St Albert’s Catholic Primary School



Anti- Bullying Policy

Nov 2017

# ANTI-BULLYING POLICY

**Statement of Intent**

At St Albert’s Catholic Primary School we are committed to providing a caring, friendly, safe environment where *every individual has the right to be cherished and respected*, as reflected in our Mission Statement.

Bullying of any kind is unacceptable at St Albert’s School and will not be tolerated under any circumstances.

If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a TELLING school, which means that anyone who believes bullying is happening is expected to tell staff.

**What is Bullying?**

Bullying is:

* Deliberately hurtful
* Repeated over a period of time
* Difficult for victims to defend themselves against

(Knowsley LA guidelines 2004)

Bullying can be:

* Emotional - being unfriendly, excluding, tormenting.
* Physical - pushing, kicking, hitting, punching or any use of violence.
* Racist - racial taunts, graffiti, refusal to cooperate with others from a different culture.
* Verbal - name calling, sarcasm, spreading rumours, teasing.
* Cyber - Using technologies to cause hurt or upset by, for example, sending hurtful e-mails or text messages.

**Why It Is Important To Respond To Bullying.**

Bullying hurts and can have a significant and lasting effect upon those involved. No-one deserves to be bullied. At St Albert’s School we believe every child has the right to enjoy learning, free from intimidationof any kind. Children who are bullying need to learn different ways of behaving.

Objectives

* To develop a school environment that is both safe and secure for all its pupils
* All governors, teachers and support staff, children and parents have an understanding of what bullying is.
* All governors, teachers and support staff are aware of the school policy on bullying.
* To have in place established systems that will deal with incidents of bullying
* Children and parents feel supported when bullying is reported.
* Support for the victim and bully is given to prevent repeated bullying behaviour.
* All information disclosed to staff on bullying will be treated sensitively and confidentially.
* To be a ‘telling’ school

Priorities

* Records are kept of all incidents of bullying
* Children will feel safe in school.
* Their parents/carers will have confidence in school policies and practice
* All staff will be familiar with and implement school policy and procedures and know the responsibilities of each person in the eradication of bullying.
* Bullying will be reduced in our school
* Incidents will be dealt with effectively and consistently with sanctions given if appropriate, refer to school behaviour policy.
* Dissatisfaction and conflict between children and young people, schools and parents/carers will be avoided.
* Children are actively discouraged from fighting back
* Children’s views are taken seriously and acted upon by both the staff and the children.

Signs and Symptoms

A child may indicate, by signs of behaviour, that he or she is being bullied.

All adults should be aware of these possible signs and should investigate if a child:-

* stops wanting to come to school.
* becomes withdrawn, anxious or lacking in confidence.
* starts stammering.
* sleep patterns disrupted, starts having nightmares.
* begins to do poorly in school work.
* has possessions ‘go missing’.
* has unexplained cuts or bruises.
* becomes aggressive, disruptive or unreasonable.
* begins bullying other children or siblings.
* stops eating.

The signs and behaviours above could also indicate other problems, but bullying should be considered a possibility and therefore investigated.

**Guidelines**

* **For Staff**
	+ Bullying is a complex problem. All staff have an important role to play in ensuring St Albert’s School is a caring, friendly and safe environment for all our children.
	+ Be alert to signs of bullying, including cyber bullying.
	+ The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
	+ Deal firmly and sensitively with all incidents of bullying.
	+ Children must be repeatedly made aware that we are a ‘telling’ school and they should feel comfortable in sharing their knowledge of bullying with staff in confidence.
	+ The issues of bullying are discussed regularly during PSHCE (Personal. Social, Health & Citizenship Education) and assemblies, Information Station sessions and school focus weeks.
* **For Children**
	+ Do not tolerate bullying.
	+ It is not your fault.
	+ Help is available.
	+ Report it. St Albert’s is a telling school. You must let a member of staff know if you are being bullied or know of someone who is being bullied. This will immediately make you begin to feel better.
	+ Cyber bullying should not be tolerated. You must report all incidents
	+ You should participate in developing ways to reduce bullying for example, school council.
	+ Participate fully in all lessons which relate bullying so that you know wha to do
	+ Learning Mentors are always available to provide help, advice and support.
	+ Speak to your mum, dad or carer.
* **For Parents – reporting incidents of bullying including cyber bullying**
* Talk calmly to your child.
* Make a note of what is said. Who is/was involved? Where? When? What happened? Who else was there? Frequency?
* Reassure that telling was the right thing to do.
* Explain any further incidents must be reported to a teacher.
* Contact the school to make an appointment to discuss the issue / incident.
* Speak to the classteacher who works with the child on a daily basis or the Learning Mentor
* When talking to teachers, keep calm. Remember this may be the first time the teacher has heard of the problem.
* Be specific and if necessary use your notes.
* Make a note of the school’s intended action.
* Ask for help, support strategies to use at home.
* Keep in touch. Let the school know about improvements as well as continuing problems.
* Feel confident that the staff will deal with any bullying issues in a fair and reasonable way.

If you think you are being ignored

* Check the anti-bullying policy. Is it being followed?
* Discuss your concerns with the Head Teacher.
* If you are still not satisfied with the response from the school you can write to the Chair of Governors, Fr David Potter. c/o St Albert’s School
* Contact Director of Children’s Services, Knowsley LA.

**Procedures**

Children are encouraged to talk about issues or concerns to any member of staff with whom they feel comfortable. If the matter is urgent, a pupil should approach the first member of staff with whom they come into contact.

If a bullying incident is reported the staff are committed to acting promptly, consistently and sensitively. A range of strategies and sanctions are used in the event of an incident being reported.

* Interview (separately) the bully, the victim and witnesses. If appropriate, a written report may be asked from each.
* Inform parents of victim **and** the accused bully.
* Maintain contact until parents feel confident that incidents have been resolved.
* Learning Mentor to set up and mediate a session/sessions with the victim and bully to resolve issues. (These may be separate if deemed appropriate)
* Record and monitor all incidents of bullying – include what action has been taken, in Incident Book/Bullying Log.
* Give advice on how to be assertive and develop strategies for dealing with bullying.
* Where appropriate involve outside agencies such as Child Guidance UK, CAHMS.
* Withdrawal of privileges such as: playtimes, Golden Time, after school clubs. (Refer to School Behaviour Policy)
* Involve school governors if necessary

In extreme cases, exclusion may be considered.

**When children report incidences of bullying to any member of staff.**

Staff **should never promise to keep it a secret** and it is essential that they inform the Learning Mentor and their line manager, and in very urgent circumstances, Headteacher/ Deputy Headteacher or Pastoral Care Manager of the incident on the day it was reported to them

• Staff will talk to the “victim(s)”about the bullying incident and assess how they feel, then take the appropriate action.

• Staff will make sure the victim(s) feels safe.

• Appropriate advice will be given to help the victim(s).

• Staff will listen and speak to all children involved about the incident separately and will make a concise written record, see the bullying incident form, of the conversations. Copies will be given to the Learning Mentor and children’s class teacher.

• Parents to be informed of all bullying issues by the class teacher via telephone call or letter or invited into school by the class teacher.

• Parents, the class teacher and Learning Mentor/Pastoral Care Manager will work in partnership to ensure that the children overcome any issues related to bullying and agree to meet regularly to discuss and share information regarding related bullying issues.

• The problem/s will be identified and possible solutions suggested.

• Staff will attempt to adopt a problem solving approach which will move children on from them having to justify their behaviour.

• Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying, by the class teacher, in consultation with their line manager and the Learning Mentor/Pastoral Care Manager.

• Staff will reinforce to the bully that their behaviour is unacceptable.

• The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied. See later in the policy.

• **If possible, the pupils will be reconciled.**

• An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.

**• In cases where children’s bullying issues cannot be reconciled,** the incidents will be recorded by staff and their team leader on the standard Incident Report Form. All reports will be kept in a file in the Learning Mentor’s Anti-Bullying files.

• After the incident has been investigated and dealt with, each case will be monitored and parents informed of the outcomes to ensure repeated bullying does not take place.

• If necessary and appropriate, the Child Protection Officer in school, Social Care or police will be consulted.

**The following sanctions may be used:**

• Apologies made to the victim(s) verbally or in writing

• Lose playtimes and lunchtimes (stay with staff member and complete tasks as set by class teacher)

• Parents will be invited in to school

• Go on a behaviour plan/ target card as compiled by class teacher and SENCO

• Be removed from class and work in another part of the school building, sometimes in isolation.

• Report to the Headteacher or Deputy Headteacher

• Be withdrawn from participation in school visits, clubs and events not essential to the curriculum.

• Fixed term exclusion

• Permanent exclusion

**Support for the victim(s) of bullying:**

• The Learning Mentor to work with the victim(s) and their parents to ensure that the children feel safe in school.

• The class teachers and the parents of the victims to formulate a joint short term plan that keeps the victim’s families fully informed of their children’s welfare and safety in school. This plan can be extended if either the teachers or the parents feel it is necessary.

• Whole school initiatives and proactive teaching strategies will be used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur.

**Intervention Techniques**

Issues around bullying are addressed both explicitly and discreetly through whole school initiatives and proactive teaching strategies. They will be used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur.

Within the PSHCE programme we will on:-

* Raising self-esteem.
* Peer influences.
* Assertiveness.
* Relationships.
* Responsibility and respect for all.

Issues around bullying will also be addressed through:-

* Focus Weeks
* The RE curriculum
* Information Station
* Visitors
* Workshops(children and parents)
* Advice via the website
* School assemblies / Theatre Groups / Drama
* Displays.
* Staff training including support from Healthy Schools Team
* Annual surveys – Parent Questionnaire and Pupil Questionnaire.
* Circle Time.

**Equality**

This policy should be read alongside the Equality Policy. The school aims to foster good relations and eliminate discrimination or harassment across all the 9 protected

characteristics of equality (age, race, gender reassignment, disability, marriage and civil

partnership, religion and belief, pregnancy and maternity, gender, sexual orientation) within the school community. The school take any form of bullying, in relation to the above seriously and will take immediate and appropriate action.

**Monitoring and Evaluation**

The Learning Mentor will monitor the anti-bullying policy annually ensuring policy and procedures are effective in tackling incidents of bullying. The policy will be reviewed every three years by the Governing Body, unless changes have been made to the existing policy. If changes have been made the updated policy will be presented to the Governing Body for ratification.

Standards for measuring performance will be:

* Response from parent / pupil questionnaire
* Reduction in the number of reported incidents.
* Measurable improvements in behaviour of individuals or particular groups.
* Feedback from Pupil Council.
* Yearly monitoring and review of bullying issues with the PSHCE curriculum.

**Help Organisations**

* Advisory Centre for Education (ACE) 020 8888 3377
* Children’s Legal Centre 0207520 0300
* KIDSCAPE (Parent Helpline, Mon-Fri 10-4pm) 020 7730 3300
* Parentline Plus 08088 002222
* Childline 0800 1111 (Freephone)
* Youth Access 020 8772 9900
* www.thinkuknow.co.uk

Review of Policy:

This policy will be reviewed ………………..

Signed: ……………………………………………………………………………………………….

Designation: ………………………………………………………………………………………

Date: …………………………………………………………………………………………………..