





## ANTI-BULLYING POLICY

<b>Document owner:</b>	SW/LH
<b>Responsible Trust Committee:</b>	Education
<b>Date Approved:</b>	March 2018
<b>Review Date:</b>	March 2019

<b>Approved Signature (Principal):</b>	 Date (28.2.18)
<b>Approved Signature (Trust Board):</b>	 Date (28.2.18)

## Anti-Bullying Policy

This policy has been prepared with due regard to DfE guidance “Preventing and Tackling Bullying” (2017) and Ofsted’s No Place for Bullying report (2012). The aim of this policy is to endorse the school’s commitment to providing a safe and secure learning environment for all members of the school community, setting out the procedures and practices adopted to ensure that the school is free from all forms of bullying and harassment. This commitment extends to all adults and people who work within the school community. The procedures and processes in place to deal with any concerns from employees or other adults are set out in the employment manual. This policy links with the child protection, student welfare and behaviour policies.

### VISION AND ETHOS

Chichester Free School will:

- **Nurture** children in a safe, happy and caring environment where every child will be known, positive behaviour is rewarded and there will be a strong sense of community between child, home, school and community.
- **Challenge** children to recognise and respect one another so we all may learn and grow together. Our curriculum, including the extended day provision, will stimulate and challenge every individual, inspiring a passion for learning. Such challenge requires courage on the part of all members of our community.
- **Inspire** children towards the highest standards of behaviour as the foundation for individual success and a culture of well-being, warmth and exciting futures. We will inspire confident, happy, creative and articulate young people who will emerge with a clear vision for their future.

Chichester Free School’s pastoral care is based on the four Cardinal Virtues of Wisdom, Temperance, Justice and Courage:

- **Wisdom** – The wisdom to recognise the importance of context, history, circumstance and intention in every act. We wish to create a culture where the contexts and circumstances of everyday life enable all members of our community to intend excellence in behaviour and achievement. The wisdom to praise effort as much as achievement and to choose well now, even when this is the harder path.
- **Temperance** – To seek self-control so all members of the community act thoughtfully, internalising self-regulation, rather than giving in to impulse or always relying on others to set boundaries. We will be modest in asserting our own rights, prudent in exercising our energies, resilient when faced with difficulty, demonstrating humility and forgiveness in our dealings with others.
- **Justice** – To act fairly, finding evidence first, not fault. To recognise that behaviour is an act carried out by a person. Whether rewarding or punishing, we seek to build the character of the individual and the school through the just actions we take in response. We will listen proactively to all members of the community to form the just culture of the school. To demonstrate justice every day in the respect we show for all members of the community and beyond, and for the material fabric of the school.
- **Courage** – The courage to do what is right when doing what is right is hard, to challenge poor behaviour, speak up for minority groups, or those who are being mistreated and the courage to seize opportunities despite what others might think.

## DEFINITION

1. Bullying is among the top concerns that parents have about their children's safety and well being at and on the way to and from school. Bullying is also a top concern of children and young people themselves. Bullying makes the lives of victims a misery: it undermines their confidence and self esteem and destroys their sense of security. It can impact on victim's attendance and attainment, marginalise individuals or groups, have life-long negative impacts on some young people's lives and, at worst, result in suicidal feelings.

We recognise bullying behaviour as all forms of physical and psychological abuse directed at victims who find this hurtful. This can include bullying which is racial, religious, cultural, sexual or sexist, homophobic, bullying of those with special educational needs and disability and cyberbullying (social websites, mobile phones, text messages, photographs and email). It is usually repeated over time. We take responsibility for helping all pupils understand what bullying is and the harm it can do, and for setting an example in our own behaviour.

Bullying in itself is not a specific criminal offence in the UK, however it is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986. If school staff feel that an offence may have been committed they should seek assistance from the police.

## PREVENTION

2. We intend that the ethos of our school will help to instil mutual respect and civilised behaviour, but we recognise that in our proactive approach to bullying we should provide pupils with the opportunity to discuss the topic whenever necessary but at least once a year in PSHE, through assemblies and extended activities.

The Principal or Head of Secondary will speak at the start of the school year about pastoral issues, including bullying, how to prevent it and report it. Pastoral leaders including Heads of House will also give periodic assemblies to ensure that the culture of mutual respect and civilised behaviour is maintained.

Assemblies and activities during anti-bullying week also raise awareness of the need to tackle and eliminate bullying. Posters and pro-active advice around the school will also help set the tone that the school is serious about eliminating bullying behaviour.

It will be the duty of all staff to maintain the Chichester Free School ethos in everything they do. All children will be nurtured, no bullying act, however small, will go unchallenged and we will together create a culture which inspires strong community and celebration of difference.

## DEALING WITH BULLYING

We should also ensure that every pupil knows where, when and to whom they can talk about any bullying incidents. Pupils must feel confident that talking to teachers is the proper course of action if they witness or experience bullying. There are also a number of trained Beat Bullying Mentors, some of which are Primary pupils, within the pupil body of the School. These children wear a pin badge and can be easily identified. The school will seek to train new mentors each academic year. There are also a number of pupils who have attended Anti Bullying workshops with the Diana Award. Seeking their advice is encouraged.

3. Incidents of bullying should be referred to a member of pastoral staff in secondary to the class teacher in Primary in the first instance. Senior staff, including Heads of House may then be called in to help and in discussion with the child's tutor the incidents will be investigated further. Although the nature of the response will depend upon the circumstances the standard procedure after referral should be for the pastoral staff member to:
  - a) Listen carefully to the details of the incident. Take an account from the victim(s) paying particular attention to the effects of the bullying.
  - b) Explain to the victim(s) what you intend to do about it.
  - c) Liaise with the Head of House or Head of Secondary who should be informed and may have valuable background information.
  - d) Incidents of bullying in Primary will be referred to the Head of Primary for discussion.
  - e) Arrange to meet with those involved in the bullying. This may be:
    1. an individual bully, or
    2. a group of bullies seen individually, or
    3. a group of bullies seen together, or
    4. a group of observers who collude by failing to intervene.
  - f) Discussions with the victim and bully may often be Restorative in nature using Restorative Justice techniques that pastoral staff have been trained in. After the conclusion of a restorative session an agreement would be drawn up between the relevant parties. Review of such an agreement will take place no longer than two weeks after the initial meeting. Further reviews may be required.
  - g) Explain the nature of the problem for the victim(s). Ask for suggestions as to how those involved might help. List the ideas.
    - Outline the process of restorative sessions identifying the hurt caused rather than the initial event.
    - Make it clear to the bullies how seriously the school regards such unacceptable behaviour and how upset the victim may have become.
    - If the victim(s) need help to change their behaviour to avoid repetition, discuss appropriate strategies.
    - Liaise with the Head of House, Head of Secondary and parents as appropriate to discuss progress.
    - Parents in Primary will be informed and may be called for a meeting.
    - Arrange to meet all parties concerned again in a week or fortnight to discuss developments. Longer term follow-up meetings may also be advisable.
    - If, having been given the opportunity to change his/her behaviour to solve the problem, the bully continues to behave in an unacceptable fashion, then disciplinary action should be taken. In extreme cases the bully may be asked to leave the school.
    - It should be noted for all concerned that, because the school will seek to address the sometimes complicated causes of bullying, a first bullying offence should not result in a punishment unless there are extreme circumstances or other militating factors

- h) Log the incident and actions taken onto the school MIS under a 'Bullying' Incident code. This must be made known to the Head of Secondary and Head of Primary. This will then form part of the school's bullying log. The pastoral secretary will request staff to provide any additions to the log once a term. The log is important to help us identify patterns of behaviour amongst students. Heads of House must be informed of how to access the bullying log.
  - i) It should be taken as read that any member of the school community who can assist with the successful resolution of a bullying event will be involved
6. The whole school community (parents, pupils, staff and ancillary staff) has a role to play in combating bullying. All pupils should be aware that there is no such thing as an innocent bystander and that the school neither condones nor ignores bullying, whilst all adults should be familiar with this policy to avoid inappropriate action being taken. We should all be committed to ensuring that every pupil receives his or her education in a safe environment free from humiliation, oppression and harassment.

Students will be asked for their opinions on the school's anti-bullying procedures in a variety of ways as the school recognises the importance of involving students and updating policy. The various year and school councils will report back on improvements they see as necessary, including issues of cyber-bullying and new threats emerging, on a regular basis. The Anti Bullying club will meet once a week to discuss and outline new strategies to develop and promote the schools work on anti-bullying strategies but also to support the victims through trained mentors. Part of this review will take place through PSHE once a year.
7. We acknowledge that bullying can also take place using ICT, particularly mobile phones, iPads and the internet. This form of harassment is known as cyber bullying. Any reported incident of this will be dealt with just as with any other bullying as described above, even if the incidents took place outside school hours. The school will also partake in the localities E-Safety work, culminating in workshops and local competitions with other establishments to raise the profile of online safety. Outside speakers will be sought to express the threat of poor online presence and ways in which people can become more protected online. Staff will be expected to attend these sessions.
8. This policy focuses on bullying between students. Nevertheless, the school recognises that bullying can take place between students and staff, parents and staff and between staff. This policy provides a framework for managing all types of bullying behaviour.
9. The School takes all incidents of bullying seriously. No bullying will ever be ignored. The school will make every attempt to reinforce this message and make access for students to staff who can resolve bullying easy. To this end students will have their own version of the anti-bullying information in every teaching room and have several known lines of communication with those who can help. The value of friends approaching staff on the behalf of the victim is also made clear to students. Posters should also make reference to the role of the Beat Bullying Mentors across the school. These mentors will run a Beat Bullying notice board, a postcard system and alternative soft methods for those who want to discuss or expose bullying behaviour to the pupil body of the school.
10. As outlined in the standard procedure above, any observations or reports of bullying must be recorded on the School MIS or noted in writing (if required), dated and signed. A copy must be passed to the student's House tutor. No report of bullying will ever be ignored. Heads of House and the Head of Secondary should review the bullying log at regular intervals to identify any significant patterns.
11. All staff are reminded regularly of this policy and at least once a year. Training is used to ensure high levels of staff awareness and to make explicit everyone's role and responsibility in the implementation of this policy.



## **MONITORING, EVALUATION AND REVIEW**

The Principal, in consultation with staff, students and parents will undertake systematic monitoring and conduct regular reviews of the Anti-Bullying policy and procedures. This will lead to effective evaluation, thereby ensuring that the implementation of the policy helps create the behavioural culture of the School desired by the aims and ethos of Chichester Free School and is responsive to contextual changes in the school community and developments in the wider world. The Principal will keep the Governing Body informed of such review and seek to involve them in the review process where appropriate.

## **INTERRELATIONSHIP WITH OTHER POLICIES**

Bullying is complex and as such this policy should be read in conjunction with the school's Behaviour policy, guidance for staff on praise and sanctions, the child protection policy, and the versions of the anti-bullying policy which apply specifically to students, parents and on cyber-bullying.

**SW    March 2018**

## ANTI-BULLYING POLICY: INFORMATION TO STUDENTS

Bullying is a form of anti-social behaviour which has no place in this School. Bullying can take many forms: physical, psychological or verbal. It can affect the happiness and achievements of the victims, the on-lookers, and the bullies themselves.

Bullying can also take place using ICT, particularly mobile phones and the internet. This form of harassment is known as cyber bullying. Any reported incident of this will be dealt with just as with any other bullying as described above, even if the incidents took place outside school hours.

At Chichester Free School we agree to nurture mutual respect and civilized behaviour, challenge bullying behaviours and inspire a strong community which celebrates difference through our own personal choices.

The School takes all incidents of bullying seriously, including those involving race, religion, gender, sexual orientation, disability, special educational need, appearance or family issues. No bullying will ever be ignored.

### WHAT TO DO IF YOU ARE BEING BULLIED

1. Try to ignore the person(s) who is attempting to bully you.
2. Do **NOT** retaliate in a physical or verbal way. Walk calmly away from the situation.
3. Tell someone what has been happening, even if you have been warned not to. Remember that there may be others being bullied so you will be helping them as well as yourself by talking about your experience. You may talk to one of our Beat Bullying Mentors. You may go to any teacher, particularly your House Tutor, other pastoral staff or your parents. They will want to know and want to help. If you find it too difficult to talk to someone at home or at school ring Childline on freephone 0800 1111.
4. Do **NOT** blame yourself.

### WHAT TO DO IF YOU SEE SOMEONE ELSE BEING BULLIED

1. Find a teacher (possibly House Tutor or another pastoral staff) and explain what you have seen and heard.
2. Do **NOT** just ignore bullying. Think about how you would feel in the victim's position. Remember that bullying doesn't go away by itself. You might look the bully in the eye and tell them to stop.
3. Make sure that you do **NOT** get involved in the bullying as an 'easy' option out of the situation.

### SOME ADVICE ON HOW TO AVOID BEING BULLIED

1. Try not to be oversensitive to every comment. (It may not be intended to be hurtful).
2. Be friendly. Friends help you avoid these situations.
3. Think positively about yourself. Be confident and always try to stay calm.
4. Do not make unpleasant remarks about anybody. It might hurt them, even if you intend them as a joke.

### SOME ADVICE ON HOW TO AVOID BEING A BULLY

1. Talk about problems, rather than taking them out on someone else.



2. Try to avoid confrontations: find some way and somewhere to cool down.
3. Think before you speak or act: will your words or actions hurt or upset anybody?

### **SOME ADVICE ON HOW TO STAY SAFE ONLINE**

1. Don't put personal info on the internet – full name, addresses, mobile numbers etc
2. Don't be pressured by others to do so
3. Always respect others
4. Think before you send
5. Treat your password like your toothbrush

### **WHAT TO DO IF YOU'RE BEING CYBER-BULLIED**

1. Block the bully
2. Don't retaliate or reply
3. Save the evidence
4. Make sure you tell a teacher, parent or peer mentor
5. Don't just stand there – if you see bullying of others report it
6. 'Laugh at it and you're part of it'

Remember, bullies are often people with their own problems who need help to change their behaviour. We all have a responsibility to make sure that bullying has no place at Chichester Free School.

**SW    January 2018**



## CYBER-BULLYING: INFORMATION TO STUDENTS

### What is it?

The bully uses a mobile phone or the internet to harass, threaten, taunt or stalk a victim. A bully can use text messaging, voice images, video images, instant messenger, social networking sites, chat rooms and email.

There is also another aspect to this sort of bullying – bystander bullying: laugh at it and you are part of it. In other words, if you pass on the malicious message or image, you are then also a bully.

### What can you do?

- Do not be put under pressure by anyone to reveal personal information. Do not put information such as your full name, birthdays, addresses, mobile numbers etc on the internet, keep your password safe – **treat it like your toothbrush** – don't let anyone else use it, and change it, where possible on a regular basis. Using hard-to-guess passwords with symbols or numbers will help to stop people hacking into your account and pretending to be you. Think about it – you wouldn't give someone you don't know on the street your personal information, so why do it online?
- Always respect others. Remember that when you send a message to someone you cannot see the impact that your words or images may have on the other person. Show respect, be careful what you say online and what images you send. What you think is a joke may hurt someone else. If you receive a rude or nasty image about someone else, do not forward it – you could be accused of cyberbullying yourself – you could also be breaking the law. It is illegal under the Protection of Children Act 1978 to create, possess, copy or distribute images of young people under the age of 18 which are of an indecent or sexual nature – even if these are taken in 'fun' or involving 'willing' parties.
- Think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online forever.
- So, what should you do?
  1. **Always respect others** – be careful what you do online, what you say and what images you send. Do not forward offensive material.
  2. **Think before you send.** What you send can be made public very quickly and could stay online for years.
  3. **Treat your password like your toothbrush.** Don't let *anyone* use your passwords; give your mobile number or personal website address only to trusted friends.
  4. **Block the bully.** Most responsible websites and services allow you to block or report someone who is behaving badly.
  5. **Don't retaliate or reply!** Replying to bullying messages is just what the bully wants.
  6. **Save the evidence.** Learn how to keep records of offending messages, pictures or online conversations. These will help you to demonstrate to others what is happening, and can be used by the School, internet provider, Mobile Phone Company or even the police, to investigate the cyberbully.
  7. **Make sure you tell.** You have the right not to be harassed and bullied online:
    - Tell an adult you trust – your parents, your Head of House, your tutor, any member of staff, or a helpline like Childline on 08001111.
    - Tell the provider of the service that you have been bullied (e.g. your mobile phone operator or social network provider). Check their websites to see where to report.



FINALLY, DON'T JUST STAND THERE – IF YOU SEE CYBERBULLYING GOING ON SUPPORT THE VICTIM AND REPORT THE BULLYING.

**SW January 2018**

## **BULLYING: INFORMATION TO PARENTS**

- 1 Staff at Chichester Free School recognise bullying behaviour as all forms of physical and psychological abuse directed at victims who find this hurtful. We take responsibility for helping all pupils understand what bullying behaviour is and the harm it can do. We believe that adults can set an example in their own behaviour.
- 2 We hope that the ethos of our School will help to instil nurturing mutual respect and civilized behaviour, but we recognise that in our preventative approach to bullying we should provide pupils with the opportunity to discuss the topic at least once a year, challenging behaviours and preconceptions and inspiring a strong community which celebrates difference.
- 3 We will also ensure that every pupil knows where, when and to whom they can talk about any bullying incidents. This may be staff at school or parents at home. Pupils must feel confident that talking to adults is the proper course of action if they witness or experience bullying. Discussing with Beat Bullying Mentors at school may help them get a young persons perspective on the matter.
- 4 If you discover that your child is being bullied do not encourage him or her to “hit back”. It may be contrary to your child’s nature and may be just what the bully wants. Emphasise to your child that there is nothing wrong with him or her and that he or she can be helped. Contact the school, in the sure knowledge that the school understands the complexity of these situations.
- 5 Incidents of bullying should be immediately referred to the House Tutor, Head of House or Head of Secondary. Further Senior staff may then be called in to help. Please do not agree with your child if asked not to inform the School, for the problem rarely goes away without appropriate intervention. Encourage your child to talk to someone with whom they feel comfortable. Although the nature of the response will depend upon the circumstances, we have a standard procedure to follow which does not necessarily involve punishment in the first instance. Staff are experienced and trained in these matters and use tact and discretion in their follow-up. Often incidents of bullying can be dealt with through restorative justice and disciplinary action. Your child will be explained the process of restorative justice and how it works should this be identified as being the best approach to deal with conflict. It may well be that pastoral staff contact you to also discuss this process too.
- 6 The whole school community (parents, pupils, staff and ancillary staff) has a role to play in combating bullying. All pupils should be aware that there is no such thing as an innocent bystander and that the school neither condones nor ignores bullying, whilst all adults should be familiar with this policy to avoid inappropriate action to be taken. We should all be committed to ensuring that every pupil receives his or her education in a safe environment free from humiliation, oppression or harassment.
- 7 We acknowledge that bullying can also take place using ICT, particularly mobile phones, iPads and the internet. This form of harassment is known as cyber bullying. Any reported incident of this will be dealt with just as with any other bullying as described above, even if the incidents took place outside school hours.
- 8 The School takes all incidents of bullying seriously, including those involving race, religion, gender or sexual orientation, disability, special educational need, appearance or family issues. No bullying will ever be ignored.

## **ANTI-BULLYING POLICY (INFANTS AND JUNIORS)**

The aim of this policy is to endorse the school's commitment to providing a safe and secure learning environment for all members of the school community, setting out the procedures and practices adopted to ensure that the school is free from all forms of bullying and harassment. This commitment extends to all adults and people who work within the school community. The procedures and processes in place to deal with any concerns from employees or other adults are set out in the employment manual.

This policy relates specifically to the children in the Infant and Junior School. The Senior School Policy statement applies to all members of the school community, however we recognise that children in Infant and Juniors may benefit from a different approach towards bullying on occasions.

### **Aims**

- To provide a safe, caring and secure, bully-free environment for all children in the school
- To prevent bullying in all its forms
- To set out the processes that will be followed in response to allegations of bullying
- To identify actions that the school will put in place to prevent bullying in all its forms

### **STATEMENT AND DEFINITION**

Chichester Free School Infants & Juniors is a place of learning and within the school community we believe that every member has the right to feel safe and secure, free from any form of bullying, humiliation, oppression or harassment. Bullying behaviour of any kind therefore will not be tolerated.

Bullying is defined as persistent actions, words or behaviours of one person (or group) which are detrimental to the emotional, physical or psychological health and well-being of another person (or group). Bullying may be overt or covert, but it normally persists over a period of time. Its effects can be devastating, totally undermining the self-esteem and confidence of the recipient(s) of the bullying behaviour. It can lead to long term psychological damage and even suicide. Bullying can take many forms including racial, religious, cultural, sexist, disability-linked or homophobic comments, actions or attitudes, and may include the misuse of mobile phones, social networks, sending texts and emails and other forms of cyber bullying.

**All forms and all incidents of bullying will be treated seriously.**

### **GUIDANCE FOR PUPILS - WHAT TO DO IF YOU ARE BEING BULLIED OR KNOW OF ANYONE ELSE WHO IS BEING BULLIED IN SCHOOL**

1. If you are being bullied you must tell someone. It is not your fault and together we can make it stop.
2. If you know of someone else in school being bullied, tell an adult. Then something can be done to help them.
3. Speak to your Form Teacher, Head of House, or to the Head of Primary or to any teacher or adult helper in school. Or if you find that hard, tell your parents or someone at home so that they can contact the school. You will not be in trouble.
4. Remember no-one deserves to be bullied, so don't let it happen – tell someone.
5. Remember to treat others with respect at all times. Do not get involved with bullying behaviour. Do not tease, poke, push, kick or call people names, even if they appear not to mind. It is very hurtful and upsetting.

6. Do not use texts, mobile phones, SMS or any other form of electronic communication to send unkind and hurtful messages to others. This is also a form of bullying and it will not be tolerated at Chichester Free School.
7. Be kind and thoughtful to others. Do not watch others being unkind and do not get drawn into unkind bullying behaviour. Go and tell an adult what is happening.

## **GUIDANCE FOR TEACHERS - WHAT TO DO IF BULLYING IS REPORTED TO YOU**

Incidents of bullying are likely to be referred to the Form Tutor or class teacher in the first instance. Senior staff may then be called in to help. Although the nature of the response will depend upon the circumstances the standard procedure after referral should be for the teacher to:

1. Listen carefully to what is being said. Take a written account from the victim(s) of any particular incident including the effects of the bullying. These notes will be held centrally by the Principal.
2. Explain to the child (or parent) what you intend to do about it.
3. Liaise with the Principal who should be informed and may have further useful background information.
4. Arrange to meet with those involved in the bullying. This may be an individual, a group seen individually, a group seen together or a group of observers who have failed to intervene. You may invite another member of staff to be present at the meeting.
5. Explain the nature of the problem for the victim. Ask for suggestions as to how those involved might help and list ideas.
6. Impose sanctions as appropriate, and in accordance with the school's Behaviour policy. (The teacher and/or Principal will use discretion and judgement about the level of sanctions to impose, according to the history, seriousness and intent of the incident/s.)
7. Make it clear that bullying behaviour is treated very seriously by the school and totally unacceptable.
8. Discuss strategies with the victim if necessary about ways to deal with the situation and adjust their own behaviour if necessary to avoid repetition.
9. Liaise with the parents as appropriate to discuss progress and keep staff informed.
10. Arrange to meet with all parties concerned after one or two weeks to discuss developments. Longer term follow-up meetings may be advisable.
11. If appropriate the school will use circle time and similar strategies to work with groups of children who continue to struggle with their behaviour and relationships.
12. Where children's bullying behaviour persists, the parents of the bully will be alerted to the situation and invited in to school for a meeting.
13. If following further support and intervention the child's bullying behaviour does not stop the child may, *in extremis*, be asked to leave the school.

In some cases parents report concerns about bullying directly to the Principal. In these cases, the Principal will meet with the parents and listen carefully to what is being said, noting down any particular incidents. The parents will be informed about what next action is proposed and arrange for follow up meeting or conversation. The Principal will check that the child does feel able to talk with the Form Tutor, or another member of staff if necessary and also inform the Form Tutor of the meeting and concerns raised. A plan of action will then be agreed between the Principal and the Form Tutor and the parents kept informed as appropriate.

**In all cases**, whether reported by child or adult, a dated note should be made of the incident and conversation. This should be given to the Principal or the Pastoral Secretary to go onto the Bullying Log. This allows incidents to be monitored and possible patterns of behaviour or concern to be identified.

## **GUIDANCE FOR PARENTS – WHAT TO DO IF YOUR CHILD IS BEING BULLIED**

If you discover that your child is being bullied do not encourage him or her to “hit back”. It may be quite contrary to your child’s nature, is often what the bully wants and does not help to resolve any underlying problems. Emphasise to your child that there is nothing wrong with him or her and that the situation can be changed. Then please contact the school.

Incidents of bullying should be referred immediately to the child’s Form Tutor or class teacher. Senior staff may then be called in to help. Although the nature of the response will depend upon the circumstances we have a standard procedure to follow, which does not necessarily involve punishment in the first instance, though it may. Staff are experienced and use tact and discretion in their follow-up. The school will listen and ensure action is taken to resolve the situation.

### **PREVENTION OF BULLYING**

We aim to be pro-active in seeking to ensure that the school is a bully-free zone, and so to this end we work hard to create an environment where nurturing mutual respect and consideration for others are demonstrated by all adults, bullying behaviours are challenged, and this makes inspiring a strong, tolerant culture which celebrates difference of paramount importance within our community. This is achieved through:

- creating a positive school ethos and atmosphere where each individual is nurtured, challenged and inspired to give and expect due respect
- including consideration of issues relating to friendships and bullying during school assemblies, PSHE, drama and general class discussions
- using minor incidences which occur as opportunities for discussion and teaching about relationships
- promoting the integrity and value of all, through generous and appropriate use of praise and commendation
- trying to develop and maintain positive, open relationships with all third parties who may come into contact with the school
- listening carefully to any complaints about bullying
- undertaking to investigate promptly any allegations or concerns about bullying behaviour
- following professional guidance when dealing with bullying behaviour
- applying the school’s procedures rigorously and fairly, with efforts made to support both the bullied and the bully as appropriate
- being ready to take decisive action if required to do so to ensure the health and welfare of children in the school
- ensure all staff receive appropriate training
- monitor children’s behaviour in high risk areas and during those times of the day when there is a greater risk of bullying behaviour occurring.
- Speak openly and honestly with the children about bullying using their feedback to monitor the effectiveness of the school’s anti-bullying policy.
- Inform children about the work and services of Childline, displaying its contact details appropriately.

At school we will ensure that every pupil knows where, when and to whom they can talk about any bullying incidents. This may be staff at school or parents at home. Pupils must feel confident that talking to adults is the proper course of action if they witness or experience bullying behaviour.



This Anti-Bullying policy is on the school's web site. Copies are available from the school office on request.

**SW    March 2018**