

# **ST. MALACHY'S CATHOLIC PRIMARY SCHOOL**

## **ANTI-BULLYING POLICY AND PROCEDURES**

### **Mission Statement**

It is the mission of St. Malachy's School to provide a quality education based on Gospel values which promote the dignity and freedom of every person within our community, ensuring equal opportunities for all.

The school is committed to achieving high standards so that all pupils can achieve their full potential. Attention will be paid to all aspects of their education.

### **Background**

The following policy and procedures set out our ambition to reduce all forms of bullying and reflects our commitment to ensure that pupils attending St. Malachy's are protected from all forms of bullying and where our pupils experience bullying that they are supported and the bullying effectively challenged. Bullying is neither an acceptable nor inevitable part of childhood.

St. Malachy's is committed to ensuring that all pupils reach their full potential and the five Every Child Matters outcomes to:

Be Safe	Be Healthy (both Emotionally and Mentally)
Enjoy and Achieve	Experience Economic Well Being
Make a positive Contribution	

Bullying has a detrimental affect on children, young people, our communities and society as a whole and any pupil attending St. Malachy's can experience bullying. The impact of bullying and the damage inflicted is often underestimated and we know that bullying can cause considerable distress, affecting the individual's health and development as well as their emotional and mental health.

Bullying is a subjective experience and can take many forms, making it extremely difficult to define however; all bullying involves an imbalance of power which may result in the individual who is being bullied feeling defenceless, vulnerable and isolated. The experience of bullying can be repetitive incidents or a singular event, instigated by an individual or group which can have profound, and sometimes lifelong impact on the individual.

Calderdale Youth Council defined bullying as "physical or emotional attacks that invade our personal space, usually on a passive victim, that can be direct or indirect, and result in the victim feeling uncomfortable or hurt"

Therefore, bullying can consist of emotionally or physically harmful behaviour which could include name-calling, taunting, mocking, making offensive comments, physical abuse, inappropriate text messaging and e-mailing, sending offensive or degrading images by phone or via the internet, cyberbullying gossiping, exclusion from groups or spreading hurtful or untruthful rumours. Bullying can take place anywhere for example in Children's Homes, youth clubs, schools, within the community, on the way to and from school on the bus, via text or internet or anywhere where children and young people come together.

### **Legislative framework and Statutory Guidance**

All schools have a statutory responsibility to address bullying including:

- School Standards and Framework Act 1998
- Education and Inspections Act 2006

In addition the DSCF has issues a range of guidance to schools namely:

- **Embedding anti-bullying work in schools (2007)**

Every child should be able to learn in a school environment free from bullying of any kind and in which they feel safe and supported. There is no place for bullying in our schools and communities. We have a responsibility to create a culture in our school where bullying is not tolerated, no child deserves to suffer the pain and indignity that bullying can cause.

- **Safe Cyberbullying (2007)**

Cyberbullying can be defined as the use of Information and Communications Technology (ICT) particularly mobile phones and the internet, deliberately to upset someone else. It can be an extension of face to face bullying, with technology providing the bully with another route to harass their target. It involves an invasion of personal space.

- **Homophobic Bullying (2007)**

Homophobic bullying occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual or transgender people. Homophobic bullying can be hard to identify because it may be going on in secret. Sometimes pupils may not want to tell anyone about it in case other adults assume they are gay.

- **Bullying Involving Children with SEN and Disabilities (2008)**

Bullying is one of the most damaging forms of discrimination. This guidance provides advice on dealing with bullying involving children with special educational needs (SEN) and disabilities.

Some children with SEN and disabilities may not recognise that they are being bullied or that their own behaviour may be seen by someone else as bullying.

“Every child is unique – in characteristics, interests, abilities and needs; and every child has the ability to enjoy his or her rights without discrimination of any kind” (Thomas Hammarberg, 1997)

- **Tackling bullying related to race, religion and culture (2006)**

The term racist bullying refers to a range of hurtful behaviour, both physical and psychological that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnic, culture, faith community, national origin or national status

In addition, the DCSF has also issued a range of guidance documents which advise on how to deal with bullying outside school including play and leisure, youth activities, Children’s Homes, Extended Services in and around Schools, further education colleges and on journeys.

### **St. Malachy’s Commitment to addressing Bullying**

Addressing the issue of bullying is twofold (1) intervention and (2) prevention.

Intervention frequently seems more urgent – something has happened and a pupil is distressed. It is only later that staff may feel that a preventative framework is needed.

However, it is much easier to respond and intervene effectively to an incident when there is a preventative framework already in place.

We are committed to ensuring that there is an effective preventative and pastoral framework in place through embedding this policy within the curriculum through:

- Seal
- PSCHE and Citizenship

- Equality and Diversity
- Circle time and Peer Mentoring

And through the active involvement of pupils, parents and carers through the use of

- Home school agreements
- Homework diaries
- School Council

### **Procedures to address Bullying**

St. Malachy's procedures to address and manage incidents of bullying are set out below.

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident should be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident should be recorded on the incident report for (appendix) and given to the class teacher who should interview those concerned and resolve the situation if possible. A referral to the Learning Mentors could be made if appropriate.
- A clear account of the incident should be recorded and given to the head teacher.
- If the situation persists, the matter will be referred to the head teacher.
- Parents will be informed.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.

#### *Pupils*

Pupils who have been bullied will be supported by:

- Use of bullying boxes around the school
  - Offering an immediate opportunity to discuss the experience with the class teacher and/or Learning Mentor.
  - Reassuring the pupil
  - Offering continuous support.
  - Restoring self-esteem and confidence. (See Appendix information 'what can I do if I'm being bullied?')
- (See Appendix 'What can I do if I am being bullied?')

Pupils who have been bullied will be helped by:

- Discussing what happened.
  - Discovering why the pupil became involved
  - Establishing the wrong doing and the need to change.
  - Informing parents or carers to help change the attitude of the pupil.
- (see Appendix 'How can I stop bullying?')

### **Sanctions**

The following disciplinary steps may be taken as appropriate to the individual situation:

- Official warnings to cease offending.
- Detention
- Loss of privileges, eg attendance at clubs, tournaments, etc.
- Exclusion from certain areas of school premises
- Minor fixed-term exclusion
- Major fixed term exclusion
- Permanent exclusion



**St. Malachy's Catholic Primary School**  
**Procedures to Manage Incidents of Bullying**

Head and Senior Leadership Team	All Staff Members	All Pupils	Parents/Carers	Governing Body
<ul style="list-style-type: none"> <li>• The Senior Leadership Team will ensure that all staff members are aware of their responsibilities to challenge and deal with incidents of bullying</li> <li>• All staff will be made aware of this policy and procedure</li> <li>• All staff will receive training on how to deal effectively with incidents of bullying</li> <li>• The Head will report to the governing body on incidents of bullying and action taken</li> <li>• Anti-bullying will be embedded within the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• All staff will take seriously an allegation made by a child that they are being bullied</li> <li>• If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached</li> <li>• A clear account of the incident will be recorded and given to the Head</li> <li>• The Head will interview all concerned and will record the incident</li> <li>• Class Teachers will be kept informed and if it persists the Class Teacher will advise the Head</li> <li>• Parents will be kept informed</li> <li>• Punitive measures will be used as appropriate and in consultation with all parties</li> </ul>	<p>Pupils who have been bullied will be supported</p> <ul style="list-style-type: none"> <li>• By being given an immediate opportunity to discuss the experience with a member of staff of their choice</li> <li>• And reassured that appropriate action will be taken</li> <li>• Through the provision of continuous support, which will be reviewed and re-evaluated in terms of its effectiveness</li> <li>• Through strategies to improve their self-esteem and confidence</li> </ul> <p>Pupils who have bullied will be supported through</p> <ul style="list-style-type: none"> <li>• Discussing their actions and the consequences of same</li> <li>• Reflecting on their behaviour and why they choose to bully someone else</li> <li>• Reflecting on how to change their behaviour and attitude</li> <li>• Being held accountable for their behaviour and being encouraged to make amends</li> </ul>	<ul style="list-style-type: none"> <li>• It is important that parents or carers talk to their child about what they would like to happen and ask then how you can help them to sort this problem</li> <li>• If the bullying carries on after your child has tried out their own strategies and any that you agree together, then you collect any evidence you can e.g. keep a diary of who did what, exactly what they said or did, how often it happened, when and where, keep any text messages, emails or website comments (but do not respond to any of these mediums)</li> <li>• Discuss, in the first instance your concerns with the child's class teacher</li> <li>• If you remain dissatisfied with the school's response or the bullying does not stop then you should speak to the Head</li> </ul>	<p>It is the responsibility of the Governing Body to:</p> <ul style="list-style-type: none"> <li>• Review this policy and procedure annually</li> <li>• Agree a range of sanctions and disciplinary steps to be taken which can include official warnings, detention, exclusion from certain areas of the school premises and fixed term exclusions of the most serious cases of bullying</li> <li>• Receive an annual report from Head relating to the number of bullying incidents recorded, type, resolution and effectiveness</li> <li>• Deal with parental complaints were they feel that the Head has not taken timely and effective action to resolve an issue of bullying</li> </ul>

## **Anti-Bullying Policy Appendix 1**

### **Bullying definition for pupils**

When working with pupils this definition could be used:

Bullying happens when:

"You are called names, threatened, get hurt by someone else, you get picked on disliked, your left out, sent nasty notes, sent nasty text messages.  
These things will happen more than once and by the same person or group."

## Anti-Bullying Policy Appendix 2

### What Can I do if I am being Bullied?

At St. Malachy's we have an Anti-Bullying Policy so that everyone can feel safe at school.

We want to help you and we want to stop the bullying.

If you are being bullied here are some things you can do:

- Tell a friend what is happening.
- Try to ignore the bullying or say 'no' really firmly the turn and walk away. Remember it is hard for the bully to carry on if you won't stand still and listen.
- Try not to show that you are angry or upset. Bullies like to see you upset. If you are calm they may get bored and leave you alone.
- Don't fight back if you can help it. You might make the situation worse, get hurt or blamed for starting trouble.
- Make a joke of what the bully says. The bully might decide you are too clever to pick on.
- Post a help letter in one of the bullying boxes.
- Go to one of our school councillors
- Try to avoid being on your own where the bully might pick on you. Bullies tend to pick on people when they are on their own or in quiet places.
- Tell your teacher or the teacher on playground duty, a lunchtime supervisor or a Learning Mentor. No-one can help you unless they know. Don't suffer in silence.
- Tell your parent you need their help

## Anti-Bullying Policy Appendix 3

### Advice to Bullies

At St. Malachy's School we have an Anti-Bullying Policy so that everyone feels safe and happy at school.

We want to help you to stop bullying.

If you have bullied someone at school, here are some things you can do:

- Say you are sorry and let them get used to the 'new you'.
- Try to be extra nice to the person and make up for what you have done.
- Try to help some other children - perhaps those who are new to the school.
- Learn how to control your anger. Angry behaviour puts people off.
- If you have a sensible/trustworthy friend, ask them to help you. They could step in if they see you start to bully someone.
- Talk to someone at school about the problem. Ask your teacher, midday supervisor or one of the Learning Mentors if you can talk to them or go somewhere quiet at playtime. Getting away can help you get control of yourself.
- Set yourself targets- 'I won't bother Sally this morning' or ' I won't bug Tony when I see him at lunch' or 'I'll try to be nice to Karen today.
- Don't be put off if you slip back into bullying, even after all your promises. You won't become perfect overnight but you must keep trying. You too can be happy and have a right to be so.
- Getting rid of the bullying habit and learning how to make new friends means you are taking positive steps to help yourself.

ST. MALACHY'S CATHOLIC PRIMARY SCHOOL

**BULLYING REPORTING FORM**

**1. General Information**

Alleged Perpetrator -----Victim-----

Witness-----

**2. Type of Incident**

Physical-----Verbal-----Indirect-----

**3. Details of the Incident**

Location-----Date-----Time-----

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**4. Reported by-----**

**5. Action taken against the person bullying**

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**6. Type of support for the person being bullied**

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**7. Parents informed-----**

**8. Dealt by-----**