

OUR LADY OF LOURDES POLICY AND PROCEDURES GUIDE

Subject: ANTI-BULLYING POLICY

Policy Reference
Issue Date: April 2017

Review Date: April 2020

Status: **NON- STATUTORY POLICY.** To be reviewed: **FGB to determine.** To be ratified: **Headteacher**

Mission Statement

At Our Lady of Lourdes Primary School we learn to live and love like Jesus,
to help one another and treat everyone with kindness, tolerance, respect and understanding.
God is always with us.

1. Definition

- 1.1 We recognise peer on peer abuse is a safeguarding concern. Bullying is a deliberate act done typically to vulnerable individuals to cause distress in order to give a feeling of power, status or other gratification to the bully. Bullying includes:
- 1.1.1 Repetitive behaviour by a single person or group, prolonged over time that is deliberately hurtful, and which may have a negative impact on a child's physical, social, emotional or psychological health.
 - 1.1.2 Deliberately leaving a child out of a friendship group or activity.
 - 1.1.3 Making a child do something against his/her will.
 - 1.1.4 Physical threats or assaults – hitting, kicking,
 - 1.1.5 Verbal taunts or derogatory / aggressive language
 - 1.1.6 Vandalism or removal of personal belongings including work.
 - 1.1.7 Use of social media sites, texting etc for negative influence – i.e. cyber bullying
- 1.2 The school recognises that these forms of bullying may take place but such behaviour is regarded as totally unacceptable. **We welcome, celebrate and promote difference and diversity and will not tolerate bullying for any reason. We take very seriously bullying for reasons of difference – differences in ability / disability, gender, heritage, race, religion, culture, sexual orientation, family structure or family circumstance.**

2. Aims & Objectives

- 2.1 To make explicit the schools attitude to bullying behaviour, to detail preventative measures along with clear procedures to follow in the event that bullying does take place in order to resolve difficulties swiftly and fairly.
- 2.2 To ensure that the policy has been communicated and is understood by everybody in the school and to ensure that its implementation and monitoring is effective.
- 2.3 To provide a strong home/school partnership where there is a joint responsibility for the behaviour of children.

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- 2.4 To provide a safe and secure school environment where children and staff can feel happy and confident.
- 2.5 To provide the opportunity to implement a series of preventative measures to encourage positive behaviour and attitudes and so discourage bullying in any form.
- 2.6 To involve the whole school community in combatting bullying.
- 2.7 To create a trusting atmosphere where children feel confident enough to discuss issues that worry them.
- 2.8 To ensure that this policy dovetails and operates effectively alongside the Safeguarding & Child Protection Policy, the SEND Policy, the E-Safety Policy and Pupil Behaviour and Discipline Policy.

3. Guidelines

- 3.1 The school regards bullying as particularly serious and will always take firm action against it in order to protect the welfare, safety and happiness of all children.
- 3.2 Classroom teachers will be vigilant and observe social relationships between pupils.
- 3.3 The children will be provided with clear guidelines of what they must do if they are bullied.
- 3.4 Cases of bullying will be acted upon immediately. A record of incidents are recorded in the classroom logbook and dealt with by the class teacher. If a pattern emerges of recurrent bullying by an individual pupil, this will then be logged in the Bullying Incident Log Book in the Deputy Headteacher's office and referred to the Behaviour Manager. (See Appendix A for record sheet). Further action may be taken in consultation with the Headteacher and include all those involved.
- 3.5 Clear procedures for dealing with incidents of bullying will be followed. This will ensure that pupils are protected and empowered.
- 3.6 A child who has bullied will be disciplined following the procedures set out in the school's Pupil Behaviour and Discipline policy.
- 3.7 Children will be taught about dealing with bullying through a range of activities and be taught a range of values which actively discourage bullying e.g. respect, tolerance, courage, peace, friendship. This is facilitated by the use of "Need to Chat" tins located in the classrooms; initiatives such as E-Safety awareness training for pupils, parents and staff; and as a regular theme within Spiritual, Moral, Social and Cultural (SMSC) assemblies. The Headteacher chairs the pupil ABC meetings (Anti-Bullying Committee). Each KS2 class has an Anti-Bullying ambassador who is a committee member.
- 3.8 All children will be supported and encouraged to report any incidents of bullying at the earliest possible opportunity.

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- 3.9 Parents of both parties involved in the bullying incident (the "victim" and the "accused") will be involved at an early stage.
- 3.10 All staff will be involved in implementing the policies, including lunchtime supervisors, administration staff, LSAs and Governors. All staff will be updated and included in regular cascades of communication.
- 3.11 The policy will be reviewed regularly by the Deputy Headteacher, ratified by the Headteacher and approved by the Governing Body's Achievement, Behaviour and Safeguarding Committee.

4. Implementation

- 4.1 The school will use as many opportunities as possible to promote the policy eg: there will be opportunities to use the curriculum to raise awareness about bullying and the anti-bullying policy and increase understanding for victims and how to constructively manage their relationships with others. We will do this through R.E., drama, story time and other relevant curriculum areas together with assemblies, collective worship, tutorials, projects, role plays or stories.
- 4.2 Accurate records of bullying and the schools response will be kept to help with the monitoring and evaluation of the policy. Information will be stored in accordance with the Data Protection Act 1998.
- 4.3 Every incident will be followed up to ensure that bullying hasn't started again. This will be carried out by the person the matter was referred to and will be monitored regularly.
- 4.4 To ensure the policy is most effective in the school a combination of strategies are adopted.
 - 4.4.1 Firstly, we celebrate positive behavior and pupils are rewarded for this. We hold the highest expectations for pupil behavior and lead by example. Positive behaviour is a core part of our school life. The schools approach to this is detailed in the Pupil Behaviour and Discipline policy.
 - 4.4.2 Secondly a number of preventative steps are taken to reduce the likelihood of bullying occurring.
 - 4.4.2.1 A stimulating play environment will be maintained in the school grounds particularly at break times, which is safe, secure and which encourages co-operative play with clear guidance for playground behaviour.
 - 4.4.2.2 Identification of those groups of pupils most at risk.
 - 4.4.2.3 Supervision outside lesson time & recognition of friendship skills.
 - 4.4.3 Thirdly a number of strategies to empower pupils are adopted and examples of these are as follows:
 - 4.4.3.1 Co-operative Group Work – children work together on shared tasks, involving co-operation and individual accountability. These may include trust building exercises, conflict / resolution exercises, problem solving activities, discussion groups and role plays.

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- 4.4.3.2 Circle Time – time set aside as appropriate, for teachers and pupils to sit and take part in discussion, games and other enjoyable activities. The positive atmosphere generated should then spread into other areas of class activity
- 4.4.3.3 Infant Monitors/Guardian Angels/Buddies/Prefects are involved and delegated to share responsibility in looking out for their peers and encouraging positive relationships.
- 4.4.4.1 Ensuring that the school's anti-bullying philosophy is reflected in displays throughout the school.
- 4.4.4.2 Providing a permanent anti-bullying display in the school playground.
- 4.4.4.3 Providing pupils who are experiencing bullying with the opportunity to talk in private, to enable them to risk telling what is happening, without fear of reprisal.

5. Staff Responsibilities.

- 5.1 Staff are always alert to early signs of bullying which may manifest itself in a number of ways:
 - 5.1.1 children who appear anxious or unexplained upset;
 - 5.1.2 children whose work or attendance patterns changes
 - 5.1.3 children who are being isolated in class or from friendship groups;
 - 5.1.4 children who have spurious illness.
- 5.2 Staff will always react to hurtful comments or criticisms that may occur during class discussion, question & answer sessions etc. and reinforce the school's rules, behaviour and policy on anti-bullying.
- 5.3 Staff will always supervise play with an awareness of possible bullying particularly at lunch, break and during times when big groups are playing.
- 5.4 Time is set aside during the weekly staff meetings to discuss any matters of this nature in a confidential setting.
- 5.5 Staff will follow the appropriate procedures contained in this policy together with the Pupil Behaviour and Discipline policy in the event that an incident of bullying arises

6. Procedures for working with pupils during incidents of bullying

- 6.1 If the inappropriate behaviour does not stop following implementation of this procedure and/or the behaviour manifests itself as bullying, pupils who are being bullied, or believe another pupil is being bullied, must understand they should tell someone immediately. All staff have a responsibility to ensure children understand this principle.
- 6.2 We promote 'Be an upstander, not a bystander'. Staff must work to ensure that pupils understand:
 - 6.2.1 A victim is not to blame and that bullying is not acceptable behaviour;

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6.2.2 To avoid reacting to a bully in a violent manner - keep calm and report the incident as soon as possible;

6.3 The member of staff to whom the bullying is reported must implement the following:

6.3.1 Provide action and support for the victim as quickly as possible.

6.3.2 Follow up the incident as quickly as possible making sure that statements are taken from the children concerned. The record of the incident should contain details about the name of the pupil(s), year group, date, details of the incident, who the incident was reported to and the action taken with the signatures of the pupil and the member of staff.

6.3.3 The member of staff must inform the Behaviour Manager if the situation is serious or if it is a repeat. The Behaviour Manger will then follow the procedures detailed in section 3.4

6.3.4 Counselling for the bully and victim, by the appropriate staff if required e.g the school counsellor, should be available.

6.3.5 The role of parents is vital in supporting and reinforcing school policy on bullying. Parents of children involved in bullying should

- Support the school as detailed in the Home School Agreement (currently under review);
- Encourage their child to report instances of bullying.
- Promptly report any concerns about bullying to the school;
- Let the school deal with a bullying problem and not approach alleged 'bullies' themselves;
- Come back to the school immediately if they have further concerns or a bullying problem appears to be continuing or resurfacing.

6.3.6 The 'bully' and his/her parents must be left in no doubt of the school's view of bullying and of the range of sanctions that may be imposed should there be a repeat. When dealing with serious incidents, parental involvement at an early stage is essential.

6.4 Monitoring is used to evaluate and illustrate the effectiveness of the policy. Monitoring is part of the many data gathering exercises undertaken. Complaints, incidents and follow up should all be recorded in such a way that any emerging patterns can be noted and the effectiveness of procedures can be checked.

6.5 This policy will be reviewed and updated on a regular basis.

Ratified by HEADTEACHER Signature date.....

Approved by GOVERNING BODY Signature date.....

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Appendix A: Bullying Incident Report Form

| Date of Incident | Child's Name | Year Group | Staff Member to whom the incident was reported |
|----------------------------|---|------------|--|
| | V or A* | | |
| Details of Incident | | | |
| Action Taken | | | |
| Further Action Reqd | <p>Further Action:</p> <p>Incident Review/Follow up Date – (two weeks on from incident) -</p> <p>Follow-up Notes:</p> | | |

Child's Signature

Child Name Printed

Parent's Signature

Parent's Name Printed.....

Staff Member's Signature

Staff Name Printed

* V = Victim; A = Accused: Please circle as appropriate