

# Anti-Bullying Policy



## **CAPENHURST C.E. (CONTROLLED) PRIMARY SCHOOL**

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# A POLICY FOR ANTI-BULLYING



## CAPENHURST C.E. (CONTROLLED) PRIMARY SCHOOL

### **Definition of Bullying:**

The following definition of Bullying has been agreed and adopted by Capenhurst C.E. Primary School, as a result of wide consultation with the whole school community:

***“Bullying is an action that is repeated, often over a period of time, involving one or more individuals. It involves the deliberate intention to hurt others, either physically or emotionally.”***

Examples of Bullying include:

- Physical aggression such as hitting, kicking, taking or damaging possessions
- Verbal, such as name calling, insulting, making offensive remarks. This can link to individual characteristics of the victim, such as their ethnic origin, physical appearance, colour, size, sexual orientation, family set-up, etc.
- Indirect, such as spreading nasty stories and rumours, exclusion from social groups and sending malicious e-mail/text messages

School has read the DfE guidance ‘Preventing and Tackling Bullying – advice for headteachers, staff and governing bodies’ (July 2017), using the information to inform this policy. Within the document there are details of organisations and charities that can provide additional support and guidance for staff, parents and children.

### **Raising Awareness/Consultation Process**

The policy is reviewed and updated annually. It is shared with staff at the start of each academic year (and after any adaptations following legislative changes mid-year); ratified by the governing body annually and made available to the wider community on the school website.

### **Policy Aims**

- To instil values of mutual respect and tolerance by celebrating difference and diversity.
- To create a safe and secure environment, where everyone feels valued and can learn without anxiety.
- To make all members of the school community aware of our opposition to bullying and by making clear each person’s individual responsibility.
- To ensure the school adopts a consistent approach to any bullying incidents that may occur.
- To create a whole school ethos, in which bullying is regarded as unacceptable.

### **Responses**

Capenhurst CE Primary School has been pro-active in establishing a series of strategies to prevent bullying occurring. The Playground Buddy system provides support for our younger children and ensures no one is left out. All pupils will be encouraged to engage with pupils at our “Friendship Bench”.

The school employs a range of strategies to focus on and reward good behaviour as outlined in Appendix 2 of the school Positive Management of Behaviour Policy.

However, the school accepts that, from time to time, bullying may occur. Any allegation of bullying will be taken seriously and promptly investigated. We have a zero-tolerance approach to defined bullying.

## **Actions**

Staff who receive a report of bullying from a pupil/parent will ensure all the necessary information is gathered in a timely and sensitive manner. In order to do this, the member of staff will use their professional judgment as to the best way to gather this information whilst reassuring the child who has been subject to the bullying that they are not to blame. It is imperative that clarification of details such as: what has happened and how often, who was involved, where it happened and who saw what happened, what he/she has done about it already is collated and that all conversations are dated.

Dialogue with parents of both parties is to be maintained throughout in order that a resolution is established. These conversations should also be recorded, dated and kept with the rest of the information gathered from the pupils. These records are to be kept in the child's record (where applicable) and in the welfare file. There is an 'incident record' sheet held electronically in staff share to aid with the recording as well as conversation logs kept in the Headteacher's office.

Problems occurring during playtime are reported to the appropriate class teacher, who can then record the incident. The headteacher should be made aware of any child whose name keeps recurring on a regular basis, or whose behaviour is particularly anti-social. Behaviour is monitored using a class log which is reviewed each week by a member of the support staff – see the Positive Management of Behaviour policy for further details.

When necessary, incidents will be shared with other members of staff. When pupils leave the school, whether at secondary transfer or otherwise, the school will pass on appropriate information about pupils in line with information sharing protocols. Where a pupil leaves the school in response to alleged bullying or unhappiness, the school will keep the records on file.

The children will be made aware that they can speak to any adult within the school, which does not necessarily have to be their class teacher.

## **Support for children involved**

If the situation occurred where children needed support, then staff would use a restorative approach to work with pupils involved in incidents of bullying to enable both parties to understand and recognise their own behaviours. The child who has instigated the bullying will be supported to help them recognise and change their behaviour. The child who has been on the receiving end of the bullying will be supported to restore their self-esteem and develop strategies for deflecting any further incidents.

Support could take the form of social skills group sessions for both parties aimed at developing their own positive behaviours and coping strategies; individual sessions with trained professionals where necessary; a 'named' adult who looks out for them during vulnerable times and checks in on the child's recognition for displays of wanted behaviours; regular communication with all parties involved.

Although it is important that school adopts a consistent approach to dealing with bullying behaviour, each incident will be considered individually. Staff will maintain a dialogue with the pupils' parents/carers in order to keep them informed of progress and discuss with them how they can work together to stop the bullying. Staff will take this opportunity to discuss whether there are any external circumstances which may have led to the bullying behaviour.

In cases where preventative measures, peer support strategies and the restorative approach do not succeed, the school will respond to serious bullying using systems outlined in the school's Positive Management of Pupil Behaviour Policy – see Appendix 3.

## **The Role of Teaching and Support Staff**

Teachers and support staff aim to support all children in their class and create a climate of trust and respect for all, by praising, rewarding and celebrating the success of all children no matter how small. The Senior Management Team will keep staff up to date with strategies that enable them to deal with incidences of

behaviour management, including bullying. The school acknowledges the importance of positive relationships between members of staff, as these provide pupils with positive images and role models of appropriate behaviour and contribute to the climate of mutual respect.

### **The Role of Parents**

Parents have a responsibility to actively encourage their child to be a positive member of the school community. Parents will be informed of the school's policy on anti-bullying at the welcome meetings for new parents, where they will be asked to sign the home/school agreement stating that they support the school's policies.

Parents who are concerned that their child might be being bullied, or who suspect that their child might be a perpetrator of bullying, should contact their child's teacher or headteacher immediately, in order that the situation can be addressed as quickly as possible. Details of incidents will be investigated promptly and sensitively and parents will be informed of the outcome. Parents are strongly advised not to attempt to approach pupils or their parents directly, as this could lead to confrontation. All parental contact with staff will be recorded on the Parent Consultation log kept by each class teacher.

### **Implementation**

The school will continue to raise awareness of the anti-bullying policy and procedures using a range of strategies. These include planned assemblies, which may involve outside speakers, such as the community police, PSHCE lessons and circle time specifically focused on aspects of anti-bullying, developing confidence and self-esteem, related displays and posters, agenda items at staff and school council meetings and newsletters to parents. The school will continue to reinforce the anti-bullying message using the PSHCE/HeartSmart materials.

### **Curriculum**

The school anti-bullying policy will be supported through teaching across the whole curriculum, with particular reference to PSHCE. Teachers will provide opportunities for pupils to discuss key issues through circle time/discussion times, which forms an important part of the pastoral care, and through the use of the SEAL materials, which have been integrated into the curriculum and play a significant role in supporting pupils' social and emotional development. All staff will monitor pupil behaviour in and around school, in particular at lunchtimes and playtimes, and be on the lookout for any incidents, which could potentially lead to bullying.

### **Safeguarding children and young people**

When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern under the Children Act 1989. Where this is the case, staff will follow the school safeguarding policy and report their concerns to the school's designated safeguarding lead who will follow the appropriate course of action. Full details can be found in the school's safeguarding policy and in 'Keeping Children Safe in Education'.

External support can be given to pupils whether or not the incidents are deemed child protection and school will draw on external support as appropriate.

### **Criminal law**

Although bullying itself is not a specific criminal offence in the UK, 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, feel that an offence may have been committed they should seek assistance from the police.

### **Bullying which occurs outside the school premises**

School staff have the power to discipline pupils for misbehaving outside the school premises. Sections 90 and 91 of the Education and Inspections Act 2006 say that a school's disciplinary powers can be used to address pupils' conduct when they are not on school premises and are not under the lawful control of school staff – but only if it would be reasonable for the school to regulate pupils' behaviour in those circumstances. Sanctions

implemented in these incidences will be in line with those implemented when a pupil is on the school premises or under the lawful control of school staff, i.e. when on a school trip.

Where bullying outside school is reported to staff, it should be investigated and acted on. The headteacher would also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in the local authority of the action taken against the pupil. If the misbehaviour is criminal or poses a serious threat to a member of the public, the police will always be informed. For further information, please refer to 'Behaviour and Discipline in Schools – advice for headteacher and school staff' (DfE)

This policy will be reviewed every three years unless legislation dictates otherwise.