

# ANTI-BULLYING

## POLICY AND PROCEDURE

<b>Date Adopted:</b>	January 2022
<b>Prepared by:</b>	Inclusion Leader
<b>Approved by:</b>	Principal
<b>Next Review:</b>	January 2023

## **1. Statement of intent**

- 1.1 Sandringham Primary School considers that bullying of any kind is unacceptable. Neither do we accept that it is a phase which children go through, that it is part of growing up or that it teaches children to stand up for themselves. The school acknowledges however that bullying does happen from time to time and we will deal with incidents as promptly and effectively as possible.
- 1.2 Through the implementation of our policy we seek to ensure that:
  - there is a shared understanding of what constitutes bullying, how we prevent bullying and how we respond to reports of bullying;
  - pupils know how to report actual and perceived bullying incidents, and have the confidence to do so;
  - our curriculum equips pupils with strategies to be able to talk about anything that worries them in any area of their life;
  - reported bullying incidents are monitored so that the effectiveness of the school's anti-bullying work can be evaluated and adapted where necessary.
- 1.3 Ultimately we want to uphold a caring ethos within the school environment where everyone can work, play and express themselves, free from the fear of being bullied.

## **2. What is bullying?**

- 2.1 The school defines bullying as the repetitive, intentional hurting of one person or group, either physically or emotionally, by another person or group, where the relationship involves an imbalance of power.
- 2.2 We acknowledge that bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences, and might include unfavourable or negative comments, gestures or actions made to someone relating to a vulnerability.
- 2.3 We do not limit locations for bullying and accept that it can happen anywhere. At school, this includes in classrooms, in the corridor, in the toilets, in the dining hall and in the playground. We also apply our bullying policy to incidents that may happen on the way to and from school, on educational visits, when pupils use transport and virtual or cyber-bullying. The Head teacher is empowered by law to deal with such incidents and will do so in accordance with this policy.

## **3. Why our anti-bullying work is important to us**

- 3.1 Bullying is linked to many negative outcomes including impacts on mental health, substance use, and suicide. We recognise that it can affect everyone involved.
- 3.2 Children who are bullied:
  - are more at risk of developing mental health problems, including depression and anxiety;
  - have fewer friendships;
  - aren't accepted by their peers;
  - are wary and suspicious of others;
  - have problems adjusting to school, and don't do as well.
- 3.3 Children who bully are at increased risk of:
  - substance misuse;

- academic problems;
- violent behaviour in later life.

3.4 Children who witness bullying may show similar signs as children who are being bullied. They may:

- become reluctant to go to school;
- be frightened or unable to act;
- feel guilty for not doing anything to help.

## **4. What we will do to prevent bullying**

4.1 We will make sure that we have a robust and up-to-date anti-bullying policy that:

- includes a definition of bullying;
- states what action will be taken by staff if bullying is reported or suspected;
- is reviewed and updated regularly;
- provides sources of support;
- is also available in a child-friendly version for pupils.

4.2 We will establish a school ethos that bullying is not acceptable by:

- promoting the High 5 Strategies (Appendix 4)
- promoting regularly communicating a strong message that bullying will not be tolerated in our school;
- involving parents and pupils to develop and review our policy and an Anti-Bullying Charter;
- helping children to feel confident that they can approach any member of staff if they are being bullied and making sure that they know that it will be taken seriously, acted upon and followed up;
- training staff so that they gain a good understanding of what constitutes bullying and are clear on what action to take if a child comes to them for help or if they witness bullying.

4.3 We will share anti-bullying messages through the curriculum, including:

- personal, social and health education (PSHE), sex and relationship education (SRE) lessons and school assemblies to understand the seriousness of bullying and the impact it has on the victim;
- using Anti-Bullying Week to raise awareness and re-inforce our school's rules around bullying.

4.4 We will place anti-bullying messages and signposts for help around the building.

4.5 We will record all incidents and report on patterns by:

- maintaining accurate records of bullying incidents;
- recording information about individuals or groups, types of bullying, places and times;
- analysing records to identify patterns and to update our policies and procedures.

## **5. Bullying of children from vulnerable groups**

5.1 We recognise that there are specific groups that are particularly vulnerable to bullying. These include:

- minority ethnic groups
- travellers
- refugees
- LGBT pupils

- pupils who transfer late into the school
- children in care
- young carers
- children with special educational needs.

5.2 We plan positive action to identify and support pupils from particularly vulnerable groups. We work with all relevant staff members and provide additional support where necessary. This might include extra supervision at break times, setting up of a circle of friends support network, use of the curriculum to develop understanding of differences, or access to structured interventions to reduce vulnerability.

## **6. How to report bullying**

6.1 We want Sandringham to be a 'telling school' where pupils, staff and parents do not ignore bullying. We will investigate reports made by anyone, including the child being bullied, by another pupil, by someone from home, or by a member of staff. Reports can be made to any member of staff who will ensure the most appropriate person investigates the matter.

6.2 Reports of bullying can be made in lots of ways, including:

- telling an adult in school;
- telling a friend or someone at home and asking them to tell an adult;
- leaving a note in our worry boxes;
- telling a school prefect;
- sending a letter or email to the school office;
- calling a helpline, like Childline (0800 1111).

## **7. How we will respond to bullying reports**

7.1 We will take seriously all reports of bullying. We will respond consistently, impartially and promptly to all allegations and incidents using an agreed procedure (see Appendix 1).

7.2 Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved. All those involved will have the opportunity to be heard.

7.3 Appropriate action will be taken quickly to end any bullying behaviour or threats of bullying.

## **8. Monitoring and evaluation of the policy**

8.1 To ensure this policy is effective, it will be regularly monitored and evaluated. Monitoring will include analysis of bullying reports, questionnaires, surveys, focus group discussions, and comments posted in the 'Worry' box. The governor with responsibility for behaviour will monitor bullying incidents and feedback to the Governing Body.

8.2 Following an annual review of our monitoring, we will evaluate our policy and make any changes that will improve our anti-bullying work. We will communicate these changes to the whole school community.

# Procedure for Responding to Bullying Allegations and Incidents



1. Make sure the victim(s) is and feels safe.
2. Ask those reporting bullying to briefly describe what happened/is happening. Questions may include:
  - When and where did it happen?
  - Who was doing the bullying? If there was more than one person what were their roles?
  - Did anyone else see it happen, if so who?
  - How often is the bullying taking place and how long has it been going on?
  - If you are being bullied how does it make you feel? Are you physically hurt? What help would you like?
  - If you are reporting bullying that is happening to someone else how do you think it makes them feel? Are they being physically hurt?
  - Have you told anyone else about the bullying? If not, what has put you off doing so?
  - Do you have any worries now that you have reported this bullying?
3. Listen and speak to all children involved about the incident separately.
4. Assess the information to consider whether the report is a bullying incident. Cases of serious bullying incidents will be referred to the Head Teacher.
5. Provide appropriate advice and support to help victims.
6. Reinforce to perpetrators that their behaviour is unacceptable. Provided perpetrators with support to understand and change their behaviour. Issue sanctions in line with our behaviour policy.
7. If possible, reconcile victims and perpetrators using restorative practices.
8. Discuss incident and outcomes with phase leader.
9. Log substantiated bullying incidents on CPOMS, using the category *Bullying*, sharing with all staff, and linking pupils involved eg:

<u>Pupil: (victim)</u>	Jane Brown (victim)
<u>Incident:</u>	Jane Brown called names by John Smith during breaks over last few weeks.
<u>Linked students:</u>	John Smith (perpetrator)
<u>Category:</u>	Bullying

Record allegations or incidents that are assessed as behaviour incidents as either *Behaviour – Red Card* or *Behaviour – Detention*.

10. Complete Bullying Report Form (Appendix 2) and pass to the Head Teacher, who will quality-assure all incidents.
11. Share outcomes with the parents of all pupils involved. Where appropriate, meet individually with parents of all pupils involved to discuss the allegation, investigation and outcome. Provide parents with guidance to support their child (Appendix 3).
12. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. This may include discussion with pupils, staff and parents.
13. If necessary and appropriate, consult in-school safeguarding officers, Social Services or the Police.

# BULLYING REPORT FORM



## DETAILS OF INCIDENT

Date	Time	Location

## DETAILS OF THOSE INVOLVED (Name, Year Group, Gender & Ethnicity)

Victim(s)	Perpetrator(s)	Witness(es)

## NOTES OF DISCUSSIONS (attach statements if needed)

Victim(s)	Perpetrator(s)	Witness(es)

## ASSESSMENT AGAINST BULLYING CRITERIA

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Bullying Incident:</b> | <input type="checkbox"/> <i>Intentional</i>     | <input type="checkbox"/> <b>Other Behaviour Incident</b> |
|  | <input type="checkbox"/> <i>repeated</i>        | <input type="checkbox"/> <b>Other:</b>                   |
|  | <input type="checkbox"/> <i>power imbalance</i> |  |

## CONCLUSION

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## OUTCOMES

Support to victim(s):	Sanction to perpetrator(s):	Support to perpetrator(s):	Other:

## DETAILS OF MONITORING

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## CONTACT WITH PARENTS

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Parents contacted verbally</b> | <input type="checkbox"/> <b>Meeting with parents</b> | <input type="checkbox"/> <b>Other:</b> |
|--|--|--|

SIGNED

DATE

HT QA

# Bullying – Advice and Support

NAME	DETAILS	CONTACT
<b>Anti Bullying Alliance</b>	UK's leading organisation in the field of bullying. Lots of resources and information on the website.	0207 843 1165 National Children's Bureau, 8 Wakley Street, London EC1V 7QE <a href="http://www.antibullyingalliance.org">www.antibullyingalliance.org</a>
<b>Beatbullying</b>	Fully interactive 3D anti-bullying website. Organises local and regional seminars for young people, and establishes cross-community anti-bullying partnerships for young people who are disadvantaged socially, economically, personally or culturally.	020 8768 1017 77-79 Church Road, London SE19 2YA <a href="http://www.beatbullying.org">www.beatbullying.org</a>
<b>BM Schools Out/ LGBT History Month</b>	Provides formal and informal support network for all people who want to raise profile of homophobia, transphobia and heterosexism in education. Campaigns on LGBT issues as they affect education and those in education.	020 7635 0476 National London, London WC1N 3XX <a href="http://www.schools-out.org.uk">www.schools-out.org.uk</a> <a href="http://www.lgbthistorymonth.org.uk">www.lgbthistorymonth.org.uk</a>
<b>Bully Free Zone</b>	Specialist anti-bullying charity offering help, support and information to children young people and families affected by bullying. Also work in partnership with schools and local authorities.	01204 454958 23 Palace Street, Bolton BL1 2DR <a href="http://www.bullyfreezone.co.uk">www.bullyfreezone.co.uk</a>
<b>Child Exploitation and Protection Online (CEOP)</b>	Works across the UK supporting providing internet safety for children, young people and their families. Also delivers free education programmes – to children and young people, parents and professionals. "Polices" the internet.	0870 000 3344 33 Vauxhall Road, London SW1V 2WG <a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a>

NAME	DETAILS	CONTACT
<b>Childline</b>	<p>UK's free 24 Helpline for children and young people to call about any worry – more calls on bullying than any other issue.</p> <p>Also run CHIPS (Childline in Partnership with Schools) – they work closely with schools to help them set up effective support for pupils.</p>	<p>020 7650 3231</p> <p>45 Folgate Street, London E1 6GL</p> <p><a href="http://www.childline.org.uk">www.childline.org.uk</a></p> <p><b>Helpline 0800 1111</b></p>
<b>Childnet</b>	<p>Non profit organisation working with others to help make the internet a great and safe place for children. KnowITAll, Digizen.org, Kidsmart, Young people and the internet, Young people and social networking</p>	<p>0207 639 6967</p> <p>Studio 14, Brockley Cross Business Centre, 96 Endwell Road, London SE4 2PD</p> <p><a href="http://www.childnet-int.org">www.childnet-int.org</a></p>
<b>Kidscape</b>	<p>National charity dedicated to preventing bullying and child sexual abuse. They work with young people under the age of 16, and their parents / carers, plus people who work with them.</p> <p>Helpline for parents of children who've been bullied. Website info re keeping children safe. Assertiveness training for young people.</p>	<p>0207 730 3300</p> <p>2 Grosvenor Gardens, London SW1W 0DH</p> <p><b>Helpline 08451 205 204</b></p>
<b>MENCAP</b>	<p>UK's leading learning disability charity. Provides support for young people who have a learning disability and their parents / carers. Running a campaign to stop the bullying of young people with a learning disability.</p>	<p>0207 696 6019</p> <p>123 Golden Lane, London EC1Y 0RT</p> <p><a href="http://www.mencap.org.uk">www.mencap.org.uk</a></p>
<b>NSPCC</b>	<p>Works to end cruelty to children, and provides a range of direct services for children and young people, and for their parents / carers and families. 24 Freephone Helpline.</p> <p>Specific Advice on Bullying:</p> <p><a href="https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/keeping-children-safe/">https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/keeping-children-safe/</a></p>	<p>0207 650 6855</p> <p>Weston House, 42 Curtain Road, London EC2A 3 NH</p> <p><a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p> <p><b>Helpline 0808 800 5000</b></p>

NAME	DETAILS	CONTACT
<b>Parentline Plus</b>	Biggest independent provider of parenting support in the country – national charity. Free confidential 24 hour Helpline. Run groups and workshops – face to face and by telephone. Also a free text phone for people who are deaf, hard of hearing or have a speech impairment – <b>0800 783 6783</b>	0207 824 5549 520 Highgate Studios, 53-79 Highgate Road, Kentish Town, London NW5 1TL <a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a> <b>Helpline 0808 800 2222</b>
<b>Stonewall</b>	Support schools prevent and tackle homophobic bullying and celebrate difference.	
<b>Terence Higgins Trust</b>	Set up in response to the HIV epidemic, and has been at the forefront of the fight against HIV and AIDS ever since. Provides a very wide range of services, including support for young people with HIV / AIDS who are being bullied. Also emotional support via the telephone (Helpline).	0207 812 1600 314 – 320 Gray’s Inn Road, London WC1X 8DP <a href="http://www.tht.org.uk">www.tht.org.uk</a> <b>Helpline 0845 1221 200</b>
<b>Think U Know</b>	This is a site from CEOP for children and young people and practitioners to focus on how to stay safe on line.	<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>
<b>UK Safer Internet Centre</b>	Works across the UK to provide support for children and staff.  They have a professional’s helpline and useful resources to support safe and responsible use of the internet.	<a href="http://www.saferinternet.org.uk">www.saferinternet.org.uk</a>  professional’s online safety helpline 0844 381 4772 <a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a>
<b>Victim Support</b>	National charity for people affected by crime, including bullying. Free and confidential service. National Helpline, Victim Supportline, provides information, support and referral to local services.	0207 896 3769 Cranmer House, 39 Brixton Road, London SW9 6DZ <a href="http://www.are-you-ok.org.uk">www.are-you-ok.org.uk</a> <b>Helpline 0845 3030 900</b>
<b>Young Minds</b>	National charity dedicated to improving the mental health of all babies, children and young people. Parents Information Service for anyone with concerns about the mental health of a child or young person. Wide range of publications covering issues affecting children, including bullying. Advice and support for young people contemplating self harm and suicide.	0207 336 1458 48-50 St John Street, Clerkenwell, London EC1M 4DG <a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>

# High 5 Strategies

In school, children use the following five strategies as a way to respond to bullying:

1. **Ignore** - Pretending you didn't hear it. Do not make eye contact. Maintain positive body posture. Think positive self-esteem statements. Count to five in your head slowly. Take deep breaths.
2. **Talk Friendly** - Use a calm voice. Maintain eye contact. Confident body language. Maintain relatively close body proximity .
3. **Walk Away** - Stand tall, head up high. Mouth closed. Look confident. Do not use eye contact. Walk somewhere, preferably towards a congested area or to a safety zone (with a teacher). Do not look back. Walk confidently. Don't run.
4. **Talk Firmly** - Use an assertive voice. Tell them to stop it. Repeat if needed.
5. **Report** - Walk away and tell a staff member. Go to a safety zone. By standers support and report. Report, report, report until someone listens.