health conditions
- sexual orientation
- gender
- home circumstance including looked-after-children and young carers

## b) Inclusion

Every member of our school community is entitled to expect equality of protection from bullying as well as protection and support from school policies and procedures designed to ensure that the schools remain a safe environment in which to teach and learn. Our schools' policy has given careful consideration to the six equality strands, race, ethnicity, gender, age, religion, disability and sexuality (REGARDS.) This is to ensure that anti-bullying provision is provided in a sensitive and non-judgemental way that will enable all young people, staff and the wider school communities to feel valued and included in effective policy and practices.

## 3. Schools' Statement of Intent

The schools believe that:

- bullying is undesirable and unacceptable
- bullying is a problem to which solutions can be found

- seeking help and openness are regarded as signs of strength not weakness
- all members of the school community will be listened to and taken seriously
- bullying prevents pupils achieving to their full potential and affects standards of achievement and aspirations
- everyone has the right to work and learn in an atmosphere that is free from fear
- all of us have a responsibility to ensure that we do not abuse or bully others
- children should be encouraged to seek support in school if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously
- children should be involved in decision making about matters that concern them
- we all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse

#### **4. Recording of Incidents**

It is a legal requirement for schools to record all incidents of bullying. To meet this requirement we:

- keep a record of individual incidents of bullying via the behaviour report logs and using CPOMS
- ensure that an annual analysis of the bullying record is undertaken and reported to the governing body via the safeguarding/Head's report

#### **5. Procedures and Dealing with Incidents – A Whole School Approach**

**A flowchart showing how bullying is dealt with is sent to parents on an annual basis and child-friendly versions are displayed in all classrooms and communal areas around the schools. (See Appendix A)**

##### **a) Role of pupils and staff in reporting and recording a bullying incident involving pupils**

Everyone has a responsibility to report incidents of bullying or to share their concerns with a member of the school community.

##### **b) Guidance for pupils**

If you are being bullied:

- Remember it is not your fault
- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel

After you have been bullied:

- All bullying is wrong and you do not have to stay silent about it
- Tell an adult or somebody you trust about what has happened straight away. Adults in school have a responsibility to give you help and support around bullying
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you
- Keep on speaking until someone listens and does something to stop the bullying

When you are talking to an adult about bullying be clear about:

- What has happened to you
- How often it has happened

- Who was involved
- Who saw what was happening
- Where it happened.
- What you have done about it already

If you experience bullying by mobile phone, computer, text messages or e-mail:

- Don't retaliate or reply
- Save the evidence - do not delete anything
- Make sure you tell an adult who you trust
- Contact your service provider or look at their website to see where to report incidents
- Be careful who you give your mobile phone number, e-mail address, social media identity and gaming console identity to
- Make a note of exactly when a threatening message was sent

### **c) Guidance for parents/carers**

If your child has been bullied:

- Calmly talk with your child about his/ her experiences
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened
- Reassure your child that he/she has done the right thing to tell you about the bullying
- Explain to your child that should any further incidents occur he/she should report them to an adult in school immediately
- Make an appointment to see your child's teacher
- Explain to the teacher the problems your child is experiencing

When talking with members of staff about bullying:

- Try to stay calm and bear in mind that the staff member may have no idea that your child is being bullied or may have heard conflicting accounts of an incident
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school and let them know if things improve as well as if problems continue

If you are not satisfied:

- Check with the school anti-bullying policy to see if agreed procedures are being followed
- Make an appointment to discuss the matter with a member of the Senior Leadership Team and keep a record of the meeting
- If this does not help, make an appointment to discuss the matter with the Head of School and keep a record of the meeting
- If this does not help, write to the Chair of Governors explaining your concerns and what you would like to see happening
- If you require any further support then please contact the Local Authority

If your child is displaying bullying behaviour towards others:

- Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want

- Show your child how he/she can join in with other children without bullying
- Make an appointment to see your child's class teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when he/she is co-operative or kind to other people

If your child is experiencing any form of cyber bullying:

- Ensure your child is careful whom they give their mobile phone number and e-mail address to
- Check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages
- If the bullying involves a pupil from school contact the school to report this
- Contact the service provider to report the incident/s
- If the cyber bullying is serious and a potential criminal offence has been committed, you should consider contacting the police

#### **d) Guidance for adults experiencing bullying**

The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- Seek advice and information from your union
- Share your concerns with a trusted colleague
- Make a record of all incidents and date them
- If you feel your situation is not being resolved then you should follow the school's formal procedures as adopted by the governing body

#### **e) Sanctions**

##### **○ Pupils**

Sanctions will be proportionate to the offence and the frequency of offences. Parents will be informed of any sanctions. A range of strategies will be employed to support pupils involved in bullying behaviour and exclusion will usually be the last resort, however, the head teacher reserves the right to move immediately to exclusion where the bullying is deemed to warrant this.

- Reparation – apologising and/or letter of apology, making good any damage to property
- Loss of privileges, e.g. an incident happening at playtime could result in a missed playtime
- Implementation of a behaviour plan
- Fixed term exclusion
- Permanent exclusion

##### **○ Staff**

Incidents relating to staff members will be dealt with through recognised disciplinary procedures.

##### **○ Parents**

Incidents relating to parents will be dealt with through verbal warnings, written warnings, exclusion from the school site (as appropriate).

## **6. Strategies to Reduce Bullying**

The schools have adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour including:

- Co-operative group work
- Circle Time
- Circle of Friends
- The support group approach/No Blame approach
- PSHE programme
- R time sessions
- Self-esteem building
- Restorative approaches
- Anti-bullying Week
- Anti-bullying assemblies
- Internet risk awareness training
- Training for all members of staff on anti-bullying policy and strategy
- Learning mentor/Nurture support
- Behaviour support
- Parental involvement

## **7. Confidentiality**

School staff cannot promise absolute confidentiality if approached by a pupil for help. Staff must make this clear to pupils. Safeguarding procedures must be followed when any disclosures are made. It is very rare for a pupil to request absolute confidentiality. If they do, in situations other than those involving child protection issues, staff must make a careful judgement whether or not a third party needs to be informed. This judgement will be based upon:

- The seriousness of the situation and the degree of harm that the pupil may be experiencing
- The pupil's age, maturity and competence to make their own decisions

Where it is clear that a pupil would benefit from the involvement of a third party, staff should seek consent of the pupil to do so. If appropriate, staff might inform the third party together with the pupil. Unless clearly inappropriate, pupils will always be encouraged to talk to their parent/carer.

An underlying principle in supporting pupils in our schools is that all children are listened to sensitively and objectively and all incidences of bullying will be taken seriously.