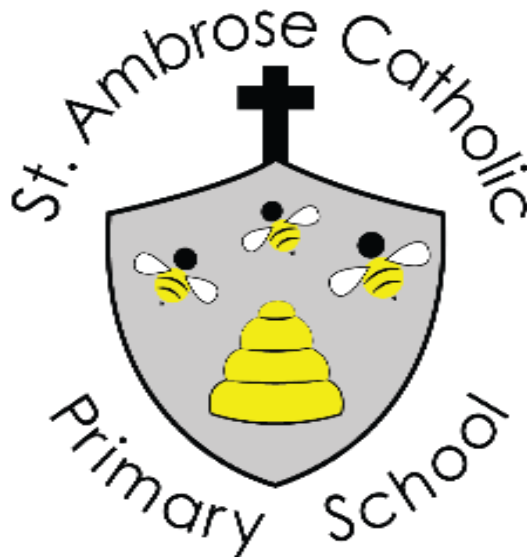


## St Ambrose's Catholic Primary School, Kidderminster

*We do our best by following Jesus*

# Anti-Bullying Policy



**This Policy is to be read in conjunction with the Behaviour and Discipline Policy**

Adopted by St Ambrose's Academy Committee: 16/10/ 2018

Next Review due: Oct 2019

At St Ambrose's we believe we have a duty of care to protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children, in order to protect them from those who wish to deliberately hurt them either physically or emotionally. Our safeguarding procedures are in line with Sections 3(5) and 87(1) of the Children Act 1989 and Section 157 of the Education Act 2002 and we promote the welfare of all children in our care.

**At St Ambrose's Catholic Primary School we have agreed not to tolerate any form of bullying so that everyone can feel respected and safe.**

**PRINCIPLES:**

1. To ensure that staff within the school challenge bullying effectively in order to further improve the safety and well-being of our children and to promote a culture of respect at all times
2. To ensure and show that the school cares and makes clear to those children whose bullying behaviour that their behaviour is unacceptable by:
  - invoking suitable sanctions inline with St Ambrose's Behaviour and Discipline Policy
  - contacting their parents/carers
3. To ensure the day-to-day life of the school devotes time to teaching and modelling suitable strategies for children to use if or when they feel bullied
4. To praise exemplary and improved behaviour

## **AIMS:**

1. To ensure that all members of the school community—representatives, all staff, pupils, parents and, as appropriate, visitors - know what is meant by bullying
2. To prevent bullying happening in school
3. To deal with bullying swiftly when it occurs
4. To inform parents of our approach to bullying

***At St Ambrose's we do not tolerate bullying in any form. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school without fear.***

### ***1. To ensure that pupils know what is meant by bullying***

There are many definitions of bullying, but most consider it includes:

- a deliberately hurtful behaviour
- a repeated action often over a period of time , not usually a one-off occurrence
- actions or words which demean a person's race, nationality, culture, class, gender, religion, disability or sexual orientation
- a wide range of behaviour, from teasing to serious physical harm

## **PHYSICAL:**

Being hit, kicked, pinched, spat at, hair pulled or threatened; deliberately destroying another child's belongings or taking someone's belongings deliberately; forcing someone to do something they do not want to do.

## **VERBAL:**

Name calling, teasing or sending nasty notes, spreading rumours and malicious gossip about someone.

## **EMOTIONAL:**

Making a fool of someone, repeatedly excluding a child by not talking to them or not letting them join in, tormenting someone.

## **DRIVEN BY A PREJUDICE:**

Using racist taunts, gestures or graffiti, victimising those who have special needs or disabilities or who seem or look different from us.

## **CYBERBULLYING**

[see separate policy for further details]: Using a mobile phone or the internet, chat rooms, social networking sites, instant messaging or e-mail to hurt someone or destroy their good name.

## **Bullying is not:**

- Infrequent falling out, name calling or arguments with friends/other children
- Children do sometimes fall out or say hurtful things because they are upset. It is an important part of a child's development to learn how to deal with friendship breakdowns. These incidents are dealt with through the Behaviour and Discipline Policy.

### ***In order to raise awareness:***

- children will decide on positive rules for behaviour for their class and these will be reviewed each term. Children are reminded of these rules through posters displayed in their classroom
- class assemblies and school assemblies will focus on bullying issues as necessary at least termly and the U.K. annual Anti-Bullying week will be marked and used as an opportunity to reinforce the importance of respect for everyone at all times.
- children will be given opportunities to express their views on bullying in the school in their own classroom during Religious Education and by informing St Ambrose's Catholic Primary School Councillors.

### ***2. To prevent bullying happening in school***

- bullying incidents must be reported to a member of staff
- all staff will take allegations and incidents of bullying seriously. Whichever member of staff has seen such an incident will either report it to his / her line manager [support staff] or investigate it thoroughly themselves [classroom teachers and senior staff]
- children will be encouraged to tell their story and all staff will listen
- all staff will make every effort to supervise children carefully, and any instances of bullying that are witnessed by adults will be reported to the class teacher, who will then investigate and refer the outcome to a senior member of staff
- all staff will be consistent in the way they deal with alleged / reported bullying and, if proven, incidents of bullying will invoke appropriate sanctions from the school's Behaviour and Discipline Policy

- the School will develop strategies for preventing bullying e.g. building self esteem and social skills, circle time, nurture group, friendship stop
- the Principal will ensure that Academy Committee Members are informed of any bullying incidents every term at a Full Academy Committee Meeting as part of the Data Report for Academy Representatives. This policy is to be reviewed annually.

### ***To deal with bullying swiftly when it occurs***

- all reports of bullying will be referred to a member of the Senior Leadership Team, who will keep a written record of and inform, [through the home-school diary or by e-mail or by phone or by letter or by meeting] the parents of those who are being bullied and those who are involved in bullying behaviour
- repeated incidents will be reported to the Vice-Principal who will ensure the parents of everyone involved are informed
- parents will inform the class teacher of any incidents of bullying immediately using the Concern Form so that they can deal with the issue promptly and appropriately
- bullying/inappropriate behaviour may result in pupils being requested to undertake a 'Restorative Processes Sessions'. This involves a formal, structured meeting between the pupils being bullied/badly treated, with a mentor/counsellor and separately, a meeting between those doing the bullying/behaving badly, with a mentor/counsellor in order to fully explore the situation in a safe environment. A further meeting between "both parties" may be appropriate in some cases. The Restorative Processes approach seeks to find a resolution and a means of enabling the pupils to continue to work together within the school environment.

***Any suspected bullying incident will automatically be at Stage 5 [page 2] of the Behaviour and Discipline Policy***

## ***The Role of All Staff***

If an incident of bullying is reported, a member of staff will:

- talk to the child
- question what has happened and why it happened
- ask if others were involved and investigate
- report the incident to parents/carers
- ensure that the victim knows if this occurs again, who to talk to and how to go about this
- ensure the victim knows he/she is not to blame
- be alerted to possible problems and issues in the classroom or playground
- monitor the child/children involved in the bullying through the vigilance of the class teacher, any classroom assistant and a named playground supervisor
- make regular checks on the child who is being bullied to ensure [s]he is safe and secure
- check with the parents that problems have stopped
- hold termly assemblies to address issues of bullying
- praise exemplary and improved behaviour by presenting awards in those assemblies
- complete the appropriate bullying report log
- complete the appropriate section(s) of the Concern Form created by the Parent(s)

## ***The Role of the Academy Committee***

The Academy Committee will ensure that

- members receive termly bullying incident reports [date, place, witnesses, year group, pupils [anonymised], gender of pupils, nature of incidents, parents' informed, ongoing or closed] and that the Anti-Bullying policy is implemented fully and reviewed annually
- work on anti-bullying takes place in the classroom as part of the R.E and personal development curriculum
- annual staff training is provided, normally as part of the September Staff Training Day; that New Staff are required to read the current anti-bullying policy; that there are two lead members of staff on the implementation of this policy
- the Vice Principal in terms of reporting to Representatives
- the coordinator of the Nurture programme as the lead person for children to approach if they feel they have been, are or are about to be bullied

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## ***The Role of the Child 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



### ***Remember bullying behaviour includes:***

- Name calling and nasty teasing face-to-face, behind others' backs or through social media
- Threats and extortion
- Physical violence – including poking, jabbing, hair-pulling, tripping, pulling, dragging
- Damage to belongings
- Leaving pupils / others out of social activities deliberately and frequently
- Spreading malicious rumours

### ***Information for Pupils If you feel 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
- If you are on the playground go to the Friendship Stop where a playground supervisor will come and talk to you

### ***The Role of parents/carers Parents/ Carers have an important role in tackling bullying:***

- by taking an active role in their child's education in a meaningful partnership with teaching staff

- by looking out for unusual behaviour in their child – for example not wanting to come to school, feeling ill regularly, or not completing work to their usual standard
- by being informed and involved if their child is a bully or victim by notifying the school if they think their child is being bullied using the Parent Concern Form
- by notifying the school if they think their child is bullying another child/other children
- by allowing the school to manage bullying issues and not approaching other parents or the other child / children directly whether in the playground or outside of school. Parents who choose to behave in this inappropriate way may be banned from St Ambrose's
- by ensuring that parents/carers, all staff and academy committee representatives are communicating the same message, and therefore helping children to build their self- esteem.

***In order to prevent your child being bullied or if you believe [s]he may be bullied:***

- Discourage your child from using bullying behaviour at home or elsewhere. Show your child how to resolve difficult situations without using violence or aggression
- Support this policy document through the strategies that are mentioned
- Watch out for signs that your child is being bullied or is bullying others. Parents are often the first to detect symptoms of bullying. Common symptoms of being bullied include headaches, stomach pains, anxiety and irritability

- Ask your child about friends at school; how he/she/they spend(s) break times and lunch times and whether your child is facing problems or difficulties at school
- If you are worried, contact the school immediately

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

- Talk to her or him about it calmly
- Make a note of what your child says, who they say is involved, how often the bullying is occurring, where it happens, and what is happening
- Reassure your child that telling you about bullying was the right thing to do
- Explain to them that they must tell a teacher or adult in the school immediately
- Speak to the school so you can discuss your concerns and the problems your child is experiencing
- Try and stay calm – the person you are talking to may have no idea that your child is being bullied or could have heard conflicting accounts of an incident
- Be as specific as possible about what your child has said has happened; give dates, times, places and names of other children involved
- Listen to what action the school will take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with school and let them know if things improve at home or whether the problem is continuing

***In order to support your child to cope with any incidents of bullying:***

- Tell her / him to look the other person in the eye. Practise doing this with her / him
- Provide your child with games to play or activities to undertake in as an alternative to having to engage with pupils who have bullied them in the playground
- Ask his or her best friend, if that is possible, to look out for your child
- Suggest that (s)he moves away and tries to form a new group of friends

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

Any child may be involved in bullying other pupils at some time or another.

Often parents are not aware. Children sometimes bully others because:

- They do not know what they are doing is wrong
- They are copying older brothers or sisters or other people in the family that they admire
- They have not learnt other or 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 others without bullying
- Make an appointment with school to explain the problems your child is experiencing and discuss how you and school can stop him/her bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when he/she is cooperative or kind to others

*This policy is available to parents on the school website. Hard copies may be requested from the School Office.*