St. Mary's Church of England Primary School, High Crompton

Anti-Bullying Policy

Written: Updated and Reviewed 7th September 2016
Review Date: Sept 2017
Approved by Governors on: 21.9.16

MISSION STATEMENT

Mission Statement

"…to provide an excellent education enabling each child to work to the best of his or her ability in a happy, healthy and secure environment…"

Healthy School

St. Mary's C of E Primary School is a Healthy School with healthy attitudes embedded in the curriculum and extra-curricular activities. Children are encouraged to be active and maintain healthy relationships with their peers and adults as well as making other choices about healthy lifestyles.

Building Learning Power Statement

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasizes the development of lifelong learning values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children will develop the ability to take responsibility for their own learning and self assess and be able to articulate themselves as a learner. They will have the opportunity to develop the ability to know what's worth learning, know how to face confusion and know the best learning tool for the job.

1. Introduction

It is recognised that ALL schools at some time will have to deal with bullying issues. Our Anti Bullying Policy fits alongside the school's Behaviour and Discipline Policy. High standards of behaviour are crucial in establishing and maintaining a quality learning environment for children and adults. Excellent working conditions and the morale of both staff and children rely heavily on the successful implementation of positive behavioural support strategies and appropriate sanctions.

As part of our School Aims we try to offer an environment where we promote:

- *a welcoming school which ensures all pupils are safe and secure.*
- *an ethos of mutual respect, high standards of behaviour and empathy for others, treating everyone fairly with an understanding of their individuality regardless of race, religion, gender, disability or social background.*
- *a sense of responsibility, enabling all pupils to become valued citizens and contributing members of society, who appreciate and respect cultural identity.*
- *an appreciation of the Christian values within the ethos of a Church of England school.*
- *confidence, independence and transferable skills to ensure all pupils can participate fully in school life.*

Our Mission 'Believe and Achieve' places a responsibility on all members of the school community: staff, children, parents and governors to ensure that expectations are consistently high, and these aims are achieved through the consistent implementation of this policy and that children in school do feel **safe.**

2. Definition: What is Bullying?

At St. Mary's CE Primary School , we define bullying as an action taken by an individual or group with the deliberate intention of hurting another person, either physically or emotionally over and over again.

This summarises the 3 common elements of bullying:

1. *It happens repeatedly over time*
2. *It is deliberately designed and intended to hurt or upset*
3. *It does hurt or upset.*

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.

3. Aims of the Policy

This policy outlines the approach St. Mary's CE Primary School implements to eliminate bullying in school and develop an ethos where bullying is seen to be unacceptable by all. At St. Mary's C of E Primary School we are committed to providing a caring, friendly, happy and safe environment for all our pupils so that they can grow and learn in a relaxed and safe environment.

We promote, target and highlight this policy with pupils on a regular basis through a variety of different forums. These include:

- Taking part in the annual National Anti-Bullying Week.
- PSHE and circle time.
- Worship.
- School displays.
- Various Anti Bullying Shows including: Bully's Paradise, Anti-Bullying Magician, Ian Bland poet
- Regular visits from the local PCSO
- Biannual presentations from Childline Schools service for Year 5 and 6 pupils
- Class Assemblies on Friendship
- School Council Booklet, which is in child speak and written in collaboration with pupils. (See appendix 2)
- Taking part in the annual E-Safety Week
- E safety workshops for pupils and parents

We want teachers and staff to :

- consistently model excellent behaviour and the school's Christian Values .
- deal effectively with bullying, including through carefully planned PSHE lessons and circle time.
- take all forms of bullying seriously, and intervene to prevent incidents from taking place.
- keep their own informal records of any incidents that may occur to a pupil in their class, in order to identify any re- occurring patterns of behaviour.
- keep parents informed.
- pass on relevant information to other staff as appropriate.
- establish a climate of trust and respect for all in their own classrooms praising, reward and celebrate the success of all children.

We want children to remember to :

- **B**e a buddy and not a bully to all pupils in school
- **A**sk for help and tell an adult if they think they are being bullied and avoid bad situations
- **N**o one deserves to be bullied
- **D**o something that will help a child being bullied and not join in

In school we refer to this as BAND

We want parents to:

- support this policy.
- contact the class teacher, if you feel your child may be a victim of bullying behaviour.
- support the school's no hurting rule and do not advise your child to fight back or to repeat the bully's behaviour. This will only make the situation worse.
- tell your child it is not their fault they are being bullied.
- ensure your child is not afraid to ask for help.

4. Recognising the Signs and Symptoms of Bullying:

There are a number of types of bullying:

Emotional: excluding from a group, tormenting, ridiculing, humiliating, belittling

Physical: hitting, punching, pinching, kicking or taking someone's belongings.

Verbal: name-calling, insulting, indirect bullying through spreading stories about someone, threats or making fun of someone.

Racist: racial taunts, gestures, making fun of someone's culture or religion (or lack of religion).

Sexual: unwanted physical contact and comments, sexually abusive or sexist comments.

Homophobic: because of, or focusing on the issue of sexuality or perceived sexuality or the sexuality of a child's family members, use of derogatory language such as 'that's so gay'.

Cyber: setting up hate websites, offensive e-mails and texts, including MSN.

All staff are vigilant and will watch out for the signs and symptoms of bullying

Staff will suspect bullying is occurring if a pupil:

- becomes withdrawn and anxious.
- under-achieves (unexplained drop in standard of work.)
- has poor or erratic attendance.
- fears/dislikes of school (eg feels ill in the morning.)
- prefers to stay with an adult.
- has their possessions repeatedly go missing.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and will be investigated.

5. Online / Cyber bullying

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."*

5.1 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 one reason why children are not allowed to bring 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.

5.2 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 classteacher.

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

5.3 Bullying within chat rooms or by instant messaging

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.

6. Procedures for responding to bullying incidents:

Allegations and incidents of bullying at St. Mary's C of E Primary School 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 support all children involved whilst the allegations and incidents are investigated and resolved.

In dealing with bullying, school staff will:

- not ignore it.
- not make premature assumptions.
- listen to all accounts of the incidents.
- adopt a problem-solving approach that encourages pupils to find solutions rather than simply justify themselves.
- make regular follow-up checks to ensure that bullying has not resumed, weekly, fortnightly, monthly half termly as required.

6.1 If a Pupil makes an allegation of Bullying

Staff who receive a report of a bullying incident from a pupil will:

- listen to the pupil's account of the incident.
- reassure the pupil that reporting the bullying incident was the right thing to do.
- make it clear to the pupil that he or she is not to blame for what has happened.
- investigate the allegation.
- make an informal record of the allegation and investigation.
- explain that the pupil should report any further incidents to the same member of staff immediately.

Staff will ask the pupil:

- What has happened?
- How often it has happened?
- Who was involved?
- Where it happened?
- Who saw what happened?
- What he or she has done about it already?

6.2 Advice to Pupils

The school will advise pupils who are caught up in bullying incidents to:

- stay calm and look as confident as possible.
- be firm and clear, look the bully in the eye and tell them to stop.
- get away from the situation as quickly as possible.
- immediately tell an adult what has happened.

6.3 Helping the Bullies to Change

Staff will spend time to help pupils who have bullied others to change their behaviour i.e staff will adopt a problem solving approach. If a pupil is bullying others, staff will:

- talk to the pupil and explain how the victim feels.
- encourage the pupil to reflect on ways in which the victim could be made to feel happier.
- identify supportive action that the pupil can take to help the victim.
- meet and review with the pupil again after a short period of time (one week) to identify progress made.
- give the pupil lots of praise and encouragement when he or she is being kind and considerate to others.

6.4 Dealing with Bullying

If the preventative measures and peer support strategies do not succeed, serious bullying will be dealt with under the school's behaviour and discipline policy.

7.0 Recording Bullying Incidents

Where bullying is thought to have taken place, the incident will be recorded in the Bullying Incident Log on a Bullying Incident Sheet (for pro forma see appendix 1). The Bullying Incident Log is kept in the Headteacher's Room. This will be completed by the Headteacher or Deputy Headteacher.

8.0 Co-operating with Parents and Carers

The school will work with parents in dealing with bullying. Bullying in school is everyone's problem. All staff, pupils and parents / carers should be aware that bullying exists and share a commitment to combat it and to make the school a happier place for everyone.

The school will ensure that parents are aware of the school's anti-bullying policy through the school website.

Parents, carers and families are often the first to detect signs of bullying. Common physical symptoms include headaches, stomach aches, anxiety and irritability.
The school will encourage parents / carers who suspect that a child is bullying or being bullied to immediately contact the school and make an appointment to see the child's class teacher as soon as possible.

Parents / carers will be informed if bullying has occurred and involved in discussions. The school will discuss with parents / carers how they can work together to stop the bullying.

9.0 Monitoring and Review

This policy is monitored on a day to day basis by the Senior Leadership Team and the Headteacher reports to Governors each term in her report.
This policy will be reviewed **annually by all staff.** Following an annual review, suggestions for amendments will be presented to the Governor Worship and Pastoral Governor Committee and ratification at the next Full Governing Body Meeting.

Appendix 1
Bullying Incident Sheet
(Copy to be kept in a central location)

Date of incident (s) **Time of incident (s)** **Location of incident (s)**	**Reported by:** **Designation:**

Name(s) of pupil(s) believed to have been bullied
Please include names, genders, ages, ethnic origin, and children in care or children with special educational needs.

Bullying incident related to: tick all that apply

Race	☐	Appearance or health condition	☐
SEN or disabilities	☐	Sexual orientation	☐
Gender	☐	Religion or culture	☐
Age	☐	Other (define)	☐

Forms of bullying used: tick all that apply

Physical aggression	☐	Damaging or taking personal possessions	☐
Deliberately excluding	☐	Verbal threats	☐
Name calling and teasing	☐	Spreading rumours	☐
Cyber bullying	☐	Extortion	☐
Other (define)	☐		

Frequency and duration of bullying behaviour:

Their account of what happened (brief):

How did they feel?
Other notes on incident: including relevant previous behaviour
Name(s) of pupil(s) believed to be bullying: Please include names, genders, ages, ethnic origin, and children in care or children with special needs and each child's role - ringleader, outsider, reinforcer, assistant, defender, - and level of involvement. 1 = very involved 2 = involved 3 = slightly involved 4 = only indirectly involved
Their account of what happened (brief):
How did they react when the feelings of the victim were explained?
Name(s) of possible witnesses:
Their account of what happened (brief):

Action Taken:			
Checklist: Tick as appropriate			
Does incident involve same person?	☐	Has a follow up date been set?	☐
Have parents/carers been notified?	☐	Has support been agreed with victim?	☐
Had individual discussions with all?	☐	Has a sanction been given to the perpetrator?	☐
Had group discussion with all involved?	☐	Are notes and comments attached?	☐
Other actions:			
medical treatment required?	☐	referral to other agencies?	☐
police involvement?	☐	specific report from staff attached?	☐
report to governors?	☐	other?	☐
Details of support for victim:			
Details of sanction for perpetrator:			

Follow Up Meetings
Follow up meeting 1: Date:
Follow up meeting 2 (if required): Date:
Outcome of follow up and further actions taken: Has the bullying stopped? Yes ☐ no ☐ Comments:

Appendix 2

Anti-Bullying Leaflet for Pupils

St. Mary's CE Primary School Anti-Bullying Booklet 2014

Contents

- What is a friend?
- What should you do if you fall out with your friend?
- What is bullying?
- What should I do if I see bullying?
- What can I do if I get bullied?
- How do St. Mary's BAND together ?
- Where can I get help?
- Puzzle Page
- With thanks

What is a friend?

A good friend ….

- understands how you are feeling.
- helps you when you are injured.
- is someone you can trust.
- never lies to you.
- is always there for you.
- makes you smile.
- keeps your secrets.
- listens.
- will never let you down.

Are YOU a good friend ?

What should you do if you fall out with your friend?

- Say "sorry".
- Say "shall we be friends again?"
- Shake hands.
- Give each other a hug.
- Invite them to your house for tea or to play.
- Talk about the problem and agree a way forward.
- Be honest.
- Ask a buddy or an adult for help.

Page 4

What is Bullying?

Unkindness becomes bullying when someone is mean to you, **not just once,** but again and again – even every day.

A bully is someone who repeatedly says unkind things about you or to you or deliberately and repeatedly hurts you.

A bully deliberately humiliates you in front of your friends.

A bully deliberately hides your personal belongings all the time.

Bullying is when there are a group of pupils targeting one individual.

Bullying is when an older pupil repeatedly targets a younger pupil or someone who is physically smaller or weaker than themselves.

Cyber bullying is when someone repeatedly sends nasty texts or messages on a computer or mobile phone.

Homophobic bullying is repeatedly and deliberately calling someone 'gay' or other similar words.

Bullying is NOT a one off incident OR friends falling out.

What should I do if I see bullying?

- Tell a teacher, parent or an adult you trust.
- Tell the bully to STOP !
- Tell the **same** adult if it continues.
- Tell a friend.
- Care for the victim and ensure they are okay.
- Become a friend to the victim.
- Do not watch, make it stop, act quickly !

What can I do if I get bullied ?

- Be strong and stand up for myself.
- Get help from friends I trust.
- Ask the bully "Why are you doing this?"
- Never blame myself.
- Keep calm, walk away and ignore the bully.
- Say "No!" in a loud and clear voice.
- Think carefully so you can tell clearly what has happened or write it down.
- Tell an adult—teacher, parent, teaching assistant, midday supervisor.
- Play in a group of friends and not alone.
- Call ChildLine. See helpful numbers at end of booklet.

Run! Shout! Get help!

How do St. Mary's School **B A N D together ?**

At St. Mary's CE Primary School we stamp out bullying by 'banding together.'

Our pupils promise to …

B: Be a Buddy not a bully.

A: Avoid bad situations and ask for help.

N: Nobody deserves to be bullied.

D: Don't join in, help instead.

Where can I get help?

Phone numbers

Kidscape: 020 77303300

ChildLine: 0800 1111

NSPCC: 0808 800 5000

Websites

www.childline.org.uk

www.kidscape.org.uk

www.actagainstbullying.com

www.antibullyingalliance.org.uk

Puzzle Page

The words below can all be found in this booklet.
Can you find them in the word search?

b	u	l	l	y	v	c	l	b	f
d	b	y	s	t	a	n	d	e	r
t	z	p	w	m	t	v	d	t	i
i	e	r	f	v	j	s	a	f	e
b	y	l	d	i	m	o	v	x	n
k	l	r	l	c	t	r	y	i	d
p	l	e	h	t	s	r	h	i	p
q	a	w	s	i	d	y	u	g	o
k	i	n	d	m	m	v	g	x	t

kind
safe
hug
friend
sorry
tell
help

bully
victim
by-stander

With thanks...

Our thanks go to St. Mary's School Council for their discussions and ideas for the pages in this booklet.
Also to all the staff and children of St. Mary's who contributed and helped to update the booklet during Anti-Bullying Week 2014.
Thank-you to Reception and Year 6 who provided the photographs that you have seen throughout the booklet.

Remember!!

Be a Buddy!
Not a Bully!