IVYBRIDGE PRIMARY SCHOOL

ANTI-BULLYING POLICY

Aims

This policy outlines what Ivybridge Primary School will do to prevent and tackle bullying. It aims to ensure that Ivybridge Primary School provides a safe and secure environment for all members of the school community (which includes pupils and adults) where bullying is never tolerated. It gives guidance on responsibilities and school procedures if bullying is discovered.

Responsibilities

It is the responsibility of:
- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Headteacher, Senior Managers, Teaching and Support Staff to be aware of this policy and implement it accordingly.
- The Headteacher to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- Staff to support and uphold the policy
- Parents/carers to support their children and work in partnership with the school
- Pupils to abide by the policy.

What is Bullying?

Bullying is *"Behaviour by an individual or group, usually repeated over time that intentionally hurts another individual either physically or emotionally"* (DfE Preventing and Tackling Bullying – March 2014)

Bullying can be physical which may include hitting, kicking, hair pulling, the destruction and removal of personal property, producing offensive graffiti. It may be verbal which can include spreading rumours, name calling, taunting, mocking, making offensive comments or threatening. It can also take the form of emotional abuse which involves threatening or intimidating behaviour, for example exclusion from games, groups and conversations.

Bullying includes the same behaviours described above expressed via digital services, this is referred to as cyberbullying. It can include the sending of inappropriate messages by phone, text or messaging services, through websites and social media sites and apps, the sending of degrading or offensive images by mobile phone or via the internet.

What are the different forms of bullying?

This policy covers all forms of bullying including:
- Bullying related to race, religion or culture
- Bullying related to Special Needs or Disability
- Bullying related to appearance or physical/mental health conditions
- Bullying related to sexual orientation (homophobic bullying)
- Bullying of young carers, children in care or otherwise related to home circumstances
- Sexist, sexual and transphobic bullying
- Bullying via technology - cyberbullying

How Does the School Aim to Prevent Bullying?

There are many ways in which the school community can help to ensure that bullying does not take place.

School Ethos - We aim to create a caring and co-operative ethos in the school in which everyone should be free from any form of harassment. We promote a culture of mutual respect and consideration for others which is up held by everyone. This message is communicated through all aspects of school life including assemblies, the curriculum and the way in which we all work together. We celebrate success and achievement to promote and build a positive school ethos. We will challenge practice which does not uphold these values.

The Curriculum - In addition to teaching social behaviour by drawing on incidents as they occur in the daily life of the class, social and emotional skills are taught in a conscious and systematic way, through the Personal, Social and Health Education curriculum (PSHE) of the school.
Pupils take part in activities which are designed to raise their self esteem, develop self confidence and provide them with the skills to deal with difficult situations. Extra curricular activities, for example drama club, support this curriculum.
Through the ICT curriculum pupils are taught about positive on-line behaviour, including what action to take if they feel unsafe.

School Organisation and Environment - We try to ensure that the layout of the school does not provide hidden corners or areas which are not easily supervised by staff. Playtime and lunchtime procedures aim to ensure that pupils are not left unsupervised.

Working with other agencies – Where appropriate we work with outside agencies to identify all forms of prejudice-driven bullying.

Communication - All members of staff and the wider school community will be made aware of this policy and the procedures it contains. There are clear systems in place which are known and understood for all members of the community to access support and to report concerns.

Training – School staff receive training in identifying bullying and are made aware of the school's policy and procedures.

Behaviour Policy - Our behaviour policy makes a clear statement about the standards of behaviour which we expect from all members of the school community. This is distributed to all parents with the school brochure. It is communicated to pupils through behaviour codes and enforced with rewards and sanctions. All members of staff are made aware of this policy and it is implemented consistently throughout the school.

Record Keeping – All allegations of bullying are recorded on the school electronic system, these records are regularly monitored in order to identify any patterns of behaviour/potential issues.

Home School Agreement - This sets out the responsibilities of the school, parents and pupils and secures their commitment to the school's aims, ethos and policies.

Systems of Recording Information

Pupil Behavior Logs - The school will keep a record of the behaviour any individual or group of pupils that is giving cause for concern. Where it is necessary for behaviour to be brought to the attention of a senior member of staff (Team Leaders, Assistant Headteachers, Deputy Headteacher or Headteacher) the behaviour will always be logged on the central system. (see appendix 1)

Pupil Bullying Logs – Where ever an allegation of bullying is made this will be logged as such on the central system. (see appendix 2)

Parental Conversation Records – whenever a discussion is held by a member of staff with a parent it will be recorded on a specific form, a copy of which will be handed to the parent at the end of the meeting (see appendix 3). These records are held on the school central system.

Specific guidance on the completion of the above records is provided to all staff.

Lunchtime Books – all SMSAs have a book in which they record any incidents which occur at lunchtime, they are responsible for communicating these to class teachers.

Allegations of bullying made by staff – these are dealt with under specific HR policies.

Monitoring

The behavior and bullying logs are reviewed at least once each half term by the headteacher. "Pupils causing concern" is a standing item on the agenda for the Senior Leadership Team weekly meeting, staff may request a child to be discussed via their Key Stage Leader.

We have a School Council of pupil representatives where issues of behaviour and bullying are regularly discussed and reviewed.

All pupils in KS1 and KS2 take part in an annual survey – PASS (pupil attitude to school and self), which is analysed in order to identify any individual or group issues.

We aim to collect information regularly to enable us to understand and act upon the views and concerns of members of the school community for example through parental surveys.

Regular reports are made to the governing body concerning the frequency and types of incidents which are logged. Behaviour and Anti-Bullying Policies are kept under regular review.

What Happens if Bullying Does Occur?

The school takes a very serious view of bullying. It will not be tolerated under any circumstances. Any accusations of bullying will be taken very seriously and acted upon. (Appendix 4)

What Should Pupils Do?
- Tell the member of staff who is responsible for you at the time, it is important to do this straight away.
- If you can't do this tell another member of staff, a friend or your parent or carer as soon as possible
- Report bullying straight away but be honest and ask yourself first whether your behaviour might have caused the situation you find yourself in.

What Should Staff Do?
The member of staff who has been approached will:
- Offer the victim immediate support and reassurance
- Listen carefully and record the incident clearly and precisely
- Pass the information to a senior member of staff (Assistant Headteachers, Deputy Headteacher or Headteacher).

The senior member of staff will;
- Speak individually to all those accused of bullying and any witnesses
- Record the incident
- Contact the parents/carers of both victim and bully informing them of the incident and the action to be taken
- Keep class teachers informed

- Make a specific date when this will be reviewed.
- Sanctions will be used as appropriate
- If necessary/appropriate police or other local services will be consulted.
- When responding to cyberbullying the school will take all steps available to identify the bully (looking at school systems, identifying and interviewing possible witnesses, contacting the service provider and police if necessary) The police will need to be involved to enable the service provider to look at the data of another user.

What Should Parents/Carers Do?
- Listen carefully and record all incidents
- Offer your child immediate support and reassurance
- Inform the school immediately and ask for an interview with a member of staff
- Keep a written record if the bullying persists
- Agree a date with the school for a review of the situation
- If you are not helped by staff, tell a parent governor about your problem
- Ask the school for a copy of the Anti-Bullying Guidance for parents

How Will Pupils be Supported?
Pupils who have been bullied will;
- Be offered an immediate opportunity to discuss the experience with a member of staff
- Be offered reassurance and support for dealing with any reoccurrence
- Be advised to keep a record of the bullying
- Where appropriate be offered support by outside agencies such as the Behaviour Support Team

Pupils who have bullied will;
- Discuss what has happened, understand what the concern is and why there is a need for change, this will include a discussion with parents identifying where their support will be required.
- Where appropriate be offered support by outside agencies such as the Behaviour Support Team.
- Be sanctioned in line with the school behavior policy. This may include warnings, withdrawal of privileges, exclusion (internal, fixed-term or permanent).
- Speaking with other agencies/services such as the police.

Links with other school policies and practices
This Policy links with a number of other school policies, practices and action plans including:
- Behaviour Policy
- Complaints Policy
- Safeguarding and Child Protection Policies
- Confidentiality Policy
- e-Safety (Online Safety) and Acceptable Use Policies (AUPs)
- Curriculum Policies such as PSHE and citizenship and computing

Behaviour Log

Pupil's name…………………………………………………… Class………………….. Date log started………………………

Background

Antecedents (location, activity etc when behaviour took place)	Behaviour (actual incident and involvement/role of others)	Consequences (what action was taken as a result of this behaviour)	Logged by

Appendix 2 - **Bullying incident report and tracking form**

Date incident took place		Date incident first reported		Incident reported by [please highlight] Victim other [please state]			Incident recorded/logged by
Name of victim			Gender M F	Year group			Previous incident reported Yes No
Reported perpetrators information	Name		Gender M F	Year group			
	Name		Gender M F	Year group			
	Name		Gender M F	Year group			
Witnesses [If any]	Name		Description of incident in line with Victim's Yes No If 'no', please elaborate				
Witnesses [If any]	Name		Description of incident in line with Victim's Yes No If 'no', please elaborate				

Bullying incident relating to . . . → [please highlight]		Race	SEN/disabilities		Gender	Religion, belief, culture	Sexual orientation	Other [please state]
Form of bullying experienced . . . → [please highlight]	Deliberate exclusion	Name calling/ teasing	Verbal threats	Damage/ taking of possessions	Extortion	Spreading rumours	Cyber bullying	Physical aggression Medical treatment required [Yes/No]	Other [please state]

Frequency/ duration of bullying behaviour . . . → [please highlight]		Once	Twice	Several times	Several times a week	Persisting over 2 months		Persisting for more than a year

Location of incident Time of incident	Description of incident [if additional space needed please record on 'additional notes' form at end of document]						

Parents/carers of victim notified Yes No	Parents/carers of perpetrator(s) notified Yes No	**All names** added to register of bullying incidents Yes	Individual discussion with all involved Yes No	Group discussion with all involved Yes No
Date set to review situation	Review notes Has the bullying stopped? Yes No Further action required? Yes No			
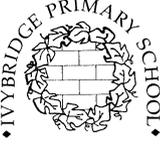
	Record of Parental Consultation

Name of Pupil	Class and Class teacher	Name of Parent/Carer	Name of member(s) of staff

Date:	Time:	Location:	Meeting requested by:

Reason for the consultation

Main points of the discussion

Agreed action by school	Agreed action by parents

Review meeting required? Y/N	Date/time?

Signed by parents/carers	Signed by member of school staff

Procedures in Dealing with Bullying

incident reported by child or parent

member of staff   **class teacher**

headteacher

**follow procedures outlined
in policy**