St Bonaventure's Catholic Primary School

Anti-Bullying Policy

Governing Body Committee	MECP
Version no.	2.0
Issue Date	13/05/15
Last Review Date	6/12/17
Review Frequency	Annual
Next Review Date	Term 5 2018/19

This policy is available at
http://www.st-bonaventures.bristol.sch.uk/

Version History

Version	Date	Page	Description of Change	Origin of Change
1.0	15/7/11	All	Refresh of policy	D Carr
2.0	04/05/15	7	Update of contact details for HELP ORGANISATIONS	C Mullan

Vision

At St. Bonaventure's Catholic Primary school we strive to be the best we can; guided by the light of Christ. We support all pupils to respect and show tolerance towards others.

Rationale

It is a basic entitlement of anyone within our school community to have the right to learn and work free from intimidation and fear and to be free from all forms of bullying. It is the responsibility of the school to do everything in its power to ensure a caring and protective atmosphere, free from bullying.

How our school community defines bullying

There are many definitions of bullying, but all have three things in common:
• it is deliberately hurtful behaviour, which is
• repeated, often over a period of time and is
• difficult for those being bullied to stop the process.

Bullying can take a number of forms and may be perpetrated by individuals or a group of pupils:
• Physical: pushing, hitting, kicking, spitting etc;
• Verbal: name-calling, gossiping, spreading rumours, persistent teasing
• Emotional: tormenting, humiliating, ignoring, excluding
• Sexual: unwanted physical contact, comments of an unwanted sexual nature
• Cyber: harassment, alarm, distress or humiliation that uses internet-related and telephone technology
• Racist: gestures, taunts, graffiti, physical violence, mocking
• Homophobic: name-calling, being beaten up, making offensive remarks
• Silent: isolation, rude gestures, exclusion of pupils from group activities
• Disablist: gestures, taunts, graffiti, physical violence, mocking

Subtle bullying
Much bullying is performed in subtle ways, which are not clearly evident to teachers; a bully can use a certain look, word or gesture to a victim to signal an intended threat or insult. The practice of "cussing" (informal cursing) is one such example which causes considerable distress to many pupils, but is not always readily spotted by teachers. Some pupils are adept at changing a bullying situation into an apparently innocuous one when an adult approaches. A pupil who is being bullied may be fearful of saying that anything is awry, even when questioned.

It is important to bear in mind that many behaviours, which in the school context are called bullying, may be defined in law as threatening behaviour, criminal damage, theft, assault, sexual harassment, disablist, homophobic or racial harassment. It is the right of pupils and parents to report such incidents to the Police.

Aims

1. To maintain a caring and cooperative ethos in our school.

2. To show that needs can be satisfied through working with others in a cooperative rather than confrontational way.

3. To give all people the opportunity to gain skills in managing aggressive behaviour.

4. To ensure that individuals are not isolated, intimidated or made to feel miserable and unwelcome.

5. To support both the bullied and the bully.

6. To ensure that everyone knows they will be listened to and their complaint taken seriously.

7. To make the unacceptable nature of bullying in our school, and the consequences of such actions, clear to all.

8. To set out clear actions for a prompt response to all incidences of bullying made by a child, parent/carer or member of staff.

9. To measure and reduce the nature and extent of bullying.

10. To increase in educational achievement.

11. To increase in attendance.

Guidelines

Teaching

1. Opportunities will be built into the curriculum to teach children about the harm and unhappiness that is caused by bullying and to emphasise the need to work together to create and maintain a safe and happy environment for all. Termly assemblies will bring to the attention of the whole school the impact of bullying and our responsibility in stamping it out. The PSHME Curriculum will provide appropriate age related tasks and activities to highlight the school's anti-bullying stance.

2. **Cyber-bullying**

   The procedures below will also be used to deal with any incidences of cyber-bullying which occur. The Local Authority can provide support and assistance in dealing with incidents of cyber bullying and can be contacted by staff and parents. The police will be contacted in cases of actual or suspected illegal content.

   Cyber bullying is the use of ICT (usually a mobile phone and or the internet) to abuse another person.
   It can take place anywhere and involve many people.

   Anybody can be targeted including pupils and school staff.

   It can include threats, intimidation, harassment, cyber-stalking, vilification, defamation, exclusion, peer rejection, impersonation, unauthorised publication of private information or images etc.

Incident Handling

3. All class teachers will respond immediately to any alleged or witnessed incidents of bullying.

4. The class teacher will listen to the complainant to ensure he/she feels safe and valued. What they have to say will be taken very seriously, recorded in the "behaviour book", and investigated promptly.

5. When an incident is reported and the nature of the alleged bullying evaluated:

   5.1 a member of the Senior Leadership Team and the class teacher involved will agree how the incident shall be dealt with and what further actions – including detentions, exclusions, or other actions – shall be taken in accordance with this policy.

   5.2 The child being accused of bullying shall be given the opportunity to acknowledge the problem and understand the degree of distress caused.

   5.3 Individuals will not be labelled "bullies" or "victims".

   5.4 Parents / carers of both parties will be informed.

   This initial process will be completed within 24 hours of the incident being reported and will be followed up (check no repetition each week for three weeks, then each half term for two terms)

6. All those involved will be treated equally regardless of gender, sexual orientation, race, religion, physical or mental disability or regardless of individual circumstances. Where necessary, the Clifton Diocese and Local Authority policies on racist and homophobic bullying will be followed to ensure respect for individual differences.

7. The class teacher and Senior Leadership Team member will devise an action plan to ensure that those involved feel safe and secure, and to facilitate any necessary rebuilding of self-confidence. The plan will have a clear timeline of actions and review.

8. If parents of either party are not satisfied with the result of the schools actions, the school will promptly refer them to the Governing Body.

9. Incidents of bullying will be communicated clearly between year groups to ensure that class teachers receiving the children in question in the next academic year are aware of any ongoing issues.

Monitoring & Review

10. In order to monitor and reduce bullying incidences, all class teachers will maintain a record of all reported bullying incidents reported to him/her in a "behaviour book", noting the date, the nature of the incident, the names of those involved, and the action taken.

11. All incidents of bullying will also be recorded on an Anti-bullying/Harassment report form and sent to the Headteacher.

12. The class teachers' "behaviour book" and the medical log will be audited three times a year, reported to the governor's Standards Committee, and be a standing item on the Full Governing Body agenda in terms 2, 4 and 6 of each academic year.

13. Survey/questionnaires distributed to pupils, parents and whole staff.

14. Obtaining views of elected student representatives e.g. class council/school council.

15. Seek the views annually of parents at information evenings.

16. The Headteacher will review and audit all class teachers' "behaviour books" as well as the data gathered from students and parents on an annual basis.

17. This policy shall be reviewed annually to ensure it aligns with the school's needs.

Training

18. All staff will undergo anti-bullying training which shall be refreshed on an ongoing basis as required.

Publication

19. The School Prospectus will make clear the existence of this policy.

20. The policy will also be available to parents/carers on request – from the school office – and on the school website's policy page.

Advice to Parents

As the parent of a child whom you suspect is being bullied at St Bonaventures School

1. Report bullying incidents to the class teacher.

2. In cases of serious bullying, the incidents will be recorded by staff and the Headteacher notified.

3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.

4. If necessary and appropriate, police will be consulted.

5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.

6. An attempt will be made to help the bully (bullies) change their behaviour.

Do Not:

1. Attempt to sort the problem out yourself by speaking to the child whom you think may be the bully or by speaking to their parents.

2. Encourage your child to be 'a bully' back.

Both of these will only make the problem much harder to solve.

HELP ORGANISATIONS:

Advisory Centre for Education (ACE) http://www.ace-ed.org.uk/

Children's Legal Centre http://www.childrenslegalcentre.com

KIDSCAPE Parents www.kidscape.org.uk

Parentline Plus 0808 800 2222 / www.familylives.org.uk/

Youth Access 020 8772 9900 (from 9.30 to 1, and 2 to 5.30 www.youthaccess.org.uk

Bullying Online www.bullying.co.uk

Visit the Kidscape website www.kidscape.org.uk for further support, links and advice.

Record of Bullying Report to Headteacher

Member of staff reporting incident:	
Name(s) of alleged bully:	Name(s) of alleged victim:
Details of incident(s): (date; time; witnesses)	
Actions taken by reporting member of staff:	
Has bullying occurred between those involved before? If so when?	

FOLLOW UP:

Check no repetition each week for three weeks

Check no repetition each half term for two terms

Anti-Bullying Guide for Staff

Incident reported
Incident of alleged/witnessed bullying reported to member of staff.
Record details in behaviour book for future reference.
Member of staff to assess if bullying has occurred, is further action required?

No

Nature of incident evaluated as being minor.

No further action required.

No

Pupils involved to be monitored for reoccurrence.

If incident reoccurs report to Headteacher the same day & repeat further actions.

Yes

Nature of incident evaluated as significant & reported to a member of SMT within 24 hours of reported bullying.

SMT arrange discussion with alleged bully. Discuss the incident reported & the consequences of their actions. Record the outcome of this dialogue.

Parents/carers of all parties involved to be informed of incident. Victim's parents to be reassured that appropriate action will be/has been taken.

Detentions or exclusions to be decided as appropriate.

Is further action required by SMT?

Yes

Action plan to be drawn up between all parties involved identifying clear timeline of actions & review.

Detentions or exclusions to be decided as appropriate.

If incident is of a highly serious nature Headteacher to report it to the authority.

Recorded incidents of bullying to be audited 3 times a year & reported to the Governing Curriculum Committee where they will be monitored.

Headteacher to annually review all incidents of bullying.

Pupils involved in incidents of bullying to be monitored for reoccurrence.

Meet repeatedly with parents/carers of all parties involved.