



The Quercus Federation

## Anti-bullying Policy

# Northiam Church of England Primary School

This policy was adopted on September 2020

This policy is due for review on September 2021

Signed (Chair of Governors)

Signed (Head of School)

Date:



## **1) Objectives of this Policy**

This policy outlines what Northiam C of E Primary School will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community and we are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated. This policy applies to all pupils in the school including the Early Years Foundation Stage.

## **2) Our school community:**

- Discusses, monitors and reviews our anti-bullying policy and practice on a regular basis.
- Supports all staff to promote positive relationships to prevent bullying and will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate

## **3) Definition of bullying**

Bullying is “Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE “Preventing and Tackling Bullying”, March 2014)

Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours. This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through websites and social media sites and apps, and sending offensive or degrading images by mobile phone or via the internet.

## **4) Forms of bullying covered by this Policy**

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

- Bullying related to race, religion or culture.



- Bullying related to SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers, children in care or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.
- Bullying via technology –“cyberbullying”

## **5) Procedure to follow when a complaint of bullying is first raised:**

### **Stage 1:**

Report to the Class Teacher The following procedure will be adopted in the circumstances of a child/parent or a member of staff raising a concern about bullying.

- 3.1. In the first instance, any complaint of bullying behaviour, whether it is physical, verbal or mental, should be reported to the class teacher. The concern will be taken seriously and will be addressed immediately.
- 3.2. The class teacher will speak to the child and reassure him/her asking that any bullying behaviour is reported immediately. The child will be reassured that he/she will not get into trouble for doing so and that 'telling' is an important part of making things better.
- 3.3. The class teacher will inform the Headteacher.
- 3.4. The class teacher will make a log of any incidents of bullying or discriminating behaviour and will address any such conduct immediately with the children concerned.
- 3.5. If a concerning pattern of behaviour is found after 48 hours of close monitoring the pupil's class teacher and the Head of School will arrange to meet with the parents of the child who they suspect is being bullied. (follow 4.2 below)
- 3.6. If a pattern of behaviour is not immediately obvious, the class teacher will continue to monitor the situation and will again reassure the child on a one-to-one basis.



## **Stage 2:**

Escalation to the Senior Management Team The following procedure will be adopted in the event that the above actions by the class teacher fail to resolve the situation.

4.1. At this stage the complaint of bullying behaviour, whether it is physical, verbal or mental, will be reported to the Headteacher.

4.2. A meeting will be arranged with the Headteacher, class teacher and the parents of the child who is suspected of being bullied. Ample time will be given to ensure a full discussion of the situation including all evidence to date and actions taken. A plan of action will be agreed with the parent/s in accordance with this policy:

4.2.1. The class teacher will speak to the child who is suspected of being bullied, reassure and him/her and request that any bullying behaviour is reported immediately. The child will be again be reassured that he/she will not get into trouble for doing so and that 'telling' is an important part of making things better.

4.2.2. The class teacher will continue to make a log of any incidents of bullying or discriminating behaviour and will address any such conduct immediately with the children concerned.

4.2.3. Other members of staff will be alerted to the situation. 4.2.4. Specifically a programme of 'intensive monitoring' will be put in place, where all teachers who interact with the pupil/s concerned will actively observe and log incidents. This observation will cover all areas of the school (playground and classrooms) and all activities (curricular/extracurricular/break-times).

4.2.5. The Headteacher will implement whatever additional actions are felt necessary in the particular circumstances.

4.2.6. Close communication will be maintained between all parties involved.

4.3. If evidence of bullying is found, the parents of the child/children accused of bullying will be contacted and a meeting will be arranged with the Headteacher and the class teacher.

Strategies to help the child accused of bullying to improve and change his/her behaviour will be initiated, as well as strategies to enable the bullied child to deal effectively with the unwanted behaviour of the bully.

- Carpet time/PSHE will be used to discuss bullying issues with the whole class.
  - If the situation does not resolve itself other measures will be considered. These may include seeking the advice of a professional third party such as a psychologist.
- 4.4. If no evidence is found this will not necessarily be taken to mean that bullying is not happening since the behaviours can often be subversive and secretive.

- Staff will remain vigilant.
- Discussions will be held with the group of children involved to promote understanding and consideration for one another.



- The pupil/s reported for bullying will not be individually sanctioned nor their parents involved without supporting evidence.

4.5. If the incident is particularly sensitive, such as one involving the child of an employee of the school, then the Headteacher may involve a school governor to take the lead if this is agreeable to all parties.

4.6. Resolution: In the case that parents feel the bullying has not been satisfactorily resolved then the parents should, in the first instance, put their complaint into writing and discuss it with the Headteacher as per the Complaints Procedure.

## **6. Other forms of bullying:**

This policy focuses mainly on the bullying of pupils by pupils although it is recognised that a staff member could be a victim and on occasion may be perceived to be guilty of bullying. Staff members who are concerned about being bullied or harassed should refer to the Staff Handbook. Pupils and parents who feel that a member of staff is bullying should report this with reference to the procedure outlined above. Complaints against teachers will be dealt with in accordance with staff disciplinary procedures.

## **7. Cyberbullying:**

When responding to cyberbullying concerns, the school will:

- Act as soon as an incident has been reported or identified.
- Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
- Take all available steps where possible to identify the person responsible.

This may include: o looking at use of the school systems; identifying and interviewing possible witnesses; Contacting the service provider and the police, if necessary.

Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include: Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content. Confiscating and searching pupils' electronic devices, such as mobile phones, in accordance with the law and also the school searching and confiscation policy.

(Note: We will use the DfE 'Searching, screening and confiscation at school' and Childnet Cyberbullying guidance to ensure that the schools powers are used proportionately and lawfully) o Requesting the deletion of locally-held content and content posted online if they contravene school behavioural policies

- Ensure that sanctions are applied to the person responsible for the cyberbullying; the school will take steps



to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.

- Inform the police if a criminal offence has been committed.
- Provide information to staff and pupils regarding steps they can take to protect themselves online. This may include: o advising those targeted not to retaliate or reply; o providing advice on blocking or removing people from contact lists; o helping those involved to think carefully about what private information they may have in the public domain.

## **8. Reducing the risk of bullying:**

Teachers routinely attend training sessions, which enables them to become equipped to deal with incidents of bullying and behaviour management. 6.2. Children at the School are supervised at all times by members of staff. Staff are alert to the fact that bullying may take place at school and will act on any concerns they may have. 6.3. Concerns are raised in staff meetings relating children in the school. However, depending on the nature of the concern it may be more appropriate to raise these directly with the Headteacher in the first instance. 6.4. Northiam CE Primary School educates our pupils through the PSHE programme under taken by class teachers in every year group. We also use educational elements such as assemblies, projects, drama, stories, literature, historical and current affairs.

## **9. Involvement of pupils**

We will:

- Regularly canvas children and young people's views on the extent and nature of bullying.
- Ensure that all pupils know how to express worries and anxieties about bullying.
- Ensure that 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 and embedded messages in the wider school curriculum.
- Publicise the details of help lines and websites.
- Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.



## **10. Liaison with parents and carers**

We will:

- Make sure that key information (including policies and named points of contact) about bullying is available to parents/carers in a variety of formats.
- Ensure that all parents/carers know who to contact if they are worried about bullying.
- Ensure all parents/carers know about our complaints procedure and how to use it effectively.
- Ensure all parents/carers know where to access independent advice about bullying.
- Work with all parents/carers and the local community to address issues beyond the school gates that give rise to bullying.
- Ensure that parents work with the school to role model positive behaviour for pupils, both on and offline.

## **11. Links with other school policies and practices**

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

- Behaviour and discipline policy
- Complaints Policy
- Safeguarding and child protection policies
- Confidentiality Policy
- e-Safety (Online Safety) and Acceptable Use Policies (AUPs)
- Curriculum Policies such as PSHE and citizenship and computing
- Searching and confiscation

## **12.. Links to legislation**

There are a number of pieces of legislation which set out measures and actions for schools in response to bullying as well as criminal law.

These may include:

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989



- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986
- The Computer Misuse Act 1990

### **13. Responsibilities**

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Headteacher, Teaching and Non-Teaching staff to be aware of this policy and implement it accordingly.
- The Headteacher to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- Staff to support and uphold the policy • Parents/carers to support their children and work in partnership with the school
- Pupils to abide by the policy.

The named Governor with lead responsibility for this policy is: Elaine Lambert

The named member of staff with lead responsibility for this policy is: Mrs Julia Bray

### **14. Monitoring & review, policy into practice**

The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. Any issues identified will be incorporated into the school's action planning. The named Governor for bullying will report on a regular basis to the governing body on incidents of bullying and outcomes.