



# Our Lady Immaculate Catholic Primary School Anti - Bullying Policy

**Governors' Committee Responsible:** Welfare Committee

**Governor Lead:** Rev. John Gorman

**Next Review Date:** Summer Term 2020

## **Anti-Bullying Policy**

*This policy applies to all school staff, governors, pupils, parents and visitors of the school.*

Bullying, in any form, will not be tolerated at our school. It is everyone's responsibility to prevent it happening and with this in mind the governors support the Headteacher in the implementation of this policy to attempt to eliminate bullying from our school.

As a "listening and telling" school we are committed to the creation of a positive and safe learning environment for all. Bullying is present to a greater or lesser extent in all institutions. All members of the school community deserve the right to feel valued, equal and respected and be able to come to school without fear. Bullying has a serious effect on a pupil's self-esteem, emotional and mental health.

### **Aims of this Policy**

- To promote the school's aim and values in line with the Mission Statement and the Positive Behaviour Policy
- To develop a positive and safe learning environment in which bullying will not be tolerated.
- To promote inclusion, mutual agreement, self-esteem and self-worth in order to meet the physical, emotional and mental health needs of all members of the school community.
- To raise the standards of behaviour and levels of achievement of all
- To promote a common understanding of what bullying is for governors, teaching and non-teaching staff, pupils and parents and outline the approach that will be taken.

### **Definition of Bullying**

*Our school council pupils have agreed a definition of bullying.*

Bullying is:

- Constantly picking on someone
- Calling names/ hurting/ spreading rumours more than once
- Purposely breaking/ ruining work or a possession
- Leaving someone out constantly
- Causing physical pain
- Cyber bullying
- A repeated action

Bullying is not:

- Being bossy
- When you don't want to play with someone
- Disliking someone
- One off losing your temper
- Falling out with someone

## **Bullying can present itself in many ways**

- **Physical:** hitting, stealing or hiding belongings, inappropriate touching.
- **Verbal or written:** name calling, insulting, racist remarks, offensive remarks, taunting, mocking, threatening language, producing offensive graffiti.
- **Indirect/emotional:** spreading nasty stories, excluding from groups, forced joining of groups, graffiti, defacing property, displaying offensive literature or materials.
- **Cyber-bullying:** using web pages, offensive or abusive text or email messages, sending offensive or degrading images by phone or via the internet.

## **Bullying can be related to:**

- Race
- Religion
- Culture
- Nationality
- Sexual orientation (or alleged orientation)
- Special Educational Need or Disability (SEND)
- Appearance
- Health
- Home circumstances e.g. bereaved, child who is looked after

## **The School's Approach to Bullying**

- It is the responsibility of the Headteacher to implement the school anti-bullying strategy, and to ensure that all staff (both teaching and non-teaching) are aware of the school policy, and know how to identify and deal with incidents of bullying.
- The Headteacher reports to the governing body about the effectiveness of the anti-bullying policy termly.
- The Headteacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Headteacher draws the attention of children to this fact at suitable moments.
- There needs to be recognition that anyone can be a bully or a victim and that bullying can take many forms. ( peer – peer, teacher – pupil, pupil – teacher)

- It is recognised that the Headteacher and Governing Body have a statutory responsibility for school behaviour and discipline, but that all members of the school community accept collective responsibility for the successful implementation of this policy.
- Pupils are encouraged to report all incidents of bullying, whether they are victims or bystanders.
- All staff will respond to student, staff or parental concerns seriously and support the agreed procedures.

## **Bullying outside school**

The Headteacher has the power to respond to bullying behaviour involving pupils whilst out of school; be it on a school trip, school activity or in the community. Conduct that threatens the health and safety of pupils, staff or members of the community will not be tolerated. The Head teacher will consider the evidence available and if the claim is proven will impose sanctions in line with the school's Positive Behaviour policy. In serious cases where an offence may have been committed the Headteacher will contact the local police.

## **How we work to try and prevent Bullying**

- We are a listening and telling school. This is a message that will be promoted at all times and with all audiences.
- There is an agreed collective responsibility to address any incidents of bullying observed.
- The School Council and staff will include bullying as an agenda item at each meeting.
- Parents will be encouraged to actively support the policy by signing the home-school agreement and promoting the School's Positive Behaviour Policy.
- The issue of bullying will be raised in order to maintain awareness of the issue through school assemblies and prominent displays.
- Opportunities to promote whole school initiatives such as celebrating diversity and differences, involvement in anti-bullying week, theatre productions and external speakers will be taken.
- The Governing body and the Senior Leadership Team will monitor bullying via staff meetings and auditing parental concerns.
- Bullying will be addressed within the Religious Education, Personal, Social and Health Education and Citizenship Curriculum.

- At the start of a new school year procedures for dealing with a bullying incident will be discussed at an early staff meeting. The policy will be discussed and then distributed to all new staff.

The ethos and working philosophy of Our Lady's 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 through the use of Class Dojo points and awards.

Children are involved in the prevention of bullying as and when appropriate, this includes:

- Our School Mission Statement
- Collective Worship
- The Religious Education curriculum
- Writing a set of class rules
- Reading stories about bullying or having them read to them
- Making up role-plays about what to do through scenarios of bullying
- Having discussions about bullying and why it matters that bullies are dealt with quickly
- Taking part in the yearly anti-bullying week
- Using the HeartSmart materials.

### **Our children also have access to:**

- R Time
- Peer Massage
- Play leaders
- Friendship bench
- Worry Box
- Circle Time
- Nurture intervention groups
- Lego Therapy

# **What Happens if Bullying is Discovered at our School?**

## **Our school uses a 7 Steps Approach**

### **STAGE 1**

#### **Step One – interview with the victim**

When school finds out that bullying has happened, the process starts with a member of the Senior Leadership Team and another member of staff, listening to the victim about what has happened and understanding his/her feelings. There is no questioning about the incidents but it is necessary to know who was involved.

#### **Step Two – convene a meeting with the people involved**

The designated members of staff arrange to meet with the group of pupils whom the victim identified as being there when the victim felt unsafe. This may include some bystanders or colluders who joined in but did not initiate any bullying. This is usually a group of no more than eight children/young people.

#### **Step Three – explain the problem**

The group is told about the way the victim is feeling - a poem, piece of writing or drawing can be used to emphasise their distress. At no time are details discussed or blame allocated to the group.

#### **Step Four – taking responsibility**

The SLT staff member does not attribute blame but states that they know that the group are responsible and can do something about it.

#### **Step Five – finding a way forward**

Each member of the group is encouraged to suggest a way in which the victim could be helped to feel happier. Their ideas are noted down and some positive responses are given.

#### **Step Six – putting it into practice**

The adult ends the meeting by making it clear that the group are expected to put the positive ideas into action. A future meeting is arranged.

#### **Step Seven – meet them again individually**

About a week later (depending on age of children) the adult discusses first with the victim and then with each student individually about how things have been going. Step 7 may be repeated at various times throughout the coming months if it is necessary to enable the situation to be monitored.

**Sometimes it is a parent that alerts the school to an incidence of bullying. However, if this is not the case, Parents/ Carers will be informed after Step 5 but before Step 7.**

Bullying incidents will be logged and monitored on a termly basis by the Head, or named member of the Senior Leadership Team. This information will be given to the Governing body each term as part of the Headteacher's Report. The Governors, who have responsibility for maintaining an overview of behavioural and bullying issues, is the Welfare Committee.

*If bullying persists, the following stages will be followed as outlined in the Positive Behaviour Policy.*

1. Parents informed of behaviour and consequence
2. Parents will be contacted and asked to come to discuss the situation with the Behaviour Lead and/or the Class Teacher and/or the Headteacher
3. With parents' consent, referral made to outside agencies such as Targeted Education Support Service (TESS), Startwell, Educational Psychologist (EP), Child and Adolescent Mental Health Service (CAMHS)
4. Child will be excluded internally
5. Child will be receive a fixed term exclusion
6. Child will be excluded permanently

This Anti-Bullying Policy should be read with reference to the Positive Behaviour Policy, E-safety policy, Inclusion Policy, Equality Scheme and Safeguarding and Child Protection Policy.

This policy is monitored regularly by the Headteacher, who reports to governors termly, about the effectiveness of the policy. This policy is the governor's responsibility and they review its effectiveness. This policy will be reviewed every two years or earlier, if necessary.

Signed:  
Headteacher.....

Chair of Governors..... Date: .....

## Appendix 1

### What Happens if Bullying is Discovered at our School?

Step	Comments	Signed	Date
<p><b>Step One – interview with the victim</b> A member of SLT and another member of staff, listening to the victim about what has happened and understanding his/her feelings. There is no questioning about the incidents but it is necessary to know who was involved.</p>			
<p><b>Step Two – convene a meeting with the people involved</b> Meet with the group of pupils whom the victim identified as being there when they felt unsafe. This may include some bystanders or colluders who joined in but did not initiate any bullying. This is usually a group of no more than eight children/young people.</p>			
<p><b>Step Three – explain the problem</b> The group is told about the way the victim is feeling. At no time are details discussed or blame allocated to the group.</p>			
<p><b>Step Four – taking responsibility</b> The SLT staff member does not attribute blame but states that they know that the group are responsible and can do something about it.</p>			
<p><b>Step Five – finding a way forward</b> Each member of the group is encouraged to suggest a way in which the victim could be helped to feel happier. Their ideas are noted down and some positive responses are given.</p>			
<p><b>Step Six – putting it into practice</b> The adult ends the meeting by making it clear that the group are expected to put the positive ideas into action. A future meeting is arranged.</p>			
<p><b>Step Seven – meet them again individually</b> About a week later (depending on age of children) the adult discusses first with the victim and then with each student individually about how things have been going.</p>			
<p><b>Parents/ Carers will be informed after Step 5 but before Step 7.</b></p>			
<p>Step 7 may be repeated at various times throughout the coming months if it is necessary to enable the situation to be monitored.</p>			

## **Appendix 2**

### **How Parents/ Carers Can Help**

You can support the school's Anti Bullying Policy, by actively encouraging your child to be a positive member of the school.

It is always a good idea to take an active interest in your child's social life and chat about friends and their activities in and out of school. As well as keeping up to date with your child's friendships, you may well learn of disagreements or difficulties. Be aware of what children are doing online/ on social media.

Watch for signs of distress in your child/children. There could be an unwillingness to attend school, headaches, stomach aches etc. There are many reasons why your child may be unsettled at school, bullying is always a possibility.

If you think a child is being bullied, inform the school immediately and ask for a meeting with the class teacher in the first instance. Allow the school time to investigate the problems. All reports will be investigated promptly.

If you are dissatisfied with the outcome, request a meeting with the Head Teacher.

If you are still dissatisfied, follow the school's complaints procedure.