



Holy Trinity Church of England Primary School

Anti-Bullying

Member of staff responsible: N Carlson

Date policy written: Sept 2017

Date approved by governing body: tbc

Date to be reviewed: Sept 2018

Our Vision

'Learn together, shine together'

The School

Holy Trinity Church of England Primary School is a large town centre school with over 300 children on roll. We have 14 teachers and a SENCO, Deputy Head and Headteacher.

The children are placed in their respective classes in mixed ability when admitted. Classes are organised vertically or single age as intake numbers dictate. Our Church of England status is voluntary controlled.

We benefit from a purpose built Key Stage 2 block which is well resourced and equipped. Key Stage 1 is housed in a spacious building constructed in the late sixties. The school is in the very centre of the town of Darwen and draws children from diverse backgrounds.

Introduction

This document is intended for all teaching and non-teaching staff, ancillary staff and governors. Parents may request to see this document.

Our philosophy on discipline reflects the school mission statement in promoting respect and tolerance for others. The children at Holy Trinity are encouraged to take a pride in themselves; to foster and develop a positive attitude to self-discipline.

It is our aim to eliminate opportunities where negative behaviour becomes a barrier to learning. It is our intention to provide an education that is designed; that is fit for purpose that meets the needs and desires of the children that education process serves.

Good effective discipline is central to the smooth running of the school. Where each child has the right to an effective learning and teaching environment within a safe and secure setting. This essentially encourages the development of the child, both as an individual and as a community member, promoting and allowing mistakes to be made in a safe and secure environment, where support if needed is tailored to the requirements of the child linked to the 'Every Child Matters' agenda.

This policy has been written January 2017 with a planned annual review date.

The policy has been produced by the PHSE coordinator in consultation with the staff and children.

Role of the Head and Governing Body

The school will fulfil its legal duty of care to ensure its pupils do not come to harm. Formal incidents are reported by the head teacher to the governing body on a termly basis. Blackburn with Darwen individual reporting forms are sent to the community cohesion team monthly by the Headteacher.

The definition of bullying is used as a guide to schools when reporting all bullying incidents. The school regularly monitor incidents of bullying and report to governors every term.

Dissemination of the policy

The policy is to be used as a key vehicle for communicating and celebrating the anti-bullying stance of the school with pupils, parents and the wider community. The school incorporates the anti-bullying policy into staff and governor handbooks, the school curriculum and whole school assemblies, all school staff training as well as taking on board other opportunities to raise awareness e.g. anti-bullying week and targeted group work.

Procedures for monitoring and evaluation of policy

To ensure this policy is effective it will be regularly monitored and evaluated. Questionnaires completed by the whole school community, together with surveys, focus groups, children's comments and "bullying incident" forms will be used to gauge the effectiveness of the policy. Following an annual review any amendments will be made to the policy and everyone informed. An annual report will then be issued to the Governors and policy guidelines (included in the prospectus) sent out to parents.

AIMS AND OBJECTIVES

Aims

- To raise awareness of bullying and create a school climate which encourages children to disclose and discuss incidences of bullying behaviour
- To bring about conditions in which bullying is less likely to happen in the future
- To reduce and, if possible, to eradicate instances of all types of bullying
- To clarify the reporting processes
- To prevent, de-escalate and/or stop any continuation of harmful behaviour
- To react to bullying incidents in a reasonable, proportionate and consistent way
- To safeguard the pupil who has experienced bullying and to trigger sources of support for the pupil
- To provide support for the perpetrator whilst developing strategies to enable perpetrators to be accountable for their behaviour

Objectives

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying and what they should do if bullying behaviour arises.
- As a school we take bullying behaviour seriously. Pupils and parents should know that they will be supported when bullying is reported.

- Whole school initiatives (staff training, celebration assemblies etc) and proactive teaching strategies (PSHE Ed lessons, circle time etc) will be used throughout the school to reduce the opportunities for bullying to occur.
- A positive, caring ethos will be created within the school environment where everyone can work, play and express themselves, free from the fear of being bullied.

Links with other relevant school policies

- Home School Agreement
- Equal Opportunities Policy
- PSHE,
- Positive Behaviour and Child Protection/ Safeguarding policies,
- ICT policy,
- Equality and diversity policies,
- Staff development policy for staff/pupil on staff bullying
- Health and Safety Policy

DEFINITIONS OF BULLYING

We define bullying as:-

“Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally”. Leaving the victim/s feeling defenceless.

The main types of bullying can be identified as:

- **Physical**
Kicking, hitting, pushing, taking belongings
- **Verbal**
Name calling, taunting, making offensive comments
- **Indirect / Emotional**
Excluding people from groups and spreading hurtful and untruthful rumours, any unfavourable or negative comments, gestures or actions made to someone relating to their disability or special educational needs
- **Cyber bullying**
- the use of text messaging, emailing, videoing and internet usage deliberately to upset someone else

It is a legal obligation to report a single incident of racist, homophobic or sexual harassment bullying.

It can be difficult to recognise a child who is being bullied: therefore we have drawn up some indicators which may suggest that a child is being bullied.

- A sudden reluctance to come to school.
- A change of attitude to peers / adults
- Absenteeism
- Loss of interest in school activities.
- Becomes withdrawn, anxious or lacking in confidence.
- Becomes aggressive, disruptive or unreasonable.
- Has unexplained cuts or bruises.
- Possessions go “missing” or are damaged.

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

Bullying away from the school premises

Parents are requested to speak to staff about any incidents of bullying they are aware of, which happen when their child is going to and from school. We do not ignore it, and in these cases the parents will be contacted by the Headteacher. We do ask parents not to try and deal with the situation themselves, as they may not be fully informed. Small children can feel intimidated by adults they do not know questioning them, and this, in itself is a form of bullying.

Procedures for reporting and responding to bullying incidents

All staff will respond calmly and consistently to all allegations and incidents at Holy Trinity Primary School.

The following step-by-step procedure will be followed:-

1. Person witnessing incident or to whom a disclosure has been made will ensure the victim(s) is and feels safe.
2. Incidents can be reported confidentially.
3. Appropriate advice will be given to help the victim(s). They will be reassured that something can be done about the situation.
4. Class teacher will be informed (if not the person witnessing or disclosed to).
5. If the incident is deemed as bullying a Bullying Incident Form to be filled in by the person witnessing or disclosed to (see Appendix 1)
6. Completed form to be taken to Headteacher.
7. If it is a major incident parents will be informed and invited into school to discuss the incident/problem.
8. Staff (including Headteacher or S.L.T.) will listen and speak separately to all the children involved about the incident.
9. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
10. Staff will reinforce to the bully that their behaviour is unacceptable.
11. The bully / bullies may be asked to apologise. Other consequences may take place and appropriate sanctions applied (see next section).
12. If possible the pupils will be reconciled.
13. An attempt will be made and support given, to help the bully / bullies understand and change his/her/their behaviour.
14. Records will be kept of all action taken and filed with the Headteacher, who is the named person responsible for reporting to the LEA.
15. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
16. Bullying incidents will be discussed regularly at staff meetings.
17. The Governor with responsibility for Anti bullying or Headteacher will present termly reports to the Governors.
18. If necessary and appropriate, the Child Protection Officer (School Social Services) or Police will be consulted.

All staff may be involved at sometime with bullying incidents and may be required to fill in a Bullying Incident Form, but the Headteacher and S.L.T. need to be informed and then be involved in meeting with parents and dealing with the incident as appropriate.

Parental support for all pupils involved in bullying incidents.

The school endeavours to have open and supportive communication with parents in relation to all bullying incidents. Parents, who are concerned that their child may be being bullied, or who may suspect that their child may be the perpetrator of bullying, should contact the class teacher immediately. Parents have a responsibility to support the schools anti bullying policy and to actively encourage their child to be a positive member of the school.

Pupil Management

Use of Sanctions

The following sanctions may be used:

The children have also discussed this question in their classes and some of the sanctions they suggested are included below:

- Discussion with bully to see if they understand what they have done
- Apologies to the victim(s) verbally or in writing
- Bully is asked for reasons for showing bullying behaviour.
- Lose privileges
- Lose playtimes (stay with class teacher, do extra work)
- Stand outside the Headteacher's office.
- Spend playtimes and lunchtimes with an adult.
- Parents will be invited in to school to discuss behaviour and sanctions to be deployed in school and at home.
- Be removed from class and work in isolation.
- Bully is made aware of victims feelings.
- Fill in a reflection sheet.
- Report to the Headteacher or Deputy Headteacher.
- Be withdrawn from participation in school visits, clubs and events not essential to the curriculum.
- Fixed term exclusion.
- Permanent exclusion as a final conclusion if all else fails.

Strategies for the prevention and reduction of bullying

- Involving the whole school community in writing and reviewing the policy.
- Undertaking regular questionnaires and surveys to monitor the extent of bullying in the school and effectiveness of the anti-bullying policy.
- Producing a 'child speak' version of the policy for the children.
- Each class agreeing on their own set of class rules and class contracts.
- Involvement in Anti-Bullying Week each year.
- Raising awareness through regular anti-bullying assemblies.
- PSHH (Personal, Health & Social Education) scheme of work from Reception to Year 6 is used to support this policy.
- Circle time on bullying issues
- Using drama activities and role-plays to help children be more assertive and teach them strategies to help them deal with bullying situations.
- Introducing playground improvements and initiatives.
- Using Peer Mediators to solve arguments / disagreements.
- Victims of bullying are encouraged to report what has happened
- Using Peer Mentors from Year 6 to lead playground activities with younger children.
- Use the SEAL curriculum in assemblies and throughout the school.
- Display Child Line Posters and other "help lines" for the children.

Procedure for Parental Complaints

- Parents will be asked to put their complaint in writing to the Headteacher.
- The Headteacher will respond to this complaint in an appropriate way and ensure that a written reply is sent to the parents within two working days.
- Where the Headteacher is unable to resolve the complaint then the matter will be forwarded to the Governors / Local Education Authority for their attention. Parents will be informed of this course of action.

Confidential

Date _____

BULLYING INCIDENT FORM

Date of incident _____

Name(s) of Pupils Involved	Year	Class Teacher

Outline of Incident

Type of Bullying

Emotional Cyber Homophobic Racist Physical

--

Action Taken

--

Parents Informed

Any other information:

YES/NO

--

Signed _____ Date _____

Follow up Action Taken

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Parents Informed

YES/NO

Signed _____ Date _____

Form Seen By

SMT – Yes/No	Pastoral Manager – Yes/No	Class/Form Teacher – Yes/No
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Date of Review _____

POLICY REVIEW

This policy will be reviewed every year by

Date reviewed: _____

Signed: _____ (Headteacher)

Signed: _____ (Chair of Education committee)