



**IMMACULATE HEART OF MARY CATHOLIC PRIMARY SCHOOL**

**ANTI BULLYING POLICY**

**ISSUE DATE: SEPTEMBER 2018**

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**ELECTRONIC SIGNATURE** *A. M. Phillips*

**HEADTEACHER**

**ELECTRONIC SIGNATURE**  
**CHAIR OF GOVERNORS**

At the Immaculate Heart of Mary Catholic Primary School we are committed to providing a caring, friendly and safe environment for all our pupils so that 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.

***The children who form the School Council were consulted on this policy and their views are incorporated in to it where appropriate.***

### AIMS AND OBJECTIVES

1. Bullying is wrong and damages individual children. We will, therefore, do all we can to prevent it by creating a positive, participative environment for children where bullying is regarded as unacceptable.
2. This policy aims to establish a consistent approach to all bullying incidents and ensure that all those connected to the school know that bullying of any description will not be tolerated.
3. We aim, as a school to create a safe and secure environment where all can learn without anxiety. By challenging bullying effectively, we demonstrate that the school cares and makes clear to bullies that their behaviour is unacceptable.
4. This policy details the consistent response to any bullying incidents that might occur.
5. We aim to make all those connected with the school aware of our opposition to bullying:
  - All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is
  - All governors and teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported
  - All pupils and parents should know what the school policy is on bullying and what they should do if bullying arises
  - Pupils and parents should be assured that they will be supported when bullying is reported

### DEFINITION

Our School Council definition:

***Bullying is repeatedly being aggressive towards another person, making them feel sad, left out, lonely and like they have no one in the world to talk to.***

What is bullying?

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

Bullying behaviour usually has the following four features:

- it is repetitive and persistent

- it is intentionally harmful
- it involves an imbalance of power, leaving someone feeling helpless to prevent or stop it
- it causes feelings of distress, fear, loneliness and lack of confidence in those who are at the receiving end

Bullying can be:

- emotional-being unfriendly, excluding, tormenting, humiliation, mocking,
- intimidation-making fun of someone
- verbal-name-calling, sarcasm, spreading rumours, teasing, using bad language
- non-verbal-body language, gestures, facial expressions
- material-damaging or taking belongings, extortion
- physical-aggressive, pushing, kicking, hitting, punching or use of any violence,
- Racist-racial taunts, graffiti, gestures, making fun of race or culture
- Sexual-unwanted physical contact or sexually abusive comments
- Homophobic-because of, or focussing on, the issue of sexuality
- Cyber-text messages, email, phone calls, chat room misuse
- (Refer to Appendix 1 on 'Cyberbullying')

### Signs and symptoms

- Refer to Appendix 2 for a list of signs and symptoms

### Procedures to follow

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- In cases of serious bullying, a clear account will be recorded and given to the headteacher
- The headteacher will interview all concerned and will record the incident
- Class teachers will be kept informed
- After dealing with an incident, teachers will follow-up on a regular basis to check that the bullying has not started again
- In serious cases, parents will be informed and will be invited into school to discuss the problem.
- If necessary and appropriate, police will be consulted
- All bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- Every effort will be made to help the bully (bullies) change their behaviour

### Pupils who have been bullied will be supported by

- Offering immediate opportunity to discuss the experience with a member of staff of their choice
- Reassurance and explanation as to why the action of the bully was wrong
- 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
- helping the child to change their behaviour in future
- informing parents to help change the attitude of the pupil if necessary

### The following disciplinary steps can be taken

- Official warning to cease offending
- Create a lunch or playtime behaviour chart
- Removal from the group (in class)
- withdrawal from break or lunchtime detention
- withholding participation in school trips or sports events
- lunchtime exclusion
- fixed term exclusion

### Key Strategies to reduce bullying

- **The everyday curriculum can be used by:**
- Raising awareness about bullying, cyberbullying and the anti-bullying policy
- Display the policy around school
- Increasing understanding for victims and helping to build an anti-bullying ethos
- Teaching pupils how constructively to manage their relationships with others
- Encouraging co-operative working: e.g. working together on shared tasks
- Circle Time: creates a safe space to explore issues of bullying
  
- **Emotional Wellbeing**
- Building relationships around vulnerable pupils
- Befriending including Buddies
- Support groups: for the bullied pupil made up of those involved in the bullying and bystanders
- Mediation by adults to promote co-existence
- Mediation by peers where a neutral person helps resolution of disputes
  
- **Individual mentoring**
- Assertiveness training for victims
- Working with perpetrators, for example on anger management issues
- Individual programmes – being a good friend
  
- **Communication**
- Assemblies
- Class rules and promotion of Ethos Statement
- Information Sheet for Children (See Appendix 3)
- School Council meetings
- Anti-Bullying Pledges
- Behaviour Contracts

- Anti-Bullying Policy including range of sanctions known to all
- Use of 'Incident Report Sheets'
- Smiley/Sad Chart in staffroom (to alert staff)
- Whole school projects (e.g. Anti-Bullying Week, Health and Safety Week etc)
- Clear monitoring of the use of technology to prevent cyberbullying.

### Involving Parents

- Parents who are concerned that their child might be bullied, or who suspect that their child may be the perpetrator of bullying, should refer to the 'Information Sheet for Parents' (Appendix 4) and contact their child's teacher immediately.
- Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school community.

### Monitoring, Evaluation and Review

The school will review this policy in consultation with staff and pupils and assess its implementation and effectiveness annually.

## **CYBERBULLYING**

**"Cyberbullying is an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself."**

School staff, parents and young people have to be constantly vigilant and work together to prevent this form of bullying and tackle it wherever it appears. The University of London describes seven kinds of cyberbullying:

- **Text message bullying** involves sending texts that are threatening or cause discomfort.
- **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
- **Phone call bullying via mobile phone** uses silent calls or abusive messages. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone (often stolen) to avoid being identified.
- **Email bullying** uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- **Bullying through instant messaging (IM)** is an Internet-based form of bullying where children and young people are sent unpleasant messages in conversations online.
- **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. Social networking sites for young people, which can provide new opportunities for cyberbullying.

At Immaculate Heart of Mary Catholic Primary School we will ensure that:

- bullying via mobile phone or the Internet is included in our anti-bullying policy, that this policy is regularly updated, and that teachers have sufficient knowledge to deal with cyberbullying in school
- the curriculum teaches pupils about the risks of new communications technologies, the consequences of their misuse, and how to use them safely
- emailing will only take place as part of a structured lesson
- all e-communications used on the school site or as part of school activities off-site are monitored
- children will not be allowed to bring mobile phones to school or at other times when they are under the school's authority
- Internet blocking technologies are continually updated and harmful sites blocked
- we work with pupils and parents to make sure new communications technologies are used safely, taking account of local and national guidance and good practice
- security systems are in place to prevent images and information about pupils and staff being accessed improperly from outside school
- we work with the police and other partners on managing cyberbullying.

- children found to be cyberbullying are dealt with in line with the anti-bullying policy.

## APPENDIX 2

### ANTI-BULLYING POLICY

#### SIGNS AND SYMPTOMS

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
- 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 do poorly in school work
- Not paying attention in class
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or 'go missing'
- Asks for money or starts stealing money (to pay bully)
- Has dinner or other monies continually 'lost'
- Has unexplained cuts or bruises
- Comes home starving (money or lunch 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 or jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

ANTI-BULLYING POLICYINFORMATION SHEET FOR CHILDRENOur School Council definition:

***Bullying is repeatedly being aggressive towards another person, making them feel sad, left out, lonely and like they have no one in the world to talk to.***

What is bullying?

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

Are you being bullied?

Bullying is if you feel hurt because individuals or groups are

- Calling you names
- Threatening you
- Pressuring you to give someone money or possessions
- Hitting you
- Damaging your possessions
- Spreading rumours about you or your family
- Using text, email or web space to write or say hurtful thing (cyberbullying)

It is also bullying if you feel hurt because of things said about your ethnic background, religious faith, special need, gender, appearance or issues in your family.

Immaculate Heart of Mary Catholic Primary School does not tolerate bullying and this is what we do:

- Make sure the person being bullied is safe
- Work to stop the bullying happening again
- Provide support for the person being bullied

What should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying

**If you feel that you are being bullied:**

- try to stay calm and look as confident as you can
- be firm and clear – look them in the eye and tell them to stop
- get away from the situation as soon as possible
- tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another pupil.

**If you have been bullied:**

- tell a teacher or another adult in your school
- tell your family
- if you are scared to tell a teacher or adult on your own, ask a friend to go with you
- keep on speaking until someone listens and does something to stop the bullying

- don't blame yourself for what has happened

**When you are talking to an adult about bullying, be clear about:**

- what has happened to you
- how often it has happened
- who was involved
- who saw what was happening
- where it happened
- what you have done about it already

If you find it difficult to talk to anyone at home or at school, ring ChildLine on 0800 1111.

## ANTI-BULLYING POLICY

### INFORMATION SHEET FOR PARENTS

Our School Council definition:

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What is bullying?

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

Is it bullying?

It is if individuals or groups are

- Calling your child names
- Threatening him/her
- Pressuring your child to give someone money or possessions
- Hitting your child
- Damaging your child's possessions
- Spreading rumours about your child or your family
- Using text, email or web space to write or say hurtful things about your child (cyberbullying)

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

What should you do if your child is being bullied?

- Talk to school staff about the bullying.
- At Immaculate Heart of Mary Catholic Primary School, your first contact point to report concerns about bullying is your child's class teacher.
- They are best contacted after school or you can telephone on 0113 660728.
- It will help to sort out what action to take if you can bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident
- Be as specific as possible about what your child says has happened, give dates, places and names of other pupils involved.
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child
- Stay in touch with the school. Let them know if things improve as well as if problems continue.

What will Immaculate Heart of Mary Catholic Primary School do?

Our school does not tolerate bullying and this is what we do:

- Work to make sure that the person being bullied is safe
- Work to stop the bullying happening again by talking to parents as well as children involved
- Provide support to the person being bullied
- Take actions to ensure that the person doing the bullying learns not to harm others.

Families who feel that their concerns are not being addressed appropriately by the school might like to consider the following steps:

- Check with the school anti-bullying policy to see if agreed procedures are being followed
- Make an appointment to discuss the matter with the headteacher and keep a record of the meeting
- If this does not help, write to the chair of governors explaining your concerns and what you would like to see happening.
- You may contact the Local Authority through Children's Services
- If you need any further support or information ring the helpline at Parentline Plus or contact local support groups.