



## **ANTI BULLYING POLICY 2016**

The aim of this policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

### **Equality of Opportunity**

All pupils at Leckhampton C of E Primary School have an equal right to enjoy school and an equal opportunity to achieve their potential. Equality of opportunity underpins the school curriculum and the work of the school. Children at Leckhampton are valued as individuals.

We will endeavour to ensure each child will have access to an education, in an environment which, will enable him / her to meet these aims. We will encourage and educate children to be aware of how and why equality of opportunity should be an automatic right in society.

### **Safeguarding**

The Governors of Leckhampton C of E Primary School are committed to ensuring that all children in our school feel safe and are free from harm. This policy should be read in conjunction with our Safeguarding and Child Protection Policy and Behaviour Management Policy.

Bullying is anti-social behaviour and affects everyone; it is unacceptable in our school.

**Bullying is defined as deliberately hurtful behaviour, repeated regularly over a period of time, where it is difficult for those being bullied to defend themselves.**

Bullying can be:-

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality

- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet , such as email & internet chat room misuse. Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera & video

## **Aims**

This policy is designed to ensure that as a school we are alert to signs of bullying and act promptly and firmly against it.

- To promote a secure and happy environment free from threat, harassment and any type of bullying behaviour.
- To take positive action to prevent bullying from occurring through a clear school policy on Personal and Social Development which is consistently followed by all members of staff.
- To show commitment to overcoming bullying by practising zero tolerance.
- To inform pupils and parents of the school's expectations and to foster a productive partnership, which helps maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above aims.

## **Whole School and Individual Staff Responsibilities**

- Never to ignore suspected bullying.
- Not to make premature assumptions.
- To listen carefully to all accounts and investigate as fully as possible.
- To adopt a problem-solving approach which moves pupils on from justifying themselves.
- To complete the school pro-forma for recording bullying incidents and always to report to the Headteacher.
- To follow-up repeatedly, checking bullying has not resumed.
- To use a range of teaching and learning styles and strategies which challenge bullying.
- To use interventions which are least intrusive and most effective.

## **Parents who suspect that their child has been bullied should:**

- Speak to the child in as informal a way as possible to try to establish what has occurred.
- Raise their concern at the earliest opportunity with the child's class teacher, if possible, or another member of staff, whether or not they have clear information.

## **What parents can expect**

When parents raise a concern that their child is being bullied, it is essential that they can see that they are being taken seriously and are not dismissed without further enquiries being made. Using the bullying incident report form as the focus of any discussion with a parent will ensure that there is a clear record of the concern and of immediate action to be taken by school staff.

## **Staff Training**

All members of staff routinely attend training which equips them to identify bullying and to follow school policy and procedures.

## **Guidance to staff on Procedures and Recording**

Some incidents are isolated and are as a result of “falling out” or a misunderstanding and can be resolved quickly and easily, without a need for formal recording or reporting to the Senior Leadership Team (SLT). If the incident falls into this category please make sure you deal with the incident effectively and in line with the positive behaviour policy. Children must feel that their complaint has been dealt with properly. If you are unsure what to do, please seek advice.

Mid day supervisors are asked to keep an informal log of incidents during lunchtime play to enable the school to spot any trends in behaviours at the earliest opportunity. The content of these logs is shared with the Headteacher and Heads of Phase – Mr Cook , Miss Gill and Mrs Taylor on a monthly basis; or earlier if necessary.

The recording of more serious or recurring incidents is vital as it allows school staff to identify patterns of behaviour. When a serious or recurring incident occurs the following steps must be taken when dealing with it:

As a member of staff who has been approached about a bullying incident, or who has witnessed one, you must investigate immediately as follows:-

- Listen to the child reporting the incident and make sure that they feel that their concerns are being taken seriously. Ensure that this conversation happens in a place where the child feels safe and is able to share their views openly.
- Record the incident in the **Incident Log** which is kept in the Headteacher’s office.
- Check through to establish if there are any previous incidents involving the same children.
- If you feel that this is one of a number of incidents, or particularly severe, refer immediately to a member of the SLT by completing the Incident Referral form. These are also kept in the Incident Log Folder.
- Once a referral to the SLT has been made, a thorough investigation of the incident involving all parties will be undertaken by the SLT and recorded in writing in the appropriate section of the referral form.
- The Headteacher should always be made aware of any incidents which have been dealt with by the SLT.
- After the investigation has taken place, a decision should be made as to whether a case of persistent bullying is taking place. If this is the case, the parents of the perpetrator will be invited to discuss the situation with the Headteacher or Assistant Headteacher, as appropriate.
- Actions should be set including solutions to resolve the situation and measurable outcomes.

- Parents of the bullied child must be kept informed of the whole process including the actions set to support their child and it is vital that they feel satisfied with the way the incident has been dealt with.

If an allegation of bullying is made by a parent, full written details should be taken and referred to the Headteacher or Assistant Headteacher who will then complete the **Bullying Allegation Form** and investigate thoroughly.

When the Head Teacher is satisfied that measures put in place to resolve any bullying have been successful, an evaluation will be completed and the outcome communicated to parents.

**It is important to highlight that the school can only deal with actual events and facts rather than supposition and all allegations are investigated fairly.**

### **Support to pupils**

Pupils who have been bullied will be supported by:

- Being offered an immediate opportunity to discuss the experience with a member of staff in a quiet, comfortable place.
- Reassuring the pupil.
- Offering continuous support and ensuring that key actions set at the time of reporting are followed through.
- Restoring self-esteem and confidence e.g. through use of in class circle time
- Offering opportunities to rebuild the relationship with the other pupil when they feel able to.

Pupils who have bullied will be helped by:

- Discussing what happened
- Discovering what led the pupil to become involved
- Establishing the wrong doing and the need to change their behaviour
- Providing them with support through teaching them ways to change their behaviour e.g. teaching choices and consequences, self esteem work
- Informing parents or guardians to help change the attitude and behaviour of the pupil.

### **Support to Parents and Families**

Families of a pupil who believe a member of their family may be being bullied or has experienced bullying are encouraged to come and speak to the school in the first instance. As a means of ongoing support, our Pastoral Support Lead, Mrs Pinless will be more than happy to meet with individual children or families to discuss concerns or to assist in seeking a way forward through this difficult time.

There are also a number of websites and organisations available to families which may offer help and support. Please contact the school for further information.

### **Wider awareness**

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, assemblies and subject areas. Activities such as circle time, problem solving and team building activities all work towards developing pupil's understanding of thoughts and feelings, the impact their behaviour can have on

others and self confidence. This awareness and support through the curriculum all work towards creating a community where bullying is actively prevented.

The Headteacher, Chair of Governors and House Captains will sign the Anti-Bullying Charter created by the School Council, in a whole school assembly, as a reminder of the school policy and commitment that bullying is not acceptable in our school. Each year the school holds a "Friendship Week" where specific activities are planned to highlight the skills and qualities needed to be a good friend and to promote strategies for dealing with issues ranging from minor falling out to bullying.

### **The Role of Governors**

The Governing body supports the Headteacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the Governing body will not accept bullying taking place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately. The Governing body monitors the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly. The Governors require accurate records of all incidents of bullying. The Headteacher reports to the Governors on request about the effectiveness of school anti-bullying strategies.

A parent who is dissatisfied with the way the school has dealt with a bullying incident can ask the Chair of Governors to look into the matter. The Chair or a designated Governor will investigate and respond to parents. The Headteacher will be kept informed in all cases.

**Monitoring, Evaluation and Review** of this policy will take place annually and forms part of our Safeguarding procedures.



### INCIDENT REFERRAL FORM

DATE OF INCIDENT	
TIME OF INCIDENT	
NAMES OF CHILDREN INVOLVED	
BRIEF SUMMARY OF THE INCIDENT	
REASON FOR REFERRAL TO SLT	
TO WHOM HAS THE REFERAL BEEN MADE	
HAS THE HEADTEACHER BEEN ALERTED	
BRIEF SUMMARY OF RESULTING ACTION	
<p><b>FOLLOW UP</b></p> <p><b>BULLYING STOPPED – YES/NO</b></p> <p><b>FURTHER ACTION TO BE TAKEN;</b></p> <p><b>COMMENTS;</b></p>	

### BULLYING ALLEGATION FORM

DATE OF INCIDENT	
CONCERN REPORTED BY POSITION	
NAMES OF CHILDREN INVOLVED	
BRIEF SUMMARY OF THE ALLEGATION	
BRIEF SUMMARY OF INCIDENT RESULTING FROM INVESTIGATION	
<p>DETAILS OF ACTION TAKEN – please highlight those actions taken</p> <ul style="list-style-type: none"> <li>• Checked for earlier incidents involving same pupils</li> <li>• Notified parents/carers</li> <li>• Individual discussion with pupils involved</li> <li>• Group discussion with pupils involved</li> <li>• Notified class teacher</li> <li>• Medical treatment</li> <li>• Specific support from staff</li> <li>• Follow up date set</li> </ul>	