

# Anti Bullying Policy



|                            |                    |                          |                |
|----------------------------|--------------------|--------------------------|----------------|
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| <b>Policy reviewed by:</b> | Elisabeth Morrison | <b>Date:</b>             | February 2024  |
| <b>Policy Approved by:</b> | Governing board    | <b>Date:</b>             |                |
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## 1. Aims

This policy aims to ensure that:

We are committed to providing a caring, friendly and safe environment for all of 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, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. Brooklands Farm Primary School is a TELLING school. For us this means that anyone who knows that bullying is happening is expected to tell the staff. We are open and will therefore watch, listen and talk, develop the understanding of others and how to build relationships in order that everyone can follow their own beliefs and believe in themselves and others.

## What Is Bullying?

Bullying is the purposeful and repeated action conducted by an individual or group and directed against an individual who cannot defend him/ herself in the situation..

Bullying can be:

- Emotional; being unfriendly, excluding, isolating an individual, tormenting (e.g. hiding books, threatening gestures)
- Physical; pushing, kicking, hitting, punching, grabbing or snatching property or any use of violence
- Racist; racial taunts, graffiti, gestures
- Sexual; unwanted physical contact or sexually abusive comments
- Verbal; name-calling, sarcasm, spreading rumours, teasing, threatening language
- Cyber; All areas of internet ,such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities

## 2. Legislation and statutory responsibilities

**It is important to everyone at Brooklands Farm Primary School to respond to bullying because:**

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. At Brooklands Farm Primary School we acknowledge that bullying does happen from time to time - indeed it would be unrealistic to claim that it does not. However, it is our aim to:

- Ensure that all children and adults within the school community have a common understanding of what bullying is
- Minimise all forms of bullying
- Communicate clearly to children and parents
- Stress that the whole school community works together
- Continually work together to maintain a warm, welcoming and friendly atmosphere in which everyone can achieve their best

We will:

- Investigate all allegations of bullying carefully
- Encourage everyone to talk openly about issues
- Develop a greater understanding of all forms of bullying through our curriculum
- Teach children strategies to help them deal with any difficult situations which they may encounter
- Respond calmly and consistently to allegations and incidents
- Protect and support everyone within our community
- Record any incidences of bullying in line with the  Equality and Diversity Policy reporting procedure

### **3. Roles and responsibilities**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is
- All governors and 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 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

#### **3.1 The governing board**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported

#### **3.2 The head teacher**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported

#### **3.3 Staff**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported

#### **3.4 Parents**

##### **A Checklist for Staff and Parents**

##### **Some signs and symptoms to look out for**

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:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn, anxious, or lacking in confidence
- starts stuttering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels 'ill' in the morning with no obvious physical explanation
- begins to do poorly in school work

- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- 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 mobile phone
- is nervous & jumpy when a cyber message is received

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

### **Advice for Parents and Families**

Every school is likely to have some problem with bullying at one time or another.

#### **Bullying behaviour includes:-**

- Name calling and nasty teasing.
- Being racist
- Threats and extortion.
- Physical violence.
- Damage to belongings.
- Leaving pupils out of social activities deliberately and frequently.
- Spreading malicious rumours.

Parents and families have an important part to play in helping us deal with bullying.

- discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.
- ask to see the school's anti-bullying policy.
- watch out for signs that your child is being bullied, or is bullying others. Parents and families are often the first to detect symptoms of bullying, though sometimes school nurses or doctors may first suspect that a child has been bullied. Common symptoms include headaches, stomach aches, anxiety and irritability. It can be helpful to ask questions about progress and friends at school; how breaktimes and lunchtimes are spent; and whether your child is facing problems or difficulties at school. Contact the school if you are worried.

#### **If your child has been bullied**

- Calmly talk to your child about it.
- Make a note of what your child says – particularly who was involved; how often the bullying has occurred; where it happened and what happened.
- Reassure your child that telling you was the right thing to do.
- Explain that any further incidents should be reported to a teacher immediately.
- Make an appointment to see your child's teacher and explain the problems.
- Do not take matters into your own hands, do not approach the child yourself or the parents, as this can often lead to an escalation of the problem.

**Talking to teachers about bullying**

- Try and stay calm – bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of incidents.
- Be as specific as possible about what your child says has happened – give dates, places and names of other children involved.
- Find out what action the school intends to take.
- Ask them if there is anything you can do to help your child or the school.
- Stay in touch with the school – let them know if the situation improves as well as if problems continue.

**If you think your concerns are not being addressed:-**

- Check the school anti-bullying policy to see if agreed procedures are being followed.
- Make an appointment to meet the headteacher.
- If this does not help, write to the Chair of Governors explaining your concerns and what you would like to see happen.
- Contact the Local Authority, who will be able to ensure that the Governors respond to your concern.

**If your child is bullying other children**

Many children may be involved in bullying other pupils at some time or other. Often parents are not aware. Children sometimes bully others because:-

- They don't know it is wrong.
- They are copying older brothers or sisters or other people in the family they admire.
- They haven't learnt other, better ways of mixing with their school friends.
- They are going through a difficult time and are acting out aggressive feelings.

**To stop your child bullying others:-**

- Talk to your child, explaining that bullying is unacceptable and makes others unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how to join in with other children without bullying.
- Make an appointment to see your child's teacher; explain to the teacher the problems your child is experiencing; discuss with the teacher how you and the school can stop them bullying others.
- Regularly check with your child how things are going at school.
- Give your child lots of praise and encouragement when they are cooperative or kind to other people.

**If you see bullying happening in our school:**

DON'T rush over and take the bully on.

DO let a teacher or other member of staff know.

DO try to be a friend to the person being bullied.

DON'T be made to join in.

Do try to help the bully stop bullying.

**If you are a victim of bullying:**

TELL a teacher or another adult in school.

TELL your family.

TAKE a friend with you if you are scared to TELL by yourself.

Keep TELLING people until someone listens.

DON'T blame yourself for what has happened.

### **3.5 Pupils**

#### **PUPIL RESPONSIBILITIES**

It is important that pupils recognise the difficulties which staff may encounter in ensuring that the purpose and intent of the Anti-Bullying Policy can be effectively introduced and enforced. In this regard, pupils are expected to:-

- Report all incidents of bullying using the procedure in place
- Act in a respectful and supportive manner to their fellow pupils, reporting any suspected incidents which the victim may be afraid to report
- Adhere to and promote the aims and objectives of this statement
- Refrain at all times from any behaviour which would constitute bullying of fellow pupils

#### **ADVICE FOR PUPILS**

##### **If you are being bullied:-**

- Try to stay calm and look as confident as you can
- Be firm and clear – look others in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult what has happened straight away

##### **After you have been bullied:-**

- Tell a teacher or another adult in your school
- Tell your family
- If you are scared to tell an adult by yourself, ask a friend to come with you
- Keep speaking up until someone listens and does something to stop the bullying
- Don't blame yourself for what has happened

##### **When you are talking to an adult about bullying, be clear about:-**

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening

- Where it happened
- What you have done about it already

#### 4. Whole School Strategies to Minimise Bullying

**Restorative Justice-** The principles of restorative practices are woven into everything this school does. We check in every morning and afternoon. Children are taught how to restore justice using a framework and process that is solution lead. This ensures that when mistakes in relationships occur solutions are found.

##### **Beyond saying 'sorry'...**

At Brooklands Farm Primary School we are committed to creating an atmosphere that encourages children to grow and learn in a safe and happy environment. All staff uphold the principles and values of restorative practice throughout everything that we do, ensuring that all children learn to build and maintain respectful, collaborative relationships that make a difference to their social and academic achievements, as well as impacting on their well-being.

We understand that children learn socially through relationships with their teachers and peers. One of the most important parts of school life is to learn to work collaboratively with our peers. It is therefore important that we build positive working relationships between all members of our community.

As a part of teaching children to build relationships, we value the importance of giving children opportunities to use their voice and for each individual voice to be heard. Children are taught to be active listeners, building reciprocal relationships based on collaboration and respect.

At the start and end of the school day we sit with the children in their class groups to help form relationships. Each child sits in a circle and they are actively encouraged to listen and respond to a question. The circles allow all the children to have a voice, learn more about others and feel as a part of their class. We recognise that children will make mistakes as they grow and it is our role to help them learn to deal with everyday disagreements appropriately. Teachers encourage children to look beyond saying sorry and reflect upon the effects their actions have on others. We value the learning that takes place when children become responsible for their actions. We help children understand how these actions may affect their relationships and help them to build empathy.

We have numerous 'children are leaders' roles including anti-bullying ambassadors, behaviour ambassadors and a school council to offer opportunities for all children to raise issues as they arise.

There are regular discussions between staff and children.

There is a strong influence on peer support.

##### **If a bullying incident occurs:**

1. Report bullying incidents to staff
2. Report on track it light - fill out form (appendix D)
3. In cases of serious bullying, the incidents will be recorded by staff (*ON CPOMS - appendix C*)
4. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem

5. If necessary and appropriate, police will be consulted
6. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
7. An attempt will be made to help the bully (bullies) change their behaviour

### **Outcomes**

- 1) The bully (bullies) will be asked to take part in restorative justice with the targets permission
- 2) In serious cases, behaviour plan, detention or even exclusion will be considered
- 3) If possible, the pupils will be reconciled
- 4) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

### **Prevention**

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- signing a behaviour contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up role-plays
- having discussions about bullying and why it matters

Our curriculum has many planned opportunities to explore, discuss and learn about the impact of bullying, strategies to prevent bullying and the importance of treating our community members with respect.

### **HELP ORGANISATIONS:**

|                                           |                                                            |
|-------------------------------------------|------------------------------------------------------------|
| Advisory Centre for Education (ACE)       | 0808 800 5793                                              |
| Children's Legal Centre                   | 0845 345 4345                                              |
| KIDSCAPE Parents Helpline (Mon-Fri, 10-4) | 0845 1 205 204                                             |
| Parentline Plus                           | 0808 800 2222                                              |
| Youth Access                              | 020 8772 9900                                              |
| Bullying Online                           | <a href="http://www.bullying.co.uk">www.bullying.co.uk</a> |

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.

## **5. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

## **6. Links to other policies**

This policy links to the following policies: *Curriculum, PSHE, RE, Equality and Diversity and Sex and Relationships Education*

- Curriculum
- PSHE Policy
- Spiritual, Moral, Social and Cultural Development Policy
- Equality and Diversity
- Sex and Relationships

Appendix B - CPOMS serious incident report

Student

Begin typing a student's name

Incident

Categories

☐ Accident

☐ Behaviour

☐ Cause for concern

Linked student(s)

Begin typing a student's name

Type a student's name to link them to this incident.

Body map

Date/Time

Wed 23 September 2020

1:12PM

Status

Active

Assign to

Begin typing a staff member's name

Files

Click to browse or drag a file to upload

Alert Staff Members

Begin typing a staff member's name

Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Agency Involved

Appendix D - Track-it lights incident report

Lead up:

Incident:

Continual disruption  
11:41



Others Involved

Location:

None

Trigger:

None

Motive:

None

Action Taken:

None

Physical Restraint Used?

☐

General Comments:

Complete Report

Additional Comments:

Add comment/action