

## ANTI BULLYING POLICY

### MISSION STATEMENT

At Banks St Stephen's C. E. Primary School, we are committed to providing a happy, safe and caring environment, in which each member of the school is encouraged to achieve the highest possible standard in all aspects of school life. We aim to do this through the provision of a wide range of stimulating and enjoyable activities within a Christian ethos.

### DEFINITION

The DCSF definition of bullying behaviour is: "Behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual or group either physically or emotionally".

"Specific types of bullying include:

- α Bullying related to race, religion or culture
- α Bullying related to special educational needs or disabilities
- α Bullying related to appearance or health conditions
- α Bullying related to home circumstances
- α Bullying related to sexual orientation
- α Sexist or sexual bullying

Bullying can take many forms but the three main types witnessed in school are:

1. Physically harmful behaviour, such as kicking, hitting, pushing or other forms of physically abusive behaviour including taking other people's belongings
2. Verbally harmful behaviour, such as taunting, name calling, insulting, threatening, racist, sexist or homophobic remarks
3. Emotionally harmful behaviour, such as spreading unpleasant, hurtful stories or rumours, excluding people from groups and Cyberbullying where "the use of Information and Communications Technology (ICT), particularly mobile phones and the internet", deliberately upset someone else.

The behaviour constitutes bullying if:

- α It is repetitive, wilful or persistent
- α It is intentionally harmful, carried out by an individual or group
- α There is an imbalance of power leaving the person who is bullied feeling defenceless

### RATIONALE FOR A POLICY ON BULLYING

We take pride in being a caring community which seeks to maximise the potential of all pupils regardless of ability, culture or background. Through our curriculum delivery, behaviour policy and school ethos we seek to provide a framework within which pupils flourish and grow up to become responsible, caring citizens.

The consequences and implications of bullying are in opposition to this objective. Bullying can threaten the safety and happiness of pupils. When pupils are bullied they can become miserable and may be unwilling to attend school. Bullying can inhibit educational achievement. Pupils who are not at ease or who feel insecure or unsafe in the school environment will not thrive.

This policy applies at all times to all adults, children and young people and addresses child to child, adult to child, child to adult and adult to adult bullying behaviour.

All adults have a responsibility to act under the duty of care.

### PHILOSOPHY

Bullying in any form will not be tolerated.

Everyone (including parents of pupils) is encouraged to report bullying incidents in the safe knowledge that their complaint will be acted upon.

Opportunities will be found to recognise and praise helpful and co-operative behaviour and to reinforce the school's commitment to challenging and rejecting bullying.

The ethos of the school in relation to bullying must establish that it is anti-social and unacceptable and that it is "alright to tell".

### RESPONSIBILITY OF PUPILS

At our school we have had few incidents of persistent bullying, but like all schools have minor incidents which upset children; if left unchallenged these can develop into bullying.

Bullying leaves children feeling vulnerable and out of control. We aim to empower children by giving them a strategy which they can use at any time they have been hurt, physically or mentally by another person. Children will be taught, from Reception, to use the set phrase "Please stop doing that. I don't like it." They will say this clearly and directly to the perpetrator. They will expect to hear the set response "I am sorry. I

won't do it again". If they do not get this response they will go immediately to report it to a teacher, teaching assistant or welfare assistant. Many of the occasions when the "set phrase" is used will be after accidental or thoughtless actions rather than deliberate malice, but all children must realise that if they persist with undesirable behaviour after this it will be regarded as bullying. Children who have been deliberately hit should always report this to a member of staff even if the child responsible has apologised.

Children will practise this strategy through role play in Personal, Social and Health Education lessons. "Circletime", which takes place in all classes, acts as an opportunity for pupils to discuss and explore attitudes, behaviours and feelings.

Children who witness what they believe to be acts of bullying against themselves or another child or group of children should always report it to a member of staff.

Children may post concerns in the "Problem Box" which will be kept on a shelf outside the Staff Room and be emptied weekly. These postings may be anonymous.

#### RESPONSIBILITY OF TEACHERS AND NON TEACHING MEMBERS OF STAFF

Teachers will support all children in their class and establish a climate of trust and respect for all.

All staff must be vigilant and watch for potential bullying situations. All staff must respond to a bullying incident, whether it is observed first hand or reported by a pupil, parent or colleague. It must be recorded in the Class Behaviour File and non teaching members of staff must report the incident to the child's class teacher for recording. There is a Class Behaviour File in every classroom. For more serious incidents of bullying involving pupils, the Headteacher should be informed and, following investigations, a record made in the Serious Incident Book. Serious incidents must also be recorded on the LA's Incident Report Form and parents and Governors informed. Any incidents involving bullying of staff must be reported immediately to the Headteacher or Chair of Governors.

If staff have any concerns or worries for themselves or their colleagues they should report them immediately to the Headteacher or member of the Senior Leadership Team. The situation will then be monitored and action taken where necessary.

### LEVEL OF RESPONSE

1. If a child reports that they have been hurt in any way, used the "set phrase" and not received the correct response and the teacher/adult is satisfied that this is true, the perpetrator will be given "time out" (Level 2 Behaviour Policy) and his/her name recorded in their Class Behaviour File.
2. If a child reports an incident of deliberate physical violence, and the teacher/adult is satisfied that this is true, even if the child has apologised, their name will be recorded in the Class Behaviour File and the child given a verbal warning, a "time out" (Level 2 Behaviour Policy). Deliberate incidents of physical violence will also be reported to the Headteacher.
3. Two entries in the Class Behaviour File within a calendar month will result in the child being sent to the Headteacher (Level 3 Behaviour Policy). Behaviour Files will be monitored weekly by the Pupil Support Manager.
4. A serious first incident will lead to the child being sent directly to the Headteacher.
5. If the adult dealing with the incident is not the child's class teacher they must inform the class teacher at the earliest opportunity either verbally or using a post it note.
6. If an adult suffers and reports an incident of bullying the Headteacher or a member of the Senior Leadership Team will conduct an investigation. The perpetrator and victim will be interviewed separately and appropriate actions taken according to the Code of Conduct for staff. The Chair of Governors will be notified immediately in cases of bullying of adults in school or if the complaint involves the Headteacher bullying or being bullied.

Support will be given to the child/adult who is being bullied. They will be assured that their safety and peace of mind is a priority and that steps are being taken to deal with the bully. They must understand that it is imperative to report any further incident immediately.

Each case of reported bullying will be dealt with on an individual basis.

### RESPONSIBILITY OF THE HEADTEACHER

The Headteacher sets the school climate of mutual support and praise for success so making bullying less likely. The Headteacher is the designated member of staff with overall responsibility for dealing with incidents of bullying.

The Headteacher ensures all staff are kept informed of potential bullying situations and are adequately trained to deal with bullying incidents. All repeated or serious incidents will be reported to the Headteacher. Anyone involved will then be spoken to separately.

In the case of the victim, the Headteacher will:

- Support the victim with patience and understanding
- Speak to them periodically to ensure no repetition
- Inform parents if necessary

In the case of the bully, the Headteacher will, with the staff:

- discuss why what they did was wrong and why they are being punished. In the event of the bully not owning up the Headteacher will investigate further. If it is clear that the child is lying the Headteacher will continue with the procedure.
- punish the child - Level 3 Behaviour Policy
- inform the parents if necessary
- endeavour to help the child change their behaviour in the future
- if necessary, set up a monitoring system to ensure no repetition of behaviour and hopefully to observe an improvement
- praise the bully for any improved behaviour and help to build up his/her self esteem
- keep the class teacher fully informed
- record actions in the "Serious Incident Book".

### RESPONSIBILITY OF THE PARENTS

Parents have a responsibility to support the school's behaviour and anti-bullying policies, to actively encourage their child to be a positive member of the school community and to encourage them to use the "set phrase" if necessary.

Parents who are concerned that their child is being bullied or has bullied someone should contact the class teacher immediately. Any reports by parents concerning bullying will be recorded in the Class Behaviour File and the situation monitored. The report will also be brought to the attention of the Headteacher for monitoring.

If the situation does not improve parents should contact the Headteacher directly.

### RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body supports the Headteacher and staff in all attempts to eliminate bullying from school.

The Governing Body monitors incidents of bullying regularly.

### IMPLEMENTATION OF THE POLICY

The Headteacher, staff and Governors are responsible for ensuring this policy is carried out. It will be brought to the attention of adults, children and young people on a regular basis but especially during Anti Bullying Week in November each year. The policy will be published on the school's website and paper copies are available from school if parents wish to request a copy.

### MONITORING THE ANTIBULLYING PROCESS

The Headteacher, staff and Governors will have responsibility for:

- establishing baseline data on which to build the monitoring process
- monitoring the number and types of bullying incidents
- checking recording and reporting procedures are being applied accurately and consistently
- talking to children and adults as to the effectiveness of the policy

The Class Behaviour Files will be monitored by the Pupil Support Manager on a weekly basis and action will be taken if necessary. The Headteacher will receive weekly monitoring information and act on any records of reported bullying.

The "Problem Box" will be monitored on a weekly basis by the Senior Leadership Team and appropriate action will be taken if necessary.

Children in Years 4 & 6 will be surveyed annually, using the Lancashire Primary Pupil Attitude Questionnaire, to ascertain perceptions about the level of bullying in school and the effectiveness of dealing with it. The results will be discussed by the PSHE Subject Leader and SLT and any appropriate action taken.

PHSE, Circletime, Class and School Council Meetings are also forums for discussion where teachers can monitor and begin to address children's views and concerns about bullying.

### EVALUATING THE POLICY

This policy will be reviewed on an annual basis by the Headteacher, SLT and Governors. It will also be reviewed following any serious incidents of reported bullying.

Its effectiveness will be measured in terms of the number and nature of any reported incidents.

This policy was reviewed by SLT September 2017.