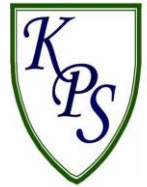




## KEXBOROUGH PRIMARY SCHOOL ANTI BULLYING POLICY



### Aims of the Policy

The aim of this policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

At Kexborough Primary School we believe that all children and staff can achieve their full potential, regardless of gender, race, ability, sexuality or economic circumstance and strive to ensure that they do. To enable this to happen we must ensure that all children and staff stay healthy and safe and therefore free from bullying incidents. We recognise that bullying can occur and strive to wipe out the possibility of such occurrences and support victims who have encountered such experiences.

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

This policy is designed to ensure that as a school we are alert to signs of bullying and act promptly and firmly against it.

- To promote a secure and happy environment free from threat, harassment and any type of bullying behaviour.
- To take positive action to prevent bullying from occurring through a clear school policy on Personal and Social Development.
- To show commitment to overcoming bullying by practising zero tolerance.
- To inform pupils and parents of the school's expectations and to foster a productive partnership, which helps maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above aims.

### Whole School and Individual Staff Responsibilities

- Never ignore suspected bullying.
- Don't make premature assumptions.
- Listen carefully to all accounts and investigate as fully as possible.
- Adopt a problem-solving approach which moves pupils on from justifying themselves.
- Complete the school pro-forma for recording bullying incidents and always report to the Headteacher.
- Follow-up repeatedly, checking bullying has not resumed.
- Use of a range of teaching and learning styles and strategies which challenge bullying.
- Use interventions which are least intrusive and most effective.

### Definition of Bullying:

Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated.

**Bullying is defined as deliberately hurtful behaviour, repeated regularly over a period of time, where it is difficult for those being bullied to defend themselves.**

Bullying can be:-

- Emotional – being unfriendly, excluding, tormenting
- Homophobic because of, or focussing on the issue of sexuality
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name calling, sarcasm, spreading rumours, teasing
- Cyber bullying – sending of inappropriate messages by text, instant messenger, through websites and social media sites. Sending offensive or degrading images by mobile or via the internet

### Support for Parents

When parents raise a concern that their child is being bullied it is essential that this concern is taken seriously and not dismissed without further enquiries being made.

CPOMS (Child Protection Online Management System) will be used to report the bullying allegation or incident. This can then 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.

Our Parent Support Advisor is always on hand and parents should use her as their first point of contact if the class teacher and Head / Deputy is not available. Kexborough Primary run an open door policy and will always be available to speak to parents face to face / phone or arrange a meeting as soon as possible.

### Procedures and Recording

**Recording incidents is vital as it allows school staff to identify patterns of behaviour, as often what is perceived initially to be a trivial incident, may be part of a number of incidents which are serious for the individual child.**

The following steps will be taken when dealing with any incident:

All reported incidents will be investigated immediately by the member of staff who has been approached or witnessed the incident also.

- Listen to the child reporting the incident and make sure that they feel that their concerns are being taken seriously.
- Record the incident on CPOMS and alert the necessary members of staff.
- Check through to establish if there are any previous incidents involving the same children.
- If you feel that this is one of a number of incidents, or particularly severe, refer immediately to a member of the SLT (notified by CPOMS alert).
- If the incident is 'minor' and does not merit a referral, please make sure you deal with the incident effectively and in line with the Behaviour Policy.

Children must feel that their complaint has been dealt with properly. If you are unsure what to do, please seek advice from Leadership.

- Once an alert to the SLT has been done, a thorough investigation of the incident involving all parties will be undertaken and recorded again on CPOMS.
- The Headteacher should always be made aware of any incidents which have been dealt with by the SLT by alerting them through CPOMS.
- After the investigation has taken place, a decision should be made as to whether a case of persistent bullying is taking place. If this is the case, the parents of the perpetrator will be invited to discuss the situation with the Headteacher or Deputy Headteacher, as appropriate.
- Parents of the bullied child must be kept informed of the whole process and it is vital that they feel satisfied with the way the incident has been dealt with.

If an allegation of bullying is made by a parent, full written details should be taken and an alert made to the Head or Deputy Head who will then complete the investigation.

The Head will make contact with parents of the victims throughout the course of the year, to ensure all has been successfully resolved and encourage parents and children to always come forward if the situation appears unresolved.

#### Support

Pupils who have been bullied will be supported by:

- Being offered an immediate opportunity to discuss the experience with a member of staff.
- Reassuring the pupil
- Ensure the pupil is happy and feels the situation has been resolved
- Offering continuous support
- Restoring self-esteem and confidence

Pupils who have bullied will be helped by:

- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong doing and need to change
- Informing parents or guardians to help change the attitude of the pupil.

#### Incidents of bullying outside the school's premises

*Although schools are not directly responsible for bullying off the school premises, we would still encourage victims "not to suffer in silence". Actions the school could take, if deemed appropriate, include:*

- *talking to the local police about the problems within the Community*
- *talking to the Heads of the schools whose pupils are involved in bullying off the premises*

*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 always talk to pupils and parents about the issues and take their concerns seriously and log them on CPOMS.*

### 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 Head immediately.

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 try to take matters into their own hands. Parents confronting other parents 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. School will always try to support parents on such occasions.

Name of Pupil: \_\_\_\_\_ Year Group: \_\_\_\_\_

Date of Reported Incident: \_\_\_\_\_

What happened?

How often has it happened? Has it happened before?

Who was involved?

Where did it happen?

Were there any witnesses?

What if anything have you done about it already?

Comments from parents

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<b>KEXBOROUGH PRIMARY SCHOOL</b>	<b>Anti Bullying Follow up action checklist - Victim</b>
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Has the victim had the chance to say what happened?	Yes/No
Has the victim had an opportunity to talk to the person doing the bullying about how they feel?	Yes/No
Has the victim been given support to make sure they feel safe and gain confidence?	Yes/No
Has a date been set to review the situation to make sure it has been sorted out?	Yes/No
Has the school put things in place to try and stop it happening again?	Yes/No
Have the victim's parents/carers been involved?	Yes/No
Will the victim be offered extra support if they need it?	Yes/No
Has the victim been informed of the outcomes and actions taken?	Yes/No
If no bullying has taken place or there is insufficient evidence, is there clear actions to re-assure and meet the needs of those concerned?	Yes/No

Pupil Signature	
Parent Signature	
Staff Signature	
Review Date 1	
Resolved	YES/NO
Unresolved	YES/NO
Further intervention needed	YES/NO
Further monitoring needed	YES/NO
Review Date 2	
Resolved	YES/NO
Unresolved	YES/NO
Further intervention needed	YES/NO
Further monitoring needed	YES/NO

Name of Pupil: \_\_\_\_\_ Year Group: \_\_\_\_\_

Date of Reported Incident: \_\_\_\_\_

What happened?

How often has it happened? Has it happened before?

Who was involved?

Where did it happen?

Were there any witnesses?

What if anything have you done about it already?

Comments from parents

**ACTION TO BE TAKEN**

Action	Time Frame	Lead Person	Review Date

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Signed: Pupil: \_\_\_\_\_ Parent: \_\_\_\_\_