

ANTI-BULLYING POLICY

Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated.

At Greatstone Primary School we want to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

Bullying is defined as deliberately hurtful behaviour, repeated regularly over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- 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. All areas of internet, such as email & internet chat room misuse; Mobile threats by text messaging & calls; Misuse of associated technology, i.e. camera & video facilities

However it manifests itself, bullying will not be tolerated at Greatstone Primary School.

Isolated incidents of unkind and/or aggressive behaviour, while they should not be condoned, can scarcely be called bullying.

Aims

This policy is designed to ensure that as a school we are alert to signs of bullying and act promptly and firmly against it. We aim:

- To promote a secure and happy environment free from threat, harassment and any type of bullying behaviour.
- To take positive action to prevent bullying from occurring through a clear school policy on Personal and Social Development.
- To show commitment to overcoming bullying by practising zero tolerance.
- To inform pupils and parents of the school's expectations and to foster a productive partnership that helps maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes that will be required to achieve the above aims.

Whole School and Individual Staff Responsibilities

At Greatstone Primary School we have the following proactive measures to reduce incidents of bullying. Staff will:

- Never ignore suspected bullying.
- Not make premature assumptions.
- Listen carefully to all accounts and investigate as fully as possible.
- Adopt a problem-solving approach that moves pupils on from justifying themselves.
- Complete the school pro-forma for recording bullying incidents
- Follow-up repeatedly, checking bullying has not resumed. Use of a range of teaching and learning styles and strategies which challenge bullying.
- Use interventions that are least intrusive and most effective.
- Use sanctions as identified in the schools behaviour management policy

Support for Parents

When parents raise a concern that their child is being bullied it is essential that this concern is taken seriously and not dismissed without further enquiries being made.

The bullying incident report form can be used as a focus of the discussion with a parent so that there is a clear record of the concern and of immediate action to be taken by school staff.

Procedures and Recording

Recording incidents is vital as it allows school staff to identify patterns of behaviour, as often what is perceived initially to be a trivial incident, may be part of a number of incidents that are serious for the individual child.

The following steps will be taken when dealing with any incident:

All reported incidents will be investigated immediately by the member of staff who has been approached or witnessed the incident. They will:

- Listen to the child reporting the incident and make sure that they feel that their concerns are being taken seriously.
- Record the incident in the Incident Log which is kept in the Headteacher's office
- Check through to establish if there are any previous incidents involving the same children - If it is felt that this is one of a number of incidents, or particularly severe, it should be referred immediately to a member of the SLT by completing the Incident Referral form which are kept on the Safeguarding board in the Staffroom. If the incident is 'minor' and does not merit a referral, the incident is dealt in line with the school policy and initialled to this effect in the incident log.
- Ensure children feel that their complaint has been dealt with properly.

Once a referral to the SLT has been made, a thorough investigation of the incident involving all parties will be undertaken and recorded in writing in the appropriate section of the referral form.

The Headteacher should always be made aware of any incidents that have been dealt with by the SLT.

After the investigation has taken place, a decision should be made as to whether a case of persistent bullying is taking place. If this is the case, the parents of the perpetrator will be invited to discuss the situation with the Headteacher or Deputy Headteacher, as appropriate.

Parents of the bullied child must be kept informed of the whole process and it is vital that they feel satisfied with the way the incident has been dealt with.

If an allegation of bullying is made by a parent, full written details should be taken and referred to the Headteacher or Deputy Headteacher who will then complete the Bullying Allegation Form and investigate thoroughly.

When the Head Teacher is satisfied that measures put in place to resolve any bullying have been successful, an evaluation form will be completed to gather the school, pupil and parent voice. Copies of this document will be sent to parents with an explanatory letter. This evaluation will be used to constantly improve practice.

Support

Pupils who have been bullied will be supported by:

- Being offered an immediate opportunity to discuss the experience with a member of staff.
- Reassurance and the offer of continuous support
- Restoring self-esteem and confidence

Pupils who have bullied will be helped by:

- Discussing what happened
- Discovering why the pupil became involved

- Establishing the wrong doing and need to change
- Informing parents or carers to help change the attitude of the pupil.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour.

Incidents of Bullying Outside the School's Premises

Although schools are not directly responsible for bullying off the school premises, we would still encourage victims "not to suffer in silence". Actions the school could take, if deemed appropriate, include:

- talking to the local police about the problems within the Community
- talking to the Head Teachers of the schools whose pupils are involved in bullying off the premises

Bullying can also take place via text messages, MSN and other means of 'cyber communication'. This often happens out of school hours, but has implications for the parties involved when they are in school. We would always talk to pupils and parents about the issues and take their concerns seriously.

Adult Bullying

From time to time, adults behave inappropriately towards each other. If any parent feels that they are being treated inappropriately within our school community they must report this to the Headteacher immediately.

On occasions, when a parent suspects another child of inappropriate behaviour towards their own child, they may try to take matters into their own hands. This can result in:

- parents approaching other parents in groups
- inappropriate verbal exchanges in front of pupils
- a breakdown in communication

If children are experiencing problems with other children, parents must not try to take matters into their own hands. Parents confronting other parents in the playground is not acceptable and could be viewed as adult bullying. The school should be informed immediately of any concerns so that it may intervene to resolve the problem to ensure our school community remains a happy, safe and enjoyable place where everyone wants to be.

Monitoring, Evaluation and Review of this policy will take place annually as part of the Safeguarding programme.

**GREATSTONE PRIMARY SCHOOL
INCIDENT REFERRAL FORM
Allegation of Bullying**

Date/Time:	Personnel:
Names of pupils Involved:	Class:

Brief summary of the allegation

Reason for referral to SLT (e.g one of a number of recent incidents)

Brief summary of the incident resulting from investigation:

Action taken:

Checked for earlier incidents involving the same pupils	
Notified parents/carers	
Individual discussion with pupils involved	
Notified class teacher	
Medical treatment	
Follow up date set	
Other (please detail below)	

**GREATSTONE PRIMARY SCHOOL
INCIDENT FOLLOW UP FORM**

Date	Action taken by	Brief description of action	Outcome

Bullying Stopped – Yes / No

Further Action to be taken:

Any other Comments:

Appendix AB3

Dear

Since you reported your concerns over bullying, we have been monitoring the effectiveness of the measures put in place to ensure that (insert child's name) feels safe in school, as discussed on (insert date here). (Insert name) has reported that all is well and there have been no further incidents.

I am attaching two copies of the follow-up sheet, one for your information and the other to be completed and returned to school for our records.

The case is now being moved from the active folder and I would ask that you make us aware of any further problems. The measures in place will continue and we will obviously keep a particular eye on (Insert name) to ensure that he / she remains happy and feels safe.

Yours sincerely,

Mrs Nicola Wood
Head Teacher

GREATSTONE PRIMARY SCHOOL INCIDENT EVALUATION FORM

School Voice:

What action has been taken to resolve the problem and how effective has it been?

Signed:

Date:

Pupil Voice:

How well did we deal with the problem? How do you feel now?

Signed:

Date:

Parent Voice:

How satisfied are you with the way in which the situation has been dealt with?

Signed:

Date:

