



# Coombe Academy Trust Knollmead Primary School

## Anti-Bullying Policy

### Equality Analysis Impact

Title of Policy: **Anti- Bullying Policy**

Considered at Governors' Committee meeting: Curriculum Committee

Date: Summer 2018

Review: July 2019

### Is there relevance to equality?

- |   |  |               |
|---|--|---------------|
| 1 | Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3.                                 | <b>Yes/No</b> |
| 2 | Does the policy have an adverse effect upon a group with protected characteristics? (Age, Disability, Gender reassignment, Marriage/Civil partnership, Pregnancy/Maternity, Race, Religion or belief, Sex, Sexual orientation) | <b>Yes/No</b> |
| 3 | Does the policy affect one or more of the equality objectives set by the school? (Please refer to the Equality Policy)   | <b>Yes/No</b> |

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting.

Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.

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## Knollmead Primary School

### Vision Statement

Knollmead Primary School provides a stimulating, safe and happy environment. Our teaching inspires a love of learning and an enquiring mind

We expect and strive for the highest possible achievement for every child. Within a challenging and nurturing environment we help our children to develop as tolerant and confident citizens.

This policy should be used alongside Knollmead Behaviour Policy, the School Improvement Plan, the Equal Opportunities Policy, the Staff Handbook, and the PSHE programme.

### Statement of Intent

This policy is intended to help prevent all forms of bullying in this community and ensure that members of the school behave in a respectful way towards others. Providing a safe and happy place to learn is essential to achieving school improvement, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of the school community. Members of the school should:

- prevent, de-escalate and or stop any continuation of harmful behaviour
- react to bullying incidents in a reasonable proportionate and consistent way
- safeguard the person who has experienced bullying and trigger support for that person
- apply disciplinary sanctions to the person causing the bullying and ensure that she learns from the experience, possibly through multi-agency support.

This policy and accompanying procedures are an integral part of safeguarding and personal well-being.

### What is Bullying?

The Government defines bullying as ‘behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally’. A person can be bullied for a variety of reasons including race, religion, culture, special educational needs, gender, disability, appearance, health conditions, sexual orientation or home circumstances.

Bullying can take place between pupils, between pupils and staff or between staff; by individuals or groups; face to face, indirectly or using a range of methods. In line with this statement, some identified bullying behaviour categories are listed below (please note this list is not exhaustive):

- Exclusion – ignoring, staring, obviously whispering about someone, not attempting to stop or prevent an incident, etc
- Psychological bullying – name calling, swearing, threatening, spreading rumours, offensive comments, etc
- Physical bullying– pushing, kicking, spitting, damage or theft of property etc
- Cyber bullying – inappropriate use of the Internet, mobile phones, video, email, chat rooms, etc
- Direct verbal bullying – threats, insults, nasty teasing etc
- Bystanders – there is no such thing as an innocent bystander in these circumstances. A bystander could be an associate who actively joins the bullying, a re-enforcer who gives positive feedback by smiling, laughing or an outsider who stays silent and thereby condones or collude with the bully.

## **Reporting and Recording Bullying**

Pupils are asked to tell a member of staff whenever an act of unkindness occurs; this will be treated with confidence. They could also tell someone outside of school who they trust who can report the incident for them. Parents and staff will encourage pupils to take responsibility for their actions.

Staff should endeavour to be vigilant in looking for early signs of distress in pupils or other staff such as deterioration of work, spurious reasons for absence or changes in behaviour. If staff feel they have any concerns about pupils they need to tell either the class teacher and or a member of SLT.

Anti-bullying is promoted regularly through various aspects of the curriculum and Student Voice activities; these include PSHE, school assemblies, and school events. Every year the school will promote anti-bullying week with an assembly and a class programme during the Autumn Term. Staff will receive training on an annual basis either in staff meetings or during INSET sessions. SLT will review the anti-bullying policy annually and take part in training on dealing with issues such as language and cyber bullying.

It is made clear that it is everybody's responsibility to report bullying behaviour. All staff are trained to report bullying using the schools behavioural logging system called Behaviour Watch (BW). Different kinds of bullying may require different outcomes.

Staff are on duty at key times during the day including lunch and break times.

Any bullying incidents must be recorded on BW including the name of the victim. Parents must be informed of any incidents that have occurred and the outcomes. The class teacher, phase leader or SLT will ensure this has happened.

Parents are encouraged to contact their child's class teacher, phase leader or a member of SLT should their child report bullying incidents in school. These complaints will be dealt with promptly.

If bullying persists, further strategies will be taken, using multi agencies. The school makes use of the Police Safer Neighbourhoods team and other visiting speakers to promote anti-bullying. All prefects receive training on how to deal with issues and they are monitored and made aware of the expectations they must abide by.

## **Responding to Bullying**

Knollmead Primary School has a pro-active and positive approach in the prevention of bullying and strategies for dealing with individual incidents. If bullying is to be stopped, we must not only punish inappropriate behaviour, but also try to change behaviour patterns of those who feel the need to bully others. It should be noted that the same person can adopt different roles at different times or indeed at the same time and also that some people are more vulnerable to bullying than others.

If an incident is reported, a thorough investigation is carried out. Members of staff listen to all parties and any witnesses. Information is passed to the appropriate staff member who will take reasonable, proportionate and consistent action if deemed appropriate. Any act of bullying will need to be recorded on BW; it must include the name of the victim and the action that was taken. The outcomes are reported to pupils, parents, staff, governors and other stakeholders as appropriate.

Throughout the year the Headteacher, Deputy Headteacher or Assistant Head teacher will undertake site safety tours with the School Council; this information will be used to identify any areas of concern and to implement solutions as appropriate. The school is committed to challenging derogatory language; pupils will not be tormented about their race, religion, sexuality, hair colour, shape or size.

The law empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students when they are off school site (which is particularly pertinent to regulating cyber-bullying) and empowers members of school staff to impose disciplinary action for inappropriate behaviour. The law also permits staff to use physical force in certain circumstances.

The following actions will occur when an act of bullying has taken place:

- Support offered to all parties
- The bully will be informed that their behaviour is unacceptable, given a clear warning to stop from repeating the negative behaviour. Clear expectations of acceptable behaviour will be given
- An opportunity for the person to put right the harm caused, e.g. an apology from the bully or restorative justice meetings
- A contract may be established that will be signed by the student
- Parents/carers informed

**Other actions might include:**

- The return or compensation for damaged personal property
- Detention
- Letter home
- Meeting with both parties, separately or together
- One to one meetings with the perpetrator and the victim
- Meeting with parents
- Seeking support from an outside agency
- Internal/external exclusion
- Information to other students that the negative behaviour is unacceptable
- Bullying can be a criminal offence. The school would support parents, where appropriate, if they decided to file complaints to the police. There may be certain circumstances where the school would contact the police.

**Appendix**

**The Protection from Harassment Act 1997**

Makes it a criminal offence where there are repeated incidents of behaviour amounting to harassment of a person or which causes a person to fear that violence will be used against them.

**Malicious Communications Act 1997**

It is an offence to send an indecent, grossly offensive or threatening letter, electronic communication or other article with the intention that it should cause distress or anxiety.

**Communications Act 2003**

It is an offence to send all form of public communication: grossly offensive, obscene, indecent or menacing communication; or a message known to be false for the purpose of causing annoyance, inconvenience or needless anxiety.

**Public Order Act 1986**

It is an offence to use threatening, abusive or insulting words, behaviour, writing, signs or other visual representation with the intent to cause harassment, alarm or distress.

**Computer Misuse Act 1990**

This is relevant where cyberbullying takes the form of hacking into someone else's account.

**Crime and Disorder Act 1998**

This may be used to appeal for an Anti-Social Behaviour Order (ASBO) which prohibits this type of behaviour. This could be related to any form of bullying where there is evidence of a person, over 10 years old, whose behaviour is causing or is likely to cause harassment, alarm or distress to others and where such order is needed to prevent further anti-social behavior.