

## HAILEY CE PRIMARY SCHOOL



### ANTI-BULLYING POLICY

#### **Aims**

The aim of this anti bullying policy is to ensure that all pupils can learn and achieve their potential in a supportive, caring and safe environment without fear of being bullied. Through our study of SEAL(social and emotional aspects of learning), Values Education and the promotion of a Christian ethos, we aim to create a climate of trust with mutual respect, tolerance and understanding throughout the whole school. However, we recognise that incidents of bullying may still occur.

Bullying is anti-social behaviour and affects everyone. It is unacceptable at Hailey School and will not be tolerated. All issues of bullying will be addressed so that pupils are able to fully benefit from the opportunities available at school.

In this policy we aim to give clear guidelines to children, parents and staff at the school about how to detect bullying, and the action that should be taken.

#### **Definition**

“Bullying is unacceptable behaviour which results in somebody feeling hurt, threatened or frightened. This can be physical or verbal and include hitting, teasing, intimidation, ostracising, damaging a person’s property as well as racial, sexual and disability harassment.” (*Glover, Cartwright, Gleeson, 1998*)

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- Physical - hitting, kicking, punching, pinching, theft, interfering with another person’s property, extortion
- Verbal - name calling, teasing, taunting, racist remarks
- Indirect - spreading rumours, excluding someone from social groups, making rude gestures, intimidation

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in school.

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

The school’s teaching and ancillary staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

## **Advice for Children**

### To help prevent bullying at our school:

- Consider everyone's feelings and think about how you would feel if you were bullied
- Try to settle any differences with other children in a non-threatening way and perhaps with the help of an adult
- If you see anyone being bullied report it to an adult as soon as possible
- Be supportive to any of your friends who are being bullied

### If you are being bullied:

- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and tell them to stop
- Get away from the situation as quickly as possible – do not fight to regain possessions
- Fighting back may make a situation worse – if you are tempted to fight back, talk to an adult instead
- Tell a teacher or another adult in your school straight away
- Tell your family
- If you are scared to tell an adult by yourself, ask a friend to come with you
- Keep speaking up until someone listens and does something to stop the bullying
- Tell yourself you don't deserve to be bullied, you are not to blame for what has happened
- Be proud of who you are - it is good to be an individual

## **Advice for Parents**

### Help prevent bullying at our school by:

- Contacting the school straight away if you are aware of any bullying incident
- Encouraging your children to use non-aggressive ways of settling differences with their friends
- Supporting the school's Positive Behaviour Policy

### If your child has been bullied:

- Calmly talk to your child about it
- Make a note of what your child says – particularly who was said to be involved; how often the bullying has occurred; where it happened and what has happened
- Reassure your child that telling you about the bullying was the right thing to do
- Explain that any further incidents should be reported to a teacher immediately
- Make an appointment to see your child's class teacher
- Explain to the teacher the problems your child is experiencing

Talking to teachers about bullying:

- Try and stay calm
- Be as specific as possible about what your child says has happened – give dates, places and names of other children involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school – let them know if things improve as well as if problems continue

If your child is bullying other children:

Many children may be involved in bullying other pupils at some time or other. Often parents are not aware. Children sometimes bully others because:

- They don't know it is wrong
- They are copying older brothers or sisters or other people in the family they admire
- They haven't learnt other, better ways of mixing with their school friends
- Their friends encourage them to bully
- They are going through a difficult time and are acting out aggressive feelings

To stop your child bullying others:

- Talk to your child, explaining that bullying is unacceptable and makes others unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how to join in with other children without bullying
- Make an appointment to see your child's class teacher or the head teacher. Explain the problems your child is experiencing; discuss how you and the school can stop them bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when they are cooperative or kind to other people

*For additional advice and support, please contact the headteacher for a list of contacts.*

**Procedures for School Staff**Help prevent bullying at our school by:

- Addressing bullying as part of the curriculum during circle time and PSHCE lessons
- Valuing each individual for their positive contributions to our community
- Emphasising the importance of respect for each other
- Being aware of the possibility of bullying and guarding against it both inside and outside of the classroom
- Encouraging children to report any incident of bullying as soon as possible
- Being approachable and ready to listen
  - Watching for early signs of distress – deterioration of work, isolation, the desire to remain with adults, erratic attendance or signs anxiety when coming into school.

Actions to take if bullying occurs:

- If bullying is suspected or reported, the incident should be dealt with immediately by the member of staff who has been approached
- A clear account of the incident should be recorded and given to the headteacher
- The headteacher will interview all concerned and will record the incident
- The headteacher will take action appropriate to the incident.
- Class teachers will be kept informed
- Parents will be kept informed
- Actions to be taken will be discussed with all parties concerned
- It is essential to follow-up after an incident to check that the bullying has not started again. Do this within about two weeks, and again within the following half term.

Immediately after intervention, the bullying is likely to stop. However, research shows bullying can be very persistent and may recur. If pupils expect follow-up, they are unlikely to start bullying again.

Pupils who have been bullied should be supported by:

- Being offered an immediate opportunity to discuss the experience with a member of staff
- Being reassured that they are not to blame and have done the right thing in reporting the incident
- Being offering continuous support
- Having self-esteem and confidence restored

Pupils who have bullied others will be helped by:

- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong doing and need to change
- Informing parents or guardians
- Meeting with parents/carers to plan strategies to help change the attitude of the pupil

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Sanctions in line with the school's **Positive Behaviour Policy**, such as staying in at break-times
- Exclusion from certain areas of school premises
- Minor fixed-term exclusion
- Major fixed-term exclusion
- Permanent exclusion

Within the curriculum the school will raise the awareness of the nature of bullying through PSHCE lessons, assemblies and other subject areas, as appropriate, in an attempt to eradicate such behaviour.

### **Monitoring, Evaluation and Review**

This Anti-Bullying policy will be promoted and implemented throughout the school.

The school will review this policy annually and feedback will be requested from staff, families, pupils and governors in order to assess its implementation and effectiveness.

The Headteacher will monitor incidents of bullying and report to the full Governing Body in the written Headteacher's Report to Governors.

### **Appendices**

<b>Appendix 1</b>	<b>Pupil questionnaire</b>
<b>Appendix 2</b>	<b>Incidents of bullying record sheets</b>
<b>Appendix 3</b>	<b>Parent questionnaire</b>
<b>Appendix 4</b>	<b>Flow chart of action if incident of bullying is reported</b>
<b>Appendix 5</b>	<b>Don't Suffer in Silence - Information for Pupils</b>
<b>Appendix 6</b>	<b>Don't Suffer in Silence - Information for parents and families</b>
<b>Appendix 7</b>	<b>Helpful organisations</b>

## appendix 1

**PUPIL QUESTIONNAIRE**

Are you a boy or a girl?

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How old are you?/Year group

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Make a list of the kinds of behaviour you think of as bullying

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**PLEASE TICK:**

<b>Have you been bullied in <u>this</u> school?</b>	Yes	No
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**How often has this happened?**

Once	
Between 2 – 5 times	
More than 5 times	
Every day	

**Were the bullies?**

Your age	
Older than you	
Younger	

**Were you bullied by?**

A boy	
A group of boys	
A girl	
A group of girls	

**Where did it happen?**

In the classroom	
In the playground	
In the toilets	
In the corridors	
On the journey to or from school	

**If it happened somewhere not mentioned above where else have you been bullied:**

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<b>Did you report it to a member of staff?</b>	Yes	No
<b>Did you tell your parents/carers?</b>	Yes	No
<b>Did you tell your friends</b>	Yes	No

**If you told someone else, who was it?**

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<b>If you reported it did the bullying stop?</b>	Yes	No
<b>Did it stop for a while?</b>	Yes	No

<b>Did it continue?</b>	Yes	No
<b>Did it get worse?</b>	Yes	No

**If you did not report it can you please write down what stopped you?**

<b>Have you seen other pupils being bullied?</b>	Yes	No
<b>Did you report it?</b>	Yes	No

**If you did not report it, why not?**

<b>Do you think you have ever been a bully?</b>	Yes	No
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**Were the other pupils?**

Younger than you		Boy(s)	
Older than you		Girl(s)	

<b>Have you had lessons about bullying in school?</b>	Yes	No
<b>Should school do more to stop bullying?</b>	Yes	No

**If you have any ideas to help us stop bullying please write them down:**

If you would like to talk to someone about your worries and concerns please write down who you would like to talk to and your name. **But remember you do not have to put your name on this questionnaire if you do not want to**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE**

**appendix 2****INCIDENTS OF BULLYING RECORD SHEET 1**

This record sheet will be completed, with a member of staff, by any pupil involved in incidents of bullying. It will be used to monitor and evaluate the effectiveness of the school's strategies to combat bullying in school.

**Name****Tutor group/class****Brief description of what happened:****Agreed action to be taken:****Signed (Pupil)** \_\_\_\_\_ **Date** \_\_\_\_\_**Signed (Staff)** \_\_\_\_\_ **Date** \_\_\_\_\_**Follow up notes, if appropriate:**



**INCIDENTS OF BULLYING RECORD SHEET 2**

This record sheet may be completed by member of staff when discussing incidents of bullying with the pupils involved. It will be used to record conflicting accounts and hopefully to arrive at a true understanding of what has happened. Incidents of Bullying Record Sheet 2 should then also be completed.

<b>Name of child</b>	<b>Name of child</b>
<p><b>According to the bullied:</b></p>	<p><b>According to the bully</b></p>

**Name of adult recording incident.....Date.....**

## appendix 3

**PARENT QUESTIONNAIRE**

**Please put a tick in the appropriate box:**

**Has your child ever reported being bullied to you?**

Yes	No
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**What did you do?**

Spoke to school about it?	
Approached the parents of the other children involved?	
Talked to the children involved	
Told you child to forget about it	
Nothing	

**If you did something not mentioned above, could you describe what you did?**

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**Was the incident satisfactorily resolved?**

Yes	No
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**Do you think your child ever gets bullied but does not report it to you?**

Yes	No
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**If yes, how often?**

Every day	Frequently	Sometimes
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**Do you think your child ever bullies other children?**

Yes	No
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**Please could you indicate what advice you give your child if they have been bullied or seen other children being bullied:**

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**Would you like school to inform you every time your child has been involved in an incident of bullying?**

Yes	No	Unsure
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**Would you be willing to attend a meeting at school to discuss new methods of Dealing with bullying?**

Yes	No	Unsure
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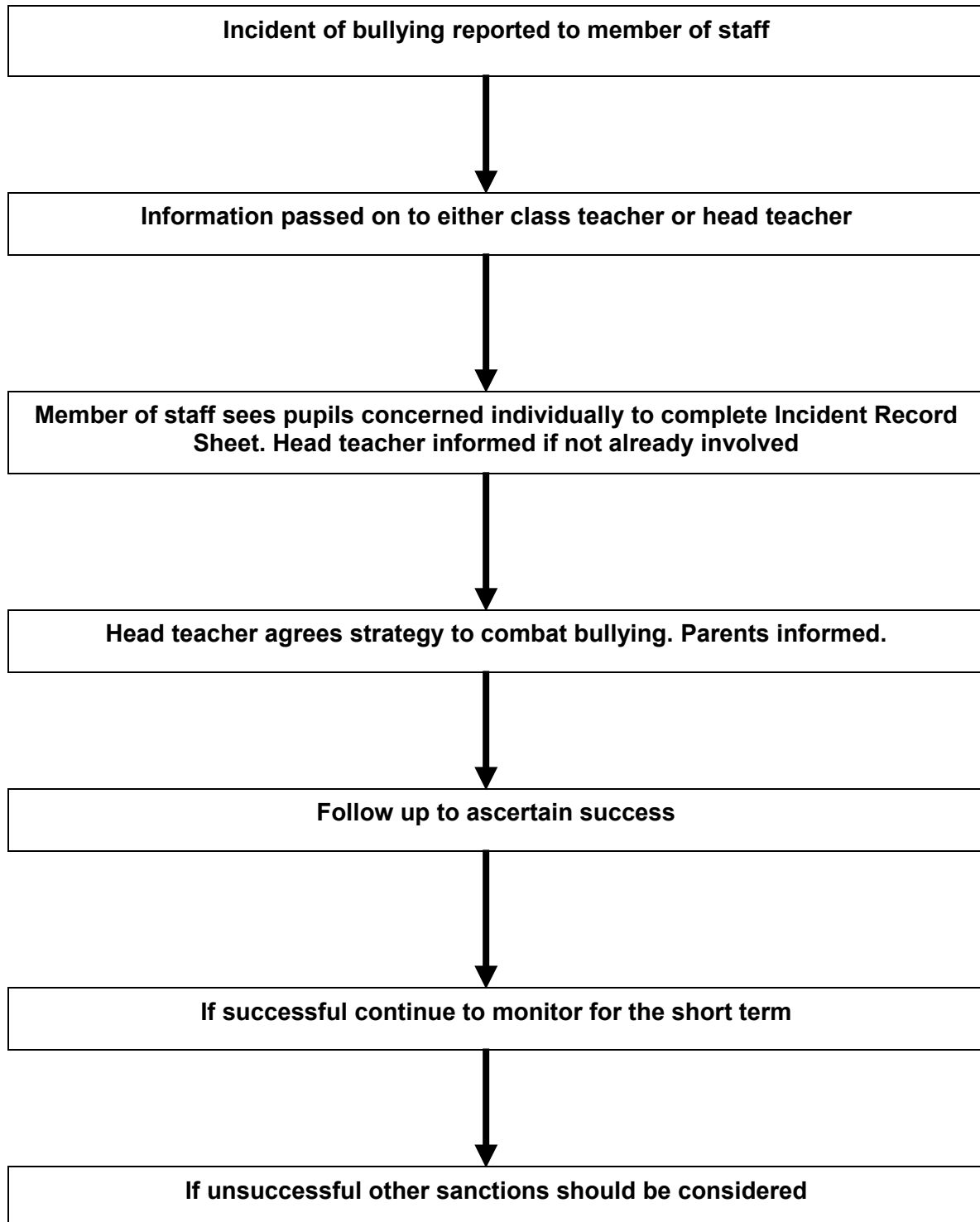
**Is there anything else you would like to say about bullying?**

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**THANK YOU FOR COMPLETING THIS QUESTIONNAIRE**

**appendix 4**

**FLOW CHART TO SHOW ROUTE SCHOOLS MAY CHOOSE TO TAKE IF INCIDENT OF BULLYING IS REPORTED**



## appendix 5

# Bullying

## Don't Suffer in Silence - Information for pupils

### If you are being bullied;

- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult what has happened straight away

### After you have been bullied;

- Tell a teacher or another adult in your school
- Tell your family
- If you are scared to tell an adult by yourself, ask a friend to come with you
- Keep speaking up until someone listens and does something to stop the bullying
- If your school has a peer support service, use it
- Don't blame yourself for what has happened

### When you are talking to an adult about bullying, be clear about;

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What you have done about it already

If you find it difficult to talk to anyone at school or at home, ring **ChildLine**, Freephone 0800 1111, or write, Freepost 1111, London N1 0BR. The phone call or letter is *free*. It is a *confidential* helpline.

## appendix 6

# Bullying

## Don't Suffer in Silence

### - Information for parents and families

Every school is likely to have some problem with bullying at one time or another. Your child's school must by law have an anti-bullying policy, and use it to reduce and prevent bullying, as many schools have already successfully done.

#### **Bullying Behaviour includes:**

- Name calling and nasty teasing
- Threats and extortion
- Physical violence
- Damage to belongings
- Leaving pupils out of social activities deliberately and frequently
- Spreading malicious rumours

Parents and families have an important part to play in helping schools deal with bullying.

*First*, discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.

*Second*, ask to see the school's anti bullying policy. Each school must have an anti bullying policy which sets out how it deals with incidents of bullying. You have a right to know about this policy which is as much for parents as for staff and pupils.

*Third*, watch out for signs that your child is being bullied, or is bullying others. Parents and families are often the first to detect symptoms of bullying, through sometimes school nurses or doctors may first suspect that a child has been bullied. Common symptoms include headaches, stomachache, anxiety and irritability. It can be helpful to ask questions about progress and friends at school; how break times and lunchtimes are spent; and whether your child is facing problems or difficulties at school. Don't dismiss negative signs. Contact the school immediately if you are worried.

#### **If your child has been bullied:**

- Calmly talk to your child about it
- Make a note of what your child says – particularly who was said to be involved; how often the bullying has occurred; where it happened and what has happened
- Reassure your child that telling you about the bullying was the right thing to do
- Explain that any further incidents should be reported to a teacher immediately
- Make an appointment to see your child's class teacher or form tutor
- Explain to the teacher the problems your child is experiencing

**Talking to teachers about bullying;**

- Try and stay calm – bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident
- Be as specific as possible about what your child says has happened – give dates, places and names of other children involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school – let them know if things improve as well as if problems continue

**If you think your concerns are not being addressed;**

- Check the school anti bullying policy to see if agreed procedures are being followed
- Discuss your concerns with the parent governor or other parents
- Make an appointment to meet the headteacher, keeping a record of the meeting
- If this does not help, write to the Chair of Governors explaining your concerns and what you would like to see happen
- Contact local or national parent support groups for advice
- Contact the Director of Education for your authority, who will be able to ensure that the Governors respond to your concerns
- Contact the Parentline Plus helpline for support and information at any of these stages
- In the last resort, write to the Secretary of State for Education and Employment

**If your child is bullying other children;**

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**To stop your child bullying others;**

- Talk to your child, explaining that bullying is unacceptable and makes others unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how to join in with other children without bullying

- Make an appointment to see your child's class teacher or form tutor; explain to the teacher the problems your child is experiencing; discuss with the teacher how you and the school can stop them bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when they are cooperative or kind to other people

**Organisations who can help:**

**Advisory Centre for Education**, IC Aberdeen Studios, 22 Highbury Grove, London N5 2DQ.

Tel: 0207 704 9822 Tel helpline: 0207 354 8321 (Mon-Fri 2-5 pm).

Advice line for parents on all matters concerning schools

**Anti Bullying Campaign**, 185 Tower Bridge Road, London SE1 2UF.

Tel: 0207 378 1446 (9.30 am - 5.00 pm).

Advice line for parents and children.

**Children's Legal Centre**, Tel: 01206 873 820

(Mon-Fri 10 am - 12.30 pm and 2 pm - 4.30 pm).

Publications and free advice line on legal issues.

**Kidscape**, 2 Grosvenor Gardens, London SW1W 0DH.

Tel: 0207 730 3300 Fax: 0207 730 7081

Has a wide range of publications for young people, parents and teachers. Bullying counsellor

available Monday to Friday, 10-4.

**Parentline Plus**, 520 Highgate Studios, 53-79 Highgate Road, Kentish Town, London NW5 1TL.

Tel: 0808 800 2222.

National helpline for parents (Mon-Fri 9-9; Sat 9.30-5; Sun 10-3).

**Advisory Centre for Education**. ACE Bulletin 34, Governors and bullying, ACE,

## **appendix 8**

### **Helpful organisations**

**Anti Bullying Campaign**, 185 Tower Bridge Road, London SE1 2UF.

Tel: 0207 378 1446 (9.30 am - 5.00 pm).

Advice line for parents, children, teachers. Publishes parents' fact sheet, resource pack.

**Calouste Gulbenkian Foundation**, (UK Branch), 98 Portland Place, London W1N 4ET

Tel: 0207 636 5313 Fax: 0207 637 3421

Has initiated and supported a wide range of anti-bullying projects and publications.

**Countering Bullying Unit**, University of Wales Institute, Cardiff School of Education, Cyncoed Road, Cardiff CF23 6XD

Tel: 029 2041 6070 Fax: 029 2041 6788

Resource centre for the study of bullying, and publishes booklets, packs and videos.

**Kidscape**, 2 Grosvenor Gardens, London SW1W 0DH.

Tel: 0207 730 3300 Fax: 0207 730 7081

Has a wide range of publications for young people, parents and teachers. Bullying counsellor available Monday to Friday, 10-4.

**Anti Bullying Alliance**,

Tel: 0207 843 6095 Fax: 0207 713 7280

[www.ncb.org.uk/aba](http://www.ncb.org.uk/aba)