



## Anti-bullying Policy

*"Working together  
with parents, church and community  
to create a distinctive environment  
where the unique nature of each child  
is respected and fostered"*

Consultation	Staff	Date:	Governors	Date:
Ratified by Governors:				
Review Date:				
Link Policies	PSHCE		E. Safety	
	Behaviour		Safeguarding	
	Complaints			

Copies of this policy can be found:

- On the school's VLE in the Staffroom course
- In the Policy file in the PPA room
- In the Office policy file

The following Appendices are attached:

1. Roles and Responsibilities
2. Actions to be taken
3. Bullying Incident Log

At St Helen's CE Primary School we believe that within the Christian ethos of the school everyone should have the same basic rights of freedom from all forms of harassment. Relationships are the foundation of any school; pupils are encouraged to treat others as they would wish to be treated, caring for and supporting each other and helping to safeguard the rights of others.

This policy covers all forms of bullying and includes the bullying of staff as well as pupils.

There are a number of very important reasons for challenging bullying behaviour, in our school:-

- **The Safety and Happiness of our Pupils.**

When pupils are bullied they are miserable, unhappy, lose self-confidence and self-esteem.

- **Educational Achievement.**

Bullied pupils are likely to have their concentration and learning affected.

- **Providing a Model for Helpful Behaviour.**

If we don't challenge bullying behaviour, then some pupils will think that this is an acceptable way of getting what they want. Pupils being bullied may think that the school is condoning this unacceptable behaviour.

- **Developing a Caring and Effective School.**

We cannot claim with absolute confidence, that there is no bullying in school, but we want to demonstrate both through policy and action that we will respond positively and effectively to bullying.

- **Encouraging Co-operative Behaviour**

Worship themes are designed to promote the values of sensitivity towards others. Opportunities for pupils to achieve praise and recognition for co-operative behaviour will be given. Pupils will be praised and can earn house points for being helpful, kind and caring to peers and staff in school.

In Good Work Assembly we will acknowledge those pupils who demonstrate co-operative behaviour.

## Who is Involved in Implementing this Policy?

Everyone connected with St Helen's School: pupils, families, governors, lunchtime supervisors, non-teaching staff, as well as teaching staff make considerable contributions to its success. Teaching staff need to feel supported and confident in discussing bullying issues with parents and pupils.

It is everyone's responsibility to prevent bullying from happening and with this in mind the governors have laid down the following guide lines.

"The school will react firmly and promptly where bullying is identified. There are a range of sanctions available to staff depending on the perceived seriousness of the situation, but we will also use proactive measures to ensure the education of our pupils in this matter".

(See Appendix I for Roles and Responsibilities)

## What is Bullying?

**DSCF "Safe to Learn: Embedding anti-bullying work in schools" 2007** Defines bullying as; "Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally"

There are two different types of bullying.

### 1. Direct

- Physical - (infliction of physical harm / damage to belongings etc)
- Verbal - (threats / insults / name calling etc)
- Non-verbal - (obscene gestures etc)

### 2. Indirect

- Cyber bullying / E-bullying - (use of a computer or mobile)
- Spreading rumours
- Social exclusion - (not allowing a child to take part in a group or activity)

Bullying can take place for lots of different reasons including; racial differences, religious beliefs, cultural differences, disabilities, appearance, health conditions, sexual orientation and home circumstances to name a few. None of which will be tolerated in school.

However if two pupils of equal power stature and strength have an occasional fight or quarrel, this is not bullying.

## **Effective Ways of Dealing with Incidents of Bullying**

Direct action against bullies should occur within a context which reminds all pupils that bullying behaviour is unacceptable and will not be tolerated. The procedures set down in the Behaviour Policy with regard to the role of staff should be followed. If bullying persists, the whole school community is to follow the actions stated in Appendix 2

### **Dealing with Minor Incidents**

- If the incident is not too serious, the adult (or senior member of staff if pupil on adult / adult on adult) should take a neutral stance and listen to both sides of the story.
- Make sure each pupil / adult has the opportunity to talk and focus on finding a solution to stop the bullying from recurring.
- Often a reprimand is sufficient to prevent incidents happening again.

If sanctions are imposed, then they must relate to the school's behaviour policy.

### **Dealing with Serious Incidents**

- Where bullying is deemed serious resulting in damage to property or person, serious responses must be considered.
- Involvement of parents (for pupils involved) at an early stage is essential. Parents / staff may wish to take it further, perhaps involving the police. It is vital that accurate records are kept of incidents and how the school has responded. (See Appendix 3)
- Exclusion as a response to bullying should be a last resort. Advice on the use of exclusion should be checked with the LA recommendation, a copy of which can be found with the head teacher. Monitoring of incidents can help schools identify any patterns of behaviour within school.

It will be necessary to take account of:

- who was involved? (or alleged to be involved)
- where and when it happened
- what happened
- what action was taken
- how it was followed up

If monitoring is to be effective, then teaching and non-teaching staff must be involved. It should be clear under what circumstances records should be used, how long they are kept, and who has access to them.

### **What Can We Hope To Achieve?**

- That staff become more vigilant and responsive to bullying behaviour
- That the whole school community feel that the school is trying to reduce and prevent bullying behaviour
- The majority of pupils / adults feel more secure and that there is generally less bullying in school.

### **Pupil / Staff Rights**

As a pupil or member of staff at St Helen's CE Primary School you have a right:

1. To live your life in peace and safety.
2. Be an individual and be proud of being different.
3. Not to be bullied.
4. Say 'no' firmly to anything you think is wrong.
5. Protect yourself.
6. Tell a member of staff if someone is making you unhappy.

## Roles and Responsibilities

### **Named personnel with designated responsibility for Anti-Bullying**

- Mrs Henderson - Headteacher
- Mrs Day - Designated Senior person (Pastoral Care Leader)
- Mrs Muirhead - Nominated Governor

### Headteacher

The Headteacher is responsible for implementing the Anti-Bullying Policy and under the "Education and Inspections Act 2006" for: "encouraging good behaviour and respect for others on part of pupils and in particular, preventing all forms of bullying among pupils". The Headteacher will also ensure that:

- Bullying behaviour is addressed in the schools behaviour policy.
- Bullying is addressed as an issue in the curriculum.
- The Governing body is regularly provided with information regarding issues concerning behaviour management including bullying.
- A senior member of staff is appointed to be responsible for the monitoring of the policy and anti-bullying strategies as well as co-ordinating the recording system.

### Governors

The Governing body is responsible for the Anti-Bullying policy and for ensuring that it is regularly monitored and reviewed. The Governing body will:

- Support the Headteacher and staff in the implementation of this policy.
- Be fully informed on matters concerning anti-bullying
- Monitor incident reports and actions taken to be aware of the effectiveness of this policy.
- Appoint a member of the Governing body to have specific responsibility for bullying.

### Staff

Staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of personal safety and well being in school. All members of staff will:

- Provide pupils with a good role model.
- Educate pupils on the importance of anti-bullying using SEAL resources and Anti-bullying week.
- Provide pupils with class rules which supports the whole school policy.
- Emphasise and behave in a respectful and caring manner to pupils and colleagues, to set a good tone and help create a positive atmosphere. This includes challenging abusive and prejudice-driven language.
- Always be aware and take action when there are concerns about bullying.
- Report and record all allegations of bullying following the school's procedures.
- Ensure pupils and where appropriate, parents are given regular feedback on the action taken.
- Help bullies recognise and change their behaviour through assemblies and circle time etc.
- Organise and encourage peer led interventions for example "buddies".
- Organise, implement and supervise playground activities.

### Parents / Carers

We expect that parents/carers will understand and be engaged in everything that is being done to make sure their child enjoys, and is safe at, school and that they will support us in helping us meet our aims. We want them to feel confident that everything is being done to make sure their child is happy and safe at school. We expect parents to:

- Keep school fully informed and involved in any aspect of their child's behaviour.
- Contact the school immediately if they know or suspect their child is being bullied, even if they have asked for "secrecy" and work in partnership with the school to bring an end to the bullying.
- Contact the school if they know or suspect their child is bullying another pupil.
- Share with the school any suspicions they have that bullying is taking place even when it does not directly involve their child.
- When a parent has concerns relating to bullying, they should report them to Mrs Day

### Pupils

Without the support of our pupils we will not be able to prevent bullying. We want our pupils to feel confident that everything is being done to make school a safe and secure environment for them to achieve and learn. We want our pupils to feel they are supported in reporting incidents of bullying and reassured that action regarding bullying will take place. Pupils must recognise that being a "bystander" is not

acceptable and they need to know what actions they can take to prevent them from colluding with bullying. Silence supports the bullying and makes the "bystander" in part responsible for what happens to the victim of bullying. We expect that pupils:

- Will support the Headteacher and staff in the implementation of the policy.
- Will not bully anyone else or encourage and support bullying by others.
- Will tell an adult if they are being bullied, usually either a member of staff or parent.
- Will act to prevent and stop bullying, usually this is through telling an adult if they know or suspect that someone else is being bullied.

### Action to be taken

#### **If bullying persists**

School will take the following action:

- Support the child / adult who is being bullied in a 1-1 or small group situation
- Help the victim develop positive strategies and assertion
- Request support from outside agencies where it is deemed necessary
- Involve parents / senior management
- Discuss with the people involved the agreed class rules and acceptable modes of behaviour as well as consequences as stated in the school behaviour policy
- Work with the bully in a 1-1 and small group situation
- Involve the Governing body if deemed necessary

Victims should take the following action:

- Be firm and clear - look directly at those involved and tell them to stop
- Tell an adult / senior member what has happened straight away
- Don't blame yourself for what has happened

Parents should take the following action:

- Try to establish the facts
- Contact school and ask to speak to Mrs Day
- If you feel the issue has not been resolved you may wish to contact the Head teacher and / or the Governing Body

## Bullying Incident Log

Date incident(s) reported \_\_\_\_\_

Reported by \_\_\_\_\_

Victim(s) \_\_\_\_\_

Type of bullying \_\_\_\_\_

Those displaying bullying behaviour	Bystanders (becoming involved)	Witnesses (took no part)

### Summary of incident(s)

- What happened
  
- Place, time, date

Severity of bullying (analysis of seriousness - impact, frequency, duration, intent, imbalance of power, empathy/remorse.

Nature of action(s) taken by the school

- Supportive
  
  
  
  
  
  
  
  
  
  
- Disciplinary

Record of Parental /Carer Involvement

- Date (s) nature of involvement - phone call / letter / meeting / other
  
  
  
  
  
  
  
  
  
  
- Brief outline of discussion
  
  
  
  
  
  
  
  
  
  
- Outcome(s)

Record of review(s) and follow up work

- Date set for review / nature of review / those involved
  
  
  
  
  
  
  
  
  
  
- Brief outline of actions / discussion
  
  
  
  
  
  
  
  
  
  
- Outcomes and required further action

Date case closed \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

