

# March Church of England Anti-Bullying Policy

## Anti-Bullying Policy



Written by	: Headteacher
Approved by	: Governors
Date	: September 2020
Next Review Date	: September 2022

## **Introduction**

March Church of England School has a 'duty of care' towards its pupils with regard to bullying in that the Headteacher, Mrs N Metcalfe, and staff stand in loco parentis, in place of the parents. This duty of care includes protecting pupils from harm of bullying.

### **1. a) The National and Legal Context**

This policy takes full account of the school's legal obligations under the Education Inspections Act of 2006 to:

- promote the well-being of pupils in school
- develop a policy which encourages good behaviour and respect for others on the part of pupils and, in particular preventing all forms of bullying amongst pupils
- establish procedures for dealing with complaints about bullying.

This policy links to the Every Child Matters Outcomes of Stay Safe, Be Healthy and Make a Positive Contribution. It also links with the National Healthy Schools Programme theme of Emotional Health and Wellbeing, safeguarding children procedures and the current DCSF anti-bullying guidance, Safe to Learn.

### **2. a) Definition of Bullying**

Bullying can be defined in a number of ways. We follow the DCSF Safe to Learn, 2007, guidance which defines bullying as:

"Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally".

Bullying can be direct or indirect and includes:

**Verbal bullying** – name-calling, taunting, mocking, making offensive comments and teasing.

**Physical bullying** – kicking, hitting, punching, pushing and pinching.

**Emotional bullying** - producing offensive graffiti, excluding people from groups, spreading hurtful and untrue rumours, being forced to do things against own will and taking belongings or money.

**Cyber bullying** – offensive text messaging and e-mailing and sending degrading images by phone or the internet.

Bullying can take place between pupils, between pupils and staff; or between staff; by individuals or groups; face to face, indirectly or using a range of cyber bullying methods. It can happen in isolation or quite often in the presence of others.

People who are victims of bullying frequently, but not exclusively, are bullied as a result of:

- race, religion or culture
- special educational needs or disability
- appearance or health conditions

- sexual orientation
- gender
- home circumstance including looked-after-children and young carers.

## **b) Inclusion**

Every member of our school community is entitled to expect equality of protection from bullying as well as protection and support from school policies and procedures designed to ensure that the school remains a safe environment in which to teach and learn. Our school policy has given careful consideration to the six equality strands, race, ethnicity, gender, age, religion, disability and sexuality - REGARDS. This is to ensure that anti-bullying provision is provided in a sensitive and non-judgemental way that will enable all young people, staff and the wider school community to feel valued and included in effective policy and practices. In order to achieve this we have included as wide a cross section of the school community as possible in the consultation leading to the agreement of this school policy and we have tried to incorporate the specific needs of particular groups.

## **3. Our School Statement of Intent, *with regard to its position on bullying***

March Church of England Primary School believes that:

- bullying is undesirable and unacceptable
- bullying is a problem to which solutions can be found
- seeking help and openness are regarded as signs of strength not weakness
- all members of the school community will be listened to and taken seriously
- bullying prevents pupils achieving to their full potential and affects standards of achievement and aspirations
- everyone has the right to work and learn in an atmosphere that is free from fear
- all of us have a responsibility to ensure that we do not abuse or bully others
- young people should be encouraged to seek support in school if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously
- young people should be involved in decision making about matters that concern them
- we all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.

## **4. Aims of the Policy**

- To assist in creating an ethos in which attending school is a positive experience for all members of the school community.
- To make it clear that all forms of bullying are unacceptable at school.
- To enable everyone to feel safe while at school and encourage pupils to report incidences of bullying.
- To deal effectively with bullying.
- To support and protect victims of bullying and ensure they are listened to.
- To help and support bullies to change their attitudes as well as their behaviour and understand why it needs to change.
- To liaise with pupils, parents and other appropriate members of the school community.

- To ensure all members of the school community feel responsible for combating bullying.
- To ensure consistency in practice within the school community.

## 5. Intended Outcomes

- That all parents and pupils have received and had opportunity to comment upon the school anti-bullying policy.
- That there are effective listening systems for pupils and staff within the school.
- That parents have a point of contact for the anti-bullying lead in school if they are concerned about their child.
- That all staff have the necessary skills and confidence to deal with incidents of bullying effectively and promptly.
- That no child or young person's educational opportunities and achievement is disadvantaged due to the experience of bullying.
- That all staff are equipped with the skills necessary to deal with bullying.
- That the wider school community, for example midday supervisors, is involved in dealing effectively with, reporting, recording, monitoring and if necessary referring bullying incidents.
- That there is effective communication with parents and the wider school community on the subject of bullying through newsletters, parents meetings and Healthy Schools Roadshows.
- That all incidents of bullying are recorded and appropriate use is made of the information and where appropriate shared with relevant organisations.

## 6. Recording of Incidents

From September 2009 it is a legal requirement for schools to record all incidents of bullying. To meet this requirement we:

- keep a record of individual incidents of bullying. ***An incident recording sheet can be found in the appendix to this policy***
- compile an annual record of bullying incidents which is returned to the Local Authority at the end of every academic year. ***An annual recording sheet can be found in the appendix to this policy***
- ensure that an annual analysis of the bullying record is undertaken by the school including members of the senior management team and the governing body.

## 7. Procedures and Dealing with Incidents – A Whole School Approach

### a) Role of pupils and staff in reporting and recording a bullying incident involving pupils

We take the view that everyone has a responsibility to report incidents of bullying or to share their concerns with a member of the school community. At this school we follow the school guide to reporting and dealing with bullying incidents. ***See Appendix 1 for Anti-Bullying Immediate Response Chart located in staff room and Head's room or policy.***

### b) Guidance for pupils

**If you are being bullied:**

- remember it is not your fault
- try to stay calm and look as confident as you can
- be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel.

**After you have been bullied:**

- all bullying is wrong and you do not have to stay silent about it
- tell an adult or somebody you trust about what has happened straight away. Adults in school have a responsibility to give you help and support around bullying
- if you are scared to tell a teacher or adult on your own, ask a friend to go with you
- keep on speaking until someone listens and does something to stop the bullying.

**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.

**If you experience bullying by mobile phone, text messages or e-mail:**

- don't retaliate or reply
- save the evidence; do not delete anything
- make sure you tell an adult who you trust
- contact your service provider or look at their website to see where to report incidents
- be careful who you give your mobile phone number or e-mail address to
- make a note of exactly when a threatening message was sent.

**c) Guidance for parents/carers****If your child has been bullied:**

- calmly talk with your child about his/her experiences
- make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened
- reassure your child that he/she has done the right thing to tell you about the bullying
- explain to your child that should any further incidents occur he/she should report them to an adult in school immediately
- make an appointment to see your child's class teacher
- explain to the teacher the problems your child is experiencing.

**When talking with members of staff about bullying:**

- try to stay calm and bear in mind that the staff member may have no idea that your child is being bullied or may have heard conflicting accounts of an incident
- be as specific as possible about what your child says has happened, give dates, places and names of other children involved

- make a note of what action as a school we intend to take
- ask if there is anything you can do to help your child or the school
- stay in touch with the school and let us know if things improve as well as if problems continue.

**If you are not satisfied:**

- check with our anti-bullying policy to see if agreed procedures are being followed
- make an appointment to discuss the matter with the Head teacher and keep a record of the meeting
- If this does not help write to the Chair of Governors explaining your concerns and what you would like to see happening

**If your child is displaying bullying behaviour towards others:**

- talk with your child and explain that what he/she is doing is unacceptable and makes other children 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 he/she can join in with other children without bullying
- make an appointment to see your child's class/form teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others
- regularly check with your child how things are going at school
- give your child lots of praise and encouragement when he/ she is co-operative or kind to other people.

**If your child is experiencing any form of cyber bullying:**

- ensure your child is careful whom they give their mobile phone number and e-mail address to
- check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages
- if the bullying involves a pupil from school contact the school to report this
- if the cyberbullying is serious and a potential criminal offence has been committed, you should consider contacting the police.

**d) Guidance for adults experiencing bullying**

The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- seek advice and information from your union
- share your concerns with a trusted colleague
- make a record of all incidents and date them
- if you feel your situation is not being resolved then you should follow the school's formal procedures as adopted by the governing body.

**e) Sanctions**

It is important for us to be open and transparent in the sanctions used for bullying incidents. This school has set procedures to follow in implementing sanctions where a bullying incident has occurred. ***This is further documented in our behaviour policy.*** These sanctions are applied in appropriate proportion to the

event. In the event of all other avenues being exhausted, or in particularly serious cases this may lead to exclusion.

The revised DCSF Revised Guidance of September 2007, Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units, Section 17, states:

‘In cases where a head teacher has permanently excluded a pupil for persistent and defiant misbehaviour, which would include racist or homophobic bullying...., the Secretary of State would not normally expect the governors’ Discipline Committee or an Independent Appeal Panel to reinstate the pupil’.

However, governors would need to examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

## **8. Strategies to Reduce Bullying**

The school has adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour including:

- Co-operative group work
- Circle Time
- Circle of Friends
- Peer mediation
- Anti-bullying box/Pupil comment box
- Peer counselling
- Friends Against Bullying
- Buddy systems
- PSHCE programme
- Friendship stops
- Social and Emotional Aspects of Learning - SEAL

## **9. Confidentiality**

School staff cannot promise absolute confidentiality if approached by a pupil for help. Staff must make this clear to pupils. Safeguarding procedures must be followed when any disclosures are made. It is very rare for a pupil to request absolute confidentiality. If they do, in situations other than those involving child protection issues (please see our child Protection Policy), staff must make a careful judgement whether or not a third party needs to be informed. This judgement will be based upon:

- the seriousness of the situation and the degree of harm that the pupil may be experiencing
- the pupil’s age, maturity and competence to make their own decisions.

Where it is clear that a pupil would benefit from the involvement of a third party, staff should seek consent of the pupil to do so. If appropriate, staff might inform the third party together with the pupil. Unless clearly inappropriate, pupils will always be encouraged to talk to their parent/carer.

An underlying principle in supporting pupils in our school is that all children are listened to sensitively and objectively and all incidences of bullying will be taken seriously.

Although the school cannot guarantee confidentiality pupils will be informed of national and local helplines, if appropriate, where confidentiality can be maintained.

***For further information please refer to our schools child protection policy.***

## **10. Monitoring Arrangements**

This policy will be evaluated and updated where necessary bi-annually by the whole school. The views of pupils, parents and staff will be used to make changes and improvements to the policy on an ongoing basis. ***This may initially show a rise in bullying due to awareness being raised.***

The senior management team and governors will, on an annual basis, analyse the school's anti-bullying data, identify trends and evaluate the effectiveness of anti-bullying strategies.



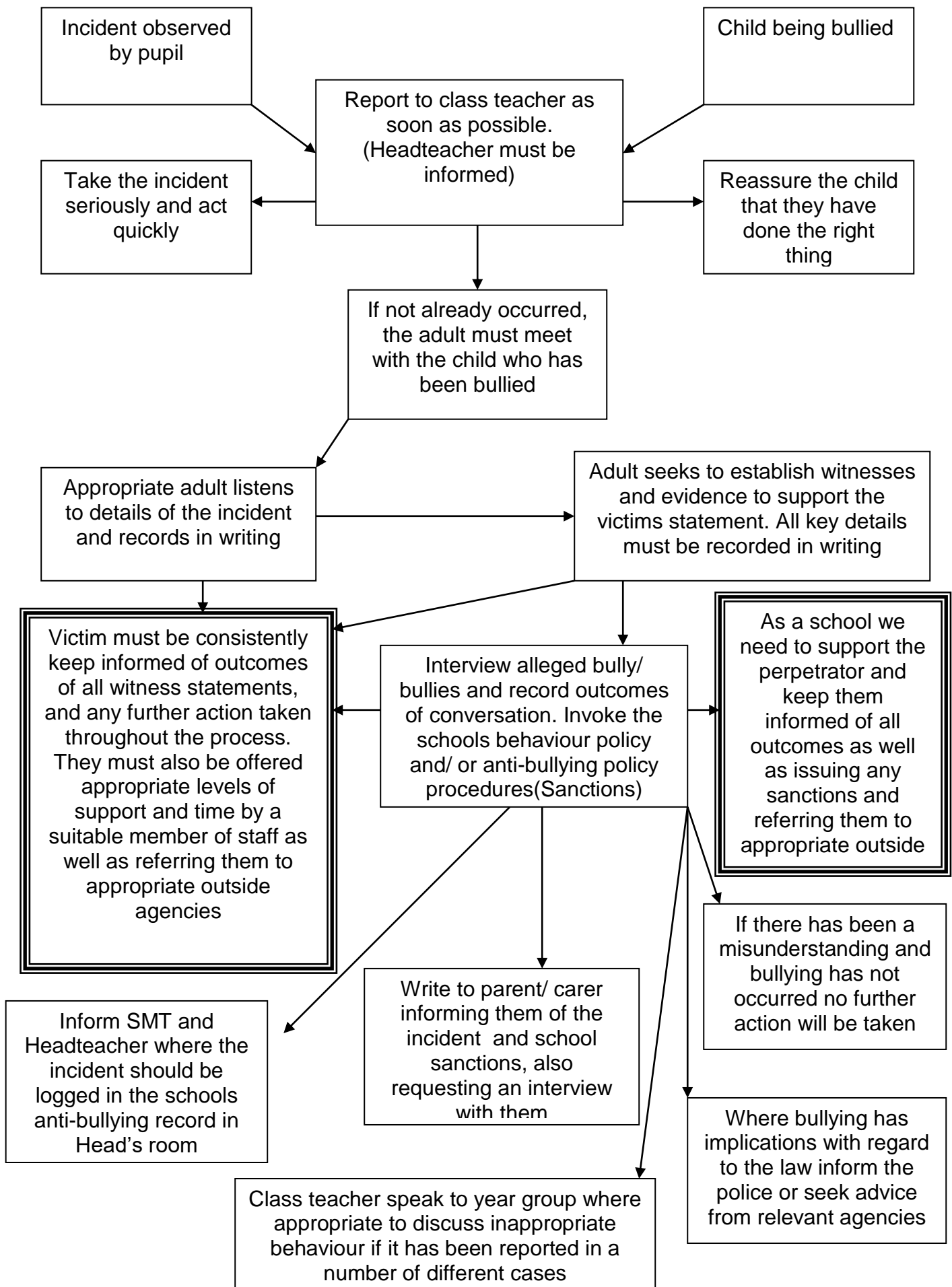
### **13. Policy Review**

Written 2018

Review date Sep 2020

## Appendix 1

### Anti-Bullying Immediate Response Chart at the March



## Appendix 2

# School Bullying Incident Form

This report will be held in strict confidence and will not be made available to any outside persons or agencies.

Report from \_\_\_\_\_ School name \_\_\_\_\_

Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_

Ethnic origin of victim \_\_\_\_\_ Ethnic origin of perpetrator \_\_\_\_\_

Male ☐ Female ☐

Male ☐ Female ☐

### Indicate type of incident – please tick

Verbal		Physical	
Name-calling	<input type="checkbox"/>	Kicking	<input type="checkbox"/>
Taunting	<input type="checkbox"/>	Hitting	<input type="checkbox"/>
Mocking	<input type="checkbox"/>	Punching	<input type="checkbox"/>
Making offensive comments	<input type="checkbox"/>	Pushing	<input type="checkbox"/>
Teasing	<input type="checkbox"/>	Pinching	<input type="checkbox"/>
Other - please state	<input type="checkbox"/>	Other - please state	<input type="checkbox"/>
Emotional		Cyber	
Offensive graffiti	<input type="checkbox"/>	Offensive text messages	<input type="checkbox"/>
Excluding from group	<input type="checkbox"/>	Offensive e-mails	<input type="checkbox"/>
Spreading rumours	<input type="checkbox"/>	Sending degrading images	<input type="checkbox"/>
Being forced to do something against own will	<input type="checkbox"/>	Other - please state	<input type="checkbox"/>
Taking possessions/money	<input type="checkbox"/>		<input type="checkbox"/>
Other - please state	<input type="checkbox"/>		<input type="checkbox"/>

If you feel the bullying incident was in any way motivated by any of the following please indicate with a tick.

Appearance ☐ Disability ☐ Home circumstances ☐

Gender ☐ Race/ethnic origin ☐ Medical condition ☐

Religion ☐ Sexuality ☐

### Brief description of incident

### Action taken

Continued over ...

Did the incident lead to the perpetrator(s) being excluded?    yes/no

Have you had contact with the victim's parent/carer?                      yes/no

Have you had contact with the perpetrator's parent/carer?            yes/no

Have you reported this incident to any other agencies?                yes/no

If 'yes' which agencies?

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Signed \_\_\_\_\_

**Return to** \_\_\_\_ **Headteacher** \_\_\_\_\_                      **(Nicky Metcalfe)**

## Appendix 3

### Monitoring of Effective Anti-bullying Strategies Form

Name of School: \_\_\_\_\_

Please tick the strategies in place in our school **and** rate their perceived effectiveness in reducing bullying.

Strategy	Currently in place	Fairly effective	Very effective	Highly effective	Insufficient evidence of impact
<b>Whole School</b>					
PSHE programme					
SEAL					
Circle Time					
<b>Pupil lead strategies</b>					
Peer mediation					
Peer counselling					
Buddy systems					
Friendship stops					
Massage in schools					
<b>Targeted group work</b>					
Co-operative group work					
Circle of Friends					
SEAL small group work					
<b>Reactive strategies</b>					
Direct sanctions					
<b>Other - please state</b>					

## Appendix 4

### Organisations Offering Support

March Church of England Primary School does not necessarily endorse all the views expressed by these organisations.

#### National Organisations

##### Anti-Bullying Alliance - ABA

Brings together over 60 organisations into one network with the aim of reducing bullying and creating safer environments in which children and young people can live, grow, play and learn.

Tel: 020 7843 1901

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

### **National Healthy Schools Programme**

A joint Department of Health - DH, and Department for Children, Schools and Families - DCSF, initiative. Part of the government's drive to reduce health inequalities, promote social inclusion and raise educational standards. Schools can access support from a local programme co-ordinator – their contact details are on the website.

[www.healthyschools.gov.uk](http://www.healthyschools.gov.uk)

### **11 Million – the Office of the Children's Commissioner**

Looks after the interests and acts as the voice of children and young people by exposing issues affecting young people, facilitating and provoking debate, influencing policy, and holding organisations to account.

Tel: 0844 8009113

[www.11million.org.uk](http://www.11million.org.uk)

### **Ofsted**

Inspects and regulates to achieve excellence in the care of children and young people, and in education and skills for learners of all ages.

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **Act Against Bullying**

A national charity which highlights new forms of bullying, particularly bullying through social exclusion.

Tel: 0845 230 2560

[www.actagainstabullying.com](http://www.actagainstabullying.com)

### **Actionwork**

A multimedia organisation that uses film, theatre and other creative arts to explore and tackle issues that affect young people, in particular bullying.

Tel: 01934 815163

[www.actionwork.com](http://www.actionwork.com)

### **Advisory Centre for Education**

Advice line for parents on all procedural matters concerning schools.

Tel: 0808 800 5793

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### **Beatbullying**

Aims to reduce and prevent the incidence and impact of bullying by devising anti-bullying strategies for young people by young people.

Tel: 0845 338 5060

[www.beatbullying.org](http://www.beatbullying.org)

### **Bully Free Zone**

Provides a peer mediation service, written and telephone advice, and provides training for children and young people, parents, teachers, youth workers and other professionals.

Tel: 01204 454958

[www.bullyfreezone.co.uk](http://www.bullyfreezone.co.uk)

**Bullying Online**

Provides an email service for children and young people as well as online help and information, for schools as well as pupils.

[www.bullying.co.uk](http://www.bullying.co.uk)

**ChildLine**

Offers a free, 24-hour helpline and counselling service for children in distress or danger.

Tel: 0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

**Children: Homes, Advice and Teaching – C:HAT**

C:HAT seeks to provide a complete support package for young people and the significant adults who are involved in their lives; through consultancy, behaviour management and children's homes.

Tel: 0116 259 3008

[www.chatltd.com](http://www.chatltd.com)

**Children's Legal Centre**

Provides legal advice, information, assistance and representation to children, parents/ carers and professionals working with children.

Tel: 0800 7832 187

[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Commission for Racial Equality**

A publicly funded, non-governmental body set-up under the Race Relations Act 1976 to tackle racial discrimination and promote racial equality.

Tel: 020 7939 0000

[www.cre.gov.uk](http://www.cre.gov.uk)

**Diana Princess of Wales Memorial Award for Young People**

The Diana Anti-bullying Award is open to primary schools, secondary schools and youth organisations.

Tel: 0845 3372987

[www.diana-award.org.uk](http://www.diana-award.org.uk)

**Educational Action Challenging Homophobia – EACH**

Established to challenge homophobia in education.

Tel: 0808 1000143

[www.eachaction.org.uk](http://www.eachaction.org.uk)

**Education for All**

Joint campaign by Stonewall, Fflag and LGBT Youth Scotland to combat homophobic bullying. Website includes resources, research and case studies.

Tel: 020 7593 1851

[www.stonewall.org.uk/education\\_for\\_all](http://www.stonewall.org.uk/education_for_all)

**Goldsmiths College**

The Psychology Department at Goldsmiths has a research programme which covers a wide range of specialisms in experimental, theoretical and applied psychology. This includes research into bullying.

[www.goldsmiths.ac.uk/departments/psychology/research](http://www.goldsmiths.ac.uk/departments/psychology/research)

**Kidscape**

Provides training for professionals, courses for bullied children, a helpline for parents of bullied children and books, videos, free booklets and leaflets about the prevention of bullying, many in several languages.

Tel: 020 7730 3300

[www.kidscape.org.uk](http://www.kidscape.org.uk)

**Leap Confronting Conflict**

Provides opportunities, regionally and nationally, for young people and adults to explore creative approaches to conflict in their lives.

Tel: 0207 272 5630

[www.leaplinx.com](http://www.leaplinx.com)

**Mencap**

Mencap fights for equal rights for people with learning disabilities and their families and carers, and provides housing and employment support.

Tel: 020 7454 0454

[www.mencap.org.uk](http://www.mencap.org.uk)



**National Autistic Society**

Champions the rights and interests of all people with autism and seeks to ensure that they and their families receive quality services appropriate to their needs.

Tel: 0845 0704004

[www.autism.org.uk](http://www.autism.org.uk)

**National Children's Bureau**

Promotes the voices, interests and well-being of all children and young people across every aspect of their lives. As an umbrella body for the children's sector in England and Northern Ireland, provides information on policy, research and best practice.

Tel: 020 7843 6000

[www.ncb.org.uk](http://www.ncb.org.uk)

**National Society for the Prevention of Cruelty to Children – NSPCC**

NSPCC aims to end cruelty to children. Works with children and families, as well as influencing public policy and attitudes.

Tel: 0207 825 2500

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**Parentline Plus**

Offers help and support through a range of free, flexible and responsive services by working for and with anyone who is parenting a child.

Tel: 0808 800 2222

[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

**School's Out!**

Aims to support lesbian, gay, bisexual and transgender - LGBT, staff in education and to raise the profile of LGBT people and issues.

Tel: 01273 298299

[www.schools-out.org.uk](http://www.schools-out.org.uk)

**Stonewall**

A campaign and lobby group working to achieve legal equality and social justice for lesbians, gay men and bisexuals.

Tel: 020 7593 1850

[www.stonewall.org.uk](http://www.stonewall.org.uk)

**Teachers TV**

Section of the Teachers TV website devoted to anti-bullying, featuring programmes which can be watched online, downloadable resources, links and interviews with experts on bullying.

[www.teachers.tv/bullying](http://www.teachers.tv/bullying)

**The Samaritans**

Tel: 08457 909090

[www.samaritans.org](http://www.samaritans.org)

### **UK Observatory for the Promotion of Non-Violence**

A national initiative committed to addressing the key issues of aggression, bullying, anti-social behaviour and violence amongst children and young people.

Tel: 01483 684552

[www.ukobservatory.com](http://www.ukobservatory.com)

### **Victim Support**

Staff and volunteers offer free and confidential information and support for victims of crime. Operates via a network of affiliated local charities, Witness Service and the Victim Supportline. Currently developing specialist and outreach services for children and young people affected by crime and bullying.

Tel: 0845 3030900

[www.victimsupport.org.uk](http://www.victimsupport.org.uk)

### **Young Voice**

Undertakes research with children and young people. Works in partnership with them on a wide range of issues including bullying. Offers research, evaluations, training and consultancy.

[www.young-voice.org](http://www.young-voice.org)

### **Youth Justice Board for England and Wales**

Executive, non-departmental public body working to develop and improve youth justice system and to prevent offending by children and young people up to the age of 17.

Tel: 020 7271 3031

[www.youth-justice-board.gov.uk](http://www.youth-justice-board.gov.uk)

## **Appendix 5**

### **Bullying - A Charter for Action**

**Schools can sign up to the Anti-bullying Charter to show their commitment to tackling all forms of bullying, and use the principles of the Charter to self-evaluate their anti-bullying policies and practices. For more information and a copy of the charter please use the link below.**

<http://www.teachernet.gov.uk/docbank/index.cfm?id=11912>