



West Kidlington
Primary & Nursery School

"Making our best
even better"

Anti-Bullying Policy

ROLE	NAME	SIGNATURE
Principal	Simon Isherwood	<i>S. Isherwood</i>
Assistant Principal (i/c Safeguarding)	Clare Pike	<i>Clare Pike</i>
Chair of Governors	Charlotte Christie	<i>Charlotte Christie</i>

This policy was reviewed in November 2017.

The policy must be reviewed and updated every 12 months in-line with the Child Protection and Safeguarding Policy.

Statement of Intent

At West Kidlington Primary School and Nursery we take a strong stance against bullying of any type, since it indicates a lack of appreciation for the feelings of others. We believe that children have the right to be safe in and out of school and to be protected if they feel vulnerable. Our aim is to create a safe and inclusive environment where every member of the community can grow and flourish.

Bullying of any kind is unacceptable and will not be tolerated in our school.

We take all incidents of bullying seriously and encourage every child to uphold our Values PACT (see Appendix A). Bullying hurts. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect and protected from hurt and mistreatment.

At West Kidlington Primary School and Nursery, we acknowledge that bullying does happen from time to time – indeed, it would be unrealistic to claim that it does not. Should bullying occur, children are instructed to tell an adult who will deal with any incident(s) promptly and effectively in accordance with this policy.

Aims and Objectives of this Policy

- To ensure that children learn in a supportive, caring and safe environment, without fear of being bullied.
- To demonstrate that the school takes bullying seriously and that it will not be tolerated.
- To take measures to prevent all forms of bullying in the school and during off-site activities.
- To support everyone in actions to identify and protect those who might be bullied.
- To clarify for all pupils and staff that bullying is wholly and always unacceptable.
- To demonstrate to all that the safety and well-being of pupils is paramount.
- To promote an environment where children feel they can trust and tell adults if they are being bullied or know about any bullying.
- To promote positive attitudes in pupils (including conflict management training).
- To ensure that all staff are aware of their duty of care over those in their charge and the need to be alert to signs of bullying.
- To ensure that all staff are aware of procedures through regular training.

What Is Bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

At West Kidlington Primary School and Nursery we recognise that there is no “hierarchy” of bullying – all forms of bullying should be taken equally seriously and dealt with appropriately. We understand that 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. We understand that all children have disagreements with each other and friends fall out for a time. This is not usually bullying.

Four main types of bullying can be identified:

Physical hitting, kicking, taking or hiding belongings

Verbal name calling, teasing, insulting, writing or sending unkind notes or messages, including cyber-bullying (see later in policy).

Emotional being intentionally unfriendly, excluding, tormenting looks, spreading rumours.

Cyber email and internet chat room misuse, mobile phone threats by text, calls, social websites.

Specific types of bullying include:

Bullying related to race or colour, religion or belief or culture.

Bullying related to special education needs (SEN) or disabilities.

Bullying related to appearance or health conditions.

Bullying related to sexual orientation.

Bullying of young carers or looked-after children or otherwise related to home circumstances.

Sexist or sexual bullying.

Bullying of adopted children.

Bullying using electronic forms of contact (cyber bullying)

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

Where does bullying happen?

It can happen anywhere – in the classroom, in the corridor, in the toilets, in the dining hall, in the playground. Bullying may also happen on the way to and from school. In such cases, the Principal is empowered by law to deal with such incidents but must do so in accordance with the school's policy.

At West Kidlington Primary School and Nursery, we are concerned with our children's conduct and welfare outside as well as inside school and we will do what we can to address any bullying issues that occur off the school premises. The following steps may be taken:

- Talk to the local Police Community Support Office (PCSO) about problems on the streets
- Talk to the Head Teachers of other schools whose children may be involved in bullying off the premises
- Liaise with other external agencies (e.g. LCSS)
- Discuss coping strategies with parents
- Talk to the children about how to handle or avoid bullying outside the school premises

Signs and Symptoms

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

- is unwilling to go to school;
- becomes withdrawn, anxious or lacking in confidence;
- starts stammering;
- attempts or threatens self-harm;
- cries them self to sleep at night or has nightmares/ bedwetting;

- regularly feels ill in the morning;
- begins to do poorly in school work;
- comes home with clothes torn or books damaged;
- has possessions go missing;
- has unexplained cuts and bruises;
- stops eating; is frightened to say what is wrong;
- is frightened of walking to or from school;
- or changes their usual routine.

These signs and behaviours could indicate other problems (please refer to the school's Child Protection and Safeguarding Policy), but bullying should be considered a possibility and should be taken seriously and investigated as soon as possible.

What can you do if you are being bullied?

Wherever you are in school, you have the right to feel safe. Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.

See below for some of strategies suggested by children:

- Try not to let the bully know that he/she is making you feel upset.
- Try to ignore them.
- Be assertive – stand up to them, look at them directly in the eye, tell them to stop and mean it.
- Stay in a group, bullies usually pick on individuals.
- Get away as quickly as you can.
- Tell someone you can trust – it can be a teacher, a teaching assistant, a midday supervisor, a parent, a friend, a brother, a sister or a relative.
- If you are scared, ask a friend to go with you when you tell someone.
- If you don't feel you can talk to someone about it, write it down and pass it on to a trusted adult.
- When you tell an adult about the bullying give them as many facts as you can (What? Who? Where? When? Why? How?).
- Keep a diary of what's been happening and refer to it when you tell someone.
- Keep on speaking out until someone listens and helps you.
- Never be afraid to do something about it and quick.
- Don't suffer in silence.
- Don't blame yourself for what is happening.
- Call a helpline.

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

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger. The children have also discussed this question in class and some of the strategies they suggested are listed below:

- Don't smile or laugh at the situation.
- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Shout for help.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.

- Try and befriend the person being bullied.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and post it in the 'Worry' box.
- Call a helpline for some advice.

Bullying of children with Special Educational Needs or Disabilities

West Kidlington Primary School and Nursery is an inclusive school. We provide a secure, accepting, safe and stimulating environment where everyone should feel valued for who they are.

We have some children who have special educational needs and disabilities. All members of staff are very aware that these children can be especially vulnerable to bullying and are therefore particularly vigilant at all times.

High attainers, gifted or talented pupils can also be affected by bullying. Staff will treat this type of bullying as seriously and in the same way as any other type of bullying.

Procedures for reporting and responding to bullying incidents

All staff will respond calmly and consistently to all allegations and incidents of bullying at West Kidlington Primary School and Nursery. Children will be taken seriously by all staff and any bullying dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved.

The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:

1. Report all bullying allegations and incidents to staff.
2. Staff will make sure the victim(s) is and feels safe.
3. Appropriate advice will be given to help the victim(s).
4. Staff will listen and speak to all children involved about the incident separately.
5. The problem will be identified and possible solutions suggested.
6. Staff will attempt to adopt a problem-solving approach which will move children on from them having to justify their behaviour.
7. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
8. Staff will reinforce to the bully that their behaviour is unacceptable.
9. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see next section).
10. If possible, the pupils will be reconciled.
11. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
12. In cases of serious bullying, the incidents will be recorded by staff on the school's Behaviour Incident Report sheet (see Appendix B). All reports will be kept in a file in the DSL's office and shared with the Principal.
13. In serious cases parents will be informed and will be invited to come into school for a meeting to discuss the problem.
14. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
15. Bullying incidents will be discussed regularly at staff meetings.
16. The Anti-Bullying Ambassadors will report any concerns to the Principal.
17. If necessary and appropriate, the Designated Safeguarding Lead in school, Social Services or police will be consulted.

The following sanctions may be used but should be agreed in conversation with the Principal (or Assistant Principal in the Principal's absence):

- Apologise to the victim(s) verbally or in writing
- Lose privileges
- Lose playtimes (stay with class teacher)
- Sit outside the Principal's office
- Spend playtimes and lunchtimes with an adult
- Families informed
- Families invited in to school for a meeting
- Go on a self-improvement report
- Be removed from class and work in isolation
- Be withdrawn from participation in school visit, clubs and events not essential to the curriculum.
- Fixed term exclusion
- Permanent exclusion

Strategies 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 the opportunities for bullying to occur.

These can include:

- Involving the whole school community in writing, reviewing and upholding the policy
- Undertaking regular questionnaires and surveys to monitor the extent of bullying in the school and the effectiveness of the anti-bullying policy (e.g. Oxfordshire Anti-Bullying Survey)
- Producing a 'child speak' version of the policy for the children
- Encouraging the whole school community to model appropriate behaviour towards one another through regular reference to and implementation of the school's Values PACT (Appendix A)
- Making national Anti-Bullying Week a high-profile event each year
- Awareness raising through regular anti-bullying assemblies and Anti-Bullying Ambassador events
- Jigsaw PSHCE (Personal, Social, Health & Citizenship Education) scheme of work from EYFS to Year 6 used to support this policy
- Circle time/SEAL activities on bullying issues
- Setting up of a 'circle of friends' support network where a small group of children volunteer to help and support an individual experiencing difficulties
- Children writing stories and poems and drawing pictures about bullying
- Children being read stories about bullying
- Using drama activities and role-plays to help children be more assertive and teach them strategies to help them deal with bullying situations
- Creation of an anti-bullying school notice board in the school hall
- Prominently displaying anti-bullying posters produced by the children around the school
- Introduction of a confidential 'Worry' box where children and parents/guardians can write and post their concerns and ideas
- Introducing playground improvements and initiatives
- Training Y5 or Y6 pupils to be Anti-Bullying Ambassadors
- Using praise and rewards (e.g. college points, values certificates etc) to reinforce good behaviour
- Organising regular anti-bullying training for all staff (see Appendix B)

Monitoring and evaluation of the policy

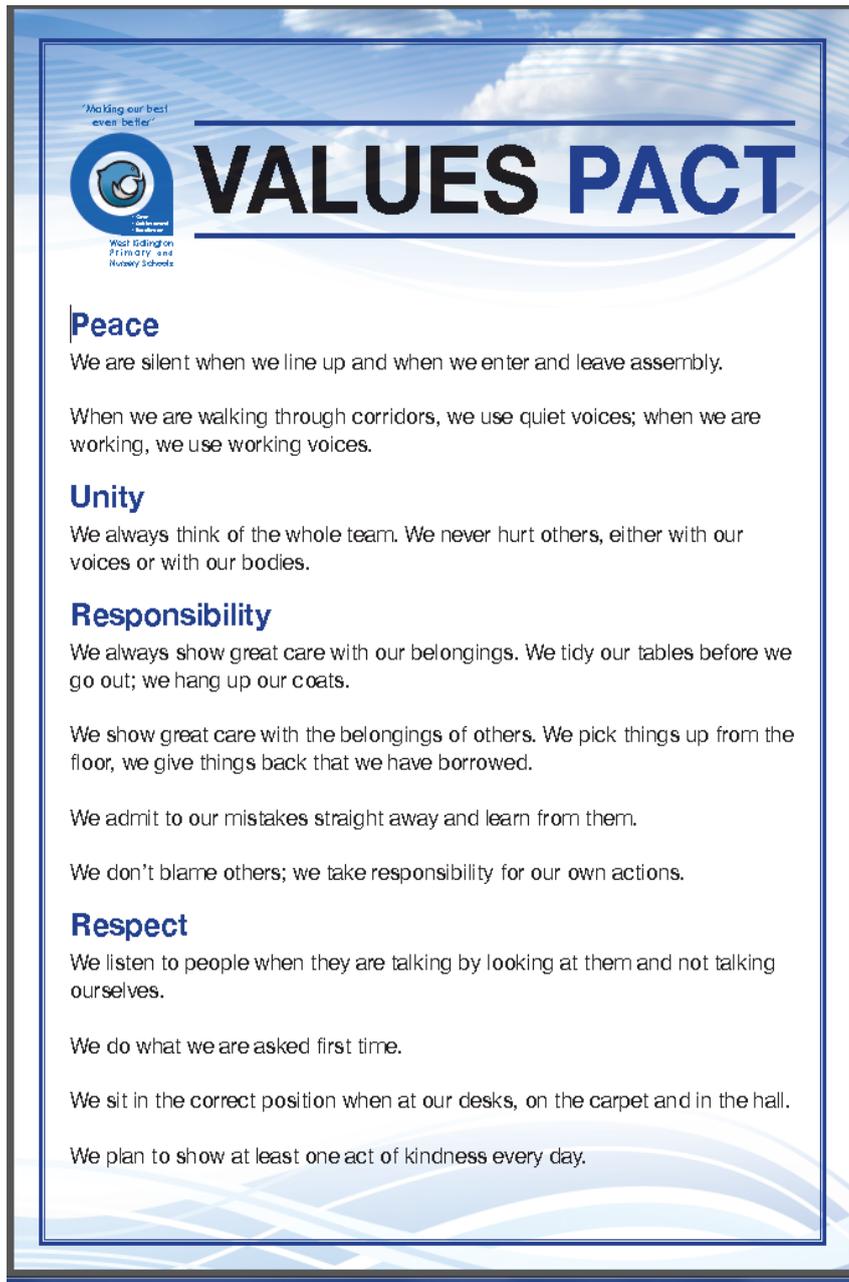
To ensure this policy is effective, it will be regularly monitored and evaluated by the school's designated anti-bullying champion (Assistant Principal i/c Safeguarding). Questionnaires completed by the whole school community, together with surveys, focus groups, children's and parents'/guardians' comments posted in the 'Worry' box and

bullying incident forms will be used to gauge the effectiveness of the policy. Following an annual review any amendments will be made to the policy and everyone informed. An annual report will then be issued to governors and parents and the policy will be distributed to all families.

Sources of further information, support and help There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support available that teachers, parents and children have found useful.

Name of organisation	Telephone number	Website
Act Against Bullying	0845 230 2560	www.actagainstbullying.com
Advisory Centre for Education (ACE)	0207 704 3370	www.ace-ed.org.uk
Anti-bully	not available	www.antibully.org.uk
Anti-Bullying Alliance (ABA)	0207 843 1901	www.anti-bullyingalliance.org.uk
Anti-bullying Network	0131 651 6103	www.antibullying.net
Beatbullying	0845 338 5060	www.beatbullying.org.uk
Bully Free Zone	01204 454 958	www.bullyfreezone.co.uk
Bullying Online	020 7378 1446	www.bullying.co.uk
BBC	not available	www.bbc.co.uk
Childline	0800 1111 (helpline for children)	www.childline.org.uk
Kidscape	020 7730 3300 (general enquiry number)	www.kidscape.org.uk
	08451 205 204 (helpline for adults only)	www.beyondbullying.com
NSPCC	0207 825 2500	www.nspcc.org.uk
Parentline Plus	0808 800 2222	www.parentlineplus.org.uk
The Children's Legal Centre	0800 783 2187	www.childrenslegalcentre.com
The Office of the Children's Commissioner	0844 800 9113	www.childrenscommissioner.org.uk
UK Government Website	not available	www.direct.gov.uk

Appendix A - VALUES PACT



West Edlington Primary and Nursery Schools
Making our best even better

VALUES PACT

Peace

We are silent when we line up and when we enter and leave assembly.

When we are walking through corridors, we use quiet voices; when we are working, we use working voices.

Unity

We always think of the whole team. We never hurt others, either with our voices or with our bodies.

Responsibility

We always show great care with our belongings. We tidy our tables before we go out; we hang up our coats.

We show great care with the belongings of others. We pick things up from the floor, we give things back that we have borrowed.

We admit to our mistakes straight away and learn from them.

We don't blame others; we take responsibility for our own actions.

Respect

We listen to people when they are talking by looking at them and not talking ourselves.

We do what we are asked first time.

We sit in the correct position when at our desks, on the carpet and in the hall.

We plan to show at least one act of kindness every day.

Appendix B



Last updated 15.11.17 by CP

Behaviour Incident Form

Name of child/children involved and class (e.g. Liam Baker - 4/G):	
Adult reporting Incident:	Date / Time:
Place of incident: Classroom / Lunch hall / Playground / Field / Other (please specify)	

Type of behaviour displayed	Tick all relevant
Physical aggression towards other children	
Physical aggression towards adults	
Verbal aggression/threatening behaviour towards other children	
Verbal aggression/threatening behaviour towards adults	
Persistent confrontation and refusal to comply with an adult	
Damage to property	
Hurtful behaviour related to race or colour, religion or belief or culture.	
Hurtful behaviour related to special education needs (SEN) or disabilities.	
Hurtful behaviour related to appearance or health conditions.	
Hurtful behaviour related to sexual orientation.	
Sexist or sexual discrimination.	
Hurtful behaviour towards young care looked-after children or otherwise related to home circumstances.	
Hurtful behaviour using electronic forms of contact (cyber bullying).	
Other	

Was physical intervention required? Yes / No

If yes:

- a) Was this undertaken by a Team Teach trained adult? Yes / No
- b) Has the incident been recorded in the Red Bound Book? If not, don't do this immediately (as you will need to re-group) but do within 24hours of the incident.

Information about the incident: (please give as much information as possible, including who was involved, what happened before the actual incident, where it happened, specific words used – uncensored)

Action taken by: *Senior Leader / Phase Leader / Class Teacher / Teaching Assistant / HSLW / Midday Supervisor*
(circle as appropriate)

Name of above adult:

Action taken	Tick relevant
Talked to child about choices and consequences	
Sanction/Intervention (if appropriate) put in place - record below (e.g. 4W's sheet)	
4W's Reflection Sheet* completed by relevant children (children who caused hurt or bystanders)	
Informed parents of incident and action (face to face)	
Informed parents of incident and action (over the phone)	
Consulted external agencies (e.g. PCAMHS, Educational Psychologist, MASH, etc.)	
Other:	

* Spare copies of any document can be located in the office or staffroom

Sanction / Intervention:

Tick to demonstrate that this has been shared with the class teacher(s) or any other relevant member of staff either face-to-face or via email. Jot down here who has been informed:



Important details to note (if necessary re: phone conversation):

I (Principal/Assistant Principal) have seen this document and agree with the action taken / will take further action
 (delete as appropriate)

Signed: Name: Date:

This document must now be filed in the Central Behaviour File and formally recorded.

Tick to demonstrate that this has happened.

