



## Willow Fields Primary School Anti-Bullying Policy

**This policy should be read in conjunction with the following policies:**

- Policy for Behaviour Management
- Policy for PSHE
- Cyber bullying policy

## Introduction

Willow Fields Primary School is committed to the protection and safety of its pupils and staff.

Willow Fields Primary School has zero tolerance with incidents regarded to be bullying.

Willow Fields Primary School use the CPOMS system to ensure that any incidents of bullying are recorded by all members of staff and a thorough, chronological record is kept.

## A Definition of Bullying

(Quoted from 'Sheffield Project' - intended to be read by children)

'A pupil is being bullied, or picked on, when another pupil or group of pupils say nasty things to him or her. It is also bullying when a pupil is hit, kicked, threatened, locked inside a room, sent nasty notes, when no-one ever talks to them and things like that.

These things can happen frequently and it is difficult for the pupil being bullied to defend himself or herself. It is also bullying when a pupil is teased repeatedly in a nasty way.

However if two pupils of equal power or strength have an occasional fight or quarrel, this is not bullying.'

Before any incident is deemed to be bullying – investigation between and among all relevant staff and individuals will take place led by a Senior Member of staff.

Factors such as the language used, ages of the pupils i.e. older child with younger child, frequency of offences, may be used to define an incident as bullying.

All incidents deemed to be bullying are recorded on the Headteacher's Termly Report to Governors. They are logged for data collection by individual bodies.

## Aims of policy

- to provide a secure, safe environment for pupils
- to develop a culture where bullying will not be tolerated and all staff and pupils feel safe
- to promote firm action against all forms of bullying
- to provide clearly defined procedures for dealing with inappropriate behaviour
- to encourage a listening, caring environment where the concerns of each individual are valued

## Objectives of policy

- to establish a positive ethos in school where pupils can speak openly to pupils and staff
- to ensure clearly defined guidelines to assist parents/carers and staff to eliminate bullying, are in place
- to provide pupils with the necessary life skills to deal with various forms of bullying
- to provide support for the bully so that he/she can modify their behaviour
- to provide immediate short term and long term support for the victim
- to discourage bystanders and encourage all children and staff to report and take positive action to ensure that the behaviour ceases immediately

## Preventative Steps To Minimise Bullying

Make children aware of the school's attitude towards bullying through:

- the R.E. scheme of work
- assembly themes eg. friendship, conflict, power, trust, changing our ways, learning to love one another, forgiveness etc
- development of the SEALS programme [Social, Emotional Aspects of Learning] across the school as our core programme for PSHCE development [Personal, Social, Health Education] programme
- clear representation around school of Rights, Rules, Rewards, Consequences, - negotiated by children and staff
- regular reminders of school rules

- discussion & drama - role play, theme related opportunities, design posters and Art work which highlights bullying
- support for the National Campaign against bullying
- displays around school
- starting to work towards the Anti-Bullying Charter mark in line with Sunderland City Council
- regular opportunities for school council to discuss with the Board of Governors and feedback to children re: bullying in school
- all pupils to be invited to comment on Bullying in the school and give views – annually through questionnaire
- Clear representation and understanding of incidents and types of cyber bullying.

Ensure staff are informed:

- provide Professional Development for all staff
- provide professional development for all staff devising Rules, Rights, Rewards and Consequences
- ensure communication channels are open re. pupils, all staff
- ensure all staff are aware of any particular 'situation' to be monitored
- review break/lunch time supervision arrangements as necessary
- annual Home School Agreement – signed contract between pupils, parents/carers and school clearly identifying expectations
- seek professional development training for strategies to support teaching
- seek professional development training to support Inclusion

Ensure communication with families:

- provide opportunity for parents/carers to share any concerns with school staff
- all parents to be invited to comment on Bullying in the school and give views – annually through questionnaire – data reported back to parents with appropriate action if needed
- any parent commenting on bullying through the questionnaire will be contacted by the Headteacher for further discussion if the questionnaire is not anonymous any incident/ongoing incidents to be reported to parents/carers by class teacher
- opportunities for parents to attend sessions on cyber bullying

When dealing with incidents:

- member of staff who is first approached or observed incident deals with situation immediately and seeks advice from other staff (class teacher, KS Leader, Headteacher) if required
- Health and Safety of pupils and staff is immediate priority when first dealing with incidents
- all incidents to be reported - as above, at end of break/lunch time or close of day and recorded on CPOMS to develop a detailed chronology
- incidents are to be treated fairly with an open mind during initial discussions

Procedures for reporting:

Ensure incident is recorded on CPOMS at the earliest opportunity

All incidents to be reported to Headteacher

All incidents to be logged, retained and evaluated for trends

The following information must be recorded:

- child/children bullied
- child/children who are bullying
- nature of incident ie. verbal, physical
- brief outline of incident
- action taken
- if parents informed\*

Individual records should be based upon fact and not speculation. Please make sure details are recorded about both children.

The decision to inform parents/carers should be taken after discussion with Headteacher as appropriate.

## Consequences

See school's policy for promoting good behaviour

- All incidents to be investigated thoroughly
- When dealing with an incident as a starting point for discussion it should be relayed to the child as "as a consequence of .....ie the behaviour..... what do you think should happen? Etc
- When dealing with an incident the consequence should be clear. It should reflect the severity of the incident.

## Monitoring

- Key Stage staff to review situation termly and all incidents relayed to staff
- Yearly management review of the number of incidents recorded, to evaluate effectiveness of policy

## Self Evaluation

- Information collected from the monitoring process and from any feedback about the policy should be used to review and update the school's anti-bullying approach.
- Included in Headteacher's Report to Board of Governors
- Annual review of parent and pupil questionnaires using information provided to evaluate future developments
- Self Evaluation Form update reflecting views of parents, staff and pupils with evidence provided
- Any relevant areas for development to be included in the School's Improvement Plan

