

ROCKLAND ST MARY AND SURLINGHAM PRIMARY SCHOOLS FEDERATION

ANTI-BULLYING POLICY

Date Approved by Governors	May 2015
Review Date	May 2017
This Policy will be reviewed	Every two years
Responsibility for Implementation & Monitoring	Head Teacher

The Rockland St Mary and Surlingham Primary Schools Federation

The aim of the anti-bullying policy is to ensure that pupils at Rockland St Mary Primary and Surlingham Primary learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school. This policy aims to produce a consistent school response to any bullying incidents that may occur.

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 four main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from social groups)
- cyber Bullying (sending offensive e-mails or text messages) is also included in the school's definition of bullying.

Pupils are encouraged to report bullying in school.

The school staff, including support staff, are alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

Statutory duty of schools

It is the responsibility of the headteacher to implement the school anti-bullying strategy, and to ensure that all staff (both teaching and non-teaching) are aware of the school policy, and know how to identify and deal with incidents of bullying. The headteacher reports to the governing body about the effectiveness of the anti-bullying policy on request

The headteacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The headteacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the headteacher may decide to use an assembly as the forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished

The headteacher ensures that all staff, including lunchtime staff, receives sufficient training to be equipped to identify and deal with all incidents of bullying.

The headteacher sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

Implementation and Procedures

School Staff

The following steps may be taken at Rockland St Mary Primary and Surlingham Primary when dealing with incidents:

If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.

A clear account of the incident will be recorded and given to the class teacher who will inform the assistant head teacher or headteacher.

The assistant head teacher/headteacher will talk to all concerned and will record the incident on an incident form and after action has been completed will be filed in the behaviour folder. Other members of staff will be kept informed.

Parents will be kept informed

Measures to stop the bullying, whatever its nature, will be used as appropriate and in consultation will all parties concerned

Pupils

Pupils who have been bullied will be supported by:

- offering an opportunity to discuss the experience with a member of staff of their choice.
- reassuring the pupil.
- offering continuous support.
- restoring self-esteem and confidence.

Pupils who have bullied will be helped by:

- discussing what happened.
- discovering why the pupil became involved.
- establishing an understanding of the effects of their behaviour, and need to change
- informing parents or guardians to help change the attitude of the pupil and work for a positive future.

The following steps can be taken:

- Solutions focused work with the child/children involved.
- Monitoring and recording of the situation by staff throughout the day.
- Monitoring, discussion and recording of the situation with pupils and parents daily.
- Separation of the bully within school.
- Exclusion from school. (Lunchtimes, or whole day, fixed term or permanent)

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, assemblies and teaching sessions, as appropriate, in an attempt to eradicate such behaviour.

Awareness will be raised of all forms of bullying including explicit teaching about racist bullying, and bullying on the grounds of gender or sexual orientation.

Monitoring, evaluation and review

The role of governors

The governing body supports the headteacher in all attempts to eliminate bullying from our schools. The governing body will not condone any bullying at all in our school, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately.

The governing body monitors incidents of bullying that do occur, and reviews the effectiveness of this policy regularly. The governors require the headteacher to keep accurate records of all incidents of bullying, and to report to the governors about the effectiveness of school anti-bullying strategies.

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Rockland St Mary Primary and Surlingham Primary. This policy has been reviewed in line with our Single Equality Scheme

Reviewed May 2015

Procedure Checklist for dealing with Bullying

1. Once the behaviour is identified as bullying the incident should be reported to the assistant headteacher/ Head Teacher
2. The victim and bully should be interviewed separately.
3. The victim's story should be listened to and the pupil reassured that s/he has done the right thing by reporting the situation. Victims of bullying often feel powerless and vulnerable. They may end up believing that they deserve to be bullied. Everything should be done to re-establish the victim's self esteem and self-confidence.
4. The bully should be spoken to and the reasons why s/he has bullied identified. The bully should be helped to recognise his/her unsociable behaviour and given support and counselling if necessary to address that behaviour.
5. On some occasions it may be possible to sit victim and bully down together to discuss their feelings and the reasons why the situation has developed. The problem could then be resolved amicably and/or a compromise reached.
6. On other occasions the bully should be told firmly to stop his/her anti-social behaviour immediately and to stay away from the victim.
7. In all instances, the parents of both parties should be contacted and informed of the situation and the action taken. If appropriate, they should be invited into the school to discuss the matter.
8. Follow up meetings with the victim should be arranged to find out whether the solution has been effective or not, and the situation should be monitored.
9. Serious or prolonged bullying could result in one or more of the following sanctions:
 - a. writing an explanation or apology for the incident
 - b. withdrawal of break or lunch time privileges
 - c. lunchtime detention
 - d. withholding participation in school trips or sports events that are not an essential part of the curriculum
 - e. removal from a particular lesson or peer group
- temporary removal from the class
- interview with the assistant head teacher or headteacher
- fixed term exclusion
- permanent exclusion
10. A written record should be made of every incident of bullying using an Incident Form. The report should indicate who was involved, where and when the incident occurred, what happened, what action was taken, whether the parents were informed and how the incident was followed up.
11. Parent Support advisor to support children and their families who are involved.