

Review date	Version	Date of next review	Approved
Jan 2017	1.1	Spring 2019	

St. Mary's Catholic Primary School
A Catholic Voluntary Academy
Anti - bullying Policy

OUR MISSION STATEMENT

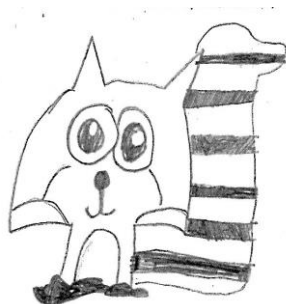
In our Catholic School we provide a:

- S**afe, loving and enriching environment
- T**rust, and patience
- M**otivation to reach individual's full potential
- A**cceptance and celebration of uniqueness
- R**espect for all
- Y**oung people nurtured in the Spirit of God.
- S**chool full of awe and wonder

St. Mary's School is a Rights Respecting School and as such the needs and well being of our children are at the heart of all policies in accordance with the United Nations Convention on the Rights of the Child

Article 19

You have the right to be protected from being hurt and mistreated, in body or mind.



Introduction

Bullying is anti-social behaviour and affects everyone. At St. Mary's we do not tolerate bullying as it is directly counter to the teaching of Jesus and impedes the emotional, intellectual and spiritual development of our pupils. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

Aims

- to ensure all staff, the governing body, pupils and parents/carers have an understanding of bullying and its consequences
- to emphasise through all aspects of our curriculum that bullying will not be tolerated
- to ensure that there are clear procedures and systems for reporting and recording bullying, which are understood and followed by all staff
- to ensure pupils and staff learn to keep themselves and others safe
- to ensure that students learn to recognise and respect the differences between groups of people within the school community
- to help students develop self-confidence, self-esteem and to fulfil their potential within school
- to support and re-educate those pupils who are both the victims and perpetrators of bullying, providing them with a range of strategies they can use if they are at risk of bullying others or are being bullied themselves
- to create a school which all members of the community can come to without fear of violence, aggression or intimidation of any kind

We have four nominated members of staff who are responsible for anti bullying in the school to whom children or /carers can report incidents of bullying who will log the problem and be able to identify if there are any underlying trends apparent. It is important that all staff communicate between themselves about any child who is at risk from bullying. We also have a nominated governor for anti bullying to demonstrate how seriously as a community we take the issue.

We teach children to recognise not just when they are being bullied but when they are bullying someone else. We also teach children ways of counteracting bullying.

The school council is asked to discuss bullying and report to the governing body after anti bullying week.

How incidents of bullying are dealt with

The following steps may be taken when dealing with incidents:

- all incidents will be recorded, including the facts of the incident, action taken and a report of the follow up interviews.
- both the victim(s) and bully(ies) should be interviewed separately to establish the facts without apportioning blame
- a decision should be taken regarding whether to contact the parents of both the victim(s) and bully(ies)
- in the light of the incident it may be appropriate to review existing behaviour policy and/or procedures.
- appropriate sanctions and support will be discussed and agreed upon
- follow up discussion will take place as appropriate

- the opportunity should be available after the incident for both the victim(s) and bully(ies) together to discuss their difficulties with a responsible and confident adult
- follow up monitoring of any agreed action plans with 2 – 3 week period
- all incidents are recorded and tracked on the CPOMS system (Child Protection Online Monitoring System). Where paper documentation is used this is then uploaded on to CPOMS.

Interviewing the Victim

The pupil will be informed that notes will be taken of the conversation and both will agree at the end that what has been written is a true record. Staff will be aware at all times of possible Child Protection issues. Confidentiality will not be promised.

- staff will listen objectively and without favour to what is being said. The pupil(s) will be encouraged to share what they are feeling
- staff will ascertain who has been involved, including bystanders
- staff will discuss with the victim(s) what they would like to see happen and arrangements for the future
- staff may offer coping/preventative strategies if appropriate
- discussions around reparation/compensation will take place if property is damaged/destroyed
- a realistic time scale for investigating and reporting back to the victim(s) will be given

Interviewing the Bully/Bystander

Research suggests that by telling the bully(ies) how the victim(s) is feeling, this raises their awareness of the pain they are causing and can cause a positive change in their behaviour. Staff will inform the student(s) that notes will be taken of the conversation and both will agree at the end that what has been written is a true record. Staff will be aware at all times of Child Protection issues. Confidentiality will not be promised. The following approaches may be used as appropriate to the incident:

- staff interviewing the bully(ies)/bystanders will not apportion blame, but rather approach the pupils in a non-confrontational manner with the emphasis on problem solving
- staff will explain they would like to talk to the student(s) as they are aware the student has been unkind to/causing problems for (name of victim). Staff will ask the student(s) if they know how (name of victim) is feeling right now
- staff will explain that the bully(ies)/bystanders are responsible for those feelings and this is not acceptable. Staff disapproval will be vigorous

- the staff member will ask for suggestions to help the victim(s) feel better and to help solve the problem
- staff will agree to meet with all the students involved again after an appropriate time to see how the situation has changed
- the nominated member of staff for bullying issues should be given a record of the interviews for the student files
- school may wish to send copies of the reports to the parents/carers of those students involved
- appropriate contact will be maintained with both sets of parents/carers until the situation has been resolved

If the bullying persists, this strategy may be combined with other positive interventions and targeted actions such as:

- Circle time
- Peer mentoring
- Peer mediation
- Buddying
- Support from external agencies, e.g., Behaviour Support Service, Educational Psychology Service, NSPCC, Childline
- Circle of Friends
- the appropriate encouragement of peer disapproval

Any sanctions invoked following the incident will be in line with the school's behaviour policy.

We are aware of the need to deal with allegations or incidences of bullying sensitively. We also appreciate the importance of dealing with all the children and young people involved in a way which communicates disapproval where appropriate, but also treat them with dignity.

Working with Parents/Carers

We will work with parents/carers to minimise the likelihood of further bullying regardless of whether one is talking about the child who has bullied or the one who has been bullied. (See Record of meeting form in Appendix B)

We will endeavour to give /carers every opportunity to discuss their concerns as soon as practicable. We will emphasise the importance of working together to solve problems and create realistic solutions that are acceptable to all concerned. A lack of parental support can make conflict resolution much more difficult and is regrettable, particularly if children then mirror the negativity and unhelpful attitude they have seen.

St Mary's Catholic Primary School appreciates there will be occasions when the parents/carers of one or both sets of students involved will feel the school has not sanctioned appropriately. Parents/carers will be given the opportunity to share their concerns and if appropriate, staff will discuss the decisions to impose the particular sanction(s) with them.

Where a parent/carer is dissatisfied with the school's handling of a situation then the head teacher will seek to resolve the situation informally. If all avenues have been exhausted parents/carers and staff can bring the issue to the attention of the anti bullying governor. The anti bullying governor can, if they feel it is appropriate, ask another member of the Community Committee to join them in looking at the issue. Alternatively, if parents/carers agree, the anti bullying officer from the LA can also be asked to review the case.

In the event of a formal complaint then the agreed complaints procedure for the school will be invoked. Should the press be contacted regarding the bullying incident then school should work with RMBC publicity office over any impending publicity.

St Mary's Catholic Primary School actively encourages and welcomes comments, questions and suggestions regarding our anti-bullying policy. Please contact the headteacher for more details.

APPENDIX A

Record of Bullying and Racist Incidents

(Please tick one or both boxes as appropriate)

Bullying

Racism

Date Incident Report:

Perpetrator(s) and Victim(s) - Please add if more than 4 involved:

	Class group	Name
Perpetrator(s)		
Victim(s)		

Type/Nature of Incident

<input type="checkbox"/> Written e.g. graffiti, notes, letters, writing on jotters, written threats, ridicule through drawings, etc.	<input type="checkbox"/> Damage to Property (e.g. theft of bags, clothes, money; tearing clothes; ripping books, etc.)
<input type="checkbox"/> Verbal (e.g. name-calling, slagging, threatening, sarcasm, discriminatory comments during classes, etc.)	<input type="checkbox"/> Isolation/Emotional (e.g. 'sent to Coventry', shunned, rejected, left out of activities/groups, spreading rumours, etc.)
<input type="checkbox"/> Physical (e.g. pushing, shoving, fighting, tripping-up, etc.)	<input type="checkbox"/> Incitement (e.g. encouraging others to bully, behaving in a racist, sexist or discriminatory manner; wearing discriminatory insignia such as racist badges, distributing racist or other discriminatory literature)
<input type="checkbox"/> Using Technology (e.g. anonymous telephone calls, offensive/threatening texting/ e-mails)	
<input type="checkbox"/> Threats (e.g. using threats in order to obtain money, property, etc.)	<input type="checkbox"/> Other (please specify)

Please indicate what action was taken to support victim(s)

Support from staff		Letter to Parents	
Support from other pupils		External agency involvement	
Other <i>(please specify)</i>			

Please indicate the level of parental involvement of both victim(s) and perpetrator(s)

Parents informed by phone		Parents involved actively in discussions etc.	
Parents informed by letter		Other <i>(please specify)</i>	

Please indicate if any follow-up/preventative work was done as a result of the incident

Whole school		Group work	
Whole class		Individual	
Circle Time		Review of policy and procedures	
Other <i>(please specify)</i>			

Please indicate when you intend to review the effectiveness of the action taken

One Week

One Month

Six Months

Any other comments:

Signed by Head Teacher/Co-ordinator

Date

Agreed Action Plan/Agreement:

Follow-up Review will take place on:

Signatures:

APPENDIX C

What is bullying?

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The main types of bullying are:

Physical	hitting, kicking, theft
Verbal	name calling, racist remarks
Indirect	spreading rumours, excluding someone from social groups
Emotional	using information about someone to hurt them
Cyber	harassing, threatening, embarrassing, or humiliating someone online

How to identify bullying

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying.

Pupils are taught that any kind of aggressive behaviour, either verbal or physical is unacceptable. Incidents of bullying are always treated seriously.

All teaching and support staff must be alert to the signs of bullying and act promptly and firmly when informed of concerns in accordance with school policy. Victims are asked not to retaliate, but to inform a member of staff immediately.

How to prevent bullying

As a school we try to provide an environment in which children feel safe and secure. We nurture positive relationships between children of all ages by;

- Our school and class rules
- Circle time
- PSHE lessons
- Our assemblies
- Our playleader scheme
- Our friendship stop at first and last breaks
- Worry boxes
- Reinforcing good behaviour amongst children

Training

We recognise that it is important to keep staff training up to date and ensure regular revisiting of policy inside school with all staff. This is done through staff briefings and curriculum meetings. Once a year, all staff review anti bullying procedures.

APPENDIX D

Useful Websites

The following websites are a good source of information and support for parents/carers and children.

www.anti-bullyingalliance.org.uk

www.childline.org.uk

www.bullying.co.uk

www.bbc.co.uk/schools/parents/bullying/

www.thinkuknow.co.uk

www.ceop.police.uk/

This last website is the Child Exploitation and Online Protection Centre (CEOP) and is the government body dedicated to eradicating abuse of children. Concerns about inappropriate contacts between a child and an adult online can be reported directly to CEOP.