



# ANTI -BULLYING POLICY

<b>Governor Committee Responsible</b>	<b>Learning and Teaching</b>
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<b>To be read in conjunction with the following policies</b>	<b>Behaviour &amp; Discipline</b> <b>Safeguarding and Child Protection</b> <b>E-safety</b> <b>Inclusion/SEN</b> <b>Whistleblowing</b> <b>School Complaints Procedure</b>
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# Anti-Bullying Policy

## ***Statement of Intent***

At Heather Ridge Infant School, we are committed to providing a caring, friendly and safe environment for all of our pupils so that 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. We are a telling school. This means that anyone who knows that bullying is happening is expected to tell a member of staff. This policy is written for staff, parents and governors who promote this vision for the children of Heather Ridge.

## ***What is bullying?***

There are many definitions of bullying but most have four things in common:

- It is deliberately hurtful behaviour
- It is repeated often over a period of time
- It is targeted to individual children/and/or groups
- It is difficult for those being bullied to stop the process

Bullying can take many forms including:

- **Physical** – e.g. pushing, kicking, hitting, pinching and any other forms of violence, threats or damage to property or theft
- **Verbal** – e.g. name calling, sarcasm, spreading rumours, persistent teasing
- **Emotional** – e.g. excluding, tormenting, ridicule, humiliation
- **Relational** - This involves a bully trying to hurt a peer and/or that peer's standing within a particular peer group. Relational bullying can be used as a tool by bullies to both improve their social standing and control others. Unlike physical bullying which is obvious, relational bullying is not overt and can continue for a long time without being noticed.
- **Racist** - Any hostile or offensive action, including derogatory and discriminatory language, against others because of their skin colour, cultural or religious background or ethnic origin.

## ***Racial Equality***

- Every pupil has the opportunity to achieve the highest standards, and the best qualification for the next stage of their life. Each pupil is helped to develop a sense of personal and cultural identity that is confident and open to change, and that is respectful and receptive towards.

- **Sexist** - e.g. attitudes that when expressed demean, intimidate or harm another person because of their sex or gender.
- **Cyber** - the use of electronic communication to bully a person, typically by sending messages of an intimidating nature including sexting.
- **Picking on Points of Difference** – e.g. physical features, family circumstance, disability, special educational needs

Perpetrators may use different pretexts as the basis of their bullying, basing their comments or actions on:

- ❑ The religious background or faith of the person bullied
- ❑ A disability, perceived physical difficulty or Special Educational Need.
- ❑ The race of the victim: e.g. racist name calling, taunts or gestures
- ❑ Those who are academically more able
- ❑ Other vulnerable groups

Bullying is not the same as quarrelling – all children will fall out with each other from time to time. This includes rough playground games which are due to unthinking children rather than intentional behaviour.

Not all aggression is bullying, nor all name calling. It becomes bullying when it is exercised through the use of power, rather than an exchange between equals.

### ***Bullying outside of school.***

Head teachers have a specific statutory power to discipline pupils for poor behaviour outside of the school premises. This can relate to any bullying incidents occurring anywhere off the school premises, such as the park, outside local shops, in the town centre or online.

Where bullying outside school is reported to school staff, it will be investigated and acted on. The head teacher will also consider appropriate action to take, and whether it is appropriate to notify the police. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will always be informed.

The Head teacher will report the incident, which would be logged in the safeguarding file and stored securely.

### ***All forms of bullying are unacceptable***

No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving and at Heather Ridge Infant School, we have a responsibility to respond promptly and effectively to issues of bullying. The school follows and complies to the Equality Act 2010.

### ***Signs of Bullying***

Look for changes in the child. However, be aware that not all children who are bullied exhibit warning signs.

#### **Some signs that may point to a bullying problem are:**

- Unexplainable injuries
- Lost or destroyed clothing, books, electronics, or jewelry
- 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 or frequent nightmares
- Declining grades, 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 behaviors such as running away from home, harming themselves, or talking about suicide

### **Signs a Child is Bullying Others**

Kids 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

### ***At Heather Ridge, we aim to:***

- Provide for all a safe, supportive learning and work environment free from threat or fear

- Work towards an ethos in our community where all forms of bullying are unacceptable and where the reporting of bullying is encouraged and expected
- Reduce and wherever possible, eradicate all instances of bullying
- Respond effectively to all instances of reported bullying
- Ensure all governors, teaching and non-teaching staff, know the school Policy on bullying and follow it when bullying is reported
- Ensure pupils and parents know school has a zero tolerance regarding bullying

Pupils and parents should be assured that they will be supported when bullying is reported and that prompt action to resolve the situation will be taken.

Staff have received training on anti-bullying from CAMHS (Child and Adolescent Mental Health). In addition, assemblies on anti-bullying are carried out to involve the children, including outside agencies such as the NSPCC (National Society for the Prevention of Cruelty to Children). The school carry out regular assemblies to discuss behaviour, values and friendships.

We define bullying as physical or verbally aggressive behaviour that occurs 'Several Times on Purpose'. The school uses this definition to help children understand the seriousness of bullying compared to other unacceptable behaviours and provides the **'STOP'** acronym that leads to children knowing they should 'Start Telling Other People'

School preventative measures are taken to support the understanding of being a good friend, through regular PHSE and Circle Time sessions supported by the SEAL programme. This is reinforced by the school values and whole school Anti-Bullying theme days within the academic year.

In addition, all children receive 'staying safe on-line' training, through the use of the thinkyouknow.com materials. At least one member of staff is CEOP (Child Exploitation and Online Protection) and delivers training to parents at least twice a year on both anti-bullying at Heather Ridge and e-safety. Parents are issued with a leaflet outlining our aims and how we deal with bullying at Heather Ridge as well as guidelines for staying safe on-line at home and what to do if they are concerned about their child.

All classes have a 'worry monster' where they can place their worries anonymously as well as 'bubble time'. 'Bubble Time' is a system whereby a child can notify the staff if they need to talk by discreetly placing a peg on the 'need to talk' sign in the classroom.

## **Procedures**

### **Children**

- Children are encouraged to **'Start Telling Other People'**
- They are encouraged to report possible bullying to any member of staff they trust, a friend or a member of their family.
- All classes have a 'worry monster' where they can place their worries anonymously
- Each playground has a Buddy Bench where children can visit if they need someone to play with.
- Selected Year 2 children are friendship monitors in the playground during break and lunchtime. These are changed regularly.
- All children are encouraged to use the 'Bubble Time' peg, a system whereby a child can notify the staff if they need to talk by discreetly placing a peg on the 'need to talk' sign in the classroom.
- Children who are 'bystanders' are encouraged to support their peers by reporting any suspected bullying.

### **Staff**

- All incidents of suspected bullying will be dealt with by the member of staff it is reported to, usually the class teacher. An ABC (antecedent, behaviour and consequence) form will be completed. (Appendix D)
- The ABC forms are logged regularly and an analysis form is completed each half term to review trends and possible interventions.
- The ABC form has a coding system to link to each type of bullying and safeguarding concern.
- All staff are responsible for the health and wellbeing of the children and have a duty to respond seriously to any claim of bullying.
- If they are unable to investigate the matter must be **referred immediately** to a senior member of staff.
- All staff promote good behaviour around school including communal areas.
- A support network and strategies to address the issue will be put in place for any victims of bullying.
- Strategies will be put in place to help the bully (bullies) change their behaviour.

- The Head teacher will report to the Governors of the Learning and Teaching Committee any incidences of bullying and will be recorded in the Head teachers termly report to all Governors.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. Should bullying persist, school will liaise with outside agencies and appropriate Local Authority Personnel.
- A follow up meeting with parents will be arranged to monitor future developments.
- The school participates in annual 'Anti-bullying Week' with a focus on friendship. Carrying out activities in class and special assemblies.
- e-safety week with a focus on staying safe online and training for parents and children.
- Staff are responsible for displays around school including those related to feelings, friendships, e-safety, class charter/agreements and Good to Be Behaviour system.

***Other documents related to this policy:***

- **Schools complaint form (Appendix A)**
- **Surrey school complaints information (Appendix B)**
- **A brief guide to school complaints (Surrey County Council) (Appendix C)**
- **ABC form (Appendix D)**

**This policy will be kept under continuous review and will be reviewed annually as a whole staff.**

# Heather Ridge Infant School



Appendix A

## School Complaints Form

If you are not satisfied or feel that you have been unfairly treated, we would like you to indicate your concern.

**It is, however, important that you attempt to resolve any difficulties in the first instance by discussing your concerns/complaint with a member of staff or the Headteacher at the school.**

If you have tried this and are still not satisfied with the response then please fill in all the sections of this form and return it to the Chair of Governors, c/o the school address.

**Please note** that should the complaint refer to more than one incident, you should complete a separate form for each incident; this is to clarify individual responsibility and maintain confidentiality, should the case result in a formal hearing.

<b>Your name</b>		
<b>Your address</b>		
<b>Your telephone numbers</b>		
<b>Home</b>	<b>Work</b>	<b>Mobile</b>
<b>If applicable - Child's name and date of birth</b>		<b>Your relationship to the child</b>
<b>Please give a brief description of your complaint</b>		
<b>When did you report the problem to the school?</b>		
<b>To whom at the school did you report the problem?</b>		
<b>What was the response?</b>		
<b>Have you complained to the school about this before?</b>		
Yes/No		
<b>If so, to whom and when?</b>		



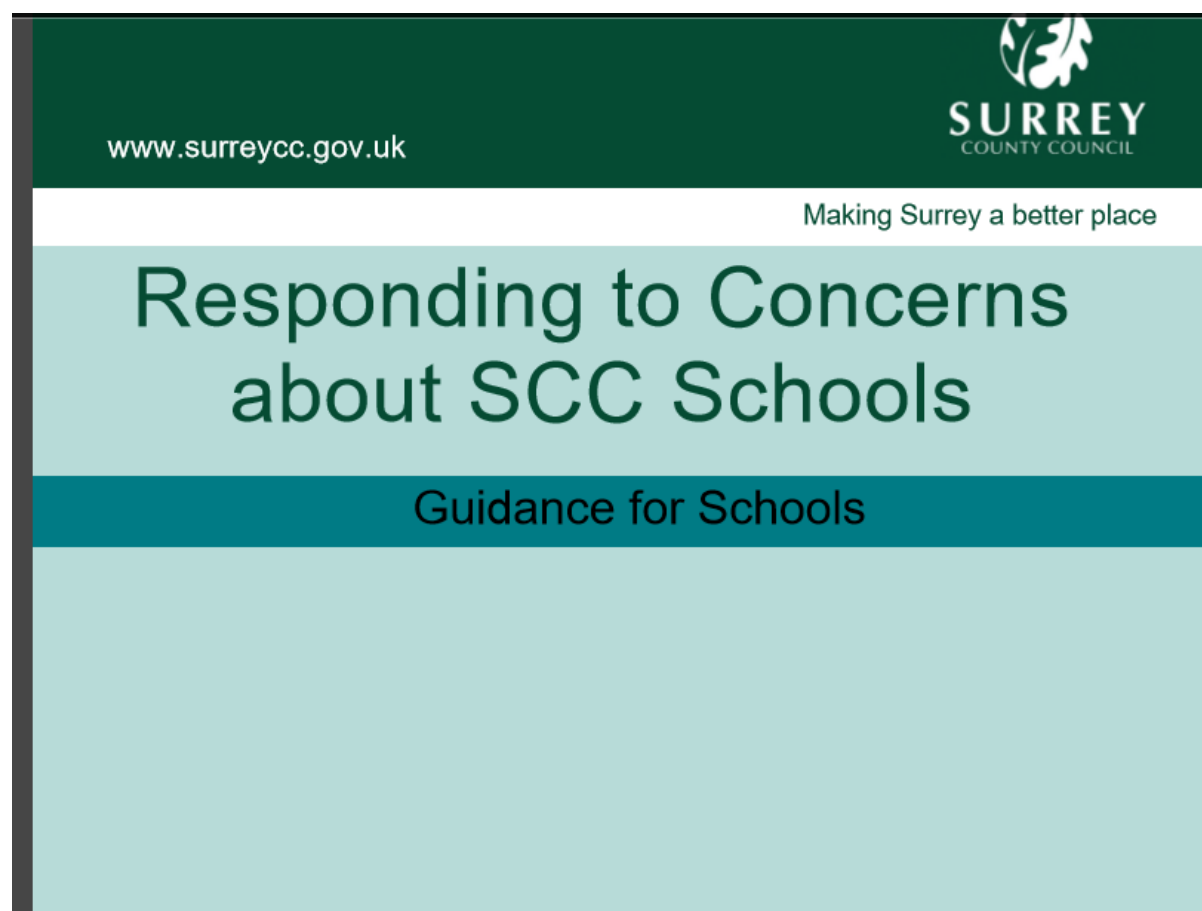
What steps do you feel <u>should have been taken</u> by the school to resolve the matter?
What steps do you feel <u>should now be taken</u> by the school to resolve the matter?
Signature:
Date:

List of action taken to resolve complaint
Outcome of complaint
Date forwarded to Chair of Governors for action
Any other comments
If applicable: Date forwarded to Stage 4

## Appendix B

This document can be found on:

[www.surreycc.gov.uk](http://www.surreycc.gov.uk)



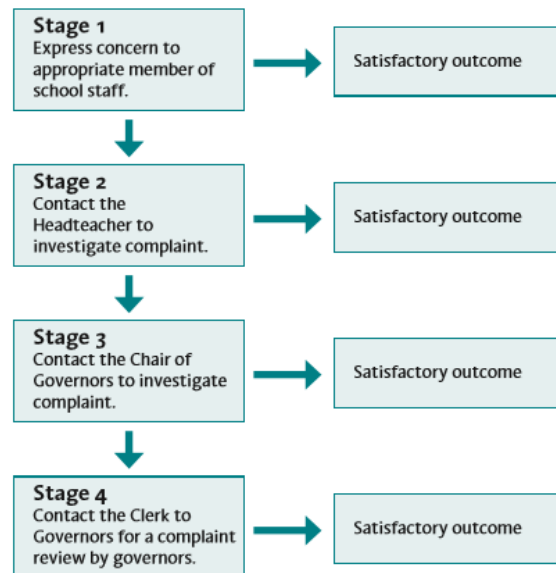
## Appendix C

Further Information	<div>Surrey County Council County Hall Kingston upon Thames KT1 2DN</div> <div>SURREY COUNTY COUNCIL</div> <div><a href="http://www.surreycc.gov.uk">www.surreycc.gov.uk</a></div> <div>SURREY COUNTY COUNCIL</div> <div>Making Surrey a better place</div>
<p><b>Further Action</b> For most complaints the decision of school governors is the last stage of the procedure in Surrey County Council schools. However, in certain circumstances further steps may be available. For information contact the Surrey County Council Contact Centre on 03456 009 009.</p> <p><b>Mediation</b> In some cases mediation may be available to assist in resolving your concerns. Please contact the school for further details.</p> <p><b>Further Assistance</b> Surrey County Council are committed to ensuring that no one is excluded from the school complaints process. If you have difficulties that may prevent you from representing yourself in writing or in person please</p>	<p>contact the school or the Surrey County Council Contact Centre on 03456 009 009.</p> <p>For a more detailed explanation of the Surrey County Council Model Schools Complaints Procedure please see:</p> <p>'Responding to Concerns about Surrey County Council Schools – Guidance for Parents, Carers and the General Public'.</p> <p>This is available from most schools, the Surrey County Council Contact Centre on 03456 009 009 or online <a href="http://www.surreycc.gov.uk/learning">www.surreycc.gov.uk/learning</a>.</p> <p><b>If you would like this document in large print, on tape, in another language or if you need help with reading this leaflet please contact us on:</b></p> <p><b>Telephone - 03456 009 009</b> <b>Minicom - 020 8541 8914</b> <b>Fax - 020 8541 9004</b> <b>Email - <a href="mailto:contact.centre@surreycc.gov.uk">contact.centre@surreycc.gov.uk</a></b></p> <p><b>A brief guide to school complaints</b></p>  <p><small>Created by the Communications Design Team: 03/12/16/CS/184.</small></p>

## Surrey County Council model complaints procedure

## Introduction

## Model Complaints Procedure



From time to time you may have a concern about a school, or as a parent or carer about an aspect of your child's schooling.

Schools are required by law to have procedures for handling complaints. Most Surrey County Council schools have adopted the Surrey County Council model complaints procedure for schools briefly explained in this leaflet. You should check with your school and request a copy of their complaints policy and any guidance they may have which may differ from the procedures outlined in this leaflet.



For some complaints this process may not be appropriate:

If your complaint relates to:

- Pupil Exclusion
- Admission to School
- Child Protection/Safeguarding
- Home to School Transport
- Special Educational Needs

Please ring the Surrey County Council Contact Centre on 03456 009 009 and they will put you in touch with the appropriate team who will advise you further.

### Stage 1

Discuss your concerns with your child's class teacher or other appropriate member of staff. Most difficulties are resolved satisfactorily at this stage.

### Stage 2

Contact the Headteacher by arranging an appointment to discuss the matter or put your concern in writing. The Headteacher will investigate your concerns and respond.

### Stage 3

If the Headteacher has been unable to resolve the issues to your satisfaction, complete a Stage 3 Complaint Form (available from the school office and/or school website) and return it to the Chair of Governors c/o the school. The Chair of Governors or nominated governor will investigate and respond.

### Stage 4

If you feel that the school has not properly investigated your complaint or that it has not followed its published procedures, you are entitled to have all matters reviewed by a panel of three governors who have had no previous involvement.

If you wish your complaint to be reviewed you should make your request in writing to the Clerk to the Governors c/o the school.

## Heather Ridge Infant School ABC - Monitoring/Incident record

Pupil Name:

Date:

Time:

Report completed by:

Other staff involved:

Setting/History	Antecedent	Behaviour	Consequence
Where did the incident take place?	What happened before?	What did they do?	What did you say? What happened after or as a result of the behaviour?
Who else was there?			
What was the activity?			
Had there been a prior incident? No                Same am/pm Same session   Same day			
Any relevant comments in a home-school book or by parent/carer? No   Yes		Incident Code (see reverse): P   V   E   Re   Ra   S   C   Diff SC	
Signature (signed by the report writer)			
Information shared with: Class Teacher      Member of SLT      SMPF      Other relevant staff      Parents [Verbal/book/phone]			
Action taken (If appropriate): Class meeting      MPF meeting      Staff Meeting      Write/review risk-assessment      Review behaviour or SEN plan			
Please attach additional sheets if required.			

Form of Bullying	Code	Definition
Physical	P	Pushing, kicking, hitting, pinching, damage to property, theft, threats
Verbal	V	Name calling, sarcasm, spreading rumours, persistent teasing
Emotional	E	Excluding, tormenting, ridicule, humiliation
Relational	Re	Trying to hurt a peer or a peer standing within a particular peer group.
Racist	Ra	Derogatory or discriminatory language against others because of skin colour, cultural, religion or ethnic origin.
Sexist	S	Intimidating or harming another person because of their sex or gender.
Cyber	C	Use of electronic communication to bully a person. Text messages, website, social media, email, phone call
Points of difference	Diff	Picking on differences such as physical features, family circumstances, disability or special educational needs.
Safeguarding concern	SC	This incident is also a safeguarding concern. Please complete a Purple Safeguarding Report Form.