



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Anti-Bullying Policy

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Responsible for this policy	Merle Parker

*To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be*



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## Introduction

**"Learning to live like Jesus through love, truth and understanding"**

At St Michael's CE Primary School we believe that everyone has the right to feel safe, secure and respected within a caring, Christian environment regardless of gender, race or social circumstance. As a community we are committed to living, working and growing together as a family. We believe that it is everyone's responsibility to play an active part in the prevention of bullying and essential that everyone recognises it will not be tolerated. The purpose of this policy is to define bullying, to provide preventative strategies for both children and adults and to outline the consequences and sanctions for those who transgress.

## Definition

"Behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group, either physically or emotionally."

## Bullying can be:-

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as email & internet chat room misuse
  - Mobile threats by text messaging & calls
  - Misuse of associated technology i.e. camera & video facilities

## To a child bullying is:

- Deliberately hurtful

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- Repeated
- Difficult to counteract by the victim
- Different from random acts

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

### **Aims and Objectives of this Policy**

- 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.
- Teachers should attempt to prevent bullying by using areas of the curriculum to reinforce the values contained in the school mission statement and present in our ethos. Children should be encouraged to work together and to value each other's contributions. Particular curriculum subjects such as RE, PSHE, Science and PE are ideal for teaching about specific issues related to bullying and for making children aware of the need to celebrate difference and diversity. Collaborative work, mixed gender and ability groups, partnership working and circle time are ideal opportunities to reinforce an ethos of support that can be used in all curriculum and non-curriculum activities.
- The Anti-bullying Ambassadors (pupils) should know how to identify the different types of bullying and follow the procedures set up by the committee to deal with a bullying incident.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

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- Bullying will not be tolerated.

### **How can bullying be identified?**

By its nature, bullying tends to take place 'underground', out of sight and earshot of teaching and other school staff. Perhaps the most important element in identifying 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 valued act by pupils.

However, there are possible signs of bullying that school staff should be aware of and to which they should respond with enquiry. 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 is frightened of walking to or from school
- changes their usual routine
- is unwilling to go to school (school phobic)
- 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

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- 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 unexplained cuts or bruises
- 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 and 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.*

### **Procedure for children who are bullied**

The child should then tell the class teacher, mid-day supervisor, adult in charge or Anti –bully Ambassadors so that they can continue with the procedures as set out in this document.

Children who are the victims of bullying must be able to tell a member of the staff who will then put the procedures for dealing with it in place. Children can also report incidences of bullying or other worries by placing a note in the 'Worry Box' which has been provided in each classroom.

Children have the opportunity to talk in confidence to any member of staff at any time, but in addition the school has allocated a member of staff who works with Anti –bullying Ambassadors pupils who children can approach if they want to talk with someone closer to their age. Also, they support vulnerable children.

1. Listen to the child who comes to you as the victim



2. Make notes if necessary or ask the child to write down what happened or is continuing to happen
3. Interview the alleged perpetrator/s
4. Talk to anyone who witnessed the behaviour
5. Decision made as to further procedures
6. Fill out incident report using standard Time-out form
7. Take form to Head Teacher or Assistant Head
8. Inform those involved
9. Monitor relationships until situation resolved
10. If after investigation it is decided that the incident is a bullying incident the head teacher or a member of the leadership team will record the incident on the LA incident form. All such incidents will be followed up by a member of the leadership team.

Governors will receive regular updates from the Head teacher through the Head teacher's report to governors once a term.

### **Preventing and responding to bullying incidents**

#### Prevention of bullying

Pupils discuss bullying in the autumn term each year, linked with National Anti-bullying Week and the SEAL unit about bullying. Through discussions in assembly and in the school council they have developed their work. Individual classes will address issues around bullying throughout the year in circle or discussion times.

The school works hard to ensure that all pupils know the difference between bullying and "falling out".

#### Response to bullying

Bullying may be reported by a child, carer, member of staff or a parent. In some cases a child may admit to a member of staff that they have bullied another child. All reported incidents of bullying must be investigated and taken seriously by staff members.

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Older children may be asked to write a report themselves. Where appropriate the wishes of the child will be taken into account before any further action is taken.

The Head teacher or a member of the leadership team will take time to discuss the issues with the victim of bullying and suggest strategies on how best to deal with the situation.

Strategies to support a victim of bullying will be put in place by staff. These may include an Anti-bullying Ambassador from an older class, TA support at lunchtime or the opportunity to talk regularly to a member of staff. Parents will be informed.

The Teachers, Anti-bullying Ambassadors LSA, Assistant head and Headteacher will support victims of bullying and those who take part in bullying.

Staff will take time to discuss the issues with the bully and if appropriate carry out relevant sanctions (See Behaviour policy).

It will be made clear to all the children that bullying will not be tolerated.

If the incident is not too serious a problem solving approach may help. Each child must be given an opportunity to talk and the discussion should remain focussed on finding a solution to the problem and stopping the bullying reoccurring; where possible the pupils will be reconciled. The Head teacher, the leadership team and other appropriate members of staff will monitor the situation closely afterwards.

Time is spent talking to the child or children who have done the bullying, explaining to them why their action was wrong and how they should change their behaviour in the future. When appropriate we will invite the children's parents to school to discuss the situation. The school will try hard to support the offender through mentoring and **by setting**

### **The role of Parents, Guardians and Carers**

Parents must take time to listen to their children and to discuss school with them. They must act as role models to their children in the way in which they deal with others and their own attitudes towards issues such as gender, race, sexuality and physical difference.

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Parents must also make every effort to support the mission statement of the school and to enhance its Christian ethos.

Parents must also look out for signs that their child may be the victim of bullying at school. These may include:

- Your child suddenly becomes reluctant to go to school
- Your child seems uncharacteristically anxious.
- Your child has nightmares or starts to wet the bed
- Your child develops vague illnesses to avoid going to school
- Clothes or belongings are damaged or missing
- Asking for extra pocket money or stealing
- A sudden drop in standards of school work
- Fear about walking to and from school
- Secrecy about the reason for tears and being upset

### **Procedures for Parents, Guardians and Carers**

1. Talk to the child and establish that the behaviour is persistent and not a one-off incident
2. End any secrecy and get the facts in the open
3. Ensure that the child understands not to retaliate
4. Make the child feel secure
5. Tactfully help your child to try and deal with the problem himself/herself
6. Contact the class teacher and arrange a meeting to discuss the issue  
(Teacher begins school procedure)
7. Ensure that you receive a copy of the school policy to deal with bullying
8. Continue to liaise with the class teacher until a solution is achieved

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9. Work with the school

10. Help your child to develop and use the 3-step approach

11. Emphasise the fact that our differences make us individuals

12. Help your child to feel less vulnerable and raise their self-esteem especially if they have been tormented about physical characteristics

Note: Should parents have reason to disagree with a decision taken by the Head Teacher with regard to sanctions of suspension or exclusion, they are entitled to appeal to the Governing Body. All appeals must be addressed to the Chair of Governors who will then pass them to the Governor in charge of appeals.

### **The Role of the Governing Body**

The primary role of the Governing body is to ensure that the school 'lives out' its mission statement and the 'vision' of this policy. It is expected that every member of the governing body act in accordance with this vision and as a role model to the children of the school and the staff members. The Governing Body will liaise with the Head Teacher and where necessary work with her in dealing with incidents of bullying or harassment. If appropriate, the Head Teacher will inform the governing body of any sanctions imposed by the school and will consult with them in the event of any form of exclusions or suspensions.

The Governing body will also act as the forum for appeal should parents have reason to disagree with action taken by the Head Teacher. All appeals will be addressed to the Chair of Governors who will pass on the appeal to the appropriate member of the Governing Body in accordance with statutory procedures.

### **Procedure for staff who feel they are bullied, harassed or discriminated against by other members of staff**

1. If possible, approach the person causing the harassment and explain your feelings
2. Make it clear that their behaviour is causing a problem and ask them to stop

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3. Try to sort out the problem together
4. Keep written records with specific times and dates of alleged behaviour
5. If the behaviour continues report the behaviour to the Head Teacher
6. If necessary the Head Teacher will inform the Chair of Governors
7. Work with the Head Teacher in resolving the problem

**Procedure for staff who feel they are bullied, harassed or discriminated against by the Headteacher**

1. Approach the Headteacher and tell her about your concerns
2. Make it clear that their behaviour is causing a problem
3. Try to sort out the problem together
4. Keep written records with specific times and dates of alleged behaviour
5. If the behaviour continues inform the Chair of Governors in writing and seek the advice of a union

**Procedure for staff who feel they are bullied, harassed or discriminated against by a parent or other adults not employed by the school**

1. Make it clear that their behaviour is causing a problem
2. Tell them to stop
3. Write down details of the behaviour including specific times and dates
4. Report behaviour to the Head Teacher

**Useful Websites**

<http://www.bullying.co.uk/>

<http://www.kidscape.org.uk>

<http://www.childline.org.uk>

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<http://anti-bullyingalliance.org.uk/>

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>  
[www.macmillan.org.uk/whybother](http://www.macmillan.org.uk/whybother)

Policy Review/Ratification

This Policy has been approved by the Governing Body and will be reviewed **every year** in consultation with the Governing Body, the School Leadership Team and School Staff.

Reviewed January 2015

Approved at the Full Governing Body meeting on:-