



ANTI-BULLYING POLICY

Hollingbourne Primary School,

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Hollingbourne
Maidstone
Kent ME17 1UA

Anti-Bullying Policy

Introduction

Hollingbourne Primary School seeks to provide a safe, secure and positive environment in which children can develop and grow without the fear of being bullied.

This policy sets out procedures for the prevention of and response to bullying incidents.

Aims and Objective

We aim to:

- Maintain a culture of mutual respect and an ethos which discourages bullying and unpleasant behaviour towards other pupils in this school.
- Treat any reports of bullying seriously and investigate them carefully.
- Deal with any incidents in a positive and sensitive way to avoid increasing any distress felt by bullied pupils.
- Work closely with parents to help to deal with any incidents which arise.
- Encourage children to tell someone when they are bullied.
- Make all parties aware of their role in achieving the aims of this policy.

Definition

A person is bullied when he or she is exposed regularly and over time to deliberate, hurtful behaviour. This includes:

Name calling; taunting; mocking; making offensive comments; kicking; hitting; pushing; taking belongings; unkind text messaging/emailing; gossiping; excluding people from groups; and spreading hurtful/untruthful rumours.

There is a fine line between bullying and bossiness and also between bullying and rough play. It is important that we distinguish the nature of these behaviours and that the children themselves understand the difference.

Children who are being bullied may show changes in behaviour, such as becoming shy or nervous, feigning illness, having negative feeling about themselves or clinging to adults. There may also be changes to work patterns or concentration. Bullying also affects onlookers who may be upset by what they see or even copy inappropriate behaviours. The authority of adults can also be undermined if individual children adopt a domineering role within the class group.

We need to keep in mind that bullying is often secretive, usually carried out away from the eyes of adults. Therefore we must be alert to the signs of bullying, we must encourage the reporting of bullying and we must act promptly and firmly against it.

Roles and Responsibilities

For successful implementation, this policy must be shared with all people who can help ensure that Hollingbourne Primary School is a safe, secure and positive environment. This table lists the responsibilities and the people who are involved:

	Anti-Bullying Coordinator	Anti-Bullying Work Group	Teaching Staff	Support Staff	School Governors	Parents	Pupils
Be a positive role model in the way we treat others; showing behaviour which must not be seen to encourage bullying	x	x	x	x	x	x	X
Day-to-day monitoring of the policy and coordinating anti-bullying issues	x						
Review anti-bullying policy regularly and make available to parents		x			x		
Record, analyse and respond to bullying incidents and communicate with all involved until incidents are resolved	x		x	x			
Provide a monitoring report on the incidence of bullying in an annual report to the Governors	x	x					
Increase anti-bullying awareness (through assemblies, lesson plans, anti-bullying week, designing bullying awareness posters, etc.)	x		x				x
Act as Peer Mediators (trained pupils only)							x
Survey opinions of all stakeholders and act upon findings (incl. Safe at School survey)	x	x			x		
Ensure all staff and support workers have been trained to deal with bullying incidents appropriately	x	x					

Procedures for Reporting and Responding

All staff and pupils should be alert for signs of bullying. Children are encouraged to discuss incidents of bullying and their concerns should be taken seriously. The school provides a box where children can report any issues or bullying incidents in confidence (Worry Box).

The following steps will be taken when dealing with incidents.

- If bullying is suspected or reported it is the responsibility of the member of teaching staff who has been approached to follow up the incident immediately, talk to all those concerned and record the incident (if the incident is reported to the midday supervisor or a peer mediator, the teacher on duty is to be contacted immediately).
- A clear account of every incident should be given to the Anti-Bullying Coordinator, using the records folder in the staff room.
- Class teachers and the Anti-Bullying Coordinator will keep each other informed.
- Parents will be informed by the class teacher.
- Sanctions will be used if appropriate following consultation with school staff and parents.

Pastoral support for children who have experienced bullying:

- Re-assure the child that the problem will be investigated.
- Provide an opportunity for the child to discuss the experience with someone who knows them well.
- Let the child know what will happen next.
- Inform the child's parent about the incident and action(s).
- Take actions to restore the child's self-esteem and confidence.

Pastoral support for children who have bullied:

- Discuss what has happened with the children involved.
- Set out the wrong doing and the need to change.
- Let the child know what happens when bullying behaviour is reported.
- Discuss how further bullying behaviour can be prevented.

Sanctioning children who have bullied:

1. Action within school:
 - a. The pupil is spoken to by a teacher. It is made clear what they have done wrong, that their behaviour is unacceptable and what is expected of them in the future.
 - b. The pupil is kept in during morning break and/or lunch break for extra work and time to reflect.
 - c. The pupil is sent to head teacher who will explain the gravity of the situation including further action to be taken if the child does not conform to expectation.
2. Loss of privilege
 - a. The pupil forfeits their next opportunity to play in a school team, attend an after school activity, or any other (particularly after school) activity provided by the school.
3. Parental involvement
 - a. The child's parents are contacted, the problem discussed with them and a line of action agreed.
 - b. The child is disciplined at home.
 - c. A daily report is sent home from school to be read and signed by parent.
 - d. A daily visit to school by parent to monitor child's behaviour.
4. Outside help
 - a. If it is thought appropriate, or if the above fails, a suitable outside agency is contacted for help/advice.
5. Suspension/Exclusion
 - a. In extreme cases of bullying, where all approaches have been exhausted, suspension or exclusion from school will be considered and used if necessary.

Monitoring and Evaluation

Records regarding incidents of bullying must be retained by the Anti-Bullying Coordinator and all children involved should be kept under regular review. Incidents of bullying that are recorded must be shared with parents. A Pastoral Support Plan will be instigated if bullying behaviour persists, which will involve the school, parent and child. Advice from the Specialist Teaching Service or Educational Psychologist will be sought in the case of continued difficulties.

Strategies for Prevention and Reduction

We aim to prevent and reduce incidents of bullying by raising awareness in the following ways:

- Have assemblies around the issue.
- Use class time to facilitate discussion.
- Ask pupils to create posters for the school.
- Hold events for National Anti-Bullying week.
- Actively use anti-bullying literature and internet resources to create a fun and effective way for pupils to learn about bullying and its effects.

Additional strategies for prevention:

- School council to conduct a survey to provide a “hot spots” map of the school and school maintains supervision in these trouble spots.
- Survey children (including internet site use at home)
- Ask pupils to create a leaflet for parents about safe internet sites and age restrictions

Advice for Parents

If you think your child is being bullied:

- Encourage your child to talk about it, but be patient as she or he may be distressed.
- Stay calm but show that you are supportive and working with the school to solve the problem.
- Avoid dwelling on sensitive issues and asking leading questions.
- Reassure your child that you are sympathetic and will do something about it.
- Explain that it happens to most people at some time or another.
- Try to help him or her to see the difficulty as a problem that can be solved.
- Ask your child if they can see ways of changing things.
- Talk to us about the bullying and work with us to improve the situation.
- Help him or her develop coping strategies.
- Help everyone to keep a sense of proportion in the situation.
- Don't try and deal with the situation yourself, let the school know and work with them to deal with the issue.

The Anti-Bullying Policy links with a number of other school documents:

- The Single Equality Scheme
- Child Protection Policy
- Pastoral and Behaviour Policy
- Responsible Internet Use Agreement and eSafety Policy
- Spiritual, moral, social and cultural development Statement

Revised 06/15

Incident Report Form**Incident Number:** _____ (to be assigned by Coordinator)

Name of Child:		Date of Birth:	
Date of Incident:		Class:	
Details of Incident:			
Incident reported to:			
Action taken:			
Further actions required:			
Signed by:			
Pupil:			
Class Teacher:			
Anti-Bullying Coordinator:			