

## Anti Bullying Policy

*'At Pottery we all have a right to be safe, to have a fair say and to be treated equally. We are taught the knowledge and skills we need, in fun and exciting ways, to keep safe both in and out of school. If we are in any danger, are worried or are harmed, we know how to report this and who to report to.'* (School Council 2016 - 2017)

### Statement of Intent

Every one at Pottery Primary School is committed to providing a caring, friendly and safe environment for all 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 any one should be able to tell and know that incidents will be dealt with promptly.

There is a separate policy that deals with 'staff bullying.'

### What is Bullying?

Bullying is deliberately hurtful behaviour **that is repeated** (either to the same person or the same person 'bullying' a variety of individuals) **over a period of time**, making it difficult for the person/s concerned to defend themselves. This can take the form of:

- Emotional being unfriendly, excluding, isolating, tormenting (e.g. hiding books, threatening, gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually unwanted comments
- Homophobic because of, or focussing on the issues of sexuality
- Verbal name calling, sarcasm, spreading rumours, teasing
- Cyber being tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone, or other type of digital technology.

(These examples are by no means exhaustive)

**The staff work hard to ensure that pupils know the difference between bullying and simply 'falling out'. Peer on peer abuse will not be tolerated.**

### Why is it important to respond to bullying?

- Bullying hurts.
- No one deserves to be a target of bullying.
- Everybody has the right to be treated with respect.

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- Pupils who are bullying need to learn different ways of behaving.
- Targets/ victims of bullying need to be listened to and supported.
- Pupils who are bullying may be, or have been, the victims of bullying themselves and therefore need support in learning different ways of behaving.

Once alerted, we have a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will know what the school policy is on bullying and follow procedures 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. As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### Actions to Tackle Bullying

Prevention is better than cure so at Pottery Primary School we will be vigilant for signs of bullying and always take reports of incidents seriously. We will use the curriculum whenever possible to reinforce the ethos of the school and help pupils to develop anti-bullying ethos.

Pupils are told they **must** report any incidence of bullying to an **adult** within school, and that when another pupil tells them that they are being bullied or if they see the bullying taking place it is their responsibility to report their knowledge to a member of staff. We have found that some a minority of pupils are uncomfortable doing this verbally so there is provision for pupils to report incidents non-verbally through classroom worry boxes, books or similar process from year 2 upwards.

All reported incidents of bullying will be investigated and taken seriously by staff members. A record is kept of bullying incidents (appendix 1). Older pupils may be asked to write a report themselves. In order to ensure effective monitoring of such occurrences, and to facilitate co-ordinated action, all proven incidences of bullying must be reported to the Head teacher. If bullying includes racist abuse then it must be reported to the Head teacher to be recorded in the Racial Incident Log.

Upon discovery of an alleged incident of bullying, we will discuss with the children the issues appropriate to the incident and to their age and level of understanding. In some cases a problem solving approach may help.

The adult will remain neutral and deliberately avoid direct, closed questioning which may be interpreted as accusatory or interrogational in style (e.g. tell me what happened).

Each pupil must be given an opportunity to explain what happened with no predetermined ideas or blame being put upon them. The discussion will remain focused on finding a solution to the problem and stopping the bullying recurring (if it is such an incident). Parents of the perpetrator and of the target/victim will be kept informed at all times.

If further incident/s of bullying happen, parents of the perpetrator will be expected to attend a meeting at school with staff and their child to agree a plan to try to address the difficulties; this may involve a referral to outreach agencies such as the behaviour support service. Exclusion is the ultimate sanction in school.

The police may be involved with certain incidences. Pupils are never interviewed by the police without parental permission (unless in exceptional circumstances). Parents of pupils who have been assaulted have the right to report incidents to the police as have the pupils themselves. The age of 'criminal responsibility' is 10 and we work with the community police in school in educating our pupils so that they develop/have an understanding of this, in that at the age of 10 they are responsible for decisions they make, and can legally be held accountable.

## **Outcomes**

- The bully (bullies) will be expected to apologise when appropriate.
- In serious cases, fixed term or permanent exclusion will be considered.
- Where possible the pupils will be reconciled.
- After the incident / incidents have been investigated and dealt with, each case will be monitored by class teacher and/or a member of the senior leadership team to try to ensure that repeated bullying does not take place and the victim is safe, secure and happy within the school environment.
- A programme of support may be appropriate for the victim.
- A programme of work to correct negative behaviours may be appropriate for the perpetrator.

## **Prevention**

As part of the whole school ethos we will be proactive in our approach to anti-bullying. We will use a variety of methods to help children to prevent bullying. These will include, where appropriate:

- Our PSHE (personal, social and health education) curriculum.
- Our SEAL (social and emotional areas of learning) work.
- Two annual days every year where the whole school are involved in workshops on the theme of anti bullying.
- Teaching of games to play to keep children busy at break/lunch and in groups (rather than alone).
- Clear rules for the children.
- Peer mentors (trained) at lunchtime.
- Writing stories, poems, drawing pictures or making posters about bullying.
- Using stories about bullying as a basis for class or assembly discussion.
- Making up role play scenarios enabling children to recognise and deal with bullying appropriately.
- Social stories.
- Circle time / R-Time.
- Positive play.
- Having discussions about bullying and why it matters.
- Commitment to the Derbyshire and National anti-bullying schemes.

## Useful Contacts

Contact	Telephone number	Web site
KIDSCAPE	020 7730 3300	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
Children's Legal Centre	01206 873820	<a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a>
Advisory Centre for Education (ACE)	0207354 8321	<a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>
Parentline Plus	08088002222	<a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>
Youth Access	02087729900	<a href="http://www.youthaccess.org.uk">www.youthaccess.org.uk</a>
NSPCC		<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Anti-bullying network	0131 651 6100	<a href="http://www.antibullying.net">www/antibullying.net</a>
Beat Bullying		<a href="http://www.beatbullying.org">www.beatbullying.org</a>
Childline	0800 11 11 11	<a href="http://www.childline.org.uk">www.childline.org.uk</a>

# Appendix 1

# Bullying Incident Report Form

Name of pupil (perpetrator):

Year group:

Class Teacher:

Target / Victim (name, year group and class teacher):

Date:

Details of the incident/s:

*(Use reverse of form if needed)*

*(Attach any written statement from pupil/s)*

Action/s taken as a result of incident/s:

Any other relevant information:

Name of staff completing report form:

Name of staff information transferred to:

Signed \_\_\_\_\_ person completing form

**Note:** A copy of this form is to be given to the class teacher with the original being sent to the office for the attention of the head teacher.

## Bullying Incident Reporting Form

Electronic Version

FORM 4

### 1. Focus of bullying behaviour

Please tick all elements which apply in your investigation of the incident(s)

Age/ Maturity		Gender	
Appearance		Transphobia/Gender identity	
Size/weight		Homophobia/sexuality	
Class/Socio-economic		Sexualised	
Family circumstance		SEN and Disability	
Ethnicity/Race		Ability/application	
Religion/Belief		Other	

### 2. Manifestations of bullying

(tick all those that apply)

Perception of individual: feelings of being bullied/harassed	
Isolation/ignoring	
Teasing	
General expressions of prejudice/stereotype	
Racist literature, graffiti or insignia	
Verbal abuse or name calling (specify below)	
Targeted graffiti or hurtful note writing	
Threats including threatened physical assault	
Mobile phone/text message bullying/harassment	
Internet related bullying/harassment	
Camera phone bullying/harassment	
Actual physical assault	
Other:	

### 3. Those involved

(tick all those that apply)

Individual pupil against individual pupil		Child in care - target	
Group against individuals		Child in care - perpetrator	
Group against group		SEN - target	
Adult - target		SEN - perpetrator	
Adult - perpetrator		Other	

### 4. Time of incident

In school time	
Out of school hours	

### 5. Report number

(Report number incident relates to)

Name of school

Date form submitted

Person completing form

Please email completed form to [prevent&tackle@derbyshire.gov.uk](mailto:prevent&tackle@derbyshire.gov.uk)

**PREVENTING AND TACKLING BULLYING IN DERBYSHIRE**

