Anti-Bullying Policy

Code: NS14

Date of approval: Autumn 2022   **Date of next review:** Autumn 2024

Agreed by Whitchurch Primary School & Nursery Governing Body	Name
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V1	September 2022	Review and Update	

Introduction:

At Whitchurch Primary School and Nursery, we are aware that pupils may be bullied in any school or setting, and recognise that preventing, raising awareness and consistently responding to any cases of bullying should be a priority to ensure the safety and well-being of our pupils. If bullying is left unaddressed, it can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing

In line with the Equality Act 2010, it is essential that our school:
- eliminates unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- foster good relations between people who share a protected characteristic and people who do not share it.

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 behind this.

Objectives of this Policy:

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- This policy outlines what the school will do to prevent and tackle all forms of bullying.
- All governors, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.

All of us have encountered bullying at some point in our lives, but we 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; whether the school community is directly or indirectly affected by bullying or not.

Responsibilities:

It is the responsibility of:

- The Headteacher to communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- Governors to take a lead role in monitoring and reviewing this policy.
- All staff, including: governors, senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.

- Parents/carers to support their children and work in partnership with the school.
- Pupils to abide by the policy.

Our Community:

- Monitors and reviews our anti-bullying policy and practice on a regular basis.
- Supports staff to promote positive relationships to help prevent bullying.
- Recognises that some members of our community may be more vulnerable to bullying and its impact than others; this may include children with SEND. Being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
- Will intervene by identifying and tackling bullying behaviour appropriately and promptly
- Ensures our pupils are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.
- Requires all members of the community to work with the school to uphold the anti-bullying policy.

What is Bullying?

At Whitchurch Primary School and Nursery, we discuss what bullying is, as well as incidents we would not describe as bullying, with all pupils through assemblies and PSHE lessons. We agree that:

- Bullying can be defined as "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally".
- Bullying can include (but is not limited to) 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 unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Bullying is recognised by the school as being a form of child on child abuse. It can be emotionally abusive and can cause severe and adverse effects on children's emotional development.

Forms and types of bullying covered by this policy:

Bullying can happen to anyone. This policy covers all types and forms of bullying including:
- Bullying related to physical appearance
- Bullying of young carers, children in care or otherwise related to home circumstance
- Bullying related to physical/mental health conditions
- Physical bullying
- Emotional bullying
- Sexual bullying
- Bullying via technology, known as online or cyberbullying
- Prejudicial bullying (against people/pupils with protected characteristics): Bullying related to race, religion, faith and belief and for those without faith. Bullying related to ethnicity, nationality or culture

- Bullying related to Special Educational Needs or Disability (SEND)
- Bullying related to sexual orientation (homophobic/biphobic bullying)
- Gender based bullying, including transphobic bullying

Signs and Symptoms for Parents and Staff:

A child may indicate by signs or behaviour that they are being bullied. Adults should be aware of these possible signs and that they should investigate if a child:
- is frightened of walking to or from school;
- begs to be driven to school;
- changes to their usual routine;
- is unwilling to go to school (school phobic);
- begins to truant;
- becomes withdrawn anxious, or lacking confidence'
- starts stammering;
- attempts or threatens suicide or runs away;
- cries themselves to sleep at night or has nightmares;
- feels ill in the morning;
- begins to make less effort with school work than previously;
- comes home with clothes torn or books damaged;
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money;
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises;
- comes home hungry (money/lunch has been stolen);
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings;
- stops eating;
- is frightened to say what is wrong;
- gives improbable excuses for any of the above;
- is afraid to use the internet or mobile phone;
- is nervous and jumpy when a cyber-message is received4;
- lack of eye contact;
- becoming short tempered;
- change in attitude to people at home.

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.

Vulnerable Groups:

We recognise that some groups of pupils may be more vulnerable to bullying, including:
- Looked After Children
- Gypsy, Roma and Traveller children

- Children with Special Educational Needs or Disabilities (SEND)
- Children from ethnic minorities
- Children entitled to Free School Meals
- Children for whom English is an Additional Language
- Children who are perceived to be gay, lesbian, bisexual or transsexual

Preventing Bullying:

Preventing and raising awareness of bullying is essential in keeping incidents in our school to a minimum. Through assemblies, as well as PSHE lessons, pupils are given regular opportunities to discuss what bullying is, as well as incidents we would not describe as bullying, such as two friends falling out, or a one-off argument. An annual 'Anti-bullying Week' is held to further raise awareness.

E-safety is an important part of the Curriculum and information for parents is included in newsletters and on the School's website. E-safety workshops are held to raise parents' awareness of cyber-bullying. Pupils are taught to tell an adult in school if they are concerned that someone is being bullied.

To prevent bullying, the whole school community will:
- create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all;
- recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (child on child abuse);
- recognise the potential for children with SEN and disabilities to be disproportionally impacted by bullying and will implement additional pastoral support as required;
- openly discuss differences between people that could motivate bullying, such as: children with different family situations, such as looked after children or those with caring responsibilities, religion, ethnicity, disability, gender, sexuality or appearance related difference;
- challenge practice and language (including 'banter') which does not uphold the school value of respect towards others;
- be encouraged to use technology, especially mobile phones and social media, positively and responsibly;
- work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying;
- actively create "safe spaces" for vulnerable children and young people;
- celebrate success and achievements to promote and build a positive school ethos.

Policy and Support:

The whole school community will:
- provide a range of approaches for pupils, staff and parents/carers to access support and report concerns;
- regularly update and evaluate our practice to consider the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behavior;
- take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying bought to the schools' attention, which involves or effects pupils, even when they are not on school premises; for example, when on a school trip or online;

- implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable;
- use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

Education and Training:

The school community will:
- train all staff, including: teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the school's policy and procedures, including recording and reporting incidents.
- consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the school/student council, etc;
- collaborate with other local educational settings as appropriate, and during key times of the year, for example during transition;
- ensure anti-bullying has a high profile throughout the year, reinforced through key opportunities such as anti-bullying week;
- provide systematic opportunities to develop pupils' social and emotional skills, including building their resilience and self-esteem.

Involvement of Pupils

We will:
- involve pupils in decision making, to ensure that they understand the school's approach and are clear about the part they play in preventing bullying;
- regularly canvas children and young people's views on the extent and nature of bullying through pupil questionnaires and/or school council meetings
- 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 messages in schools and embedded messages in the wider school curriculum;
- utilise pupil voice in providing pupil led education and support;
- publicise the details of internal support, as well as external helplines and websites;
- offer support to pupils who have been bullied and to those who are bullying to address the problems they have.

Involvement and Liaison with Parents and Carers:

We will:
- make sure that key information about bullying (including policies and named points of contact) is available to parents/carers in a variety of formats, including via the school website;
- ensure all parents/carers know who to contact if they are worried about bullying and where to access independent advice;
- 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;
- ensure all parents/carers know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner.

Responding to Bullying:

The following steps may be taken when dealing with all incidents of bullying reported to the school:
- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
- The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision making, as appropriate.
- The Headteacher, Designated Safeguarding Lead (DSL)/Deputy Head Teacher or other senior member of staff will be informed and they will interview all parties involved.
- The DSL will be informed of all bullying issues where there are safeguarding concerns.
- The school will speak with and inform other staff members, where appropriate.
- The school will ensure parents/carers are kept informed about the concern and action taken, as appropriate and in line with child protection and confidentially policies.
- Sanctions, as identified within the school's behavior and relationships policy, and support will be implemented in consultation with all parties concerned.
- If necessary, other agencies may be consulted or involved, such as the police, if a criminal offence has been committed, or other local services including early help or children's social care, if a child is felt to be at risk of significant harm.
- Where the bullying of or by pupils takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated. If required, the DSL will contact Harrow Children's Services to seek advice on collaboration with other schools. Appropriate action will be taken, including providing support and implementing sanctions in school in accordance with this policy and the school's behavior and relationships policy.
- A clear and precise account of bullying incidents will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken. See serious incident form and Bullying incident report form Appendix 1 and 2
- Incidents of bullying will be discussed with the Governing Body (Safeguarding Governors)
- Incidents are recorded on CPOMS.

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:
  - looking at use of the school systems;
  - identifying and speaking to 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 school's behavior and relationships policy and law (DfE 'Searching, screening and confiscation at school');
  - 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:
  - advising those targeted not to retaliate or reply;
  - providing advice on blocking or removing people from contact lists;
  - helping those involved to think carefully about what private information they may have in the public domain.8
- Incidents of cyberbullying will be discussed with the Governing Body (Safeguarding Governors)
- Incidents are recorded on CPOMS.

Supporting pupils:

Pupils who have been bullied will be supported by:
- reassuring the pupil and providing continuous pastoral support;
- offering an immediate opportunity to discuss the experience with their teacher, pastoral team, the designated safeguarding lead, or a member of staff of their choice;
- being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate;
- providing ongoing support; this may include: working and speaking with staff, offering formal counselling, engaging with parents and carers;
- where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Pupils who have perpetrated bullying will be helped by:
- discussing what happened, 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 regarding their behaviour or actions;
- if online, requesting that content be removed and reporting accounts/content to service provider.
- sanctioning, in line with school's behavior and relationships policy; this may include reflection, removal of privileges (including online access when encountering cyberbullying concerns), and internal, fixed-term or permanent exclusions;
- where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help.

Supporting adults:

Our school takes measures to prevent and tackle bullying among pupils; however, it is equally important to recognise that bullying of adults, including staff and parents, whether by pupils, parents or other staff members, is unacceptable.

Adults who have been bullied or affected will be supported by:
- offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Headteacher;
- advising them 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 off school site or outside of normal school hours (including online), the school will still investigate the concern and ensure that appropriate action is taken in accordance with the schools' behavior and relationships policy and/or discipline policy;
- directing adults to report offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online;
- reassuring and offering appropriate support;
- working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Adults who have perpetrated the bullying will be helped by:
- discussing what happened with a senior member of staff and/or the Headteacher to establish the concern;
- establishing whether a legitimate grievance or concern has been raised and signposting to the school's official complaints procedures;
- instigating disciplinary, civil or legal action as appropriate or required.

Advice to Parents:

As the parent of child whom you suspect is being bullied, these are the steps we advise you to follow:
1. Report bullying incidents to the class teacher.
2. In cases of serious bullying, the incidents will be recorded by staff and the Headteacher notified.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

Monitoring and review:

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 Headteacher will be informed of bullying concerns, as appropriate. Furthermore, The Headteacher/ DSL will report on a regular basis to the governing body on incidents of bullying, including outcomes.

Links with other school policies and practices:

This policy links with several school policies, practices and action plans including:
- Behaviour policy
- Complaints policy
- Equalities Policy
- Safeguarding and Child Protection policy
- Online safety and Acceptable Use Policies
- Curriculum policies, such as: PSHE and Computing

Links to legislation:

There are several pieces of legislation, which set out measures and actions for schools in response to bullying, as well as criminal and civil law. These may include (but are not limited to):
- 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

Useful Links and Supporting Organisations:

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net

Appendix 1 – Serious Incident Form

Whitchurch Primary School & Nursery

Serious Incident Form

Pupils name: ……………………………………………………… Class: …………………………

Date (of incident): ………………………………………… Time (of incident): …………………………………

Location:………………………………………………………………………………………………

Staff reporting the incident:……………………………………………………………………………………………

Details of other people involved:

Incident related to (please circle):

Race	SEN/Disabilities	Sexual orientation	Appearance or health condition
Age	Religion or culture	Gender	Other (please give details)

Details of the incident:
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Action to be taken:
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………

Signed: ……………………………………………………………………… Date: …………………………………

Whitchurch Primary School & Nursery

Bullying Incident Report Form

Pupil's name: ……………………………………………………… Class: …………………………

Date (of incidents):………………………………………… Time (of incidents): …………………………………

Location:………………………………………………………………………………………………

Staff reporting the incident: ……………………………………………………………………………………

Form of bullying used (please circle):		
Physical aggression	Damaging or taking possessions	Deliberately excluding
Verbal threats	Name calling and teasing	Spreading rumors
Cyber bullying	Extortion	Other (please give details)

Incident related to (please circle):			
Race	SEN/Disabilities	Sexual orientation	Appearance or health condition
Age	Religion or culture	Gender	Other (please give details)

Form of bullying used (please circle):		
Physical aggression	Damaging or taking possessions	Deliberately excluding
Verbal threats	Name calling and teasing	Spreading rumors
Cyber bullying	Extortion	Other (please give details)

Frequency (please circle):

Once or twice   Several times a week

Persisting for more month   Persisting for more than a year

Other notes: Does the incident involve the same person? Relevant previous behavior.

Details of actions agreed with everyone:

Agreed by:

Checklist:			
Have parents been notified?		Are notes and comments attached and added to CPOMS?	
Had individual discussions with all?		Has a follow up date been set?	
Had group discussion with all involved?		Is a Risk assessment on perpetrator needed and completed?	
Has action been agreed with victim?		Reported to governors?	
Has action been agreed with perpetrator?		Is a referral to other agencies required – including police , Harrow Children's Services ?	

Follow up review :

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Completed by: ………………………………………….   **Date: ………………………………………………………………**

Checked by: …………………………………………….   **Date: ………………………………………………………………**