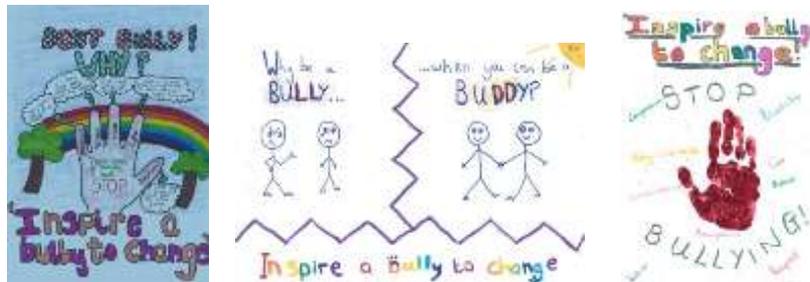




## Berkswell C of E School Anti-Bullying Policy – May 2015

### Our Mission statement

*At our school we are happy, caring and guided by our Christian Values. We realise and understand that the people around us are just as important as ourselves. We have a love of learning and achieve to the best of our ability. Everyone feels welcome at our school and is listened to and respected. We are a Christian family.*



### Introduction

Whilst bullying is rare at Berkswell, we regard it as particularly serious and will always take firm action against it.

Our aim is to create a safe and supportive environment. Our Christian values, including trust, respect, forgiveness and friendship, permeate through all aspects of school life and provide a guide as to how we relate and work together. This policy has been drawn up through the involvement of the whole school community, including meetings with the School Council and discussions with parents.

### A definition

Bullying is behaviour which is intended to hurt, threaten or frighten someone else. It can be a single isolated incident or a series of connected actions which damages individuals and undermines our school mission.

Bullying can be physical, verbal or emotional by a single person or a group.

## **Types of bullying**

- Name calling
- Malicious gossip, such as passing around rude notes
- Damaging or stealing property
- Being forced to do something you don't want to do
- Unwanted physical contact including punching and kicking
- Jostling
- Teasing
- Intimidation, such as staring, ignoring and stalking
- Cyberbullying, this is the use of Information and Communication Technology known as ICT like mobile phones and the internet to deliberately upset someone else

## **Identifying Bullying**

By nature, bullying tends to take place 'underground' out of sight and earshot of teaching and other staff. Perhaps the most important element in tackling bullying is the creation of a positive school culture in which bullying is not tolerated and the reporting of bullying is seen as a positive and acted upon.

We can all take responsibility for recognising when somebody may be experiencing bullying and ask them about it. Some key signs may include:

- A reluctance to come to school /erratic attendance
- A marked deterioration in a pupil's performance
- A reluctance to go out to play
- A reluctance to leave school at the normal time, walk home with other pupils
- Unlikely excuses for possessions damaged or destroyed or missing
- Persistent complaints of feeling unwell and unable to go to school
- Pupils who present as isolated in the playground, dining room, during games etc
- Pupils who display withdrawn, unforthcoming behaviour

## **Procedures for reporting and responding to bullying**

Pupils may be reluctant to report bullying for fear of reprisal and because of a concern that "nothing can be done". It is therefore important that we all take responsibility to act and deal with incidents of bullying and for school to demonstrate that they can support pupils to prevent harm, that bullying is not tolerated, and that there are solutions in place that work.

## **The role of staff**

- Keeping up-to-date with relevant information
- Ensure all allegations are recorded on Initial Concern Forms
- Ensure all complaints/concerns are directed in the first instance to the class teacher, assistant head teachers and then head teacher
- Record all incidents and discussions with any children involved
- Involve parents and explain the action taken, why, and what parents can do to reinforce and support
- Record all discussions with parents
- Arrange review with child and/or parent where necessary
- Monitor carefully and update Initial Concern Forms

After discussion with the head teacher school may involve the services of appropriate outside agencies. These could include Education Welfare Officer, Educational Psychology Service, Victim Support Unit, Social Services.

## **The role of children**

- To tell an adult nearest to them
- Tell their class teacher
- Tell a friend
- Tell a parent
- Supporting each other in a positive and caring way
- Noticing when others may be experiencing bullying and not supporting the bullying by getting involved
- Helping a friend who has been bullied to tell the nearest adult or class teacher, or to tell on their behalf

## **The role of parents**

School action alone cannot guarantee success and so it is important that parents and school work together. Parents should share any bullying concerns with school at the earliest opportunity and can help their children by

- Listening carefully and calmly to what their child is saying
- Supporting their child with their friendships
- Try to see the other point of view
- In the first instance approach the class teacher informally to discuss your concerns and possible ways forward. These will be followed through. Make an appointment to have a follow-up meeting

- During this time give your child positive support making note of any significant patterns of events or unusual behaviour

After the first informal meeting with staff and parents, staff will

- Note your concerns and arrange a date for a follow up meeting
- Inform the Assistant Head Teachers and Head teacher
- Inform other staff including support, admin, lunchtime and part time members of staff
- Speak with all individuals concerned to gain a picture of the behaviour causing concern and give support. The alleged bullies will be made aware that their behaviour is unacceptable and why, what they need to do to improve matters and what sanctions will be imposed if matters do not improve

Support will also be given to ensure the 'victim' has strategies should they feel uncomfortable in any situation, e.g. places to feel safe and calm, self-assertive strategies.

The teacher will monitor and log carefully by completing the Initial Concern Form any subsequent related events and follow these up.

If parents feel that the bullying behaviour is continuing despite the above being implemented, they should

- Make an appointment to speak with one of the Assistant Head Teachers or Head teacher. This would be a formal meeting where specific concerns would be discussed and strategies devised
- Help from outside agencies would be offered
- Involvement of the Family and Community Mentor would be offered
- The parents of the alleged perpetrator would be asked to attend a meeting at school to discuss the bullying behaviour and the appropriate way forward. These will include sanctions, and in very serious situations may lead to a fixed term exclusion. The DfES guidance on exclusion must be followed and after appropriate advice and support in situations of a very serious on-going nature permanent exclusion may be used

### **Allegations against Staff**

Any allegations made against staff will be investigated through the Managing Allegations Policy and would in the first instance involve the Head Teacher. If the allegation involved the Head Teacher the Chair of Governors would be contacted.

The above procedure would also be followed if allegations of bullying were made by members of staff about other members of staff.

### **Support and strategies for the prevention and reduction of bullying**

We aim to ensure that pupils are aware that their bullying concerns will be dealt with sensitively and effectively. Not only are children involved in the anti-bullying structure, they were part of its development and construction. Through these activities we encourage the caring and nurturing side of children.

#### **We discuss friendships and bullying through:**

- Friendship groups
- Peer mentoring
- Communication with parents
- Bubble bag
- Raising issues in class and through the school council
- Worship

#### **We continue to develop a whole school awareness of anti-bullying through:**

- PSD opportunities across the curriculum and within class
- Recognising National Anti-bullying week and carrying out work throughout the week
- Whole school involvement in agreeing Rules of Behaviour
- Maintaining through worship our anti-bullying school mantra
- Promoting E-safety throughout the school

### **Procedures for monitoring, evaluation and review**

#### **Monitoring**

- Keeping of accurate records of incidents
- Keeping of accurate records of follow up and resolution
- Regular meetings of Senior Leaders Team to discuss
- Clear communication

#### **Evaluation and review**

- Data collection
- Working group to discuss
- Feedback from pupils on their experiences and how they were resolved
- Annual review of the academic year and data collected

At Berkswell School, we feel confident that any issues concerning bullying will be addressed promptly and sensitively. We will work in close partnership with parents and pupils to remove any unacceptable behaviour. However, if after going through the processes detailed above a parent still feels that further action should be taken they should make a formal approach to the governors.

The concern should be raised in writing and addressed to the Chair of Governors, c/o the school. This would then be investigated by the governors and the Chair of governors would inform the parents of actions and outcomes.

If parents feel that they wish to make an official complaint about the issue, or the procedure, they may do so in writing addressed to the Chair of Governors c/o the school. The governors' complaint procedure would be followed.

### **Linked policies**

Child Protection

Equal Opportunities

E Safety

Disability Equality Scheme

Inclusion

Race Equality

Behaviour

### **Review of policy**

The review of this policy will be on going.

The P.S.D. coordinator will be responsible for the official review in conjunction with the Head teacher and the Governors.

As with this policy review we will consult pupils, staff, parents and carers.

Date policy agreed by Governors 19/05/15

MRS T DREW

**Review date: Autumn 2017**