Bursar Primary Academy

Anti-Bullying Policy

Co-ordinator	Sophie Follan
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HumberEducationTrust

Anti-Bullying Policy

Other related school policies that support this Anti-Bullying Policy include Behaviour, Safeguarding, E-Safety, Health & Safety.

Headteacher responsible:	Kate Finney
Safeguarding Lead:	Sophie Follan
Safeguarding Governor:	Nigel Hollington
Emotional Wellbeing, Behaviour & Attendance Officer:	Danielle Melhuish
CP/Pastoral Coordinator & Senior Mental Health Lead:	Victoria Hambling
E-Safety:	Sophie Follan/ Victoria Hambling
PSHE Lead:	Sophie Follan

Introduction

At Bursar Primary Academy, we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.
Bullying hurts. Everyone has the right to be treated with respect. Bullying of any kind is unacceptable at our school. We are committed to providing a caring, friendly and safe environment so all pupils can learn in a relaxed and secure atmosphere. If bullying does occur, all pupils should be able to tell someone and feel assured that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to report it. Pupils who are bullying need to be supported in learning more appropriate ways of behaving.

Aims and objectives

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable. We aim, as a school, to produce a safe and secure environment where all can learn without anxiety. This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school. 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 one someone. Children and young people do sometimes fall out or say things because they are upset. When occasional problems like this kind arise, it is not necessarily classed as bullying unless it is done **repeatedly** and **on purpose**.

What is bullying?

Bullying is repeated, deliberately hurtful behaviour that has the intention of causing pain and distress to the victim.
Bullying can be:

- Emotional – being unfriendly, excluding someone, and tormenting e.g. hiding books, threatening gestures.
- Physical – any use of violence e.g. pushing, hitting, kicking.
- Indirect – making gestures (a clenched fist), body language (swagger)
- Exclusion – excluding someone from social groups in order to intimidate
- Racist/Religion – racial taunts, graffiti, gestures, segregation.
- Sexual - unwanted physical contact or sexually abusive contacts.
- Homophobic – because of, or focussing on the issue of sexuality.
- Verbal – name calling, sarcasm, spreading rumours, teasing.
- Extortion – forcing someone to hand over sweets, belongings etc
- Hiding things – hiding coats, shoes etc
- Spoiling things – scribbling on work or destroying a game

- On-line – all areas of ICT e.g. misuse of email, Facebook, chat room, threats made by phone calls or texts, misuse of camera or video.

Those affected by physical disabilities or SEN issues can be particularly vulnerable of the above. These actions only constitute bullying if they are carried out repeatedly.

Roles and Responsibilities

The Governing Body

The governing body supports the Headteacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the governing body does not allow bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.
The governing body is responsible for the Anti-Bullying Policy, and for ensuring that it is regularly monitored and reviewed.
The Governing Body will:

- Support the Headteacher and the staff in the implementation of this policy.
- Be fully informed on matters concerning anti-bullying.
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy.
- Appoint a member of the governing body to have a specific responsibility for bullying.
- The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the Headteacher and asks him/her to conduct an investigation into the case and to report back to a representative of the governing body.

Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team are responsible for implementing the Anti-Bullying Policy and will ensure that:

- Bullying is addressed as an issue in the curriculum.
- All staff receive training that addresses bullying behaviour.
- The governing body is regularly provided with information regarding issues concerning behaviour management, including bullying.
- A senior member of staff is appointed to be responsible for the monitoring of the policy and anti-bullying strategies.

The leadership team ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The children's attention is drawn to this fact at suitable moments. For example, if an incident occurs, the head teacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished.

The leadership team ensures that all staff receive sufficient training to be equipped to deal with all incidents of bullying. The school sets a climate of mutual support and praise for success, along with following the Restorative Practices Model, therefore making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

Victims of bullying need to be able to communicate with school staff which means that it is important to build up a feeling of trust between pupils and adults in the school. In cases of persistent bullying the Emotional Well Being Team and the class teacher will work together to establish the facts and liaise with children and their parents.

Staff

All staff in our school take all forms of bullying seriously and intervene to prevent incidents from taking place. All staff members have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of personal safety and well-being in school.

All members of staff will:

- Provide children with a good role model
- Provide children with a framework of behaviour including class rules which support the school
- policy
- Emphasise and behave in a respectful can caring manner to create a positive atmosphere
- Always be aware and take action when there are concerns about bullying
- Report and record all allegations of bullying following the school's policy

If staff witness an act of bullying, they do all they can to support the child who is being bullied:

- Discuss with the victim. This will require patience and understanding.
- Identify the bully/bullies. Obtain witnesses, if possible, and record their response.
- Confront the bully with the detail and ask them to tell the truth. Make it clear that bullying is not acceptable at our school.
- Record the incident on CPOMs and inform senior members of staff
- Inform the parents of both the alleged victim and perpetrator.
- Investigate fully.

Outcome:

- Use age-appropriate sanction (refer to Behaviour policy)
- Hold successful Restorative Circle
- Ensure all parties feel the incident is resolved fully

- Continue to monitor the victim and record all actions and outcomes on CPOMs
- The victim and the parents of the victim to give an evaluation/ satisfaction rating on how they feel the incident has been dealt with.
- Involve external agencies, if necessary.
- As a last resort, if the incident(s) still continue, the school may utilise the behaviour policy.

Parents/Carers

We expect that parents/carers will understand and engage in everything that is being done to ensure their child enjoys, and is safe, at our school, and that they will support us in helping us meet our aims. We want them to feel confident that everything is being done to ensure all children are happy and safe at school.

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school (as shared in the home-school agreement). If you think your child is being bullied you should talk to the class teacher, or a member of the Safeguarding/Pastoral Team, as soon as possible.

Advice for parents:

Notice any of the following:	Take the following actions:
○ If your child is seeking more/less attention ○ Not wanting to come to school ○ Having frequent minor illnesses ○ Any bruises or torn clothing ○ Becoming withdrawn ○ Any change in behaviours	○ Take the matter seriously ○ Make a diary of incidents ○ Help your child deal with the situation ○ Do not approach the bully ○ Do not tell your child to fight back ○ Contact the school

If parents/carers are not satisfied with the response to any reports of bullying, they should contact the Head teacher, Head of school or any senior leaders. If they remain dissatisfied, they should follow the school's complaints procedures.

Pupils

Children must know that bullying is wrong and that it is unacceptable behaviour in our school and in the community at large.

We expect children to respect one another and to adopt a responsible and caring attitude towards their peers. They are encouraged to be a 'good friend' to recipients of hurtful behaviour.

Children are also encouraged to take an active part in the prevention of bullying using a range of strategies e.g: My Happy Mind Plus and Pol-Ed Curriculum, themed assemblies, class circles, peer support, national events (Anti-Bullying and/or On-Line Safety week) etc.

We expect that pupils will:

- Support the Headteacher and staff in the implementation of this policy.
- Will not bully anyone else, or encourage, or support bullying by others in any way.
- Will tell a trusted adult e.g. member of staff or parent, if they are feeling bullied.
- Will report to a trusted adult e.g. member of staff or parent, if they know or suspect that someone else is being bullied.
- Recognise that being a bystander is not acceptable, and understand how their silence supports bullying and makes them partly responsible for what happens to the victim of bullying.

Prevention Methods

Bursar Primary Academy actively encourages positive relationships throughout the school and gives opportunity for discussion and problem solving.

All children take part in:

- School/class/circle rules
- Themed class assemblies
- Whole school assemblies
- Restorative circles
- Computing and PSHE curriculum
- National awareness weeks (including national anti-bullying week, national E-Safety week, national RSE week)

Identified children take part in:

- Friendship groups
- Support from full-time Pastoral Co-ordinator
- School Council involvement in ideas to promote awareness e.g. leaflet and poster design.
- Use of worry boxes / worry monsters
- Emotional barometer daily check-ins
- Discussions with PCSO & PC Liaison

Procedures

When a bullying issue is identified or reported, the class teacher, the Pastoral Co-ordinator, the Child Protection Co-ordinator or a senior leader, will investigate and establish the facts.

A restorative process draws all involved together, including witnesses where necessary, and attempts to resolve the issue and repair the harm, giving a chance for apologies and a way forward for all parties. Parents will be made aware of the process if necessary. In more serious incidents the parents will be involved. Any sanctions will be discussed and agreed within the process.

An account of the incident is recorded on CPOMs by the relevant staff member. This includes the noting of involvement of parents, outcomes and sanctions. Once an incident has been logged, regular checks will take place (daily in first instance, then weekly, half termly) to ensure no further problems occur and all parties feel safe and happy. Each alleged bullying incident is then RAG rated following our Anti-bullying procedure:

Procedures for Bullying Incidents in School

Step 1
Concern about bullying behaviour witnessed and reported on.

Step 2 – Green Member of staff talks with those involved and decides no further action is required: reinforces with all involved school's stance with regard to bullying to ensure the concept of bullying is understood – repeated and intentional. Is it bullying?	**Step 3 – Amber** Member of staff decides that the behaviour needs to be investigated further and takes the incident up the ladder of the Behaviour Procedures.	**Step 4 – Red** Member of staff decides the behaviour is potentially so serious that it is referred to SLT including DSL.
Step 2 – Green Pupil who has been the 'victim' is asked to report any subsequent behaviour immediately to a member of staff and parent/carer.	**Step 3 – Amber** Behaviour investigated to assess the nature and severity of the behaviour. All involved are spoken to, parents are informed.	**Step 4 – Red** Behaviour Lead inform parents immediately and a meeting is arranged to discuss (unless such action could put a child at risk).
Step 2 – Green Member of staff decided to inform other members of staff to monitor.	**Step 3 – Amber** Assessment completed, details recorded and action implemented. Support for the victim and support to support bullying behaviour. Parents updated.	**Step 4 – Red** Behaviour Lead decides whether case needs to be referred to external agencies involved further school action needs to be agreed with involved agencies.
		Step 4 – Red Assessment completed, details recorded and appropriate action implemented: support to those bullied: help to change behaviour of those bullying: bystander behaviour addressed: parents informed and involved: severity of behaviour determines appropriate sanction: decision made about involvement of appropriate specialist external support agencies

Other agencies may be consulted for additional support or advice:

- Anti-bullying Alliance www.anti-bullyingalliance.org.uk
- NSPCC www.nspcc.org.uk
- Barnados www.barnados.org.uk
- The Community Anti-bullying Project
- Kidzaware www.kidzaware.co.uk
- Kidscape www.kidscape.org.uk

Managing Online Bullying

Many young people and adults find using the internet and mobile phones a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. When children are the target of bullying via mobiles phones, gaming or the internet, they can often feel very alone, particularly if the adults around them do not understand cyberbullying and its effects. A once previously safe and enjoyable environment or activity can become threatening, harmful and a source of anxiety.

It is essential that children, young people, organisations, and parents/carers understand how online bullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety.

Schools have the power to discipline pupils for misbehaving outside the school premises 'to such an extent as is reasonable'. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

Childnet have produced resources and guidance that can be used to give practical advice and guidance on online bullying: http://www.digizen.org/

Other useful websites include:

- Childline www.childline.org.uk
- Kidscape https://www.kidscape.org.uk
- Anti-bullying Alliance https://www.anti-bullyingalliance.org.uk
- Headstart Hull https://www.howareyoufeeling.org.uk

Online bullying (along with all forms of bullying) will not be tolerated. There will be clear procedures in place to support anyone affected by online bullying. All incidents of online bullying reported to the school will be recorded on our CPOMS system under E-Safety.

There will be clear procedures in place to investigate incidents or allegations of online bullying:
Children and young people, staff/volunteers and parents/carers will be advised to keep a record of the bullying as evidence. We will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

Sanctions for those involved in online bullying may include:

- The bully will be asked to remove any material deemed to be inappropriate or offensive.
- A service provider may be contacted to remove content.
- Internet access may be suspended for the user for a period of time.
- Parents/carers may be informed.
- The Police will be contacted if a criminal offence is suspected.

Complaints Procedures

If parents/carers are not satisfied with the response to any reports of bullying, they should contact the Headteacher. If they remain dissatisfied, they should follow the school's complaints procedures.

This policy should be read in conjunction with the following Policies -

- Attendance
- Safeguarding/Child Protection
- Behaviour
- E Safeguarding
- Complaints procedures
- Positive handling
- Whistle Blowing

Equal Opportunities and Inclusion Statement:

At Bursar Primary Academy, we consider all pupils to be of equal value; our pupils deserve equal access to every element of school life. We believe that they have equal opportunities to learn and work together to achieve their highest possible levels of achievement. Bursar Primary Academy is an inclusive school developing learners who thrive and flourish during their primary school career.