SAPIENTIA EDUCATION TRUST



# Rockland St Mary and Surlingham

# Anti Bullying Policy

| Author / Edited by | Julia Humphrey |
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| Date | December 2018 |
| Executive summary | This policy is a new policy. |
| Review Body | Teaching staff |
| Endorsed by | Governing Body on 14/2/19 |
| Review frequency & next review due | Annually – January 2020 |
| Comments | This policy is available on our school website and is available on request from the school office.<br><br>This policy will be reviewed in full by the Governing Body on an annual basis. |

Endorsed by *school name* Governing Body on *day month year*

## Aims

This policy outlines what Rockland St Mary and Surlingham Primary School will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the school community (for example anti-bullying survey data, annual pupil and parent survey data and school council review of the safe and un-safe areas in our school. We are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated.

This policy aims to fulfil our school vision statement -

At Rockland St Mary and Surlingham Primary School we aim to encourage and support our pupils to enjoy their childhoods and reach their full potential, as confident, inquisitive and successful learners and as fully rounded individuals.

## Our school community will:

- Discuss, monitor and review our anti-bullying policy and practice on a regular basis.
- Support all staff to promote positive relationships to prevent bullying and intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensure that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.
- Report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/ carers, in turn, will work with the school to uphold the anti-bullying policy.
- Seek to learn from good anti-bullying practice elsewhere and utilise support from relevant organisations when appropriate.
- Make use of resources available.

## Definition of bullying

Bullying is "Behaviour by an individual or a group, **usually repeated** over time that **intentionally** hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", July 2017)

Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours. This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through websites and social media sites and apps, and sending offensive or degrading images by mobile phone or via the internet.

## Forms of bullying

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers, children in care or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.
- Bullying via technology – "cyberbullying"

## Preventing, identifying and responding to bullying

The school community will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all.

- Make use of events such as Anti-bullying and E-Safety week to remind children what to do if they feel unsafe and to discuss the school's effectiveness in managing behaviour and bullying.
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide opportunities to develop pupils' social and emotional skills, including their resilience through teaching in PSHE, RE, Assemblies and other learning opportunities.
- Provide a range of approaches for pupils, staff, parents/carers to access support/report concerns.
- Challenge practice which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Consider all opportunities for addressing bullying throughout the curriculum and support this with a range of approaches such as displays, assemblies, peer support and school council.
- Regularly update and evaluate our approaches to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
- Train all staff including teaching staff, support staff (including administration staff, lunchtime support staff) to identify all forms of bullying and follow the school policy and procedures (including recording and reporting incidents).
- Remind lunchtime staff and staff at playtimes to be extra vigilant as unstructured times can be more difficult to monitor.
- Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring.
- Actively create "safe spaces" for vulnerable children and young people having consulted about where children feel the school's safe and unsafe area are.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Work with other agencies and the wider school community to prevent and tackle concerns.
- Celebrate success and achievements to promote and build a positive school ethos.

**Involvement of pupils**

We will:

- Annually canvas children on the extent and nature of bullying and poor behaviour.
- Ensure that all pupils know how to express worries and anxieties about bullying.
- Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve pupils in anti-bullying campaigns, anti-bullying and E-Safety weeks in schools and embedded messages in the wider school curriculum.
- Publicise the details of help lines and websites on displays, posters and the school website.
- Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.

**Liaison with parents and carers**

We will:

- Annually canvas parents/carers on the extent and nature of bullying and poor behaviour in school.
- Make sure that key information (including policies) about bullying are available to parents/carers in a variety of formats.
- Ensure that all parents/carers know who to contact if they are worried about bullying.
- Ensure all parents/carers know about our complaints procedure and how to use it effectively.
- Ensure all parents/carers know where to access independent advice about bullying.
- Work with all parents/carers and the local community to address issues beyond the school gates that give rise to bullying.
- Ensure that parents work with the school to role model positive behaviour for pupils on and offline.

**Dealing with Incidents**

The following steps may be taken when dealing with incidents:
- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear and precise account of the incident will be recorded and given to the head teacher and/or designated lead
- The head teacher/ designated lead will interview all concerned and will record the incident
- Teachers will be kept informed
- When responding to cyberbullying concerns the school will take all available steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. The police will need to be involved to enable the service provider to look into the data of another user.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools behaviour policy.
- Parents/carers will be kept informed
- Sanctions will be used as appropriate and in consultation with all parties concerned
- If necessary and appropriate, the police or other local services will be consulted

*Supporting Pupils*

*Pupils who have been bullied will be supported by:*
- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Reassuring the pupil and providing continuous support
- Restoring self-esteem and confidence
- Working with the wider community and organisations to provide specialist advice and guidance

*Pupils who have bullied will be helped by:*
- Discussing what happened and establishing the concern and the need to change
- Informing parents/carers to help change the attitude and behaviour of the child
- Providing appropriate education and support
- If online, requesting content be removed and reporting account/content to service provider
- Sanctioning in line with school behaviour/discipline policy. This may include removal of privileges, fixed-term and permanent exclusions.
- Speaking with police or local services

**Supporting Adults**

*Adults (staff and parents) who have been bullied or affected will be supported by:*
- Offering an immediate opportunity to discuss the concern with the designed lead and/or a senior member of staff/headteacher
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools behaviour policy
- Reassuring and offering appropriate support
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

*Adults (staff and parents) who have bullied will be helped by:*
- Discussing what happened with a senior member of staff and establishing the concern
- Clarifying the schools official procedures for complaints or concerns
- If online, requesting content be removed and reporting account/content to service provider
- Instigating disciplinary action where necessary

**Links with other school policies and practices**

This Policy links with a number of other school policies and practices including:

- Behaviour Policy
- Complaints Policy
- Safeguarding and Child Protection policies
- Acceptable Use of ICT Policy (AUICT)
- Whistleblowing Policy
- Curriculum Policies such as PSHE, citizenship and computing

**Links to legislation**

There are a number of pieces of legislation which set out measures and actions for schools in response to bullying as well as criminal law. These may include:

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986
- The Computer Misuse Act 1990

**Responsibilities**

It is the responsibility of:
- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Headteacher, Deputy Headteacher, Teaching and support staff to be aware of this policy and implement it accordingly.
- The Headteacher to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- Staff to support and uphold the policy
- Parents/carers to support their children and work in partnership with the school
- Pupils to abide by the policy.

The named member of staff with lead responsibility for this policy is: Mrs J Humphrey, Mrs Z Marsden and Mrs V Bayliss.

The Headteacher will report on a regular basis (through the Head's Report to the Governing Body) on incidents of bullying and outcomes. The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. Any issues identified will be incorporated into the school's action planning.

**Supporting Organisations and Guidance**

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- DfE: "Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies", and "Supporting children and young people who are bullied: advice for schools" July 2017: https://www.gov.uk/government/publications/preventing-and-tackling-bullying
- DfE: "No health without mental health": https://www.gov.uk/government/publications/no-health-without-mental-health-a-cross-government-outcomes-strategy
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers:

**Cyberbullying**

- Childnet International: www.childnet.com
- Digizen: www.digizen.org
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk

**LGBT**

- EACH: www.eachaction.org.uk
- Pace: www.pacehealth.org.uk
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk

**SEND**

- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- DfE: SEND code of practice: https://www.gov.uk/government/publications/send-code-of-practice-0-to-25

**Racism and Hate**

- Anne Frank Trust: www.annefrank.org.uk
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Show Racism the Red Card: http://www.theredcard.org/