

St. Joseph's Catholic Primary School

Mission Statement

We follow in Jesus' footsteps as we care for each other when we work, play and pray.

POLICY on BULLYING

Affirmation

St. Joseph's recognizes that bullying is a serious issue. Respect for self and others as a part of God's creation is at the heart of our School Aims and everyone is responsible for ensuring the safety of everyone else in the school. We recognise the damage bullying can cause to the life of the victim, the bully and the school as a whole. We are committed to challenging the assumption that bullying is inevitable and are working towards stopping completely.

Introduction

It is a government requirement that all schools have an anti-bullying policy. In 2003, Ofsted published *Bullying: Effective Action in Secondary Schools*. This was followed by DCSF guidance for schools under two headings: *Don't Suffer in Silence* and *Bullying – A Charter for Action*. This policy reflects this guidance and the principles enshrined in 'Every Child Matters'.

Aims

The aim of this policy is to provide a definition of bullying and to establish some basic guidelines for:

- The prevention of bullying
- The reporting of bullying
- The recording of incidents of bullying
- Supporting the victim
- Supporting the bully
- Sanctions
- Communication

We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

Definition

DCSF guidance defines bullying as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (e.g. being ignored or not spoken to).

It is different from one-off actions or flare ups which may happen spontaneously and even be seen by one person as a joke or something that got out of hand, although these incidents are also taken seriously because of their effect on the victim and because failure to act may lead to them being repeated.

Repeated actions which we would define as bullying include:

- Name calling
- Teasing
- Punching, kicking or any other action causing physical harm i.e. ignoring the no-touch rule
- Leaving children out
- Ignoring
- Spreading rumours or lies
- Stealing, hiding or damaging possessions
- Threatening behaviour or language including by phone, e-mail or text
- Continually bothering someone
- Making rude comments or signs
- Forcing someone to do something

Prevention

The school is committed to stopping bullying altogether. In order to do this the school will:

- Ensure whole-school and class rules reaffirm expected behaviour
- Take seriously and investigate all complaints from pupils, staff and parents where a child has been physically or emotionally harmed, even if these are one-off incidents
- Have an Anti-Bullying Week every year to promote the school's bullying policy and anti-bullying strategies.
- Deliver anti-bullying lessons in Citizenship, PSHE and RE lessons, circle time and other relevant subject areas.

- Deliver training to staff on the Anti-Bullying Policy and other associated issues, ensuring they are aware of symptoms of bullying.
- Ensure that all parents have a copy of the Anti-Bullying Policy available to them
- Translate the Anti-Bullying Policy into relevant languages if requested
- Run a Peer mediation system where mediators receive regular training and that pupils know how to use it
- Provide an area and time where children can go to if they have problems or concerns
- Promote a no-touch policy
- Promote a high level of vigilance from staff, pupils and parents
- Ensure sanctions are applied to punish bad and hurtful behavior

Reporting

The school is committed to removing the culture of secrecy from bullying. We recognise that many young people will be put off reporting because they fear that it will make matters worse. In order to encourage pupils to report bullying the school will:

- Ensure the Peer Mediators are well trained and know how to deal with actual or alleged bullying supported by staff
- Provide training for staff and Mediators how to deal with a disclosure about bullying
- Take each allegation of bullying seriously and investigate it, guaranteeing anonymity if appropriate
- Carry out regular pupil surveys including through circle time/class councils allowing pupils to disclose if they or others are being bullied
- Provide a worry/ concern box
- Ensure pupils understand bullying is not acceptable and how bullies and victims will be treated
- Provide an open door policy for parents who have concerns
- Consult with pupils about the effectiveness of anti-bullying strategies and their ideas for improvement

In order to ensure the accuracy of reporting written and/or verbal testimony will be taken from the victim, the perpetrator and any witnesses. These will be treated sensitively and kept confidential.

Recording

In order to monitor the frequency with which incidents of bullying take place the school will record each incident of bullying centrally. The following information will be recorded:

- The pupil's name and class.
- Whether or not they wish to remain anonymous
- Date, time and name of person making the report
- Brief details about the alleged incident.
- Who dealt with it.
- What happened and any findings
- What action was taken
- Whether the victim was satisfied with the school's response to the incident.

The School recognises how traumatic being the victim of bullying can be. We are committed to providing each victim with the support they need to continue with their education in an environment free from the fear of bullying. In order to do this the school will:

Victim Support

- Ensure the victim is happy with action taken
- Arrange an apology, written or verbal, from the perpetrator of the bullying.
- Discuss with the pupil what support they feel that they need.
- Discuss with the parent/s what support they feel their child needs.
- Make referrals to external agencies if necessary.
- Offer a meeting with the perpetrator of the bullying.

Support for the Bully

The school recognizes that bullying can damage the life and education of the bully as well as the victim. Students that bully will be offered a range of support. This will include one or more of the following:

- Discussion to find out why they are bullying
- Give them chance to make a fresh start in line with the Gospel values of our school
- Supervised break times.
- A report card.
- A Behaviour Action Plan.

- Discussion with parents
- A Pastoral Support Programme.
- A referral to an external agency.

Sanctions

It is important for the victim of bullying, the bully, and the school community as a whole that there are clearly defined consequences for any act of bullying. Each case will be dealt with individually, but the types of sanctions available to the school are:

- Withdrawal of break times and lunchtimes.
- Withdrawal of other privileges
- Fixed term exclusion.
- Permanent exclusion.

The role of governors

The governing body supports the headteacher in all attempts to eliminate bullying from our school. 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 on request about the effectiveness of school anti-bullying strategies.

A parent who is dissatisfied with the way the school has dealt with a bullying incident can ask the governors to look into the matter via the Complaints procedure (see policy) . The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the headteacher, and asks him/her to conduct an investigation into the case, and to report back to a representative of the governing body.

The role of the headteacher

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, receive 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. The role of the teacher and support staff

All the staff in our school take all forms of bullying seriously, and seek to prevent it from taking place.

Teachers keep their own records of all incidents that happen involving children in their class, and that they are aware of in the school. If teachers witness an act of bullying, they will either investigate it themselves or refer it to the headteacher. Teachers and support staff do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the headteacher, the teacher informs the child's parents or carers. All incidents are logged on the Incident Report Form and copies kept by the Head teacher and class teacher.

When any bullying has taken place between members of a class, the teacher will deal with the issue immediately. This may involve counselling and support for the victim, and punishment for the offender. Time is spent talking to the child who has done the bullying, explaining to them why their action was wrong and how they should change their behaviour in future. If a child is repeatedly involved in bullying, we inform the headteacher and the special needs coordinator. We then invite the child's parents or carers into the school to discuss the situation. In more extreme cases, e.g. where these initial discussions have proved ineffective, the headteacher may contact external support agencies, such as the social services.

All members of staff routinely attend training, which equips them to identify bullying and to follow school policy and procedures with regard to behaviour management.

Teachers use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They use drama, role-play, stories etc., within the formal curriculum, to help pupils understand the feelings of bullied children, and to practise the restraint

required to avoid lapsing into bullying behaviour. Circle time is used to praise, reward and celebrate the success of all children, and thus to help create a positive atmosphere.

The role of parents and carers

Parents and carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately. If they are not satisfied with the response, they should contact the headteacher. If they remain dissatisfied, they should follow the school's complaints procedure, as detailed in the school Prospectus.

Parents and carers have a responsibility to support the school's anti-bullying policy, actively encouraging their child to be a positive member of the school.

The role of pupils

Pupils are encouraged to tell anybody they trust if they are being bullied, and if the bullying continues, they must keep on letting people know.

Pupils are invited to tell us their views about a range of school issues, including bullying, in the annual pupil questionnaire.

Monitoring and review

This policy is monitored on a day-to-day basis by the headteacher, who reports to governors on request about the effectiveness of the policy.

The bullying policy is the governors' responsibility, and they review its effectiveness annually. They do this by examining the school's anti-bullying logbook, where incidents of bullying are recorded, and by discussion with the headteacher. Governors analyse information for patterns of people, places or groups. They look out in particular for racist bullying, or bullying directed at children with disabilities or special educational needs.

This policy will be reviewed every two years, or earlier if necessary.

Signed:

Date:

Appendix 1

**INCIDENT REPORT FORM:
BEHAVIOUR / BULLYING**

Date and time of report		Report made by		Report copy given to	
Description of incident as reported including time, place, people involved, adults & pupils (continue overleaf if needed)					
Action taken immediately/ investigation undertaken					
Findings of investigation					
Action taken following investigation including any meetings held. Parents consulted? – details					
Others consulted if any, including outside agencies Follow up action taken Additional follow up action required					