

## Keston Primary School

### Anti-Bullying Policy

#### Our School View

At Keston Primary School, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff.

#### What is bullying?

The Anti-Bullying Alliance (ABA) defines bullying as:

**The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.**

Bullying is a deliberate act where there is an imbalance of power and bullies usually exert control over other people either by intimidating them, insulting them or threatening them. Bullying is repeated and purposeful and poses a threat of physical or emotional harm.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting;
- Physical - pushing, kicking, biting, hitting, punching or any use of violence;
- Racial - taunts, graffiti, gestures;
- Sexual - unwanted physical contact or sexually abusive comments;
- Homophobic - focussing on the issue of sexuality'
- Direct or Indirect Verbal - name-calling, sarcasm, spreading rumours, teasing;
- Cyber bullying - all areas of social media and internet use, phone messaging and games.

All of these actions are serious and adults should always intervene, however, they may not always be regarded as bullying unless they are part of an ongoing pattern of behaviour against the victim. This policy describes our school response to bullying. Other inappropriate behaviour will be dealt with according to our school Behaviour Policy.

Bullying may be related to:

- Race
- Gender
- Religion
- Culture
- Special Educational Needs or Disability
- Appearance or health condition
- Home circumstances, including young carers and poverty
- Sexual orientation, sexism, or sexual bullying, homophobia

## Signs and symptoms of bullying

Changes in children's behaviour may indicate bullying or other problems. If the following signs are apparent, the possibility of bullying should be considered and investigated:

- Changes in usual routines
- Fear of walking to or from school
- Unexplainable injuries
- Lost or damaged clothing, books, or possessions
- Frequent headaches or stomach aches, feeling sick or faking illness
- Changes in eating habits, like suddenly skipping meals or binge eating. Kids may come home from school hungry because they did not eat lunch.
- Difficulty sleeping, frequent nightmares or crying a bedtime
- A decline or loss of interest in schoolwork, or not wanting to go to school
- Sudden loss of friends or avoidance of social situations
- Feelings of helplessness or decreased self esteem
- Self-destructive behaviours such as running away from home, harming themselves, or talking about suicide

Children may be bullying others if they:

- Get into physical or verbal fights
- Have friends who bully others
- Are increasingly aggressive
- Get sent to the principal's office or to detention frequently
- Have unexplained extra money or new belongings
- Blame others for their problems
- Don't accept responsibility for their actions
- Are competitive and worry about their reputation or popularity

All members of the school community should be aware of the signs and symptoms of bullying and take immediate action by reporting to the class teacher or a senior leader for investigation. If bullying has taken place, parents/carers may be contacted and asked to attend the school.

### Prevention: *What we do*

We promote a safe school environment in the following ways:

- By **valuing relationships**, all staff and pupils are expected to show respect, tolerance and trust to one other. We demonstrate this in our behaviour towards each other.
- In the **curriculum**, PSHE and Citizenship. Through the curriculum pupils will learn about building positive relationships, conflict resolution skills, and emotional health and well-being.
- **Promote the Anti-bullying message** in assemblies, class time and registration. All pupils participate in Anti-Bullying Week in November.
- Use a range of techniques to help **promote positive communication** and acknowledge feelings including circle time.

- We are a **telling** school. We encourage pupils and parents to feel safe and confident informing staff and their concerns will be treated confidentially. (but we can't promise to tell no-one)
- Teach children to **resolve disputes by talking** and not resorting to aggression.
- **Buddy benches** are provided in the playground to help children to find friends.
- Provide teachers and support staff with annual **training** to promote good behaviour in school.
- **Visit 'low surveillance' areas** frequently. As bullying normally takes place at times when children are not closely supervised. Playgrounds, corridors, toilets, and other hidden corners are visited by staff routinely.
- Teach and encourage our children to **look out for each other** and report incidents of concern to them. Our class prefects .....
- Make sure all children are aware of our dedicated **pupil welfare team**, who they can talk to if they're worried about anything. Their photo board is visible and prominent in every classroom.
- Be proactive in gathering intelligence about **issues between pupils** which might provoke conflict and discuss and develop strategies to prevent escalation to bullying. Strategies may include developing lessons to address issues, assemblies or other projects.
- Create an **inclusive environment** where success is celebrated in the class and as a whole school, where children can discuss bullying without fear.

### **Response – *what we will do***

- All bullying incidents must be reported immediately to staff.
- Teachers will **listen**, investigate and take appropriate action.
- The details of the incident will be recorded (Incident Report – available in T/Sh: Keston Masters)
- Parents should be informed and may be asked to come to a meeting to discuss the problem. A parent meeting record will be kept.
- The bullying behaviour and threats of bullying must stop immediately.
- Action will be taken to help the bully (bullies) change their behaviour. This will involve talking about what has happened and why they became involved. It may also take the form of counselling and or a behaviour modification programme.
- The bully will offer an apology and other appropriate consequences may take place such as supervised play. An official warning may be given and the consequences of any future bullying made clear.
- In very serious cases exclusion will be considered.
- Whenever possible, the pupils will be reconciled.

Staff should bear in mind the 5 key points to note when responding to reports (DfE):

1. Never ignore suspected bullying
2. Don't make premature assumptions
3. Listen carefully to all accounts – several pupils saying the same does not necessarily mean they are telling the truth

4. Adopt a problem solving approach which moves pupils on from justifying themselves
5. Follow-up repeatedly, checking bullying has not resumed

### **Recording and Monitoring**

- Bullying Incidents will be recorded on a Behaviour Incident Report form and stored in the Headteacher's office.
- Annual Pupil Questionnaire – the annual questionnaire includes pupil's responses to questions about feeling safe and secure. Responses are monitored and strategies to address fear and anxiety are implemented.

### **Roles and Responsibilities:**

Creating a safe environment is crucial for effective learning and ensures that all pupils' rights to a positive school experience are met. Expectations for appropriate pupil behaviour are made explicit using a whole school approach which aims to develop a shared awareness and understanding so that a consistent approach to bullying will be taken. (See also the school Behaviour Policy). All members of the school community share responsibility for preventing and combating bullying. School leaders, teachers, staff and pupils have some specific roles:

#### Governors

- To ensure existence and regular review of the Anti-Bullying policy.
- To monitor the curriculum
- To include updates on anti-bullying.
- To be available to hear any parent /carers' complaints or concerns – make them aware of systems in place for this
- To appoint a governor with specific oversight of anti-bullying (the Child Protection Governor).

#### Headteacher

- To ensure that anti-bullying and supporting pastoral/curricular measures are regularly reviewed and featured in school improvement planning
- To ensure the policies are communicated to all staff, parent/carers and pupils annually. This could include sharing information at curriculum evenings.
- To contribute to and have an overview of formal disciplinary proceedings

### Teaching staff

- To ensure good relationships and class ethos
- Show take firm action to prevent one child or group affecting the happiness, work and self-esteem of others.
- To help children to understand the nature of bullying and to be able distinguish between bullying and normal playground disagreements or teasing.
- To ensure appropriate delivery of the curriculum
- To deal with reported incidents, seeking advice from and referring to phase leaders and the school senior leadership team when necessary.

### Non-Teaching Staff

- To contribute to preventative and support strategies to develop pupils' social skills throughout the school
- To contribute to delivery of curriculum and/or extra-curricular activities as appropriate
- To support and reinforce the school policy for good behaviour and responding to incidents when dealing with children and/or their parents or carers.

### Pupils

- To learn nature of bullying and be able distinguish between bullying and normal playground disagreements or teasing
- To tell someone if they are being bullied e.g. teacher, prefect, parent or relative.
- Help prevent bullying by telling someone if they see somebody being bullied and become an 'upstander' as opposed to 'bystander'

Pupils are also encouraged, to learn how to deal with bullying themselves by gaining appropriate strategies to develop confidence and coping with negative peer pressure. In particular, appropriate, immediate reporting to an adult in school is strongly encouraged. /

### Parents

- To contact the school immediately if they suspect their child is being bullied or is bullying another child. In the first instance, talk in confidence to the class teacher.
- Parents should not take matters into their own hands. It is important that parents do not advise children to retaliate. Children must not be told to hit back as it usually makes matters worse.
- Support the school's expectations for good behaviour where appropriate, attend meetings to contribute positively to actions aimed at solving any problems.

- Support the school in working with both the bully and the victim.
- Monitor children's TV viewing. Recent studies clearly show that children who watch programmes that contain high levels of violence may exhibit anti-social behaviour at school.
- Be aware that the main role in pupil awareness of bullying is a shared responsibility.
- Actively encourage their child to make a positive contribution to the school community.

### **How can the bully's parents help?**

- Listen to their child's point of views.
- Discuss and record any explanation or reasons given and report these back to the teacher.
- Discuss behaviour with their child and explain/discuss why this was not appropriate.
- Share other ways that child should share their thought and feelings that would not be hurtful/harmful.

### **Additional resources and further information – for adults and children:**

DfE: Preventing and tackling bullying. *Advice for headteachers, staff and governing bodies* (2014) Ref: DFE-00292-2013

Anti Bullying Alliance: *Access to free online CPD training for teachers*

<https://www.anti-bullyingalliance.org.uk/training-catalogue>

*Information for parents, teachers, other adults and children – look out for the 'top tips'*

<https://www.anti-bullyingalliance.org.uk/>

<https://www.anti-bullyingalliance.org.uk/sites/default/files/field/attachment/Top-tips-for-children-and-young-people%281%29.pdf>

Childline: *information about types of bullying and help & support, including a tool to 'Bounce back from bullying'*

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying>

Assertive behaviour to avoid bullying – information for children:

<https://www.kidpower.org/library/article/prevent-bullying/?gclid=CPzu6oSpiNQCFXMW0wodH2oAcw>

## Links to other policies

The school policies that have connections with anti-bullying are:

- Behaviour Policy
- Equalities Statement
- Computing and e safety policy
- Child Protection policy
- PHSE Policy
- Inclusion policy
- Complaints procedure
- Disability Equality Scheme
- Healthy Schools Status
- Social Media Policy
- Mobile Phone Policy
- Safeguarding Policy

The Anti-Bullying Policy review involved consultation meetings with representatives from all areas of our school community including parents, governors, support staff, teachers, lunchtime supervisors and the school council.