

INTAKE PRIMARY SCHOOL



# **Anti-Bullying Policy**

Revised: October 2017

Review Date: October 2020

Written by Curriculum Team 3

This policy is written to be used alongside the 'Sheffield Children's and Young Peoples Service Anti-Bullying Policy'.

## **Rationale**

Intake Primary school is committed to promoting equality, diversity and an inclusive and supportive environment for its children and staff and affirms the rights of individuals to be treated fairly and with respect. We recognise that the most effective way of minimising bullying is to provide a positive atmosphere of caring and friendship, through the ethos of the school and our key school values. Every child and member of staff at Intake Primary school should be valued and be able to learn and work without anxiety or fear from bullying.

## **Aims**

Bullying is unacceptable at Intake Primary school and as such we aim to:

- develop a school ethos in which bullying is regarded as unacceptable and where everyone has a responsibility to be proactive in ensuring that bullying is challenged and reported;
- provide a safe and secure environment in which all can learn and work without anxiety, humiliation, harassment, oppression or abuse;
- respond effectively to any bullying incidents that may occur;
- ensure all children, parents, staff, governors and others connected with the school are aware of our opposition to bullying and know that appropriate action will be taken if bullying occurs;
- ensure that everyone takes responsibility for the prevention and elimination of bullying in our school.

## **What Is Bullying?**

Bullying is unacceptable behaviour used by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. In other words, bullying at Intake is considered to be, "unacceptable behaviour which occurs 'lots of times, on purpose'." Bullying can be short term or continuous over long periods of time.

*Bullying can be:*

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, biting, hitting, punching or any use of violence
- Racial - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focussing on the issue of sexuality
- Direct or indirect Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber bullying - All areas of internet, such as email and internet chat Twitter, Facebook misuse  
Mobile threats - by text messaging and calls
- Misuse of associated technology - i.e. camera and video facilities, Ipad, games consoles,

*Bullying may be related to:*

- Race
- Gender
- Religion
- Culture
- SEN or disability
- Appearance or health condition
- Home circumstances, incl Young carers and poverty
- Sexual orientation, sexism, or sexual bullying, homophobia

Bullying can take place in the classroom, playground, toilets, on the journey to and from school, on residential trips and cyberspace. It can take place in group activities and between families in the local community.

### **Perpetrators and Victims**

Bullying takes place where there is an imbalance of power of one person or persons over another.

*This can be achieved by:*

- The size of the individual,
- The strength of the individual
- The numbers or group size involved
- Anonymity – through the use of cyber bullying or using email, social networking sites, texts etc

Staff must remain vigilant about bullying behaviours and approach this in the same way as any other category of Child Abuse; that is, do not wait to be told before you raise concerns or deal directly with the matter.

Children may not be aware that they are being bullied; because they may be too young or have a level of Special Educational Needs which means that they may be unable to realise what others may be doing to them. Staff must also be aware of those children who may be vulnerable pupils; those coming from troubled families, or those responding to emotional problems or mental health issues which may bring about a propensity to be unkind to others, or may make them more likely to fall victim to the behaviour of others.

### **Cyber Bullying**

Our school community has a clear awareness of the risks posed to pupils from cyber bullying and recognises the shared responsibility we have to ensure its prevention.

*We recognise that cyber bullying can:*

- be conducted in a variety of different ways including via mobile phones, social media sites and the internet;
- be carried out anonymously and/or by people completely unknown to the receiver; • be carried out by people of all different ages;
- be carried out at any time of day or night;
- sometimes be unintentional, eg becoming the mistaken recipient of a message.

*To prevent cyber bullying the school will:*

- regularly promote awareness of the risks of cyber bullying and safe practices when using technology through regular assemblies throughout the year;
- ensure that the Computing Curriculum teaches children how to recognise cyber bullying and how to use ICT safely through a specific e-safety strand and as an integral part of any teaching and learning for ICT;
- ensure that any related policies, including the “Computing and E-Safety Policy” make specific reference to anti-bullying procedures;
- ensure that any mobile phones brought onto the premises by pupils are given to a member of staff

Should any incidents or suspected incidents of cyber bullying occur, they will be dealt with following the procedures outlined in this policy and will be logged by the Head Teacher.

## **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Bullying has the potential to damage the mental health of a victim. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

## **Rights and Responsibilities**

*It is the right of every child and member of staff at Intake to:*

- feel safe from verbal, mental and physical abuse on their way to and from school and whilst in school;
- be addressed by their correct name;
- not have their feelings hurt about the way they look or sound;
- not be subjected to derogatory name-calling, insults, racist jokes, discussions, ridicule and abuse.

*It is the responsibility of every child (if they are able to) and member of staff at Intake Primary school to:*

- communicate to someone if any of their rights are being abused;
- communicate to someone if they have observed someone else's rights being abused;
- try to prevent abuse and try to improve the life of someone whose rights have been abused.

## **Signs and Symptoms**

For Parents and Staff a child may indicate by signs or behaviour that he or she is being bullied.

*Adults should be aware of these possible signs and that they should investigate if a child:*

- is frightened of walking to or from school
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to make less effort with school work than previously
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home hungry (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received
- lack of eye contact
- becoming short tempered

- change in attitude to people at home.

These signs and behaviours could indicate other social, emotional and/or mental health problems, but bullying should be considered a possibility and should be investigated

## **Outcomes**

All known/reported incidences of bullying will be investigated by the class teacher or by a senior member of staff. Parents of the perpetrator may also be questioned about the incident or about any concerns that they may be having. The child displaying unacceptable behaviour, may be asked to genuinely apologise (as appropriate to the child's age and level of understanding. Other consequences may take place. Eg a parent being informed about their child's behaviour and a request that the parents support the school with any sanctions that it takes (See Behaviour Policy). Wherever possible, the pupils will be reconciled. In some cases, outside agencies may be requested to support the school or family in dealing with a child continually demonstrating unacceptable behaviour towards others. eg police, counsellor, MAST, CAMHs. In serious cases (this is defined as children displaying an on-going lack of response to sanctions, that is, no change in behaviour of the perpetrator and an unwillingness to alter their behaviour choices), support from behaviour outreach, counselling, reduced timetables, or even fixed or permanent exclusion will be considered. During and after the incident(s) have been investigated and dealt with, each case will be recorded on CPOMs and monitored to ensure repeated bullying does not take place. The Safeguarding Governors will be informed of any incidents recorded in the log along with incidents, sanctions and reconciliation.

## **Prevention**

At Intake we use a variety of methods to support children in preventing and understanding the consequences of bullying through class assemblies, PSHE and Citizenship lessons, SMSC Curriculum, the school Vision and Assembly Themes, Anti-bullying week and continued focus, E-Safety Week, Worry Box, School Council, Playground friends, Prefects.

The ethos and working philosophy of Intake means that all staff actively encourage children to have respect for each other and for other people's property. Good and kind/polite behaviour is regularly acknowledged and rewarded. Staff will regularly discuss bullying, this will inform children that we are serious about dealing with bullying and leads to open conversations and increased confidence in children to want to discuss bullying and report any incidents and concerns about other children's behaviour. Staff will reinforce expectations of behaviour as a regular theme in line with our Vision and our Intake Learner expectations. Staff to follow the equality policy; supporting every child in our school. Staff must be careful not to highlight differences of children or an individual child, even if this is done in jest. This gives other children advocacy to use this difference to begin calling names or teasing. Staff must be vigilant regarding groups of friends together. Friendship groups may bring about the imbalance of power and must be led towards welcoming others to join them and not excluding others from their group. Staff must reinforce a general message that children do not have to be friends with everyone else, but they must be respectful of everyone else's feelings and be kind to each other.

*Children are involved in the prevention of bullying as and when appropriate, these may include:*

- writing a set of school or class rules
- writing a personal pledge or promise against bullying
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up role-plays about what to do through scenarios of bullying
- having discussions about bullying and why it matters that children who use unacceptable behaviour towards others are dealt with quickly
- creating an item for the school website

*If a child feels that they are being bullied then there are several procedures that they are encouraged to follow: (not hierarchical)*

- Tell a friend
- Tell your School Council rep, Playground friend or Prefect
- Tell a teacher or adult whom you feel you can trust
- Write your concern and post it in the 'worry box'
- Tell a parent or adult at home whom you feel you can trust
- Ring Childline and follow the advice given

### **Strategies to Prevent Bullying**

Everyone is responsible for ensuring that bullying is not tolerated at Intake School. As a community we have a complete commitment towards promoting and implementing the most effective strategies to prevent bullying.

*These strategies include:*

- promoting a strong school ethos which encourages mutual respect and consideration for all individuals through twelve core values which are reinforced on a daily basis in assemblies, classroom practice and playtime provision and supervision;
- whole school and other assemblies which regularly promote our core values and keep anti-bullying initiatives (including e-safety) high profile;
- ensuring our curriculum reflects our equality & diversity policy in the programmes of study for different subject areas, whilst addressing an anti-bullying focus more specifically through a continuous e-safety strand in our computing curriculum and a well-designed PSHE curriculum which also has a specific focus on Anti-Bullying Week;
- ensuring all staff, both teaching and non-teaching staff, are aware of those vulnerable groups or individuals in school through regular communications under the direction of SLT.
- adopting a restorative approach to behaviour (shared with all staff and parents) which encourages conflict resolution within a context of respect and the development of an awareness of self-responsibility which prevents a repeat of inappropriate behaviour;
- careful monitoring of behaviour and a swift response to any concerns to ensure any issues can be identified and resolved quickly;
- promoting the self-esteem and confidence that children need to feel confident to ask for help if they need to;
- ensuring communication channels are completely clear for any child or parent with concerns through the publication of our parent and child communication maps and by keeping these high profile for children;
- planning and leading designated PSHE sessions within classes to cover the PSHE curriculum or deal with any specific issues arising;
- ensuring that playtime provision is designed to promote purposeful play and co-operation between children;
- involving children, through designated peer mentors, in providing peer support for vulnerable individuals/groups on a daily basis;
- communicating the school's anti-bullying measures and approach to behaviour management to parents regularly via letters and workshops;
- involving the whole school, including Governors, in reporting the effectiveness of anti-bullying measures and identifying any areas for improvement;
- ensuring the Anti-Bullying Policy is shared with all staff, parents (via the school website) and children (pupil version) so that they are clear on the antibullying measures in place, and the policy is reviewed annually to ensure it remains as effective as possible.

## **Reporting bullying/bullying concerns**

At Intake we are committed to taking any incidents of bullying, or suspected bullying, which do arise very seriously.

*It is the responsibility of any member of our community to report concerns they have about bullying or suspected bullying, including:*

- class teachers;
- support staff;
- lunchtime supervisors who should report concerns to teachers of SLT
- midday meals staff who should report concerns to teachers or SLT;
- playground friends, prefects or children who should report concerns to an adult in the playground, their class teacher or a member of SLT;
- parents, who should receive immediate acknowledgement of their concern by a member of school staffing

## **Responding to bullying/bullying concerns**

Any concerns which are reported will be treated seriously and dealt with immediately in order to determine the most effective approach to resolving the issues identified. The exact course of action will vary with each situation but the main objectives should be that bullying incidents are identified, brought into the open, recorded discussed and that strategies are agreed to help resolve the problem.

*In all incidents of bullying observed, disclosed or suspected, it is important to ensure that:*

- concerns will be acted on immediately on the day they are reported;
- it is clear that the bully's behaviour is unacceptable and the bullying must stop;
- concerns will be reported to the Head Teacher or a member of SLT;
- the receiver of the bullying behaviour is made to feel safe and is given an opportunity to share their concerns fully with an adult;
- as much information as possible will be gathered and recorded about any incidents, including from any possible eye witnesses;
- the receiver is assured that they will be supported and kept safe;
- everything that happens is carefully recorded on incident forms to be kept electronically with the school Management information System
- the individuals involved are informed clearly of the course of action/strategies put in place to keep them safe;
- any further support needed will be identified and put in place (eg support from Peer Mentors, support squad, inclusion co ordinator);
- parents are informed and made aware of the strategies put in place to resolve the situation;
- a monitoring period is agreed in which to ensure the situation has been resolved;
- the individual(s) carrying out the bullying behaviour will be talked to by the Head Teacher or a member of SLT and any appropriate consequences will be decided on and put in place;
- further support may be identified for the perpetrator to enable them to accept responsibility for their actions and to ensure their behaviour is not repeated;
- the parent(s) of the perpetrator will be informed of the incidents and be involved in the discussion about consequences and further support as and when needed;
- other members of the staff team will be informed as appropriate to ensure they can monitor the situation and remain vigilant to prevent any further occurrences of the behaviour;
- situations not satisfactorily resolved in the view of a parent or any concerned member of staff will be referred to the Headteacher or a governor if appropriate;
- any bullying between adults is reported to an appropriate person. This may be the Executive Head Teacher, a member of SLT or a governor. All reported incidents will be dealt with fairly and consistently in line with schools Behaviour policy and with the complete

commitment of the whole school community. Roles and Responsibilities The Head Teacher is responsible for:

- overall monitoring of bullying and the Anti-Bullying Policy within the school;
- following up any situations not satisfactorily resolved in the view of the SLT member, parent or any concerned member of staff. SLT members are responsible for:
- keeping records of any incidents of bullying observed, disclosed or suspected on an incident form;
- informing the member of the SLT responsible for supporting their class of any incidents of bullying observed, disclosed or suspected;
- liaising with parents regarding concerns over bullying;
- implementing any sanctions or behaviour management programmes agreed with a member of SLT to support the victim to develop strategies for coping or the bully to change their behaviour.

### **Recording of Bullying Incidents**

When an incident of bullying has taken place, staff must be prepared to record and report each incident. In the case of racist bullying, this must be reported to the Headteacher or Deputy Headteacher. General incidences of bullying should be recorded on CPOMs this would include incidents where staff have had to become involved and speak with children, and/or where parents have raised concerns regarding bullying. Confirmed cases of bullying must be recorded and taken to the Headteacher or Deputy Headteacher. All incidents of bullying will be discussed with all relevant staff and parents of the children involved, in order that everyone can be vigilant and that further incidents by the same child(ren) may be prevented from happening in the future. Incidents of bullying will be discussed with the Governing Body.

*As the parent of a child whom you suspect is being bullied-*

1. Report bullying incidents to the class teacher, Deputy Headteacher or Headteacher
2. In cases of serious bullying, the incidents will be recorded by staff and the Headteacher notified.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

*Do Not:*

1. Attempt to sort the problem out yourself by speaking to the child whom you think may be behaving inappropriately towards your child or by speaking to their parents.
2. Encourage your child to be 'a bully' back.

Both of these will only make the problem much harder to solve

### **Monitoring and Evaluation**

This policy will be monitored and the effectiveness will be evaluated in the light of the numbers of bullying incidents recorded, staff response to bullying behaviour and any concerns of children, staff and parents regarding bullying. All members of the SLT are responsible for responding to incidents of bullying and the Headteacher has specific responsibility for ensuring that procedures in this policy are followed.

Policy Agreements

This policy has been agreed by:

Headteacher            Name: \_\_\_\_\_

                                 Date: \_\_\_\_\_

Governor:              Name: \_\_\_\_\_

                                 Date: \_\_\_\_\_