Anti-Bullying Guidance
Reviewed: September 2017

Rationale
Our schools are caring places where respect, tolerance and good relationships are valued. Bullying will not be condoned as it can cause serious long term damage to the pupil's health, educational attainment and outlook on life.

Aims
The aim of this policy is to provide pupils with a safe and secure learning environment free from bullying and harassment. It is recognised that all schools are likely to have a problem with bullying at some time. We aim to provide the means and opportunity for pupils to report if bullying occurs and the strategies to deal with it when it does. This guidance aims to produce a consistent response by the school to any bullying incidents that may take place.

Definitions
There is no legal definition of bullying. However, it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, e.g. because of race, religion, gender or sexual orientation

It takes many forms and can include:

- Physical- deliberately hurting particular children on a regular basis
- Verbal- deliberately hurting feelings through name- calling etc.
- Ostracising- making individuals feel left out and different by deliberately setting out to exclude them
- Cyberbullying - bullying via technology (e.g. email, social networks and instant messenger)

Cyber-bullying
The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click of a button.

There are seven types of cyber-bullying, ranging from abusive text messages, emails and phone calls, to bullying in internet chatrooms, social networking sites and instant messaging:
1. Text messages - unwelcome texts that are threatening or cause discomfort.
2. Picture/video-clips via mobile phone cameras — images sent to others to make the victim feel threatened or embarrassed
3. Mobile phone calls - silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible
4. E-mails - threatening or bullying emails, often sent using a pseudonym or somebody else's name
5. Chatroom bullying - menacing or upsetting responses to children or young people when they are in web-based chat-room
6. Instant messaging (IM) - unpleasant messages sent while children conduct real-time conversations online
7. Bullying via websites - use of defamatory blogs (web logs), personal websites and online personal polling sites

The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.

The children at both schools learn about cyber-bullying and what to do should this happen to them. We take cyber-bullying very seriously and a 'zero-tolerance' approach is employed when dealing with any such incidents that may occur; actions to address cyber bullying would happen swiftly and would be carried out by the Pastoral Leaders on behalf of the Headteacher, working with other staff where appropriate.

At Caddington Village School and Slip End Village School, bullying is defined as-

Bullying is choosing to hurt the body or feelings of another person, over and over again.

Preventing Bullying
The school will take every opportunity to demonstrate to pupils, through the curriculum and by example, that it is totally opposed to bullying. Staff will not ignore bullying or suspected bullying. All school staff will, wherever possible, intervene to prevent bullying incidents from taking place.
The school encourages the pupils to report any incidents of bullying to a teacher or other adult at school. Pupils will be told that they may bring a friend with them if they wish. Staff will praise and encourage students when they show kindness and consideration to others.

The Role of the Staff
Members of staff will do all that they can to eradicate bullying; they will ensure that they follow the school's policy and procedures.

All members of staff will routinely attend training that equips them to identify bullying and to follow correct policy and procedures with regard to behaviour management. Staff will use a range of methods to help prevent bullying and to establish a climate of trust and respect for all, including through:

- Listening carefully to children
- Consistent implementation of the school's behaviour procedures
- Use of praise, rewards and celebrating children's successes
- Assemblies and special anti- bullying assemblies
- The teaching of British Values and SELF
- Curriculum teaching including PSHCE, P4C, Computing and RE lessons

Dealing with Bullying Incidents
Any incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable.
In dealing with bullying, school staff will:
- not ignore it
- not make premature assumptions
- listen to all accounts of the incidents
- adopt a problem-solving approach that encourages pupils to find solutions rather than simply justify themselves
- make regular follow-up checks to ensure that bullying has not resumed

If a pupil is bullied
Staff who receive a report of a bullying incident from a pupil will refer the incident to a member of the Pastoral team who will:
- listen to the pupil's account of the incident
- reassure the pupil that reporting the bullying incident was the right thing to do
- make it clear to the pupil that he or she is not to blame for what has happened

- make a note of what the pupil says
- interview those pupil/s involved in the alleged bullying and any potential witnesses
- check for any available evidence
- when following up an incident listen carefully to all accounts – several pupils saying the same does not necessarily mean they are telling the truth
- issue the appropriate sanction where required
- explain that the pupil should report any further incidents to the Pastoral team or any other member of staff immediately

Staff will ask the pupil:
- what has happened
- how often it has happened
- who was involved
- where it happened
- who saw what happened
- what he or she has done about it already
- any other appropriate questions

If there are concerns that a pupil is suffering, or is likely to suffer, significant harm as a result of bullying, it should be treated as a child protection concern and the school Safeguarding procedures will be followed.

Advice to pupils
The school will advise pupils who are caught up in bullying incidents to:
- stay calm
- be firm and clear, look the bully in the eye and tell them to stop
- get away from the situation as quickly as possible
- immediately tell an adult what has happened.
The school will advise pupils involved in cyberbullying incidents to:
- avoid retaliating or returning messages
- check what information is in the public domain
- keep any relevant evidence
- prevent the incident from recurring, for example by changing contact details and blocking contacts
- contact the host where appropriate.
Where there is evidence that a phone has been used in a cyberbullying incident, staff can use disciplinary powers to confiscate the phone. This should be reported to a senior member of staff.

Dealing with Serious Bullying
If the preventative measures and pupil support strategies do not succeed, serious bullying will be dealt with under the school's behaviour consequence staircase procedures when one or more of the following sanctions may be used:
- be removed from the group
- lose any break or lunchtime privileges
- have any item that might have been used for cyberbullying confiscated
- be put in detention or isolation
- be banned from a school trip or sports event where these are not an essential part of the curriculum
- be excluded for a fixed period.
In the most serious cases, permanent exclusion will be the most likely sanction if the bullying:
- involves serious actual or threatened violence against another student
- amounts to persistent and defiant misbehaviour.

Recording Incidents

All incidents of bullying and discussions with the students involved will be recorded, along with the school's response. A bullying and harassment log is maintained by the Pastoral Leaders.

Working with Parents and Carers

The school will work with parents in dealing with bullying. Bullying in school is everyone's responsibility. All staff, pupils and parents should be aware that bullying exists and share a commitment to combat it and to make our school a happier place for everyone.

Parents, carers and families are often the first to detect signs of bullying. Common physical symptoms include headaches, stomach aches, anxiety and irritability.

The school will encourage parents who suspect that their son or daughter is bullying or being bullied to immediately contact the school and make an appointment to see the child's class teacher or form tutor as soon as possible.

Parents and carers will be informed of incidents and involved in discussions. The school will discuss with parents how they can work together to stop any bullying.

Bullying in the Workplace

Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The Headteacher, with the support of the Governing Body, will deal with this; formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff as all members of staff in school have a right to work in a safe and secure environment free from intimidation, harassment, abuse and fear and where they feel valued and respected. All workers are entitled to be treated with dignity at work.

NB In the event of the Headteacher being involved in such incidents, reports will be given immediately to the Chair of Governors who will also take formal action where necessary.

Harassment and bullying

Harassment is unwanted conduct which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment, and in the perception of the recipient of the conduct, it should reasonably be considered as having that purpose or effect.

Harassment and bullying can take a variety of different forms ranging from repeatedly ignoring a colleague or subjecting them to unwelcome attention, to intimidation, humiliation, ridicule or offence. More extreme forms of harassment and bullying include physical threats or violence. Harassment and bullying may consist of a single incident or a series of incidents. Behaviour that may appear trivial as a single incident, can constitute harassment or bullying when repeated. Harassment and bullying behaviour may not always be intentional, but is always unacceptable, whether intentional or not.

Caddington Village School and Slip End Village School have a responsibility towards protecting staff from harassment and bullying within the workplace and off-site at work-related events (e.g. at conferences, social events with work colleagues, or through deliberate exclusion from an event).

It is not always necessary for staff to be in the same room for harassment to take place. The potential for harassment or bullying by telephone and letter has now expanded to include so-called 'cyber-bullying' by, e.g. emails, text messages and material posted on web sites, including personal blogs or social networking sites. Harassment and/ or bullying of staff members by pupils or parents will not be tolerated.

The Role of Governors

The Governors support the Headteacher in all attempts to eliminate bullying from our Schools. The Governors do not condone any bullying at all; any incidents of bullying that do occur will be taken very seriously and dealt with appropriately.

The Governing Body monitors incidents of bullying that do occur, and it reviews the effectiveness of this policy and guidance regularly. The Governors require the Headteacher to keep accurate records of all incidents of bullying and to report to the Governors on request about the effectiveness of the school's anti-bullying strategies.

A parent/carer who is dissatisfied with the way the school has dealt with a bullying incident can make a complaint to the Chair of Governors. The complaint will be dealt with in accordance with the school's Complaints Procedures.

The Role of the Headteacher

It is the responsibility of the Headteacher to implement the schools' anti-bullying strategy; to ensure that all stakeholders are aware of the school's policy and procedures and that they know how to identify and deal with incidents of bullying. The Headteacher will report to the Governing Body about the effectiveness of the Anti-Bullying Policy on request.

It is the Headteacher who must ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in school. The Headteacher will draw the attention of children to this fact at suitable moments. For example, the Headteacher may decide to use an assembly as the forum in which to discuss with the children why bullying is wrong.

The Headteacher will ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying. The Headteacher will set the climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

Monitoring and Review

This guidance is monitored on a day-to-day basis by the Headteacher, who reports to the Governors on request about its effectiveness. This Anti-Bullying Policy is the Governors' responsibility, and they review its effectiveness through the Headteacher's termly reports.

Frequency: Annually.

Review date: October 2018

Sources: DfE 'Preventing and tackling bullying' (July 2017)