



# Anti-Bullying Policy for Primary

Revised: January 2020  
Review Date: July 2021  
Responsible: SLT

Our policy for Anti-Bullying supports our aims, mission and values.

*Inquisitive minds* 🧐, *creative hands* ✋, *caring hearts* 🤍.

We Aim for Every Child to

- Keep safe and feel secure
- Be healthy and happy
- Enjoy school and feel positive about learning
- Achieve their potential
- Develop strong social skills and emotional well-being

Our Mission Statement

- Our school environment is welcoming and friendly.
- We are positive role models and lead by example.
- We are all learners and we work as a team.
- We innovate, inspire, challenge and have fun!
- We empower others to do and to become the best they can.
- We have high expectations and believe we can!

**Our Core Values**



## Rationale

At Caxton College we respect every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available. Bullying of any kind is unacceptable in our school. The anti-bullying policy ensures that all our children can learn in a supportive, caring and safe environment without fear of being bullied. If bullying does occur, all pupils should know that any incidents will be dealt with promptly and effectively. We are a TELLING school which means that anyone who knows that bullying is happening is expected to tell the staff or parents. We are working towards being a Mindful School.

## What is Bullying?

Bullying is repeated behaviour by an individual or a group that intentionally hurts an individual, either physically or emotionally.

Bullying behaviour is:

- deliberate and intended to hurt or humiliate someone
- persistent
- when there is an imbalance that makes it difficult for the victim to defend themselves (for example, a difference in age or a group against an individual)

Bullying can be:

- Emotional – hurting people's feelings, being unfriendly, excluding someone, tormenting
- Physical – pushing, hitting, kicking, spitting or any use of violence or taking other people's belongings
- Verbal – name calling, making offensive comments, spreading rumours and teasing
- Sexual – unwanted physical contact or sexually abusive comments
- Cyber – all areas of internet, such as messenger services, emailing or misuse of associated technology, i.e. camera and video facilities
- Racist – calling others names because of their ethnic background, nationality, religion or colour of skin

Although bullying can occur between individuals, it often takes places in the presence of others who may also join in or who become 'bystanders'.

Bullying will be considered as peer on peer abuse when a child is at risk of significant harm, in these instances the safeguarding policy and procedures must be followed.

**Bullying is not** the odd occasion falling out with friends, name calling, arguments or when the 'occasional' joke is played on someone. Children do sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns,

the odd name calling or childish prank. We all have to learn with these situations and develop social skills to repair relationships.

### **Why is it Important to Respond to Bullying?**

- Bullying hurts
- 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
- We have the responsibility to respond promptly and effectively to issues of bullying

### **Objectives of this Policy**

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

### **Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- doesn't want to go on the bus
- begs to be driven to school
- is unwilling to go to school
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or equipment damaged or missing
- asks for money or starts stealing money
- has unexplained cuts or bruises
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or iPad
- is nervous or jumpy when an email or iMessage is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## Procedures – Reporting

### Children

- Children are encouraged to ‘**Start Telling Other People**’
- They are encouraged to report any incidents to any member of staff they trust, a friend or a family member.
- Children who are ‘bystanders’ are encouraged to support their peers by reporting any suspected bullying
- Year 5 & 6 pupils have a Help icon on their iPad to report any online incidents.

### Staff

- All staff are responsible for the health and wellbeing of the children and have a duty to respond seriously to any claim of bullying.
- Teach SEAL and the Core Values and as a preventative measure during class time and during SEAL assemblies.
- Circle time is used whenever necessary to discuss any issues in the class or other areas of the school.
- All incidents of suspected bullying will initially be dealt with by the member of staff it is reported to, usually the class teacher.
- If s/he are unable to investigate the matter or think the allegations may be true it must be referred to the SLT immediately by sending an email to [primarybehaviour@caxtoncollege.net](mailto:primarybehaviour@caxtoncollege.net) (this email includes Silvia Sanchis, Psychologist; Belen Palacios, Spanish Co-ordinator, John Fraser, Assistant Head Teacher, responsible for behaviour and Barbara Stenhouse, Head teacher.)
- Lunchtime supervisors, clubs teachers or bus supervisors report any concerns about the children’s behaviour in the Behaviour Books or directly to a member of the SLT in more serious cases.

### SLT

- One member of the SLT will be responsible for a suspected case of bullying and will record any parent meetings on a Parent Interview Form (PIF) on the pupils profile and any conversations on the pupil’s Personal/social area of profile. During this process the alleged bullying will be confirmed as bullying or not.
- If confirmed at least one member of the SLT will meet the parents who have raised the concern and the parents of the bully, if necessary.
- Staff who work with the victim and/or bully will be informed about the situation and asked for feedback.
- The responsible person will investigate and record all incidents and review the case until it has been resolved.

### Parents

- Parents are encouraged to share any concerns with their child's class teacher or a member of the SLT.
- In confirmed cases of bullying parents of both the victim and the perpetrator should be informed and will be asked to come in to a meeting to discuss the situation.

## **Procedures – Outcomes**

### **Victim**

- The bullying behaviour or threats of bullying must be investigated immediately and the bullying stopped.
- Victims will be reassured that they have done nothing to deserve the bullying and that what may have happened is not their 'fault'.
- Strategies will be given to the victim on how to deal with situations, if necessary.
- Following investigations, the responsible staff will periodically 'check in' with the pupils to ensure that the child feels happy and secure at school.

### **Perpetrator**

- The perpetrator should be helped to realise that bullying will not be tolerated, that it must stop immediately and that there can be no reoccurrence.
- Children are helped to reflect upon their actions and consequences and to empathise with how the bullied child may feel.
- Children that have bullied are supported to modify their behaviour – this may be through an individual behaviour plan, participating in the structured playground games, attending mindfulness sessions and/or involvement of parents to reinforce the unacceptable nature of bullying.
- Other consequences may take place such as loss of golden time, other 'privileges' in school or an internal exclusion.
- After incidents have been investigated and dealt with, each case will be monitored by the responsible staff to ensure repeated bullying does not take place.

### **Parents**

- Parents of both victim and perpetrator will be kept informed throughout the process
- Close contact will be maintained with the victim's parents to ensure that the victim feels happy and secure in school.
- Parent views will always be considered, but the school will stress that wherever possible reconciliation will be considered in order to provide clear resolution for all concerned while not condoning bullying.

### **Reconciliation**

- The perpetrator will be asked at a suitable point to genuinely apologise, in writing or in person.
- Children will be encouraged to reconcile any issues over a period of time so that any injustice can be rectified. It will be made clear that the victim and the bullying do not have to be friends, but show respect to each other.

Procedure for Responding to all Alleged Bullying Incident

**An incident is reported or witnessed**

An alleged or witnessed is reported to a member of staff or by a staff member



**Investigation**

Incident is investigated by a designated member of the SLT to establish the nature, roles and seriousness of the incidents and those involved. Inform staff about the situation and ask for feedback.



**Staff should look for evidence that the behaviour:**

- Has occurred before or by its nature has caused repeated experience or the fear of it e.g. cyberbullying or serious incident
- Was deliberately intended to cause distress and/or harm
- Has created a sense of powerlessness on the part of the individual being targeted.



**Hurtful behaviour has occurred but it was not identified as bullying**

- Inform parents of pupils involved if necessary
- Decide if any sanctions needs to be applied in line with the behaviour policy
- The responsible member of the SLT should also note that the alleged case of bullying in the Personal/Social section of both the victim and the perpetrator's profile.



**Evidence of bullying is found**

- A Yellow form, specifying 'Bullying' is completed and Directors informed
- SLT meet with parent of pupils involved
- Provide support to those involved
- Decide if any sanctions needs to be applied in line with the behaviour policy
- SLT should note the confirmed case of bullying in the Personal/Social section of both the victim and perpetrator's profile.
- Decide whether the outside agency should be informed.
- SLT and staff continue to monitor situation