English Martyrs' Catholic Primary School

Anti Bullying Policy

Our English Martyrs' School community aims to follow the example of Christ in welcoming, recognising, fostering and developing each individual as a unique and special gift of GOD with value and dignity

Date Reviewed: November 2018

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This policy is based on DfE guidance *"Preventing and Tackling Bullying. Advice for head teachers, staff and governing bodies"*, March 2014 and it is recommended that schools read this guidance: https://www.gov.uk/government/publications/preventing-and-tackling-bullying

1) Objectives of this Policy
This policy outlines what English Martyrs' Primary will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community and we are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated. This policy applies to all pupils in the school including the Early Years Foundation Stage.

2) Our school community:
- Discusses monitors and reviews our anti-bullying policy and practice on a regular basis.
- Supports all staff to promote positive relationships to prevent bullying and will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate

3) Definition of bullying
Bullying is "Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", March 2014)
Bullying can include: 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 inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through websites and social media sites and apps, and sending offensive or degrading images by mobile phone or via the internet.

4) Forms of bullying covered by this Policy
- Bullying can happen to anyone. This policy covers all types of bullying including:
- Bullying related to race, religion or culture.
- Bullying related to SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers, children in care or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.
- Bullying via technology –"cyberbullying"

Procedure to follow when a complaint of bullying is first raised:
Stage 1: Report to the Class Teacher
The following procedure will be adopted in the circumstances of a child/parent or a member of staff raising a concern about bullying.
3.1. In the first instance, any complaint of bullying behaviour, whether it is physical, verbal or mental, should be reported to the class teacher. The concern will be taken seriously and will be addressed immediately.
3.2. The class teacher will speak to the child and reassure him/her asking that any bullying behaviour is reported immediately. The child will be reassured that he/she will not get into trouble for doing so and that 'telling' is an important part of making things better.
3.3. The class teacher will inform the Deputy head.
3.4. The class teacher will make a log of any incidents of bullying or discriminating behaviour and will address any such conduct immediately with the children concerned.
3.5*.* If a concerning pattern of behaviour is found after 48 hours of close monitoring the pupil's class teacher and the Deputy head will arrange to meet with the parents of the child who they suspect is being bullied. (follow 4.2 below)
3.6*.* If a pattern of behaviour is not immediately obvious, the class teacher will continue to monitor the situation and will again reassure the child on a one-to-one basis*.*

Stage 2: Escalation to the Senior Management Team
The following procedure will be adopted in the event that the above actions by the class teacher fail to resolve the situation.
4.1. At this stage the complaint of bullying behaviour, whether it is physical, verbal or mental, will be reported to the Deputy head and immediate action will be taken. The Headteacher Teacher will also be informed.
4.2. A meeting will be arranged with the Deputy head, class teacher and the parents of the child who is suspected of being bullied. Ample time will be given to ensure a full discussion of the situation including all evidence to date and actions taken. A plan of action will be agreed with the parent/s in accordance with this
policy:
4.2.1. The class teacher will speak to the child who is suspected of being bullied, reassure and him/her and request that any bullying behaviour is reported immediately. The child will be again be reassured that he/she will not get into trouble for doing so and that 'telling' is an important part of making things better.
4.2.2. The class teacher will continue to make a log of any incidents of bullying or discriminating behaviour and will address any such conduct immediately with the children concerned.
4.2.3. Other members of staff will be alerted to the situation.
4.2.4. Specifically a programme of 'intensive monitoring' will be put in place, where all teachers who interact with the pupil/s concerned will actively observe and log incidents. This observation will cover all areas of the school (playground and classrooms) and all activities (curricular/extracurricular/break-times).
4.2.5. The Deputy head will implement whatever additional actions are felt necessary in the particular circumstances.
4.2.6. Close communication will be maintained between all parties involved.

4.3. **If evidence of bullying is found**, the parents of the child/children accused of bullying will be contacted and a meeting will be arranged with the Deputy head and the class teacher.

Strategies to help the child accused of bullying to improve and change his/her behaviour will be initiated, as well as strategies to enable the bullied child to deal effectively with the unwanted behaviour of the bully.

- Carpet time/PSHE will be used to discuss bullying issues with the whole class.
- If the situation does not resolve itself other measures will be considered. These may include seeking the advice of a professional third party such as a psychologist.

4.4. **If no evidence** is found this will not necessarily be taken to mean that bullying is not happening since the behaviours can often be subversive and secretive.

- Staff will remain vigilant.
- Discussions will be held with the group of children involved to promote understanding and consideration for one another.
- The pupil/s reported for bullying will not be individually sanctioned nor their parents involved without supporting evidence.

4.5. **If the incident is particularly sensitive,** such as one involving the child of an employee of the school, then the Headteacher may take the lead if this is agreeable to all parties.

4.6. **Resolution:** In the case that parents feel the bullying has not been satisfactorily resolved then the parents should, in the first instance, put their complaint into writing and discuss it with the Headteacher as per the Complaints Procedure.

5. Other forms of bullying:

This policy focuses mainly on the bullying of pupils by pupils although it is recognised that a staff member could be a victim and on occasion may be perceived to be guilty of bullying. Staff members who are concerned about being bullied or harassed should refer to the Staff Handbook. Pupils and parents who feel that a member of staff is bullying should report this with reference to the procedure outlined above. Complaints against teachers will be dealt with in accordance with staff disciplinary procedures.

6. Cyberbulling:

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 interviewing 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 law and also the school searching and confiscation policy. (Note: We will use the DfE 'Searching, screening and confiscation at school' and Childnet Cyberbullying guidance to ensure that the schools powers are used proportionately and lawfully)
- 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.

7. Reducing the risk of bullying:

6.1. Teachers routinely attend training sessions, which enables them to become equipped to deal with incidents of bullying and behaviour management.

6.2. Children at the School are supervised at all times by members of staff. Staff are alert to the fact that bullying may take place at school and will act on any concerns they may have.

6.3. Concerns are raised in staff meetings relating children in the school. However, depending on the nature of the concern it may be more appropriate to raise these directly with the Deputy head in the first instance.

6.4. English Martyrs' PrimaryCE School and Nursery educates our pupils through the PSHE programme under taken by class teachers in every year group. We also use educational elements such as assemblies, projects, drama, stories, literature, historical and current affairs.

8. Involvement of pupils

We will:
- Regularly canvas children and young people's views on the extent and nature of bullying.
- 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 campaigns in schools and embedded messages in the wider school curriculum.
- Publicise the details of help lines and websites.
- Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.
- 9. **Liaison with parents and carers**
- We will:

- Make sure that key information (including policies and named points of contact) about bullying is available to parents/carers in a variety of formats.

- Ensure that all parents/carers know who to contact if they are worried about bullying.

- Ensure all parents/carers know about our complaints procedure and how to use it effectively.

- Ensure all parents/carers know where to access independent advice about bullying.

- 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.

10. Links with other school policies and practices
This Policy links with a number of other school policies, practices and action plans including:
- Behaviour and discipline policy

- Complaints Policy

- Safeguarding and child protection policies

- Confidentiality Policy

- e-Safety (Online Safety) and Acceptable Use Policies (AUPs)

- Curriculum Policies such as PSHE and citizenship and computing

11. Links to legislation
There are a number of pieces of legislation which set out measures and actions for schools in response to bullying as well as criminal law. These may include:
- 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
- The Computer Misuse Act 1990
- Keeping Children safe in Education 2018

12. Responsibilities
- It is the responsibility of:
- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Head teacher, Senior Managers, Teaching and Non-Teaching staff to be aware of this policy and implement it accordingly.
- The Headteacher/Deputy head to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- Staff to support and uphold the policy
- Parents/carers to support their children and work in partnership with the school
- Pupils to abide by the policy.

The named Governor with lead responsibility for this policy is:

The named member of staff with lead responsibility for this policy is: Miss Joy Akpojotor

14. Monitoring & review, policy into practice
- 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 named Governor for bullying will report on a regular basis to the governing body on incidents of bullying and outcomes.

Supporting Organisations and Guidance
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Beat Bullying: www.beatbullying.org
- Childline: www.childline.org.uk
- DfE: "Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies", and "Supporting children and young people who are bullied: advice for schools" March 2014: https://www.gov.uk/government/publications/preventing-and-tackling-bullying
- DfE: "No health without mental health": https://www.gov.uk/government/publications/no-health-without-mental-health-a-cross-government-outcomes-strategy
- "Supporting children and Young People in their Mental Health" ESCC March 2018

Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- NSPCC: www.nspcc.org.uk
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk

LGBT
- EACH: www.eachaction.org.uk
- Pace: www.pacehealth.org.uk
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk
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- **SEND**
- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- DfE: SEND code of practice: https://www.gov.uk/government/publications/send-code-of-practice-0- to-25

Racism and Hate
- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org

- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Show Racism the Red Card: www.srtrc.org/educational

Additional Content

Dealing with Incidents

The following steps may be taken 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 and precise account of the incident will be recorded and given to the head teacher and/or designated lead
- The Deputy head will interview all concerned and will record the incident
- Teachers will be kept informed
- When responding to cyberbullying concerns the school will take all available steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. The police will need to be involved to enable the service provider to look into the data of another user.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools behaviour and discipline policy.
- Parents/carers will be kept informed
- Sanctions will be used as appropriate and in consultation with all parties concerned
- If necessary and appropriate, the police or other local services will be consulted

Supporting Pupils
Pupils who have been bullied will be supported by:
- Offering an immediate opportunity to discuss the experience with their teacher 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.
- Reassuring the pupil and providing continuous support
- Restoring self-esteem and confidence
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

Pupils who have bullied will be helped by:
- Discussing what happened and 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
- If online, requesting content be removed and reporting account/content to service provider

- Sanctioning in line with school behaviour/discipline policy. This may include official warnings, detentions, removal or privileges, fixed-term and permanent exclusions.
- Speaking with police or local services

Supporting Adults
Adults (staff and parents) who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the designed lead and/or a senior member of staff.
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.

- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools behaviour and discipline policy
- Reassuring and offering appropriate support
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

Adults (staff and parents) who have bullied will be helped by:

- Discussing what happened with a senior member of staff and establishing the concern
- Clarifying the schools official procedures for complaints or concerns
- If online, requesting content be removed and reporting account/content to service provider
- Instigating disciplinary, civil or legal action