

**HOTHFIELD JUNIOR SCHOOL
ANTI-BULLYING POLICY**

Rationale

Bullying is a behaviour which is not accepted at Hothfield. We are committed to dealing with it in a proactive, consistent manner, following the guidelines of the policy.

Definition:

Bullying is a behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally... It is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because the child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. DFE Advice: Preventing and Tackling Bullying – March 2014

Bullying can take many forms – for instance: Physical; Verbal; Making threats; Children excluding others; Teasing; Name calling; Damaging possessions/theft; Racial abuse; Harassment; Note writing; Text messaging/online through social media

Aims:

- *This policy should be read in conjunction to the school's overall aims and Safeguarding, Behaviour & Care policy, Confidentiality, Child Protection, Restraint & Whistle Blowing policy.*
- To assert the school's belief that its pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied.
- To outline measure we take to prevent and pre-empt bullying incidents.
- To create an ethos where children feel confident to prevent bullying themselves and tell us if they are being bullied.
- To ensure all forms of bullying are taken seriously and dealt with consistently.

Objectives

- To heighten the awareness of children and staff as to what bullying is and how it can be dealt with.
- To foster a culture where bullying incidents are rare with strong prevention and pre-empting measures in place
- To ensure children feel confident that telling an adult is the right thing to do. To remember that silence is the bully's greatest weapon.
- To raise awareness through assembly time and through the curriculum.
- To try to eliminate bullying from the school.
- To ensure children understand the difference between bullying and a "one off" incident or fall-out. – See Behaviour Policy.
- To ensure children and/or parents are confident to approach the staff about incidents of bullying and believe that the incident/s will be taken seriously.
- To ensure all staff take all incidents seriously and information is communicated to class teachers or the head.
- To ensure staff respond effectively and as soon as possible to all incidents of bullying and are clear as to the definition of bullying – what it is.
- To ensure the behaviour is appropriately recorded.

GUIDANCE:

Preventing and Pre-empting Bullying Incidents:

We aim to create a safe place where bullying behaviour is rare. Through assembly and class learning, we aim to ensure:

- Children understand and value difference;
- An atmosphere of good learning where pupils treat one another and school staff with respect because they know this is the right way to behave.
- Children develop a strong sense of how their actions affect others
- Name-calling and teasing are not tolerated
- Children themselves, as bystanders or as potential victims, learn to prevent bullying by assertively stating that they will not tolerate being treated badly.
- Teachers use circle time and other opportunities to teach children about bullying and an assertive response to unkindness and potential bullying.
- Staff proactively gather intelligence about issues between pupils which might provoke conflict so we can intervene before bullying develops
- Parents feel confident to alert us in school if they are concerned that their child is being bullied.
- All pupils are aware of their responsibilities to prevent bullying – including their responsibility to discuss with an adult if they have witnessed bullying
- Children learn about our approach to preventing bullying throughout the year but in particular during the national annual Anti-Bullying Week each November.

Dealing with Bullying Situations:

We send a regular and consistent message through assemblies and class learning time that if a child feels they are being bullied, they should talk to an adult in school or leave a note in the Worry Box.

We will:

- be sensitive to any approach a child may make
- be aware that a child may speak in a 'coded' way and may not tell us directly he/she is being bullied
- try to ensure the child has privacy when talking to us
- ensure the child knows the amount of time you have to give. You may tell the child you need to speak to them when you both have more time, but be careful the child does not feel he/she is being put off.
- ensure we investigate fully what is/has been happening before we decide that this is a bullying situation and that one child is a victim/ perpetrator
- not be judgemental or biased – and reserve judgements until we have investigated the whole incident/s
- ask the child how he/she feels about the bullying
- tell the child what we will do next – how this will be dealt with and who the lead adult is.
- ask the child to write down the events and/or their feelings whenever possible.
- discuss with parents once we have established that there is a bullying situation and we know the whole picture.
- coach the child in an appropriate assertive response to bullying

If there is a clear perpetrator/ group of perpetrators, we will:

- Seek to make them realise what the consequences of their actions are and how they can put it right.
- Speak to the perpetrator/s separately and away from the victim and in private as far as possible
- Not humiliate, intimidate or deal aggressively with them.
- Inform them of what the victim has told you and ask if this is correct.
- Ask them to write their own account of events if they are able, or scribe for them.
- Help the perpetrator/s to realise the implications of their behaviour
- Discuss their feelings and those of the victim.
- Elicit suggestions as to how things can be 'put right' and how their behaviour in the future can improve.
- Consider clear disciplinary measures in order to show clearly that their behaviour was wrong (see Behaviour Policy)
- Inform them of what your next actions will be.
- Discuss with parents once we have established that there is a bullying situation and we know the whole picture.
 - Staff should be aware that it may not always be appropriate to deal with a situation on their own.

Facing the bully with the victim:

- This needs to be carefully planned
- It should be discussed and agreed with the victim first
- The perpetrator/s should discuss and agree what they will say to the victim.
- The perpetrator/s may need further counselling before he/she can profitably meet the victim. It may be necessary to call parents in if the outcomes are to be satisfactory.

Cyber Bullying: The use of electronic media - especially mobile phones and the internet - to intimidate, threaten or upset someone.

We aim to

- *Ensure children are aware of cyber bullying.*
- *Monitor closely children's internet use in school and advise and support parents to do the same out of school.*
- *Ensure children share with an adult any nasty messages he or she receives.*
- *Encourage parents to inform us in school if other pupils at the school are involved so the bullying situation can be dealt with as below.*

Reporting and Monitoring Procedure:

- Whenever a child brings a potential bullying incident to an adult in school, all such cases should be reported to the child's class teacher.
- The classteacher should fully investigate the incident/s
- The classteacher should judge whether this is a bullying incident/s (rather than a one-off incident or a fall-out involving both sides)

If the classteacher considers this to be a bullying incident which needs to be dealt with by the school's anti-bullying procedures:

- The Headteacher/Deputy and Learning Mentor should be informed – by email.
- A lead adult to deal with the case should be identified – this may be the classteacher/ learning mentor/ member of SLT/ as appropriate for the case.
- The lead adult should make a case-specific plan for dealing with the bullying following the principles outlined above.
- Actions taken to deal with the case should be clearly logged and sent/emailed to the headteacher for the central record.
- All staff working with the children involved should be aware of the case – if necessary through a Pastoral Alert
- The case should be tightly monitored over the next period (at least six weeks) so that any further incidents are logged and dealt with. The lead member of staff should be pro-active in asking the victim if there has been any further incidents – not rely on the victim reporting.
- These must be a final follow-up review with the victim of the bullying up to six week after the last incident report to ensure that the bullying has stopped.
- This final follow-up review must be recorded and shared with the headteacher .
- Each teacher is to keep the report of the case in their pastoral file.
- The school should be informed of persistent bullies and victims and the appropriate documentation sent when transferring to or from Hothfield.

NB: All racist or homophobic language incidents and other serious behaviour incidents should be reported to the headteacher for the central record regardless of whether these constitute a bullying situation – see Behaviour Policy.

Monitoring and review:

This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about the effectiveness of the policy on request.

This anti-bullying policy is the governors' responsibility and they review its effectiveness annually. They do this by examining the school's anti-bullying log book, and by discussions with the Headteacher. Governors' analyse information with regard to gender, age and ethnic background of all children involved in bullying incidents.

September 2014



Hothfield Junior School Anti-Bullying Policy

Bullying is not tolerated in our school.

If someone is:

unkind, hurting you or meaning to upset you over and over again and making you unhappy or worried

... then that is **bullying**.

What should you do if you think someone is bullying you?

Talk to someone!

What should you do if you think someone else is being bullied?

Talk to someone!

Being treated unkindly over the internet is **cyber-bullying** – if this has happened at home and involves children from school, you need to talk to someone in school about it.

We will listen to you.

We will investigate the whole story.

We will help and plan with you how we can stop bullying and make things better.

So remember, if you're unhappy at school:

Talk to someone!

You can talk to your classteacher, Mrs Burgoyne or any adult in school. You can leave a note in Mrs Burgoyne's Worry Box.