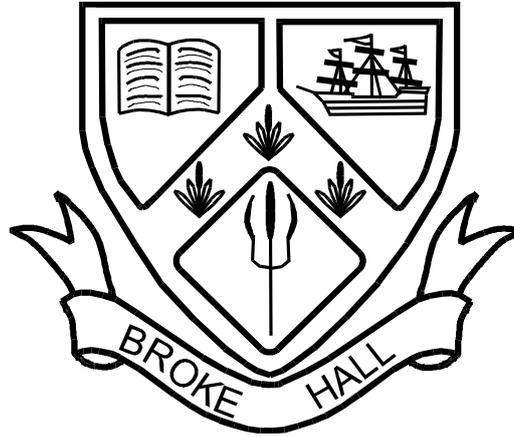


**Unique Policy Number: 86**

## ***Broke Hall Community Primary School***



### ***Anti Bullying Policy***

#### **Document Control**

<b><i>Version</i></b>	<b><i>Date</i></b>	<b><i>Author</i></b>	<b><i>Comments</i></b>
Issue 1	4 <sup>th</sup> December 2014	P.Kilburn, J.Barr, R.Fairs	Anti-bullying sections removed from Behaviour policy to create separate policy.
Issue 1.1	1 <sup>st</sup> November 2016	R.Fairs/CDP Committee	Reviewed by staff, pupils and governors. Additions made to roles of pupils.
Issue 1.2	23 <sup>rd</sup> January 2017	R.Fairs/CDP Committee	Reviewed to reflect best practice identified by the Bullying Intervention Group
Issue 1.3	22 <sup>nd</sup> March 2017	R.Fairs/CDP Committee	Reviewed to reflect best practice identified by the Bullying Intervention Group
Issue 1.4	8 <sup>th</sup> February 2018	R.Fairs/CDP Committee	
Issue 2	25 <sup>th</sup> February 2020	R.Fairs/H.Smith	Updated to reflect current practice. Reviewed by CDP Committee
Issue 3	15 <sup>th</sup> February 2022	R.Fairs/CDP Committee	Reviewed by CDP Committee

**File reference: P86 Anti-Bullying policy**

**The CDP Committee approved this policy on: 15.02.2022**

**Next Review Date: Spring Term 2024**

## CONTEXT

We are a school where individual children are valued and their achievements celebrated.

We provide a balanced curriculum so that children develop skills which will lead them to achieve their full potential.

We aim to help our children become responsible, caring and respectful members of the community where they understand and respect the beliefs and feelings of others.

We provide a safe environment for the children and support children in learning to keep themselves safe. However, it is likely that a small number of incidents of bullying may occur.

## Bullying

Bullying is hurtful behaviour repeated over time, usually deliberately, where it is difficult for those being bullied to defend themselves

We do not tolerate bullying of any kind at Broke Hall School.

Any incident of apparent bullying is investigated.

Bullying is something that happens more than once to the same person. Something that happens once may be mean and hurtful but it is not necessarily bullying.

## Statement of Intent

If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

## What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Verbal name-calling, sarcasm, spreading rumours, teasing
- Physical pushing, kicking, hitting, punching or any use of violence
- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Cyber All areas of the internet, such as email & internet chat room misuse  
Mobile phone threats by text messaging & calls  
Misuse of associated technology, i.e. camera & video facilities

Bullying incidents may involve prejudice. Prejudice based incidents may involve bullying related to the following:-

Race; Faith, Religion or Belief; Gender (including Transgender); Sexual Orientation; Disability; appearance or health conditions; home circumstances. Prejudice-driven bullying must be challenged in the same manner as all other types of bullying but incidents must be recorded following school procedures for prejudice related incidents.

## 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.

### **Objectives of this Policy**

- This Anti-Bullying Policy outlines what Broke Hall Primary School will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community.
- All governors, teaching and non-teaching staff, children 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 preventing bullying, and dealing with any incidents that do occur.
- All children and parents should know what the school policy is, and what they should do if bullying arises.
- As a school we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### **Our school community**

- Discusses, monitors and reviews our anti-bullying policy on a regular basis and ensures that all pupils have the opportunity to contribute towards the school's policy and strategies for bullying prevention.
- Supports staff to promote positive relationships and identify and tackle bullying appropriately. This includes bullying of and by school staff whether by pupils, parents or staff.
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from relevant organisations when appropriate.

### **Aims of this Policy**

The aim of this policy is to try and prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of the school have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the school policy.

In order to achieve this, the school will:

- Meet the legal requirement for all schools to have an anti-bullying policy in place.
- Ensure all governors, pupils and parents/guardians have an understanding of what bullying is and what they can do if bullying occurs.
- Assure pupils and parent/guardians that they will be supported when bullying is reported.
- Ensure that there is a procedure to follow when incidences of bullying occur and that this procedure is made clear to all staff and pupils (see School Behaviour Policy).
- Follow up every incident of alleged bullying to ensure that the victim is given as much support as possible.
- Inform parents of both the victim and bully of the action being taken by the school and what they can do to reinforce and support this.
- Ensure that all pupils know that something will be done if they report any bullying and are reassured that the incident will be handled in a sensitive manner.
- Ensure that all areas of school are patrolled during play/lunch times and where possible at the end of the day.
- Celebrate successes e.g. gaining the BIG Award

- Use whole school initiatives (celebration assembly, British Values and Picture News Assemblies, anti-bullying week, Safer Internet Day, Children's Mental Health Day etc) as a positive means of combating bullying.
- Use curriculum time to embed bullying prevention, including online safety, through PHSE and Computing lessons.
- Ensure that all staff are aware of and trained in anti-bullying practice, including On-line Safety, through On-line Safety Workforce Training.

### **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
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts to run away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- 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 (lunch has been 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 & jumpy when online texts or messages are received

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

### **Procedures**

We will observe and implement the school's anti-bullying, prejudice-related incidents, behaviour and equalities policies and practices, including the keeping of relevant records of incidents.

1. Incidents of bullying will be reported - through use of Record of Investigation Sheet (Blue Form) or through the Pupil Self Reporting Cards (yellow and blue for online bullying)- available in all classrooms.
2. The bullying behaviour or threats of bullying must be investigated and action taken to stop the bullying as soon as possible.
3. The incidents will be recorded by staff. Phase Leaders maintain an overview of all behavioural incidents.
4. Parents should be informed and may be asked to come into a meeting to discuss the problem.
5. If necessary and appropriate, police will be consulted.
6. Action will be taken to help the bully (bullies) modify their behaviour. Account will be taken of any special educational needs or circumstances.

7. Additional teaching opportunities for individuals, groups, classes or year groups will be identified as appropriate and followed up promptly.
8. Any bullying that includes prejudice related elements (racist/homophobic etc) will be logged as a prejudiced related incident using the school's prejudice related incident forms.
9. Any online bullying will be logged as an online safety incident using the school's online safety incident forms.

### Outcomes

- 1) The bully (bullies) may be asked to apologise. Other sanctions/consequences may take place e.g. loss of playtime.
- 2) If possible, the children will be reconciled.
- 3) After the incident / incidents have been investigated and dealt with, each case **will be monitored** to ensure repeated bullying does not take place.
- 4) If bullying persists, further action may be taken with the individual pupil/s involved
- 5) Further bullying prevention work may be undertaken as part of the curriculum or through assemblies to address issues with whole class/ year groups/key stage.

### Prevention

The whole school policy is underpinned by a proactive, preventive approach to further improve the school's already low incidence of bullying

We use a range of initiatives for helping children to prevent bullying. As and when appropriate, these may include:

- use of Jigsaw PHSE resources across all year groups
- writing a set of school, class and playground rules
- training of playground Buddies
- Bullying Reporting Cards and On-Line Bullying Reporting Cards
- signing a behaviour contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up role-plays
- having discussions about bullying and why it matters
- lunchclub to support vulnerable pupils
- support from Family Liaison Officer
- participation in National Anti-Bullying week events and use of resources

### Vulnerable Groups

Children, if identified as belonging to a vulnerable group, receive highly effective and personalised intervention and support.

At Broke Hall we also recognise that responses need to be sensitive to special needs or other difficulties such as family problems and reasonable adjustments can be made for these pupils.

### Roles and Responsibilities

It is the responsibility of:

- The Headteacher to ensure the active monitoring of the effectiveness of the school's approach, taking the lead in challenging prejudice, liaising with governors and inspiring the whole school community.
- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, Headteacher, Senior Leaders, Teaching and support staff to be aware of this policy and implement it accordingly.
- Pupils, staff and governors to abide by the policy.

Below is some advice and strategies that pupils in our school have suggested to help pupils:

#### **Advice for pupil being bullied**

*Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.*

- Tell them to stop
- Say 'No'
- Don't listen to what they are saying about you - it is not true
- Try to ignore them.
- Don't be afraid to tell an adult
- Try not to show that you are upset
- Ask them why they are bullying you
- Use the yellow bullying reporting cards to report

#### **Advice for a pupil who sees someone being bullied**

*Ignoring bullying is unfair to the victim. If you don't say anything, it means the bully has won and gives them more power. There are ways you can help safely.*

- Don't be afraid to speak out
- Don't be made to join in.
- Make sure the person being bullied is alright
- If you can, let the bully know that it is wrong
- Tell a member of staff as soon as you can.
- Use the yellow bullying reporting cards and blue online bullying reporting cards to report what you have seen

#### **The role of staff**

Staff should:

- Watch for signs of distress in pupils.
- Discuss any concerns should be with the class teacher, phase leader or member of the Senior Leadership Team.
- Investigate any allegations of bullying. A record of all incidents should be kept.
- Respond to the victim, offer them help and put the school's behaviour policy into operation.
- Make it clear to both the bully and his/her parents that this kind of behaviour is not accepted at our school.
- Use all pupils as a positive resource in the stopping of bullying. Peer groups will often be willing to help and support victims once recognized by a teacher.

The Deputy Headteacher has overall responsibility for bullying prevention.

#### **Reporting Concerns**

##### **Pupils:**

Pupils can report any concerns or worries in a number of ways:

- by speaking to a trusted adult in school
- by completing a yellow bullying reporting card or blue on-line bullying reporting card and giving it to their class teacher
- by enlisting the support of a friend to seek help and advice
- by confiding in a School Buddy or a member of the School Council
- by writing a note in the worry box (KS2 Corridor)

### **Parents:**

If parents have any concerns that their child is being bullied or is bullying other pupils, they should contact the class teacher in the first instance, via the school office (in person, by phone or by email: [frontoffice@brokehall.suffolk.sch.uk](mailto:frontoffice@brokehall.suffolk.sch.uk)), by a written note or by speaking to the class teacher at the beginning/end of the school day to arrange a mutually convenient time to discuss their concerns.

Parents or the class teacher may consider it appropriate to involve the Phase Leader at this time. In the majority of occasions, the parents, class teacher and phase leader will be able to devise an action plan to resolve the issues.

If parents feel dissatisfied with the outcome of discussions with the class teacher and/or phase leader, they should ask for an appointment to meet the Headteacher or Deputy Headteacher via the school office (in person, by phone or by email: [frontoffice@brokehall.suffolk.sch.uk](mailto:frontoffice@brokehall.suffolk.sch.uk)).

It is hoped that most problems will have been resolved at this stage through the informal process. The school's Complaints Procedure Policy sets out the flowchart of procedure for handling concerns and complaints from informal to formal. Complainants are encouraged to follow through each stage of the procedure, as appropriate, in order to resolve their concerns.

If parents have concerns regarding a member of staff or a parent, they should contact the Headteacher or Deputy Headteacher in the first instance.

### **Staff:**

Staff should report any concerns regarding pupils to the class teacher or phase leader and complete an incident reporting form.

Staff should report any concerns regarding staff members or parents to the Headteacher.

If the concern is regarding the Headteacher, it should be reported to the Chair of Governors.

### **Link Governor**

The Chair of the Child Development and Protection Committee is the link governor for anti-bullying.

### **Monitoring & review**

We will review this Policy at least once every two years, sooner if incidents occur that suggest the need for review. We will use pupil perception interviews, parental and staff surveys to monitor and evaluate the effectiveness of our policy and practice. The school uses the guidance by the DfE and the Bullying Intervention Group to inform its action planning to prevent and tackle bullying.

### **Help Organisations:**

Advisory Centre for Education (ACE)	0300 011 5142
Children's Legal Centre	0300 330 5485
KIDSCAPE Parents Advice Line (Mon-Weds, 9.30-2.30)	020 7823 5430
BullyingUK (family lives)	0808 800 2222
Youth Access	020 8772 9900
Childline	0800 1111
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>
Kidscape website	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Anti-Bullying Alliance	<a href="http://www.anti-bullyingalliance.org.uk">www.anti-bullyingalliance.org.uk</a>
ThinkUknow	<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>

### **Related Policies**

P27: Behaviour Policy

P32: Complaints Procedure Policy

P60: Child Protection and Safeguarding Policy

P51: Inclusion Policy  
P20: Online Safety and Acceptable use Policy  
P49: Home School Agreement