

CLARENDON ROAD PRIMARY SCHOOL



ANTI BULLYING POLICY

Policy Review: *This policy will be reviewed by the full Governing Board on an annual basis.*

Date of Issue: *January 2014*

Date of Last Review: *September 2018*

Signed:

Signed:

Headteacher

Chair of Governors

Date:

Date:

To be reviewed:

September 2019

WHY SCHOOLS SHOULD BE CONCERNED ABOUT BULLYING

- Head Teachers must by law have a policy to prevent all forms of bullying among pupils. Challenging bullying effectively will improve the safety and happiness of pupils, show that the school cares and make clear to those children who use bullying behaviour that their behaviour is unacceptable.
- Head Teachers will need to satisfy themselves that their policies comply with the Human Rights Act 1998 and the Race Relations Amendment Act 2000.

GENERAL POLICY STATEMENT

At Clarendon Road Community Primary School we have a zero tolerance policy regarding any form of bullying. The policy has been formulated by discussion with all stakeholders, staff, pupils, parents and governors. Our policy will help prevent all forms of bullying among pupils. Challenging bullying effectively will improve the safety and happiness of pupils, show that the school cares and make clear to those children who use bullying behaviour that their behaviour is unacceptable and will not be tolerated.

DEFINITION OF BULLYING

Bullying can be inflicted by name-calling, use of threatening behaviour and using physical force. Bullying can be carried out by an individual, a group or gang and can be aimed at an individual or group. Bullying can take many forms and include:

Emotional Abuse:	Being unfriendly, excluding, tormenting
Racist Abuse:	Racial taunts, graffiti, gestures
Sexist Abuse:	Unwanted physical contact or sexually abusive comments
Physical Abuse:	Pushing, kicking, hitting, punching or any use of violence
Homophobic:	Because of, or focusing on the issue of sexual orientation or gender
Cyber:	All areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls Misuse of associated technology, i.e. camera & video facilities.
Disability:	Because of, or focusing on a disability

AIMS AND OBJECTIVES

- To implement an anti bullying policy that links with our Behaviour Policy
- To make clear what sanctions the school will impose for bullying and in what circumstances they will apply.
- To make all pupils aware that the school will not tolerate any form of bullying behaviour.
- To provide a support system in school for victims of bullying.
- To encourage pupils to talk to their parents or any member of the school staff if they are experiencing any form of bullying.
- To raise awareness of such behaviour and its consequences in the curriculum such as PSHE, Religious Studies and Assemblies.
- To encourage pupils to discuss issues relating to bullying in circle time.

PROCEDURES

We report all bullying incidents to staff and incidents will be investigated, recorded confidentially by staff and stopped quickly. Parents will be informed and will be asked to come in to a meeting to discuss the incident. If necessary and appropriate, other agencies will be consulted.

1. *Who To Tell*

- Children can report an incident of bullying to anyone in school from a friend to the headteacher. (Tell, Tell, Tell – We are a TELLING school!)
- Children can write their concerns down and post them in the message boxes around school. These are logged by the inclusion team and investigated.
- All reports of bullying will be reported to a member of the Senior Management Team.

2. **How to Record Bullying**

- Class teachers will report the incident in the Green Record and any further significant issues.
- All incidents of bullying will be discussed with parents of all children involved.
- Accurate records of the incident and the school's response should be kept on form (AB2).
- All reports will be fully investigated by interviewing all pupils concerned.
- In the case of an isolated minor offence the incident will be recorded on the relevant form (AB1) kept in the Head Teacher's Office
- All incidents will be followed up to check that the bullying has not started again within two weeks of the incident and then again within the following half term. (Form AB3)
- The Head Teacher will also send home a letter, copies of form AB3 and a questionnaire, which has been part completed by the school and the pupil, to the parent/carer as part of the follow up and to monitor the effectiveness of the measures put in place. (AB4)

3. **Consequences**

- Pupils involved will undertake one of the following:
 - Loss of Golden Time
 - Loss of Playtime
 - Time away from the classroom
- Consequences for a serious incident will include:
 - Loss of privileges including Golden Time, Playtime, Representing the School in Sports
 - Fixed term exclusion (length of period to suit the offence)
 - Permanent exclusion (last resort)

TELLING SCHOOL

Under the new Ofsted Framework they state that:

'Pupils have a good awareness of different forms of bullying and take active steps to prevent it from occurring.'

Bullying is hurting people with words or actions all the time.

If this is happening to you:

TELL, TELL, TELL –

WE ARE A TELLING SCHOOL!

OUTCOMES

The bully (bullies) will be asked to genuinely apologise. In serious cases, suspension or even exclusion will be considered. Reconciliation may be possible through restorative justice work. After the incident / incidents have been investigated and dealt with, each case will be monitored regularly to ensure repeated bullying does not take place.

INTERVENTION TECHNIQUES

- Curriculum Support
- Circle Time
- Assemblies
- Workshops
- School Council
- Staff Training
- Learning Mentor
- Behaviour Policy

SUPPORT

Restorative Justice Procedures will be implemented by a member of the pastoral team to ensure the bully takes responsibility, redirects and modifies their behaviour and the victim receives support and counselling where appropriate.

SUPPORT FOR PARENTS

- When parents raise a concern that their child is being bullied, 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.

MONITORING

- The Headteacher will identify progress by including Bullying on staff meetings, senior leadership meetings, governing board and pupil meeting agendas. This will enable follow-ups and show whether the policy is really effective. Any records from these meeting will be used purely for monitoring purposes and will be kept for no longer than 5 years.
- The Headteacher will ensure that the policy is high profile throughout the year and especially at the beginning of a new school year through assemblies and circle time.
- The Headteacher will undertake an audit of 'hot spots' in the school, the grounds and in off-site facilities to identify areas and times where children feel vulnerable or at risk.

EVALUATION

The Headteacher will use data from monitoring and feedback from staff, governors, pupils and parents, to review and update the policy at least once every school year. A termly report to Governors will be made. We would hope that:

- Staff are more vigilant and responsive to bullying
- Fewer pupils report being bullied or that they bully others
- More pupils say they would not join in bullying someone else
- More pupils would tell a member of staff if they were being bullied.

BULLYING OUTSIDE THE SCHOOL'S PREMISES

- Although schools are not responsible for bullying off the school premises, it often takes place outside the school grounds on journeys to and from school. The bullying may be by pupils at the school, pupils at other schools or people not at school at all.
- At Clarendon Road Community Primary School we encourage pupils not to suffer in silence. Where a pupil reports bullying off the school premises we will take one of the following range of steps depending upon the circumstances:
 - Talk to parents about using other routes to school.
 - Talk to the Head of another School whose pupils are bullying off the premises
 - Talk to pupils about how to avoid or handle bullying outside the school premises.
 - Contact the local police
- 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 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. (For additional information see the LA Dignity at Work Policy.)
- On occasions, when a parent suspects another child of inappropriate behaviour towards their own child, they 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 take matters into their own hands. Parents' confronting other parents or children in the playground is not acceptable and could be viewed as adult bullying. The school should be informed immediately of any concerns so that we may intervene to resolve the problem to ensure our school community remains a happy, safe and enjoyable place where everyone wants to be.

CYBERBULLYING OF TEACHERS AND SCHOOL STAFF

On 15 April 2009, the DCSF issued guidance Cyber bullying: Supporting school staff which outlines practical ways of preventing and tackling cyber bullying of teachers and other school staff. The School will ensure that:

- Governors, Headteachers, senior leaders and staff are familiar with the Government's guidance.
- The whole school community understands what is meant by 'Cyber-bullying', it's potential impact, how it differs from other forms of bullying and why it is unacceptable.
- Staff are fully supported and that appropriate action is taken
- In the case of the bully being a member of the school community the school will deliver appropriate and consistent sanctions.
- Staff are reminded to take steps to protect themselves and their personal information by:
 1. Keeping passwords secret and protecting access to their accounts.
 2. Not 'friending' pupils on personal social networking services.
 3. Keeping personal phone numbers private and not using their own mobile phones to contact pupils or parents.
 4. Keeping phones secure on school premises.
 5. Not posting information about themselves publicly that they wouldn't want employers, colleagues, pupils or parents to see.

6. Ensuring that rules regarding the use of technologies are consistently enforced.
 7. Not personally retaliating to any incident.
 8. Reporting any incident to the appropriate member of staff in a timely manner.
 9. Keeping any evidence of an incident.
- For more detailed information see the schools 'E-Safety Policy'.



CLARENDON ROAD PRIMARY SCHOOL
ANTI-BULLYING POLICY REPORT FORM AB1
INCIDENT REPORT (MINOR)

Date of Incident:		Time of Incident:	
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Names and Class of Children Involved:

Brief Summary of Incident

Action Taken

Consequences

Report completed by:		Signature	
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CLARENDON ROAD PRIMARY SCHOOL



ANTI-BULLYING POLICY REPORT FORM AB2
ALLEGATION REPORT OF SERIOUS INCIDENTS

Date of Incident:		Time of Incident:	
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Names and Class of Children Involved:

Brief Summary of Allegation / Incident

Brief Summary of Results of Investigation

Details of Action Taken:		
Checked for earlier incidents involving same pupils	✓/x	
Notified parents/carers		
Individual discussion with pupils involved		
Group discussion with pupils involved		
Notified class teacher		
Medical treatment		
Specific support from staff		
Follow up date set		

Consequences

Other Relevant Information

Report completed by:		Signature	
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CLARENDON ROAD PRIMARY SCHOOL



ANTI-BULLYING POLICY REPORT FORM AB3

FOLLOW UP RECORD

Date	Action Taken By:	Brief Description Of Action/Consequences:	Outcome:

Bullying Stopped:		YES	NO	Delete As Appropriate
Further Action To Be Taken :				
Any Other Comments:				
Signed by Member of Staff:			Date:	
Signed by Headteacher:			Date:	



CLARENDON ROAD PRIMARY SCHOOL



ANTI-BULLYING POLICY LETTER TO PARENT/CARER AB4

Dear Parent/Carer

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). (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 questionnaire, 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 Emma Ford
HEADTEACHER



CLARENDON ROAD PRIMARY SCHOOL



ANTI-BULLYING POLICY FOLLOW UP QUESTIONNAIRE TO PARENT/CARER AB4

NAME:

SCHOOL VOICE

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

PUPIL VOICE

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

PARENT VOICE

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