



ST. CLARE'S CATHOLIC PRIMARY SCHOOL

ANTI-BULLYING POLICY

Mission Statement

St. Clare's is a Christ centred school which endeavours to be recognised in the community as a centre of Christian values based on a commitment to the Catholic Faith, where governors, staff, parents and parish work in close co-operation to ensure that each child is developed to their full spiritual, social and academic potential. Of prime importance is the development of a personal relationship with God through prayer and the sacraments.

Statement of Intent

Our vision at St. Clare's Catholic Primary school is to have high standards of teaching and learning which challenge our pupils to achieve.

To support each person on their faith journey through the teachings of the Catholic faith.

For everyone to excel in all areas of school life and generously contribute to the world in which we live.

Aims

St. Clare's Catholic Primary School promotes each person's faith, learning and achievement, by teaching each other to:

- know and love God
- practise their faith
- respect and value all faiths
- become highly motivated learners for life
- adapt to the needs of the world
- hold themselves and all people in high esteem and respect the environment
- be independent and collaborative learners
- achieve high standards in all areas of school life

Mission

We believe each individual will succeed through experiencing quality in:

- a broad challenging and innovative curriculum
- an effective programme of continuing professional development
- an enriching programme of extra-curricular activities and visits
- a stimulating learning environment
- an ethos of support and high expectation to succeed
- vibrant partnerships between home, school and community

We demonstrate our commitment to working as a learning community by working together towards common goals.

Our anti-bullying policy supports this ideal by:

- Promoting respect and tolerance for each other and the school
- Helping pupils and adults towards an understanding of what is right and wrong
- Supporting everyone in forming good relationships with adults and peers.

We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear. This involves including and engaging everyone's perception of bullying. If bullying does occur, all pupils and adults should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff and/ or their direct line manager. We use STOP (start telling other people) so everyone knows they will be listened to and taken seriously.

What is bullying?

St. Clare's Catholic Primary School adopts the following definition of bullying:

'a physical, psychological or verbal attack against an individual or group of individuals by a person or groups of persons, causing physical or psychological harm to the victim'

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. It is conscious and wilful and commonly consists of repeated acts of aggression and/or manipulation. It can take a number of forms – both physical and non-physical, either in combination or in isolation.

Bullying can be:

Emotional	e.g. being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), being bossed, hurting people's feelings, being nasty, mean, blackmailing.
Physical	e.g. pushing, kicking, hitting, punching or any use of violence, pushing people around.
Racial	e.g. racial taunts, graffiti, gestures.
Sexual	e.g. unwanted physical contact or sexually abusive comments.
Gender	e.g. harassment
Verbal	e.g. name-calling, sarcasm, spreading rumours, teasing, being cheeky. Bullying by a third party.
Cyber	e.g. all areas of internet such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology camera and video facilities
Homophobic	e.g. because of, or focusing on the issue of sexuality

Other concerns, that might not necessarily easily fit into these headings, will be taken seriously e.g. being picked on, taking advantage of another person.

St. Clare's Catholic Primary School is aware that it is a possibility that the perpetrator may be an adult and will follow the local Child Protection procedures where this is the case.

From time to time, adults behave inappropriately towards each other. If any adult within the school community feels that they are being treated inappropriately they must report this to the Headteacher or Chair of Governors immediately.

All children, staff and parents are aware that bullying can be summarised as STOP (several times on purpose) as a working definition. This is communicated to all through staff CPD (provided by INSET, the Diocese and independent companies where appropriate), by School Council, in the policy, newsletters, as part of the curriculum and websites.

Aims and Objectives

The aim of an anti-bullying policy is to:

- clarify for pupils and staff what bullying is and that it is always unacceptable.
- explain to pupils and staff why bullying and harassment occur and their impact on individuals and the school as a whole.
- provide a secure, stimulating, positive and mutually respectful and inclusive environment for learning.

St. Clare's Catholic Primary School also intends:

- To have in place an anti-bullying support system, that all staff and pupil's understand and to apply the system consistently.
- To regularly monitor and review the policy with the full involvement of all staff and governors.

Practice and Procedures

What we do to prevent bullying

Everyone involved in the life of the school must take responsibility for promoting a common anti-bullying approach by being supportive of each other, providing positive role models and conveying a clear understanding that we disapprove of unacceptable behaviour (but **not** the pupil), and by being clear across the school that we follow school rules. All members of the school community are expected to report incidents of bullying.

1. Staff

Staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of well-being in school. They have the closest knowledge of the children in their care and should build up a relationship involving mutual support, trust and respect.

We expect staff will:

- Provide children with a framework of behaviour including class rules which supports the whole school policy.
- Emphasise and behave in a respectful and caring manner to children and colleagues, to set a good tone and help create a positive atmosphere.
- Provide children with a good role model
- Raise awareness of bullying through STOP, stories, role-play, theatrical performances, discussion, circle-time, peer support, school council, PSHE, RE and Anti-bullying week.
- Through the head teacher, keep the governing body well informed regarding issues concerning behaviour management.
- Provide a key staff member who is responsible for the monitoring of the policy.

2. Parents / Carers

We expect that parents / carers will understand and be engaged in everything that is being done to make sure their child enjoys and is safe at school:

- Support us in helping meet our aims.
- Feels confident that everything is being done to make sure their child is happy and safe at school.
- Be informed about and fully involved in any aspect of their child's behaviour.
- Be informed about who can be contacted if they have any concerns about bullying.

3. Governors

We expect that governors will:

- Support the Headteacher and the staff in the implementation of this policy.
- Be fully informed on matters concerning anti-bullying.
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy.

4. Response

Children and parents can report incidents of bullying through one of the following ways:

- By talking to any member of staff
- Use the 'worry' boxes to be found in each classroom.

Should incidents of bullying occur they will be dealt with according to the following protocol:

- All children's and parents' concerns around bullying are taken seriously.
- Incidents of bullying will be investigated, talking separately with all children involved.
- If staff witness or believe reported bullying behaviour or believe that behaviours may be indicative of, or lead to, bullying then they should fill in a Bullying Incident Report Form (Appendix 1). This form should be copied to class teacher(s) of all children involved and to the headteacher.
- If parents report incidents of bullying not witnessed or reported at the time in school, a note is made of it on a parental contact form (copies to head and class teachers) and staff are alerted to be watchful of the situation.
- Staff should not report an incident as 'bullying', just because children or other adults have chosen to describe it as such. Behaviour not characterised as described above, but serious enough to warrant recording and regular reviews of these will allow patterns to emerge should bullying have gone undetected.
- Those who bully will be subject to sanctions in line with the school's Behaviour Policy and the targets of bullying will receive support from identified members of staff.
- Adult mediation may be used between the child being bullied and the child doing the bullying to discuss what has happened and how this made the children feel.
- The target of bullying will be assured that they should immediately report any future incidents and know they will be listened to.
- The child doing the bullying may also be offered support. There are often underlying reasons why a child displays bullying behaviour and acts in this way, and that needs to be addressed.
- We will ensure extra supervision and monitoring of the children's behaviour following incidents to check all is well.
- Parents of both 'parties' will be kept informed of outcomes of investigations and kept 'in touch' until it is felt there is no longer a risk of bullying.
- In extreme cases the school may involve external behaviour support services; the LA Anti-Bullying Co-ordinator or the Educational Psychology service.
- The school also reserves the right to exclude children whose behaviour remains wholly unacceptable – withdrawal of playtime privileges, withholding participation in school activities (eg. trips or sporting fixtures), fixed term or permanent exclusion.

Reacting to a specific incident

Recording

All incidents in or out-of-class should be recorded using the proforma in appendix 1. Incidents clearly identified as bullying must be reported to a senior member of staff (deputy headteacher / Headteacher).

Parents (of both perpetrator and person bullied) informed of what has happened, and how it has been dealt with. Records of discussions to be filed and minuted.

Dealing with an incident

The school community is aware that when a bullying incident has come to the attention of adults in the school it has been taken seriously and action has resulted

Whenever a bullying incident is reported, the school will go through a number of prearranged steps. These are:

- Incident is reported to the class teacher. Dinner and playtime supervisors will have recorded any bullying incidents in the 'incident book' of which the exact details will be shared with the class teacher. These books will be analysed on a weekly basis at a staff meeting.
- The class teacher will then
 - a. Talk through the incident with perpetrator and person bullied
 - b. Help the perpetrator and victim to express their feelings
 - c. Talk about which rule(s) has / have been broken
 - d. Discuss strategies for making amends

Punishments will be tailored to age of child and circumstances. Details of punishments may be confidential but could include:

- Time away from an activity within the classroom
- Time out from the classroom
- Missing break or another activity

In cases of serious bullying:

Formal letter home from the Headteacher expressing concerns, where the pattern of behaviour continues.

Meeting with staff, parent and child

Governors will be informed by Headteacher

If necessary and appropriate, police will be consulted by the Head Teacher

In serious cases of bullying, suspension or even exclusion will be considered by the Head Teacher with the governors and LEA. Parents have the right of appeal to the Governing body against any decision to exclude their child.

- After the incident / incidents have been investigated and dealt with, each case will be monitored by Class Teacher and Senior Staff to ensure repeated bullying does not take place.

Parents (of both perpetrator and person bullied) are informed of what has happened, and how it has been dealt with. Records of these discussions to be minuted and filed. Failing face-to-face discussion, parents/carers will be informed of any incidents by letter.

Child Protection procedures should always be followed when concerns arise.

Incidents of bullying outside the school's premises

Although schools are not directly responsible for bullying off the school premises, we would still encourage victims "not to suffer in silence". Actions the school could take, if deemed appropriate, include:

- talking to the local police about the problems within the Community
- talking to the Head Teachers of the schools whose pupils are involved in bullying off the premises

Monitoring

Trends and strategies are analysed for inclusion in the Headteacher's reports to governors.

Careful monitoring and analysis provides us with regular opportunity to link monitoring to action planning for the following school year.

Policy monitoring and review

Date of policy approval – September 2016

Date of next review – September 2017

Annual initiatives reported to Governors.

Liaison with parents.

St Clare's Catholic Primary School Bullying report form.

Remember in our school bullying is defined as something that is one sided, deliberate, unprovoked and repeated over a sustained period of time. It is not one off incidents, fall outs or arguments between children.

We take accusations of bullying in our school very seriously and this form will be dealt with by a senior member of staff. They will first of all investigate and decide if this is a case of bullying or not. They will then contact you and give you back a copy of this form complete with their actions. They will also keep in contact with you to ensure that if your child has been bullied the bullying has stopped.

Name of your child:	Year Group: Class:
Who is bullying your child?	
How is your child being bullied?	
How long has the bullying been going on for?	
Verbal - name calling, put downs, teasing, threatening, shouting, swearing, spreading rumours etc.	
Physical – hit, kicked, pushed, nipped etc.	
Exclusion from friendship groups.	
Belongings stolen/taken/hidden.	
Racist.	
Cyber bullying – text message, e-mails etc	
To be filled in by school:	
Member of staff dealing with incident:	
Action taken:	
Date of follow up contact and details – has the bullying stopped?	