

# THE STOKE POGES SCHOOL

## Anti-bullying Policy

<b>Governors Committee Responsible for the Policy</b>	Finance, Pay and Personnel Committee
<b>Date Reviewed</b>	September 2019
<b>Recommended Review Period</b>	Annual
<b>Date for Review</b>	September 2020
<b>Person Responsible for the Policy</b>	Headteacher

### Safeguarding

The Stoke Poges School is committed to the health, safety and wellbeing of every child. We listen to our pupils and take seriously what they tell us. As a school, we take bullying and its impact seriously. Pupils and parents should be assured that known incidents of bullying will be responded to.

Bullying will not be tolerated. The school will seek ways to counter the effects of bullying that may occur within school or in the local community. The ethos of our school fosters high expectations of outstanding behaviour and we will consistently challenge any behaviour that falls below this.

### Aims and Objectives

The Stoke Poges School Anti-bullying Policy outlines what we will do to prevent and tackle bullying. All of us have encountered bullying at some point in our lives, but we all deal with it differently. The aim of this policy is to work together to ensure that our school is a safe place for children and adults to be; where the school community is directly or indirectly affected by bullying or not.

Our anti-bullying policy aims to:

- Promote respect and acceptance of one another, including and engaging with everyone's perception of bullying
- Provide a secure, stimulating, positive and mutually respectful and inclusive environment for learning
- Clarify for pupils and staff what bullying is and that it is always unacceptable
- Explain to staff, pupils and the whole school community why bullying and harassment occur and their impact on individuals and the school as a whole
- To have in place an anti-bullying support system that all staff and pupils understand and to apply the system consistently

### Our School Community

- Will discuss, monitor and review our anti-bullying policy on a regular basis
- Will support staff to promote positive relationships and identify and tackle bullying appropriately
- Will ensure that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that all pupils feel safe to learn and that pupils abide by the anti-bullying policy
- Will report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy
- Will seek to learn from good anti-bullying practice elsewhere and utilise support from the Local Authority and other relevant organisations when appropriate

### Definition of bullying

As agreed by the school community:

Bullying is any behaviour that is persistent and deliberately intended to hurt, threaten or frighten another person or group of people.

Bullying can include: name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, inappropriate text messaging and electronic messaging (including through websites, social networking sites and instant messenger), sending offensive or degrading images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours.

Bullying can happen to anyone. This policy covers all types of bullying including:

- Race, religion or culture
- Special educational needs
- Appearance or health conditions
- Sexual orientation
- Bullying of young carers or looked after children or otherwise related to home circumstances
- Sexist or sexual bullying
- Cyber bullying

The Stoke Poges School is aware that it is possible that the bully may be an adult and will impose appropriate sanctions and, if necessary, will follow safeguarding procedures where this is the case.

Bullying can take place in the classroom, playground, toilets, on the journey to and from school, on residential trips and cyberspace. It can take place in group activities and between families in the local community.

### **What is online bullying / cyberbullying?**

Online bullying or cyberbullying can be described as the use of ICT, mobile phones and the internet to deliberately upset someone else. It includes:

- Text message bullying
- Picture/video-clip bullying via mobile phone cameras
- Bullying via mobile phones
- Email bullying
- Chat room bullying
- Bullying through instant messaging
- Bullying via social networking sites

Although in many respects it carries similar features to other types of bullying, it also has some distinct characteristics:

- It invades the home and personal space
- It can reach a vast number of people very quickly
- Electronically circulated messages are difficult to control
- The bullying can feel relatively anonymous
- There can be a large number of 'bystanders' or 'accessories'
- Much of the bullying (if not all) might take place out of school

Cyberbullying is particularly invasive and can be very difficult to eliminate. It can begin as a 'joke' or relatively innocently and quickly escalate into a very destructive and upsetting means of targeting individuals.

### **Perpetrators and Victims**

Bullying takes place where there is an imbalance of power of one person or persons over another. This can be achieved by:

- The size of the individual
- The strength of the individual
- The numbers or group sized involved
- Anonymity – through the use of cyber bullying or using email, social networking sites etc

### **Preventing and responding to bullying**

#### ***Signs and symptoms for parents and staff***

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 unwilling to come to school or walk home from school
- Changes route to school
- Starts to under achieve at school
- Comes home with belongings damaged or begins to lose possessions/money
- Asks for money or steals
- Comes home hungry or not eating properly

- Becomes withdrawn, begins to stammer, cries at night
- Has unexplained bruises and scratches
- Refuses to say what's wrong or giving improbable excuses
- Feels ill in the morning
- Becomes aggressive, disruptive or unreasonable
- Is afraid to use the internet or mobile phone
- Becomes short tempered
- Attempts suicide

These signs and behaviours could indicate other social, emotional and/or mental health problems, but bullying should be considered a possibility and should be investigated.

### **What to do to prevent bullying**

At The Stoke Poges School we use a variety of methods to support children in preventing and understanding the consequences of bullying.

We will:

- Hold an anti-bullying week
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying
- Hold annual online protection sessions with all children
- Have a 'buddy' system to support the younger children
- Home school agreement
- Have a class behaviour charter created by each class
- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience
- Consider all opportunities for addressing bullying including through the curriculum, through information and displays, through peer support and through the student council
- Train all staff to identify bullying and follow school policy and procedures on bullying
- Actively encourage parent responses through regular questionnaires
- Use PSHE sessions to discuss issues

The ethos and working philosophy of The Stoke Poges School means that all staff actively encourage children to have respect for each other and for other people's property.

Good and kind/polite behaviour is regularly acknowledged and rewarded.

### **Encouragement to tell**

We actively encourage anyone who is being bullied, or others who know about it, to feel that they will be listened to, and that action will be swiftly taken which is sensitive to their needs. Disclosure (telling an adult/peer) can be direct and open or indirect and anonymous. A bully/worry box is available for indirect/anonymous disclosures. Everyone must realise that not telling someone means that the bullying is likely to continue.

### **Roles**

#### **Staff**

We expect staff to:

- Provide children with a framework of behaviour including class rules which supports the whole school policy
- Emphasise and behave in a respectful and caring manner to pupils and colleagues, to set a good tone and help create a positive atmosphere
- Provide pupils with a good role model
- Raise awareness of bullying through stories, role-play, discussion, peer support, pupil/student council, PSHE and RE
- Through the Headteacher, keep the Governing Board well informed regarding issues concerning behaviour management
- Regularly seek pupils views on the extent and nature of bullying
- Ensure all pupils know how to express worries and anxieties about bullying
- Ensure all pupils are aware of the range of sanctions which may be applied against those engaging in bullying
- Involve pupils in anti-bullying campaigns in schools

- Publicise the details of help lines and websites
- Offer support to pupils who have been bullied
- Work with pupils who have been bullying in order to address the problems they have
- Follow the staff Code of Conduct

### **Parents/carers**

We expect that parents/carers will:

- Understand and engage with everything that is being done to make sure their child is safe and enjoys school
- Support the school by accepting the school's version of events after investigation

We will ensure parents/carers:

- Know who to contact if they are worried about bullying including our complaints procedure
- Feel confident that everything is being done to make sure their child is happy and feels safe at school
- Are informed about and fully involved in all aspects of their child's behaviour

We will work with parents/carers to address issues beyond the school gates that give rise to bullying.

### **Governors**

We expect that Governors will:

- Support the Headteacher and the staff in the implementation of this policy
- Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and evaluate the actions taken to ensure the effectiveness of this policy

### **Tackling bullying**

#### **Recording**

When an incident of bullying has taken place, staff must be prepared to record and report each incident.

General incidences of bullying should be recorded on CPoms. This would include incidents where staff have had to become involved and speak with children, and/or where parents have raised concerns regarding bullying.

The Headteacher should advise which level of response should be used.

All incidents of bullying will be discussed with all relevant staff and parents of the children involved, in order that everyone can be vigilant and that further incidents by the same child(ren) may be prevented from happening in the future.

#### **Dealing with an incident**

Bullying incidents discovered at The Stoke Poges School will be taken seriously and support will be provided for the target and the bully.

The Stoke Poges School will support all involved by:

- Talking through the incident with the target and bully
- Helping the target and bully to express their feelings (restorative justice)
- Talking about which rule(s) has/have been broken
- Discussing strategies for making amends

Sanctions may include:

- Time away from an activity within the classroom
- Missing break or another activity
- Meeting with staff, parent/carer and/or pupil(s)
- Pastoral Support Plan (PSP)
- Exclusion (internal/external)

Parents/carers (of both the target and bully) will be informed of what has happened, and the action taken.

A record will be made of these discussions and if necessary independent witnessing of action taken and recording of information can be used to ensure accurate evidence is retained.

**Links with other school policies and practices**

This policy links with a number of other school policies, practices and action plans including:

- Behaviour Policy
- PSHE Policy
- Equality Policy
- Online Safety Policy

The named Governor with lead responsibility for this policy is: Mr Simon Worland

The named member of staff with lead responsibility for this policy is: Ms Liz Astley

**Monitoring & review, policy into practice**

We will formally review this policy every year as well as if incidents occur that suggest the need for review.

Trends and strategies are analysed for inclusion in the Headteacher's Annual Report to Governing Board on Safeguarding Children and are reported termly to Governors.

<b>Headteacher</b>		<b>Date</b>	
<b>Chair of Governing Board</b>		<b>Date</b>	

## Supporting Organisations and Guidance

- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Beat Bullying: [www.beatbullying.org](http://www.beatbullying.org)
- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- DfE: “Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies”, and “Supporting children and young people who are bullied: advice for schools” March 2014: <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- DfE: “No health without mental health”: <https://www.gov.uk/government/publications/no-health-without-mental-health-a-cross-government-outcomes-strategy>
- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- MindEd: [www.minded.org.uk](http://www.minded.org.uk)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- PSHE Association: [www.pshe-association.org.uk](http://www.pshe-association.org.uk)
- Restorative Justice Council: [www.restorativejustice.org.uk](http://www.restorativejustice.org.uk)
- The Diana Award: [www.diana-award.org.uk](http://www.diana-award.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- Young Carers: [www.youngcarers.net](http://www.youngcarers.net)

### Cyberbullying

- Childnet International: [www.childnet.com](http://www.childnet.com)
- Digizen: [www.digizen.org](http://www.digizen.org)
- Internet Watch Foundation: [www.iwf.org.uk](http://www.iwf.org.uk)
- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

### LGBT

- EACH: [www.eachaction.org.uk](http://www.eachaction.org.uk)
- Pace: [www.pacehealth.org.uk](http://www.pacehealth.org.uk)
- Schools Out: [www.schools-out.org.uk](http://www.schools-out.org.uk)
- Stonewall: [www.stonewall.org.uk](http://www.stonewall.org.uk)

### SEND

- Changing Faces: [www.changingfaces.org.uk](http://www.changingfaces.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
- DfE: SEND code of practice: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

### Racism and Hate

- Anne Frank Trust: [www.annefrank.org.uk](http://www.annefrank.org.uk)
- Kick it Out: [www.kickitout.org](http://www.kickitout.org)
- Report it: [www.report-it.org.uk](http://www.report-it.org.uk)
- Stop Hate: [www.stophateuk.org](http://www.stophateuk.org)
- Show Racism the Red Card: [www.srtrc.org/educational](http://www.srtrc.org/educational)

## Dealing with Bullying Incidents

It is essential that accurate records are kept so that those patterns of behaviour can be identified as early as possible.

### Dealing with Incidents

- All incidents of suspected bullying will be dealt with by the member of staff it is reported to, usually the class teacher and then referred to the Phase Leader.
- The class teacher or Phase Leader will interview all concerned and will record the incident on a concern form, which will be placed in the class pastoral file. A copy should also be given to the Headteacher.
- Whether it is found to be bullying or not, it will be logged by the Headteacher in the school bullying file which is kept in the Headteacher's office.
- Staff will share any concerns about children in the weekly briefing so that all members of staff are aware of any issues and can then monitor.
- Lunchtime assistants report to their line manager who in turn will report to the Headteacher where there are concerns about children's behaviour.
- When responding to cyberbullying concerns the school will take all available steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. The police will need to be involved to enable the service provider to look into the data of another user.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the school's Behaviour and Discipline Policy.
- Parents/carers will be kept informed.
- Sanctions will be used as appropriate and in consultation with all parties concerned.
- If necessary and appropriate, the police or other local services will be consulted.

### Supporting Pupils

*Pupils who have been bullied will be supported by:*

- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate
- Reassuring the pupil and providing continuous support
- Restoring self-esteem and confidence
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

*Pupils who have bullied will be helped by:*

- Discussing what happened and establishing the concern and the need to change
- Informing parents/carers to help change the attitude and behaviour of the child
- Providing appropriate education and support
- If online, requesting content be removed and reporting account/content to service provider
- Sanctioning in line with school behaviour/discipline policy. This may include official warnings, detentions, removal or privileges, fixed-term and permanent exclusions
- Speaking with police or local services

### Supporting Adults

*Adults (staff and parents) who have been bullied or affected will be supported by:*

- Offering an immediate opportunity to discuss the concern with the designed lead and/or a senior member of staff/headteacher
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the school's Behaviour and Discipline Policy
- Reassuring and offering appropriate support

- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

*Adults (staff and parents) who have bullied will be helped by:*

- Discussing what happened with a senior member of staff and establishing the concern
- Clarifying the schools official procedures for complaints or concerns
- If online, requesting content be removed and reporting account/content to service provider
- Instigating disciplinary, civil or legal action