**St Albert’s Catholic Primary School**

**Anti-Bullying Policy**

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We are a **Telling** School.

**‘See Something Say, Something About It’** so that school is a safe and respectful environment for all

September 2023

**Rationale**

St Albert’s Primary School is committed to a policy of inclusion, equality and justice. We provide a warm, caring and safe place for all our children so that they can learn and play in a relaxed and secure, loving environment, as reflected in our mission statement.

We believe that bullying of any kind is totally unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously. No one deserves to be a victim of bullying. We believe that where bullying is challenged effectively pupils will feel safe and happy and we will demonstrate a school that cares. Everybody has the right to be treated with respect and pupils who are bullying others need to learn different ways of behaving.

At St Albert’s Primary School, we acknowledge that bullying can and does happen from time to time and that bullying can happen to adults in the workplace. When bullying does occur, everyone should feel able to tell and know that incidents will be dealt with promptly and effectively in accordance with our school anti-bullying policy.

All children and young people have the right to be protected from physical, emotional and mental violence; a right enshrined in the United Nations Convention on the Rights of the Child. Children also have the right to learn, live, travel and play in a safe environment where they can thrive and achieve their full potential.

Our bullying policy should be read in conjunction with our school’s behaviour policy.

**What is bullying?**

In St Albert’s Primary School we define bullying as a range of abusive behaviour that is

* Repeated
* Intended to hurt someone either physically or emotionally

Bullying is when an individual or group **deliberately** hurts another or makes them feel unhappy. Bullying behaviour will be repeated over a period of time and is difficult for the victim to defend against. Bullying may be ***racist, sexist,*** or **homophobic**. People can be bullied for any reason; because of the way they look, because of their religion, their age, because of a learning or physical disability for example.

Bullying is a blight on the lives of our children which inhibits full participation in education and learning, cultural, social and leisure activities. Whatever the reason, bullying is never acceptable and will not be tolerated in St Albert’s Primary School.

Bullying can take many forms, but three main types are:

Physical – hitting, kicking, spitting and demanding money or belongings.

Verbal – name calling, insults making racist, sexist, homophobic or offensive remarks.

Indirect – excluding or ‘blanking’, spreading gossip, damaging property, offensive or abusive emails, text messages or posts on websites – known as ‘cyber bullying’. We believe that bullying someone by email or text messages is still hurtful and will be dealt with in the same manner.

Emotional – being unfriendly, excluding or tormenting

**Bullying is not:**

It is important to understand that bullying is not the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose (STOP).

Children sometimes fall out and say things because they are upset. When occasional problems of this kind arise, although unkind, it is not classed as bullying. It is an important part of children’s development to learn how to deal with friendship breakdowns or a childish prank. We all have to learn how to deal with these situations and develop skills to repair relationships.

**We recognise that:**

* Bullying causes real distress and affects a person’s health and development.
* In some instances, bullying can cause significant harm.
* All children and young people, regardless of age, disability, gender

reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

* Bullying might be motivated by actual differences between children and

young people, or perceived differences.

* Bullying may encompass unfavourable or negative comments, gestures, or

actions directed at someone in relation to a vulnerability.

* Everyone has a role to play in preventing all forms of bullying (including

online) and putting a stop to bullying.

* Bullying may take place in any location at St Albert’s, including in classrooms,

corridors, toilets, dining hall and the playground.

* Bullying can also occur on the way to and from school, during educational

visits, when pupils use transportation, and through virtual or cyber-bullying.

* The headteacher is legally empowered to address such incidents and will do

so in accordance with this policy.

**Aims**

The aim of this policy is to try to prevent and deal with any behaviour deemed as bullying. We are committed to ensuring that the school community works together to create a happy, safe, caring and stimulating environment. We continually reinforce the importance of our school rules **Be Kind - ‘Treat others as you want to be treated’.** The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of the school community have the responsibility to recognise bullying when it occurs and take appropriate action in accordance with the school policy.

**Within St Albert’s Primary School we want:**

* All children to feel safe to learn, play and enjoy the company of others.
* All children and adults to be treated fairly, with respect and dignity.
* All adults to feel happy and safe in the workplace.
* Everyone to listen carefully to what children and adults have to say and treat all accounts with due seriousness.

**What will we do to prevent bullying?**

The school will set about doing this the following ways:

* Adhere to our behaviour policy, which outlines the expected conduct for all individuals involved in our organisation, whether in face-to-face interactions or online, and both within and outside of our activities.
* Conduct frequent discussions with all stakeholders concerning bullying and strategies for its prevention.
* Offer support and training to all staff and volunteers to address all forms of bullying.
* Put clear and robust anti-bullying procedures in place.
* Have a robust and up-to-date anti-bullying policy.
* Articulate what action will be taken by staff if bullying is reported or suspected.
* Cultivate a school ethos that rejects bullying as acceptable, integrating this principle into the school curriculum, PSHE, SRE, assemblies, as well as using posters, signposts, and shared information about bullying.
* Foster children and young people's confidence in approaching any staff member if they experience bullying, ensuring they understand that their concerns will be taken seriously, addressed, and followed up.
* Thoroughly document and analyse all incidents of bullying, reporting on recurring patterns and maintaining precise records of bullying incidents, including types, locations, and times.
* A positive, caring ethos will be created within the school environment where everyone can work and express themselves free from fear of being bullied.

### Signs and Symptoms of bullying

A child may indicate, by different signs or behaviour, that he or she is being bullied. Adults should be aware of these signs and investigate further if a child:

* Is frightened of walking to or from school.
* Begins truanting.
* Becomes withdrawn, anxious or lacking in confidence.
* Feels ill in the morning.
* Begins to underperform in school work.
* Have possessions go ‘missing’.
* Asks for money or starts stealing money (to pay the bully).
* Is frightened to say what’s wrong.

NB *this is not a definitive list but suggests some of the signs and symptoms. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be taken seriously and investigated as soon as possible.*

**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.
  + 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.
* Staff **should never promise to keep it a secret**
* It is essential that staff inform the Learning Mentor, and in very urgent circumstances, Headteacher/ Deputy Headteacher of the incident on the day it was reported to them
  + 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, c/o St Albert’s School
* Contact Director of Children’s Services, Knowsley LA.

## What can you do if you are being bullied?

We want everybody to feel confident to report bullying whenever and wherever it happens, and get the help they need to feel safe again. If someone is bullying you, it important to remember that is not your fault and there are people that can help you. Tell someone you trust, giving them as many facts as you can (Who? Where? What? Why? When? How?). All pupils know that if they are experiencing bullying they should tell their teacher in the first instance. Should a pupil not feel confident in doing this our learning mentor is available to speak to pupils or they may choose to use the school council representatives.

## What can you do if you see someone else being bullied? (The role the bystander)

Ignoring bullying is unfair to the victim and does not help anyone. Staying silent means that the bullying can continue. Although it is sometime difficult bystanders are encouraged to report bullying incidents and take a stand against bullying to promote a safe and more respectful environment. There are ways you can help without putting yourself in danger, for example tell a member of staff as soon as possible or ask someone you trust about what to do such as friends or parents. St Albert’s is a **’Telling’** school and we promote a **‘See Something Say Something’** culture.

**Strategies is school for the prevention and reduction of bullying**

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

* Each class agreeing on their own set of class rules.
* Making national anti-bullying week a high profile event each year.
* Raising awareness through assemblies, work in PSHE/SEAL lessons and circle time discussions.
* Setting up circle of friends support network to support individuals experiencing difficulties.
* Using drama and role-play activities to help children be more assertive and teach them strategies to help them deal with bullying situations.
* Introducing playground improvements and initiatives, e.g. school sports leaders.
* Use of playground Angels during lunchtime.
* Training year 5 & 6 pupils to be Peer Mediators
* Using praise and rewards to reinforce good behaviour.
* Involving parents and the wider community.
* Multi agency work – working with social services, police etc.

In addition, staff need to feel safe in order to help make the children feel safe.  
Staff are aware of procedures to follow in such an instance or they can contact their union for advice and support.

## Procedures for reporting and dealing with bullying incidents

At St Albert’s Primary School all staff will respond calmly and consistently to all allegations and incidents of bullying. They will be taken seriously and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all those involved whilst allegations and incidents are investigated and resolved.

Reports can be made to any member of staff and they will ensure that th most suitable person investigates the matter. The following step by step procedures will be followed

Make sure the victim, bystander and bully feel safe and are in a safe place.

1. Ask those reporting bullying to briefly describe what happened/is happening.
2. Listen and speak to all children/young people involved about the incident separately.
3. Assess the information to consider whether the report is a bullying incident. In cases of serious bullying incidents the SLT will be informed .
4. Provide appropriate advice and support to help victims. Refer to a Thrive Licensed Practitioner for support to process the experience and to develop self-esteem and trust in others.
5. Reinforce to perpetrators that their behaviour is unacceptable and provide them with support to understand and change their behaviour. Issue developmentally appropriate sanctions in line with our behaviour policy. Refer to a Thrive Licensed Practitioner for support to address bullying behaviours.
6. If possible, reconcile victims and perpetrators using restorative practices.
7. Discuss the incident and outcomes with classroom staff, SLT, Thrive Licensed Practitioners and pastoral care leads.
8. Log substantiated bullying incidents using the agreed system.
9. All incidents of bullying will be recorded and monitored – include what action has been taken, in Incident Book/Bullying Log and CPOMS.Complete Bullying Report Form and pass it to the headteacher, who will quality-assure all incidents.
10. Share outcomes with the parents of all pupils involved. Where appropriate, meet individually with the parents of all pupils involved to discuss the allegation, investigation and outcome.
11. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. This may include discussion with pupils, staff and parents.
12. If necessary and appropriate, consult in-school safeguarding officers, Social Services or the Police. Where appropriate, outside agencies such as Child Guidance UK, CAHMS may be involved.

**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 on the Incident Report Form. All reports will be kept in a file in the Learning Mentor’s Anti-Bullying files.

**The following sanctions may be used:**

* Apologies made to the victim(s) verbally or in writing
* Withdrawal of privileges such as playtimes and lunchtimes (stay with staff member and complete tasks as set by class teacher), loss of Golden time or after school clubs.
* Parents will be invited in to school
* Use of a behaviour plan/ target card
* Removal from class to 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.
* In extreme cases, a fixed term or permanent exclusion may be considered if all other approaches have been unsuccessful

**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 ie Anti- bullying week, diversity or equality wekks
* The Religious Education curriculum
* Information Station
* Visitors to school
* 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.

**Race Equality/Inclusion Statement**

The policies, system and practices at St Albert’s Primary School set out to promote diversity and inclusion and provide a high quality educational experience for all children.

At St Albert’s Primary School, we do not tolerate any form of racism, bullying or harassment.

We recognise that it is the responsibility of the entire school community to seek to provide equality for all our children regardless of culture, language, religion, ethnicity, ability, disability, gender, sexuality or social circumstance.

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about seeking opportunities to learn about and celebrate differences, increasing diversity within our staff, volunteers, children and young people and welcoming new members to our organisation.

We plan positive action to identify and support pupils from particularly vulnerable groups. We work with all relevant staff members and provide additional support where necessary. This might include extra supervision at break times, setting up a circle of friends support network, use of the curriculum to develop an understanding of differences, or access to structured interventions to reduce vulnerability.

## Monitoring and evaluation of the policy

To ensure the policy is effective, it will be regularly monitored and evaluated. The Curriculum Committee of the governing body monitors the impact of all policies. This committee report its findings to the full governing body and it will be amended as necessary. We aim to monitor the policy through the bullying incident book, the annual questionnaire and work done during Anti-Bullying week

**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 September 2024

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

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

**Questions for pupils reporting bullying may include:**

When and where did it happen?

Who was doing the bullying?

If there was more than one person what were their roles?

Did anyone else see it happen, if so, who?

How often is the bullying taking place and how long has it been going on?

If you are being bullied, how does it make you feel? Are you physically hurt? What help would you like?

If you are reporting bullying that is happening to someone else, how do you think it makes them feel? Are they being physically hurt?

Have you told anyone else about the bullying?

If not, what has put you off doing so?

Do you have any worries now that you have reported this bullying?

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| --- | --- | --- | --- | --- | --- |
| **St Albert’s Bullying Report Form** | | | | | |
| Reporting Person’s Name | | Contact Information | | Relationship to Victim/Incident | |
| Date | | Time | | Location | |
| Victim(s) | | Perpetrator(s) | | Witnesses/Bystanders | |
| Description of the Incident - Provide a detailed account of the bullying incident, including date, time, location, and any specific actions or behaviours involved. Attach additional pages if necessary. | | | | | |
| Previous Incidents (if any): If this is not the first incident, provide details of any previous incidents, including dates, times, and actions taken. | | | | | |
| Actions Taken: Describe any actions taken by the reporting person or others prior to filing this report. | | | | | |
| Outcomes | | | | | |
| Support to victim | Sanction to perpetrator | | Support to perpetrator | | Support to others |
| Details of monitoring | | | | | |
| Contact with parents/carers | | | | | |
| Signed: | | Date: | | HT QA: | |