



Anti-Bullying Policy

Person Responsible: Mr Paul Henery (Headteacher)

Last reviewed – by governors / November 2018

Through the daily outworking of the school's values, which are rooted in the Christian faith, we seek to create a safe and respectful culture in which all members of our community are loved and valued. We encourage all pupils to flourish as individuals and to respect others, valuing diversity and differences within the caring community we have established. We do not tolerate bullying or discrimination of any sort, and seek (through a range of measured approaches) to respond quickly to situations which could lead to, or have already resulted in, bullying in any of its forms.

Aim

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available in school.

The policy aims to have clear procedures for responding to bullying incidents. Sanctions for incidents should be consistent with our Policy on Discipline and Behaviour Management.

All staff have been consulted in the process of drafting this policy.

Definition

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 or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

The school recognises that emotional bullying can be equally as damaging as physical bullying.

Types of bullying include:

- verbal abuse, such as name calling and gossiping
- non-verbal abuse, such as hand signs or text messages
- emotional abuse, such as threatening or intimidating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constantly criticising or spreading rumours
- racial or sexual bullying
- physical assaults, such as hitting and pushing
- online through social networking, or using mobile phones, also known as [cyberbullying](#).

Cyber-bullying

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.

Effects of bullying

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in their attitude to work, lacking concentration or truanting from school. Pupils must be encouraged to report bullying to all school staff.

All staff must be alert to signs of bullying and act promptly and firmly against it in accordance with school policy.

Statutory Duty

The head has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and bring these procedures to the attention of staff, parents or carers and pupils. The head and governors will ensure that all staff dealing with bullying issues are adequately supported and trained.

Guidelines for staff in dealing with instances of bullying.

When faced with a bullying incident staff should take action according to the following guidelines.

Bullying can be tackled at several levels.

Level 1 – Prevention

Within the curriculum, staff will raise awareness of the nature of bullying through inclusion in PSHE, circle time and other subject areas as appropriate, in an attempt to eradicate such behaviour.

The school will also work with our Well-being co-ordinator and outside agencies (such as the School Nursing team / Safer Neighbourhood team) to raise awareness of bullying issues. Theatre groups will also be used to present shows which raise awareness of bullying issues, and how to deal with them.

- Staff establish guidelines for behaviour in accordance with the School Policy on Discipline and Behaviour Management and will also include teaching in sessions that raise awareness about bullying.
- The school will also organise activities based on the national annual Anti-Bullying Week and Cyber Bullying Awareness activities to raise awareness amongst staff, parents and pupils.
- Teaching that increases peer support for bullied pupils or teaches relationship management skills are also included. Structures can then be put in place by staff to develop opportunities for peer support (eg Circle of Friends) and inclusion at break times.
- Anti-bullying posters are displayed prominently throughout the school. These include information for children about what to do if they know bullying is taking place and what action the school will take place following disclosure of bullying.

Level 2 – Reporting

Whenever an instance of bullying takes place, staff should be prepared to intervene directly.

- This will usually involve talking individually to the pupil being bullied and the aggressor. Where possible the pupil being bullied should be asked if they want to talk to a member of staff of their choosing.
- All incidents of perceived bullying should be reported immediately to the Headteacher.
- Parents and carers should become involved as early as possible.
- An incident report (see file in staff room) should be written and kept in the Headteacher's Office.
- Once a bullying case has been brought to the Headteacher's attention, a file for the perceived victim will be maintained, so that patterns of behaviour which are affecting that pupil's well-being are logged chronologically. This will be added to by relevant staff and reviewed. An electronic version of the file will also be used, where necessary, so that different staff members can add to it (on a secure area of the school's server)

When discussing the matter with the person displaying bullying behaviour, staff should try not to be aggressive themselves but give time for the pupil to talk.

Emphasis should be placed upon the fact that the pupil being bullied is having a 'bad time'.

If the perpetrator says that it is the pupil's fault, staff should accept their viewpoint but still point out that the pupil is having a bad time.

The perpetrator should be asked to think of ways to make things better for that pupil.

Suggestions should come from the pupil and should be accepted without bargaining or questioning.

At the end of the discussion, a further meeting should be arranged to review the situation.

Regular meetings with the pupil being bullied should also be arranged.
All staff members should be made aware of the bullying so that it can be monitored effectively.

Staff can also enlist the help of other pupils in the group to support the bullied pupil. They can be asked for suggestions as to how to improve the situation for the pupil and can then be encouraged to carry these out.

Procedures for pupils

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff;
- Reassuring the pupil;
- Offering continuous support;
- Restoring self-esteem and confidence.
- Informing parents and carers of the action taken.
- Specific support being offered by the school's Well-being co-ordinator

Pupils who have bullied will be helped by:

- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong doing and the need to change
- Informing parents and carers to help change the attitude of the pupil.

The following disciplinary steps can be taken:

- Official warning to cease offending
- Sanctions put in place in accordance with guidance in the Whole School Policy on Discipline and Behaviour Management.
- Fixed term exclusion (this decision has to be made by the headteacher)

This policy has also been reviewed by pupils (School Council / June 2017) leading to a pupil friendly version of the policy being created. This has been shared with all pupils, through school assemblies, presentations and discussions. Both policies can be found on the school website.

Monitoring, Evaluation and Review

This policy will be reviewed annually along with the School's Behaviour Policy.

Acle St Edmund C of E Primary School Initial Bullying Incident Report form

Pupil name

Staff name and status

Incident date/time and place

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Antecedents (event leading up to the incident)

Behaviour (how did the pupil respond, describe what actually happened)

Consequences (how did the staff intervene, how did the child respond, and how was the situation resolved)

Names of those involved: (staff and pupils)

Names of witnesses: (staff and pupils)

What happens if I report being bullied?



- **I will be thanked** – I have done a very brave thing which has helped it to stop. This helps everyone in the school.
- **I will be listened to** without the person who has bullied me, by a teacher I know and like.
- **Mr Henery will be told** and a special report written with all the facts.
- **The bully will be asked** to give their side of the story.
- **I will be shown how to tell people firmly to stop** upsetting me.
- **My parents will be told** if they don't know, so they can help me to feel better.
- **I can choose a teacher and a friend** that I can talk to if I feel bad.
- The school will **check that it has stopped.**

What happens if the school find out I've been bullying someone?



- **I will be listened to** without the person who has been bullied, by a teacher or TA I know and like.
- **Mr Henery will be told** and a special report written with all the facts.
- **My parents will be told** if they don't know, so they can help me to behave kindly.
- I will talk with a teacher to **decide what I need to do to make the situation better.**
- **I will be shown what harm bullying causes** and how to **stop.**
- **I can choose a teacher or TA** that I can talk to if I feel bad.
- The school will **check that it has stopped.**