



Buckstones Community Primary School

Policy for Anti-bullying

Statement of Intent

We are committed to providing a caring, friendly, and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell someone they trust and know that incidents will be dealt with promptly and effectively. We are a listening school. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff. This policy reflects our positive behaviour policy.

Aims

We aim to:

- ensure that children learn in a supportive, caring and safe environment, without fear of being bullied
- promote positive attitudes in pupils
- take measures to prevent all forms of bullying
- clarify for all pupils and staff that bullying is always unacceptable
- demonstrate that the school takes bullying seriously and that it will not be tolerated
- support everyone in actions to identify and protect those who might be bullied
- promote an environment where children feel they can trust and tell adults if they are being bullied or know about any bullying
- ensure that all staff are aware of their duty of care over those in their charge and the need to be alert to signs of bullying
- ensure that all staff are aware of procedures through regular training

What is Bullying?

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It is repeated, often over a period of time, and it is difficult for victims to defend themselves. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional** being unfriendly, excluding, tormenting, making threatening gestures
- **Physical** use of violence, including pushing, kicking, hitting and punching

- **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** like other forms of bullying, online / cyber bullying can seriously impact on the health and self-confidence of those targeted. The school defines online / cyber bullying as: "the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group, that is intended to harm others."

Bullying by text messages

Bullying by text message has become an unfortunate and unpleasant by-product of the convenience that SMS (short message service) offers. Texting is more casual than a phone call and messages can be sent and received at times when other communication is not convenient. Sometimes text messages are sent to embarrass, threaten or bully someone. This can be particularly upsetting as the message can arrive when the receiver least expects it. Additionally, if the person's number is not listed in the receiver's address book then the receiver will not necessarily know who has sent the message. This is why children are discouraged from bringing mobile phones into school. Children are however advised to be careful about giving out their mobile phone number, and to ask that those that have their number never pass it on. If only known and trusted friends know the number, the less likely it is to be abused in this way.

Bullying by email

Email provides another method of communication which bullies have seized upon to harass their victims.

The use of email in school is tightly controlled. Children only have the facility to email each other and cannot send or receive mail externally without the support of the teacher. All internal email is monitored by the class teacher.

If being bullied by email, children should not respond to the messages, but should immediately seek help from the class teacher.

Bullying within chat rooms or by instant messaging (e.g., Snapchat/WhatsApp, etc.)

Outside school, children are encouraged to always use moderated chat rooms, and to never give out personal information while chatting. If bullying does occur, they are told not to respond to messages, but leave the chat room, and seek advice from a parent or carer. If using a moderated chat room, the system moderators should also be informed, giving as much detail as possible, so that they can take appropriate action.

Bullying is not:

It is important to understand that bullying is not odd occasion falling out with friends, name calling, arguments or when the occasional 'joke' is played on someone. Children do sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is NOT bullying. It is an important part of a child'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.

Why is it important to respond to bullying?

Bullying hurts. It has a damaging impact upon the lives of thousands of children and young people every year; these effects can last long into adulthood. Bullying affects their ability to learn, as well as their emotional well-being. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Schools have a responsibility to respond promptly and effectively to issues of bullying.

As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.

Anti-Bullying Education in the Curriculum

The school will raise the awareness of the anti-social nature of bullying through our PSHE and Citizenship programme (including circle time), school assemblies, our school council and in other areas of the curriculum as appropriate. We have devised an e-Safety passport that children, parents and staff can access which warns of the dangers of cyber-bullying.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Possible signs may include:

- an unwillingness to go to school (school phobic)
- truanting
- feeling ill in the morning
- becoming withdrawn, anxious or lacking in confidence
- becoming aggressive, disruptive or unreasonable
- attempting or threatening suicide or runs away
- crying themselves to sleep at night or having nightmares
- being frightened of walking to or from school
- begging to be driven to school
- a decline in school work
- coming home with clothes torn or books damaged
- having possessions which are damaged or "go missing"
- asking for money and starts stealing money (to pay bully)
- dinner or other monies continually "lost"
- unexplained cuts or bruises
- coming home starving (money/lunch has been stolen)
- is bullying other children or siblings
- not eating
- being frightened to say what is wrong
- being afraid to use the internet or mobile phone
- being nervous and jumpy when a cyber message is received
- giving improbable excuses if any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should therefore be investigated. All staff should be aware of these possibilities and report promptly any suspicions of bullying to the appropriate person.

Roles and Responsibilities

The Role of Governors

The governors will liaise with the Head over all anti-bullying strategies, and be made aware of individual cases where appropriate.

The governing body will discuss, review and endorse agreed strategies and will discuss the Head's report on the working of this policy.

The governors will liaise with the Head to arrange for a regular programme of staff development, which will include child protection and anti-bullying strategies. This will include training for support staff as well as teachers.

The Role of Staff

The Head has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying amongst pupils.

The Head will:

- ensure that all staff have an opportunity of discussing strategies; and
- review them regularly;
- determine the strategies and procedures;
- discuss development of the strategies with the Senior Management Team;
- ensure appropriate training is available;
- ensure that the procedures are brought to the attention of all staff, volunteers, parents and pupils
- report to the governing body
- arrange relevant pupil training
- determine how best to involve parents in the solution of individual problems
- ensure proper record keeping

Staff will:

- know and follow all relevant policies and procedures
- be responsible for ensuring that the school's positive strategies are put into practice
- be observant and talk to pupils
- teach anti-bullying activities (including anti-cyber-bullying) through PSHE, SMSC and Citizenship
- deal with any incidents that are reported, reporting to the Head Teacher as necessary, then ensuring that any appropriate paperwork is completed and passed on to the Head as necessary
- be involved in any agreed strategy to achieve a solution

Dealing with incidents

- If bullying is suspected or reported, the incident will be investigated and dealt with immediately by the teacher approached.
- If a racial element to the bullying is suspected the Head must be informed immediately.

- The teacher will record the details of the incident on the Bullying Report Form and inform the relevant senior staff.
- The Record of Incidents of Bullying Form will be kept in the behaviour file in the Head's office.
- All relevant parties will be interviewed and a record made.
- All staff involved with the bullied pupil (including mid-day staff) will be informed.
- An appropriate strategy and plan of action to combat the bullying will be decided upon, the implementation of which will be overseen the Head.
- Parents will be kept informed as necessary
- Any sanctions will be determined by the Head.

In any incident of bullying, it is important that staff are aware of the following principles:

- It is important that children who experience bullying can be heard.
- It is important to note that people react differently to bullying and it is often very difficult to tell if someone is upset or hurt.
- If children feel upset, they are encouraged to speak to their teacher or a responsible adult at an appropriate time or put a note in the confidential worry box in each classroom.
- It must be emphasised to the children that they should never take the law into their own hands and should remember that physical aggression is not acceptable.
- They should be reassured that the adult will try to sort out the problem as calmly as possible.
- The most serious incidents are referred to the Head.
- Parents would be requested to come and discuss matters.
- The incident would be noted down and put into the child's personal file.
- Pupils will be told always to report incidents of bullying.

Involving Pupils

- A major part of the strategy will consist of educating pupils in how to cope with bullying.
- Pupils must know to whom they should go if they are being bullied or if they are concerned about another child.

- **Involving Parents**

- Parents, as well as all staff and pupils, should know that the school will not tolerate bullying, and takes a positive, active approach to educating pupils to combat it. Parents will be informed of the policy and procedures.
- Parents of pupils who are being bullied and parents of the bullies will be involved in the solution to the problem as appropriate.

Sanctions

Where pupils do not respond to preventative strategies to combat bullying, tougher action will be taken to deal with persistent and violent bullying. Sanctions are determined by the nature of the bullying on a case to case basis. Sanctions might include:

Most incidents can be dealt with by;

1. Stern look or warning
2. Miss some Golden Time
3. Sent away from class/ miss treat/ not allowed to represent school/not allowed to attend a trip or activity including swimming.
4. Spend lunchtime in the Reflection Room (if a child is sent to the reflection Room three times in a half term then parents are informed) A record will be kept.
5. Meeting with parents and a behaviour book
6. Internal exclusion where the child works in Miss Healey's office.

If problems are not resolved / persist / extreme incidents

- Pupils will be excluded within school for a period of time (1 lesson, 1/2 day, full day)
- Parents are further involved

Under extreme circumstances

- Exclusion for up to 5 days.
- Formal disciplinary procedure involving Governors and LA.

Supporting Pupils

Bullied Pupils: Staff who deal with pupils who have been bullied must always offer reassurance. Pupils who have been bullied will be given support.

Bullies: It is recognised that support must also be given to the perpetrator. Changing the attitude and behaviour of bullies will be part of the responsibility of the positive

procedures used by the school. However, the school recognises that sanctions will also have to be used against bullies.

All the children concerned should be fully involved in the discussions leading up to the solution and should not be left feeling isolated. Honest group discussions that involve both bullied and bully with other children of their choice attendant and encouraged to participate, help the children to resolve the matter themselves with support and vigilance from the staff and is the most effective way. Parents will need to be kept fully informed.

Data Protection - Managing and Storing Information

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All documents stored are in accordance with legal requirements where appropriate, and guidance from the Records Management Toolkit for Schools. a) Any Bullying logs are kept confidentially and securely in the Headteacher's office. Such records are retained for the length of time that the child remains at the school and then destroyed (shredded). Any information stored on the computer system is archived.

This policy: **Has Few /
No Data Compliance
Requirements**

**Has A Moderate Level
of Data Compliance
Requirements**

✓

**Has a High Level of
Data Compliance
Requirements**

Monitoring the Effectiveness of our Approach

The Head and the Senior Leadership Team will consider reports of bullying to determine what can be learned from the incidents and how they were handled, with a view to improving the school's strategies. These reports will also enable patterns to be identified. The Head will report to the governing body.

This policy will be reviewed every year.

APPENDIX 1

Help Organisations

Advisory Centre for Education (ACE) 020 7354 8321

Children's Legal Centre 0845 345 4345

Parentline Plus 0808 800 2222

Youth Access 020 8772 9900

www.bullying.co.uk

www.ceop.police.uk CEOP (Child Exploitation and Online protection site) ~ cyber-bullying
~ Sid's Top Tips

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204

Visit the KIDSCAPE website www.kidscape.org.uk for further support, links and advice.

For a copy of Kidscape's free booklets "*Stop Bullying*", "*Preventing Bullying*" and "*You Can Beat Bullying*", send a large (A4) self-addressed envelope (marked "*Bully Pack*") with 6 first class stamps to:

Kidscape

2 Grosvenor Gardens

London

SW1 0DH

APPENDIX 2

Record sheet for children who reported bullying (form to be kept on cpoms)

Name of child:		Class:		Date and Time :	
Number of times this term?					<input type="checkbox"/>
Number of times this year?					<input type="checkbox"/>
Details of the incident:					
Reported by:					
Witnesses:					
Is this a racist incident? And reported to the L.A.					Yes/No
Is this a hate incident? And reported to the L.A.					Yes/No
Have parents been informed?					Yes/No
Have the victim's parents been informed?					Yes/No
Consequence:					
Signed:					

Map of Problem area

You may want to outline feature(s) in the playground, or the seating area in the classroom etc.

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Home/School Meeting

Date	Time
Location	Present
Agreed at meeting	
Decision	
Review Date	Continue monitoring †

Photocopy as many incident report sheets as you like.

When the problem improves FILE THEM AWAY SAFELY - they may be useful for future reference!