

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

This policy is in two parts; Part 1 is for children - Part 2 shows further details for adults.

### Part 1. Anti-Bullying Policy for Children

**Bullying is taken very seriously at Burley and Sopley Schools.**

**At our schools, we know that everyone is different and everyone is special.**

**We are kind to each other and don't deliberately hurt or upset other people.**

This policy explains what bullying is (and what is not bullying) and what happens when someone is bullied at our schools.

We want all the children at Burley and Sopley Schools to know about bullying so we ask our School Councils to help us write this policy so that children can understand it.

#### **What is bullying?**

- o Bullying is when one person or a group of people are mean to someone else
- o Several Times On Purpose (STOP).
- o The bullying might be through what they say or what they do to someone.
- o The person who is bullied feels sad or might be hurt.
- o Bullying can be done face to face or using a phone or the internet.
- o Bullying can happen to anyone and it can be done by anyone, even by adults.

#### **What is not bullying?**

- o It is not bullying when it happens only once or it is an accident.
- o It is not bullying when friends have a disagreement.

#### **What should you do if you are bullied?**

- ✓ If you feel you are being bullied, you should tell someone.
- ✓ You can tell someone at school - any adult or one of your friends
- ✓ Or you can tell someone in your family or friends at home, or any adult that you trust, and they will then tell a teacher or the Head of School at your school.

#### **What happens after you have told someone?**

- ✓ Any report of bullying will be taken very seriously.

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

- ✓ You will not be in any trouble for telling someone what has happened.
- ✓ If the teacher does not think that you have been bullied they will explain why. They may suggest some things to help you or the other person to make good choices about being kind to each other.
- ✓ If the teacher thinks that you have been bullied they will write down what has happened. They will make sure that the adults in your class and in the playground know what has happened so they can help look after you. They may also talk to your parents.
- ✓ You will have regular meetings with an adult at school until the bullying has stopped and you don't feel sad or worried any more. Your Head of School or a teacher will also talk to the children who have been doing the bullying. They might talk to their parents too. If the bullying doesn't stop or is very serious, the children who have been bullying might not be allowed to come to school.

### How do we help stop bullying?

There are lots of things that we do and our schools to help stop bullying.

This policy helps to make sure everyone knows what bullying is and what happens when someone is bullied.

We hope it helps keep our school a safe and happy place for everyone.

We have special assemblies and events, such as 'Anti-Bullying' Week, to celebrate friendship, kindness and how our schools value everyone.

We have Buddies so we can help each other.

We tell someone if we see or hear somebody being bullied.

We have School Councils so that children can talk about things we can do to help keep children safe, stop bullying and help children to make good choices about being kind to each other.

There are other lots of other things that adults do to stop bullying and these are in part 2 of this policy.

### Who is responsible for Anti-Bullying?

At Burley and Sopley Schools the School Heads are responsible for Anti-Bullying.

They expect all teachers, children and parents to help stop bullying and to be kind and not hurt or upset others.

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

### Part 2. Anti-Bullying Policy for Adults

This policy is based on DfE guidance "Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies", October 2014 and it is recommended that schools read this guidance: <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

#### 1) Objectives of this Policy

This policy outlines what The Federation of Burley and Sopley Primary Schools will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community and 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.

#### 2) Our school community:

- ✓ Discusses, monitors and reviews our anti-bullying policy and practice on a regular basis.
- ✓ Supports all staff to promote positive relationships to prevent bullying and will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- ✓ Ensures that children are aware that all bullying concerns will be dealt with sensitively and effectively; that children feel safe to learn; and that children abide by the anti-bullying policy.
- ✓ Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- ✓ Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate

#### 3) 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 and involves an imbalance of power". (DfE "Preventing and Tackling Bullying", October 2014)

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 - refer to Online Safety Policy) 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.

**The Federation of Burley and Sopley Primary Schools' definitions of what is and what is not bullying are shown in above in the Anti-Bullying Policy for Children.**

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

Inevitably there will be times when children will fall out and are upset but the significant difference is that bullying is intentional, not an accident, and is usually a repeated act of bullying behaviours against other children whilst being aware that it is causing upset to the victim.

### 4) Forms of bullying covered by this Policy

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

- o Bullying related to race, religion or culture.
- o Bullying related to SEND (Special Educational Needs or Disability).
- o Bullying related to appearance or physical/mental health conditions.
- o Bullying related to sexual orientation (homophobic and biphobic bullying).
- o Bullying of young carers, children in care or otherwise related to home circumstances.
- o Sexist, sexual and transphobic bullying.
- o Bystander bullying. This relates to children who may deliberately or inadvertently be contributing to bullying by failing to report incidents they see or hear.
- o Bullying via technology "cyberbullying" (please also refer to our e-safety policies and procedures)

### 5) 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.
- ✓ Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- ✓ Actively provide systematic opportunities to develop children' social and emotional skills, including their resilience.
- ✓ Provide a range of approaches for children, staff and parents/carers to access support and report concerns.
- ✓ Challenge practice which does not uphold the values of tolerance, non-discrimination and respect towards others.
- ✓ Consider all opportunities for addressing bullying in all forms throughout the curriculum and supported with a range of approaches such as through displays, assemblies, peer support and the school/student council.

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

- ✓ 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 staff to identify all forms of bullying, follow the school policy and procedures (including recording and reporting incidents).
- ✓ Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring.
- ✓ 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.
- ✓ Be encouraged to use social media responsibly.

All bullying will be dealt with very seriously and the procedure will be as follows:

### **Initial Action**

Any incident of bullying will be reported to the Head of School/Headteacher, who will investigate the matter, finding further information about what has happened, the reasons for it and the feelings it has generated. This discussion will take place separately with both the "victim" and the 'bully', as well as with any member of staff or adult who may have a relevant contribution to make.

### **Record of Incident**

The incident will be recorded in the Incident Log, along with actions taken as a result. When necessary, anonymised records of incidents will be reported to the Local Authority. e.g. Racist bullying.

### **Discussion with and support for "victim"**

The victim will be reassured that things will change, and that they do not need to put up with upsetting behaviour from others. If appropriate they will also be given strategies to help them if a similar incident occurs e.g. tell the person to stop, move away from the situation, seek help as soon as possible.

### **Discussion with, and strategies to improve behaviour of the bully.**

The bully will have explained; the effects of bullying, the responsibility that every individual has for their own behaviour, and their responsibility to put things right if they have acted wrongly.

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

The child will also be encouraged to understand why they have behaved badly. They will also be given strategies to help them if a similar incident occurs e.g. If, as is likely, it is the case that the incident has happened, because the child has difficulty in relating to peers, then they would be given strategies that would promote positive relationships, i.e. sharing, being willing to take turns, not being rough, letting others have their say and make some decisions, etc.

The child will be asked to say how he/she will behave in the future.

### Follow up

Most cases in the school to date, are of a very minor nature and relate to the child's stage of development in their personal and social knowledge and skills, rather than active bullying. In these cases they would be;

- o reminded about the school behaviour rules
- o warned to improve their behaviour,
- o told that their behaviour will be monitored
- o asked to apologise to the "victim"
- o they may also be given time to think about the consequences of their behaviour.
- o Peers or classmates, along with the "victim", may also be involved in the discussions to ensure that incidents do not recur. Peers would then take part in formal meetings to report on progress, relationships and well-being.

In the event of a more serious or persistent case;

- o the investigation and discussions referred to above would take place
- o parents would be immediately informed
- o a plan of action would be drawn up which would be closely monitored, with meetings agreed with parents to discuss progress.
- o outside agencies may be involved as necessary.

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

### 6) Involvement of children

We will:

- ✓ Regularly canvas (surveys, school council etc.) children's views on the extent and nature of bullying.
- ✓ Ensure that all children know how to express worries and anxieties about bullying.
- ✓ Ensure that all children are aware of the range of sanctions which may be applied against those engaging in bullying.
- ✓ Involve children in anti-bullying campaigns and special events in school and embed messages in the wider school curriculum, such as Anti-Bullying Week.
- ✓ Publicise the details of help lines and websites.
- ✓ Offer support to children who have been bullied and to those who are bullying in order to address the problems they have.
- ✓ Raise awareness in assemblies.
- ✓ Encourage children to report incidents they witness, and to monitor the well-being of each other.

### 7) Liaison with parents and carers

We will:

- ✓ Make sure that key information (including policies and named points of contact) about bullying is available to parents/carers.
- ✓ 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.
- ✓ Encourage parents to work with the school to role model positive behaviour for children, both on and offline.

### 8) Links with other school policies and practices

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

- ✓ Behaviour policies, school values and ethos - These are specific to each school and indicate how each school will promote positive behaviour consistently across all classes by all members of staff.

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

- ✓ The school has an 'Equalities Policy' (available on the school website) based on the Equality Act 2010. This states that all stakeholders are treated the same regardless of age, disability, gender re-assignment, marital status and civil partnership, pregnancy and maternity, race, religion and belief including non-belief, sex or gender, sexual orientation.
- ✓ Complaints Policy
- ✓ Safeguarding and child protection policies. School has a 'Child Protection Policy' (available on the school website) which states what procedures the school would take should they feel any child was at risk outside the school day.
- ✓ Confidentiality Policy
- ✓ e-Safety (Online Safety) and Acceptable Use Policies (AUPs)
- ✓ Curriculum Policies such as PSHE and citizenship and computing
- ✓ Mobile phone and social media policies
- ✓ Fostering strong school communities - expectations for adults

### 9) 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:

- o Keeping Children Safe in Education 2016
- o The Education and Inspection Act 2006, 2011
- o The Equality Act 2010
- o The Children Act 1989
- o Protection from Harassment Act 1997
- o The Malicious Communications Act 1988
- o Public Order Act 1986
- o The Computer Misuse Act 1990

### 10) Responsibilities

It is the responsibility of:

- o School Governors to take a lead role in monitoring and reviewing this policy.
- o Governors, the Executive Headteacher, Head of Schools and all school staff to be aware of this policy and implement it accordingly.

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

- o The Executive Headteacher to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- o Staff to support and uphold the policy
- o Parents/carers to support their children and work in partnership with the school
- o Children to abide by the policy.

### **11) Monitoring & review, policy into practice**

The Executive Headteacher will report in writing to the governing body once per term on incidents - including bullying.

The Safeguarding and Compliance committee will monitor incidents of bullying and outcomes for children.

Other measures to monitor and evaluate the effectiveness of this policy - staff surveys, child surveys, school council reports, governor visit reports.

Any issues identified will be incorporated into the school's action planning.

This policy was approved by the Governing Body on:

This policy will be monitored and reviewed on:

### **Appendix 1**

#### **Anti-bullying - Guidance for Parents**

##### **If you believe your child has been bullied:**

- ✓ Calmly talk with your child about his/her experiences
- ✓ Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened
- ✓ Reassure your child that he/she has done the right thing to tell you about the bullying
- ✓ Explain to your child that should any further incidents occur he/she should report them to a teacher immediately
- ✓ Make an appointment to see your child's teacher
- ✓ Explain to the teacher the problems your child is experiencing

##### **When talking with teachers about bullying:**

- ✓ Try to stay calm and bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

- ✓ Be as specific as possible about what your child says has happened, give date, places and names of other children involved
- ✓ Make a note of what action the school intends to take
- ✓ Ask if there is anything you can do to help your child or the school
- ✓ Stay in touch with the school and let them know if things improve as well as if problems continue

### **If you are not satisfied:**

- ✓ Make an appointment to discuss the matter with a member of the Head of School/Executive Headteacher
- ✓ If you are still not satisfied, request a copy of the school's complaints policy and share your concerns by writing to the Chair of Governors

### **If your child is bullying others:**

- ✓ Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy
- ✓ Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- ✓ Show your child how he/she can join in with other children without bullying
- ✓ Make an appointment to see your child's teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/her bullying others
- ✓ Regularly check with your child how things are going at school
- ✓ Give your child lots of praise and encouragement when he/she is co-operative or kind to other people

### **If your child is experiencing any form of electronic bullying:**

- ✓ Let the school know
- ✓ Ensure your child is careful whom they give their mobile phone number and email address to
- ✓ Check exactly when a threatening message was sent
- ✓ Where necessary report incidents to the police

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

### Appendix 2 - Other Sources of Information

Organisation	Telephone Number	Website
Act against Bullying	0845 230 2560	<a href="http://www.actagainstbullying.com">www.actagainstbullying.com</a>
Advisory Centre for Education (ACE)	0207 704 3370	<a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>
Anti-Bully	n/a	<a href="http://www.antibully.co.uk">www.antibully.co.uk</a>
Anti-Bullying Alliance	0207 843 1901	<a href="http://www.anti-bullyingalliance.org.uk">www.anti-bullyingalliance.org.uk</a>
Anti-Bully network	0131 651 6103	<a href="http://www.antibullying.net">www.antibullying.net</a>
Beat Bullying	0845 338 5060	<a href="http://www.beatbullying.org.uk">www.beatbullying.org.uk</a>
Bully free Zone	01204 454 958	<a href="http://www.bullyfreezone.co.uk">www.bullyfreezone.co.uk</a>
Bullying Online	0207 378 1446	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>
BBC	n/a	<a href="http://www.bbc.co.uk">www.bbc.co.uk</a>
Childline	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Kidscape	020 7730 3300 (General)  08451 205 204 (Adult advice line)	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
NSPCC	0207 825 2500	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Parentline Plus	0808 800 2222	<a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>
The Children's Legal Centre	0800 783 2187	<a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a>
The Office of the Children's Commissioner	0844 800 9113	<a href="http://www.childrenscommissioner.org.uk">www.childrenscommissioner.org.uk</a>

# The Federation of Burley and Sopley Primary Schools

## Anti-Bullying Policy

UK Government	n/a	<a href="http://www.direct.gov.uk">www.direct.gov.uk</a>
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