

Anti-Bullying policy

**Approved by the Governing Board
on
14 November 2017**

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DOCUMENT CONTROL

Authorisation

Authorised by: Full Governing Board

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Change History

Editor	Comment	Date	Version
Craig Rothery	Write original policy	26-11-2008	0.1
Meg Gibbons	Reviewed and edited	May 2012	0.2
T Farrelly	Updated	October 2016	1.0
J. Squires N Grant	Reviewed and edited	October 2017	1.1
FGB	Approved by the Full Governing Board	14.11.17	2.0

Document References

#	Title	Date	Version
DCSF	Safe to learn: embedding anti-bullying work in school	2007	
DCSF	Cyberbullying	2007	
	Children Act	1989	
DFE	Preventing & Tackling Bullying -	2014	
	The Equality Act	2010	

Distribution List

Name	Date	Method
Governors, staff, parents and pupils	June 2012	Fronter
Governors, staff, parents and pupils	Nov 2016	Staffroom Fronter Website
Governors, staff, parents and pupils	Nov 17	Website

INTRODUCTION

Purpose: To work towards a school free from bullying in any form

Background: To be read alongside the Good Behaviour Policy

Abbreviations

Abbreviation	Meaning
PSHE	Personal, Social and Health Education
STOP	Several Times On Purpose

POLICY

Statement of Intent

At Courtwood Primary School we are committed to providing a warm, caring and safe environment for all our children so that they can learn and play in a relaxed and secure environment. Bullying of any kind is unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect and pupils who are bullying others need to learn different ways of behaving.

At Courtwood Primary School, we acknowledge that bullying does happen from time to time. When bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. **Anyone** who knows that bullying is happening is expected to tell the staff.

Policy Aims and Objectives

We aim to:

- To create an ethos in which our school is a positive experience for all.
- Make it clear that all forms of bullying are unacceptable at our school.
- To enable everyone to feel safe while at Courtwood primary school
- To encourage pupils and staff to report incidents of bullying, including cyber bullying and bullying outside of school
- To deal with incidents of bullying as quickly and as effectively as possible
- To support and protect victims of bullying ensuring they are listened to
- To help and support children displaying bullying behaviour

All members of the school have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the school policy. This will happen in the following ways:

- All governors, teaching and non-teaching staff, pupils and parents will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will know what the school policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All pupils and parents/guardians will know what the school policy is on bullying and what they can do if bullying occurs.
- Pupils and parents/guardians will be assured that they will be supported when bullying is reported.
- Whole school initiatives (staff training, celebration assemblies etc) and proactive teaching strategies (PHSE [Personal, Health & Social Education] lessons) will be used throughout the school to reduce the opportunities for bullying to occur.
- A positive, caring ethos will be created within the school environment where everyone can work, play and express themselves, free from the fear of being bullied.

What Is Bullying?

Bullying is any deliberate, hurtful, upsetting, frightening, humiliating or threatening behaviour by an individual or a group that intentionally hurts another individual or group either physically or emotionally. It is repeated over a period of time and it is very difficult for the victims to defend themselves (remember STOP – it happens Several Times On Purpose)

Bullying can be:

- **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation.
- **Verbal:** name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone.
- **Physical:** pushing, kicking, hitting, pinching, throwing stones, biting, spitting, punching or any other forms of violence, taking or hiding someone's things.
- **Racist:** racial taunts, graffiti, gestures, making fun of culture and religion.
- **Sexual:** unwanted physical contact or sexually abusive or sexist comments.
- **Homophobic:** because of/ or focussing on the issue of sexuality.
- **Online/cyber:** setting up 'hate websites', sending offensive text messages, emails and abusing the victims via their mobile phones.
- Any unfavourable or negative comments, gestures or actions made to someone relating to their disability or special educational needs.

What bullying is not:

It is important to understand that bullying is not the *odd occasion* of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone.

It is bullying if it is done Several Times On Purpose (STOP).

Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying, it is an isolated incident. **It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.**

Where does bullying happen?

It can happen anywhere – in the classroom, in the corridor, in the toilets, in the dining hall, in the playground. Bullying may also happen on the way to and from school. In such cases, the Head teacher is empowered by law to deal with such incidents but must do so in accordance with the school's policy.

Signs and Symptoms

A child may indicate, by different signs or behaviour, that he or she is being bullied. Adults should be aware of these possible signs and investigate further if a child:

- is frightened of walking to or from school
- begs to be driven to school
- changes their usual routine/route to school
- begins truanting
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to under perform in school work

- comes home with clothes torn or books damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- comes home starving (money/snack/sandwiches have been stolen)
- becomes aggressive, disruptive or unreasonable
- starts swearing or using aggressive language for no apparent reason
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- Self harm

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be taken seriously and investigated as soon as possible.

What can you do if you are being bullied?

Wherever you are in school, you have the right to feel safe. Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.

These are some strategies previously suggested by children:

- Try not to let the bully know that he/she is making you feel upset.
- Try to ignore them.
- Be assertive - stand up to them, look at them directly in the eye, tell them to stop and mean it.
- Stay in a group, bullies usually pick on individuals.
- Get away as quickly as you can.
- Tell someone you can trust – it can be a teacher, a teaching assistant, a lunchtime supervisor, a parent, a friend, a brother, a sister or a relative.
- If you are scared, ask a friend to go with you when you tell someone.
- If you don't feel you can talk to someone about it, write it down and post it.
- When you tell an adult about the bullying give them as many facts as you can, (What? Who? Where? When? Why? How?).
- Keep a diary of what's been happening and refer to it when you tell someone.
- Keep on speaking out until someone listens and helps you.
- Don't suffer in silence.
- Don't blame yourself for what is happening.
- Call a helpline.

What can you do if you see someone else being bullied?

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger of being bullied:

- Don't smile or laugh at the situation.
- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Shout for help.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.
- Try and befriend the person being bullied.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and post it

- Call a helpline for some advice.

Strategies for the prevention and reduction of bullying

Whole school initiatives and proactive teaching strategies will be used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur. These can include:

- Sunshine session (based on the principles of theraplay) with children that have social and emotional issues
- Emotional Literacy Support (ELSA) with children that have social and emotional issues
- Drawing and talking with children that have social and emotional issues
- Undertaking regular parent and children questionnaires and surveys to monitor the extent of bullying in the school and the effectiveness of the anti-bullying policy.
- Each class agreeing on their own set of class rules.
- Making national anti-bullying week a high profile event annually.
- Raise awareness through anti-bullying assemblies.
- PHSE (Personal, Health & Social Education) scheme of work from Reception to Year 6 used to support this policy.
- SRE (Sex and Relationship Education) scheme of work from Reception to Year 6 used to support this policy.
- All classes have a worry box in their classroom
- Letterbox for nurture TAs
- Setting up of a circle of friend's support network where a small group of children volunteer to help and support an individual experiencing difficulty.
- Children writing stories and poems and drawing pictures about bullying.
- Children being read stories about bullying.
- Using drama activities and role-plays to help children be more assertive and teach them strategies to help them deal with bullying situations.
- Prominently displaying anti-bullying work produced by the children around the school.
- Consider the introduction of a confidential box where children and parents/guardians can write and post their concerns and ideas.
- Introducing playground improvements and initiatives.
- Using praise and rewards to reinforce good behaviour.
- Encouraging the whole school community to model appropriate behaviour towards one another.
- Organising anti-bullying training for all staff.
- Prefects to reinforce positive behaviour

More vulnerable Groups

Courtwood Primary School is an inclusive school. We provide a secure, accepting, safe and stimulating environment where everyone is valued for who they are. While bullying can happen to any pupil, it is known that some may be more vulnerable to or at risk of experiencing bullying. Such vulnerable groups include pupils with disabilities or special educational needs, children who receive free school meal, pupil premium, those from ethnic minority and migrant groups, pupils from the Traveller community, lesbian, gay, bisexual or transgender (LGBT) pupils and those perceived to be LGBT and pupils of minority religious faiths.

We have some children who have learning disabilities and/or communication difficulties. Everyone involved in the school is very aware that these children can be especially vulnerable to bullying and we are therefore particularly vigilant at all times. Children with SEN receive extra support to develop strategies of communication and dealing with various social situations

High attainers, gifted or talented pupils can also be affected by bullying. Staff will treat this type of bullying as seriously and in the same way as any other type of bullying.

Procedures for reporting and responding to bullying incidents

All staff will respond calmly and consistently to all allegations and incidents of bullying at Courtwood Primary School. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children

involved whilst allegations and incidents are investigated and resolved. The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:

- Report all bullying allegations and incidents to staff.
- Staff will make sure the victim(s) feels safe.
- Appropriate advice will be given to help the victim(s).
- Staff will listen and speak to all children involved about the incident separately.
- Lunchtime Supervisors are to keep a log in their Incident Books and report to the teacher at the end of play. Teachers to keep their own notes dated and initialled.
- The problem will be identified and possible solutions suggested.
- Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
- Staff will reinforce to the bully that their behaviour is unacceptable.
- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see following section).
- If possible, the pupils will be reconciled.
- An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
- The bully and the child who has been bullied may be encouraged to discuss situation and improve relationship.
- In cases of serious bullying, the incidents will be recorded by staff on a standard Incident Report Sheet. All reports will be kept in a file in the Headteacher's office.
- Teachers to consider whether parents should be informed. Raise this with the child. This could take the form of a quiet word at the school gate or a phone call.
- **Parents will always be informed if the incident is considered serious enough for an Incident Form to be used.**
- Teachers to consider whether to discuss the issue with a colleague, the Deputy or Head Teacher. Does this behaviour give significant cause for concern?
- In serious cases parents will be informed and will be invited to come into the school for a meeting to discuss the problem.
- After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- Bullying incidents will be discussed regularly at staff meetings.
- When parents report bullying, request time to investigate the allegations, and invite the parents back to give a report or phone them as soon as possible. Let them know the action you are taking.
- If necessary and appropriate, the Child Protection Officer in school, Social Services or police will be consulted.

The following sanctions may be used:

- Arrange an apology to the victim(s) verbally or in writing
- Loss of privileges
- Spend playtimes and lunchtimes with an adult
- Invite Parents/carers in to school to discuss the problem
- Behaviour plan
- Working in a different classroom
- Report to the Head teacher or Deputy Head teacher
- Be withdrawn from participation in school visit, clubs and events not essential to the curriculum.
- Fixed term exclusion
- Permanent exclusion

Monitoring and evaluation of the policy

To ensure this policy is effective, it will be regularly monitored and evaluated. Questionnaires completed by the whole school community, together with surveys, focus groups, children's and parent/carers comments posted in the confidential box and bullying incident forms will be used to gauge the effectiveness of the policy.

Individuals behaviour is tracked over time and the headteacher reports to governors each term the number of pupils involved in bullying incidents.

This policy will be updated where appropriate as a result of this review feedback. An annual report will be issued to governors, and the revised policy will be made available to parents/carers on the website.

Sources of further information, support and help There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support available that teachers, parents and children have found useful.

Draft written November 2008

Name of organisation	Telephone number	Website
Act Against Bullying	0845 230 2560	www.actagainstbullying.com
Advisory Centre for Education (ACE)	0207 704 3370	www.ace-ed.org.uk
Anti-bully	not available	www.antibully.org.uk
Anti-Bullying Alliance (ABA)	0207 843 1901	www.anti-bullyingalliance.org.uk
Anti-bullying Network	0131 651 6103	www.antibullying.net
Beatbullying	0845 338 5060	www.beatbullying.org.uk
Bully Free Zone	01204 454 958	www.bullyfreezone.co.uk
Bullying Online	020 7378 1446	www.bullying.co.uk
BBC	not available	www.bbc.co.uk
Childline	0800 1111 (helpline for children)	www.childline.org.uk
Kidscape	020 7730 3300 (general enquiry number) 08451 205 204 (helpline for adults only)	www.kidscape.org.uk www.beyondbullying.com
NSPCC	0207 825 2500	www.nspcc.org.uk
Parentline Plus	0808 800 2222	www.parentlineplus.org.uk
The Children's Legal Centre	0800 783 2187	www.childrenslegalcentre.com
The Office of the Children's Commissioner	0844 800 9113	www.childrenscommissioner.org.uk

Parent Feedback – 2017

When asked if the school deals with bullying incidents effectively, results show that:

23.5% strongly agree

29% agree

1% disagree

45% don't know

Appendix 1:

Bullying Incident Sheet	Date:
<i>Investigated by</i>	
Victim:	
Perpetrators:	
Description:	

<u>Investigations</u>	
<u>Attach other information if taken.</u>	
Victim:	
Bully:	
Action:	

Parental involvement:

Follow up one week later:
Any further follow up: