



## **ANTI BULLYING POLICY**

## **INTRODUCTION**

At Cavendish Primary School we have a zero tolerance policy towards bullying. Bullying affects everyone, not just the bullies and the victims. It also affects those other children who watch. Bullying should not be a part of school life and we will take positive action against it. We will do our best to eliminate any bullying behaviour from Cavendish Primary School and to foster an ethos of harmony and friendship. We believe all pupils have the right to learn in a safe, supportive and caring environment without the fear of being bullied. We have a responsibility to promote citizenship and to make it clear that bullying is a form of anti-social behaviour. We have a clear policy and complaints about bullying will be dealt with firmly, fairly and promptly. This policy is in line with DfES anti-bullying guidelines (2000). The policy should be read in conjunction with our school Behaviour Policy.

## **AIMS**

The aims of this policy is to outline the procedures that will be followed and support offered if bullying is suspected. This policy supports our implementation of the Every Child Matters agenda.

## **WHAT IS BULLYING?**

Bullying is deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- Physical (e.g. hitting, kicking, damaging property)
- Verbal (e.g. name-calling, racist remarks etc.)
- Indirect (e.g. spreading rumours, excluding from social groups)

Bullying can take place several times a day or once a week. It can go on unhindered for months before the victim comes forward. When investigating a complaint we need to find out if there is any previous history.

Pupils who are being bullied may show changes in behaviour such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work pattern, lacking concentration or truanting from school.

All pupils should be encouraged to report bullying. All staff must be alert to the signs of bullying and act firmly and promptly against it in accordance with the procedures outlined in this policy.

## **THE ROLE OF THE STAFF AT CAVENDISH**

The named member of staff is the Headteacher, or the Deputy Head in the absence of the Headteacher.

As staff we will take the following action:

- Recognise that bullying can be a problem in all schools. It can happen at Cavendish as much as at any other school.
- Watch for early signs of stress, deterioration of work, suspicious illnesses, isolation, the desire to remain with adults and erratic attendance.
- Ensure that all accessible areas of the school are patrolled while on duty.
- Use circle time on a regular basis. Involve the class or groups in discussion about the nature of bullying and what it feels like to be bullied. Address bullying through school assemblies.
- Listen carefully to any complaints of bullying and record any incidents.
- Find opportunities to reassure the children that there is nothing to be ashamed about in reporting that they are being bullied. Identify adults in the school community other than teachers who the children might talk to when in distress.
- Educate the children to follow the guidelines in Appendix A
- Offer the victim immediate support and help by putting the school's procedures into operation.

## PROCEDURES

The following procedures will be put into operation by staff when incidents of bullying are discovered. We will:

- Always record any reported incident of bullying. Record the action taken.
- Ensure that any serious incident or second incident involving the same victim or bully is reported to the head or deputy.
- Consider providing the victim with a notebook (an incident diary) to write down his/her concerns and any subsequent incident. Ask the victim to show the notebook on a daily basis for the following week or until the problem seems to be resolved.
- Consider asking the bully to keep a notebook and to record events from his/her perspective.
- If appropriate, discuss the incident first with the pupils separately and then together trying to help them see the situation from each other's point of view.
- Ensure that other responsible adults are informed of the situation and asked to keep a look out for further problems. Ensure that the child's class teacher has been informed of any incident and the action which has been taken.
- Make clear to the bully that such behaviour is not acceptable in school but also spend time trying to understand why he/she is behaving in such a way and providing support to prevent it happening again.
- Any serious incidents or repeated incidents which are reported to the head or deputy will result in parents being contacted.
- Ensure that the school's positive behaviour policy is implemented to ensure we promote an ethos and atmosphere which is not conducive to bullying.

- The teacher dealing with the incident should make a periodic check with the victim to ensure that the problem has been resolved.
- Consult the headteacher or the deputy headteacher if unsure of the best course of action to be taken.
- After incidents have been resolved the school will follow up to check that actions taken have been effective.
- All staff will take a professional attitude and respect confidentiality while sharing information when necessary to ensure correct implementation of the policy.

The following disciplinary actions may be taken:

<ul style="list-style-type: none"> <li>• Official warnings to cease offending</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of playtimes or other privileges</li> </ul>
<ul style="list-style-type: none"> <li>• Exclusion from certain areas of school premises</li> </ul>	<ul style="list-style-type: none"> <li>• Minor fixed term exclusion</li> </ul>
<ul style="list-style-type: none"> <li>• Major fixed term exclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent exclusion.</li> </ul>

### **STAFF TRAINING**

Individual staff training and development will be identified and individual and whole staff training will be undertaken as necessary. New staff will receive induction training.

### **MONITORING, EVALUATION AND REVIEW**

The policy will be reviewed annually by staff and governors and its implementation and effectiveness assessed. The policy is promoted and implemented throughout the school. The governors for child protection will also monitor the implementation of this policy.

Anne-Marie Inwood

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To be reviewed Spring 2007

## APPENDIX A

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

Remember silence is the bully's greatest weapon!

- a. Tell yourself that you do not deserve to be bullied and that it is wrong
- b. Be proud of who you are. It is good to be individual.
- c. Try not to show that you are upset. It is hard but a bully thrives on someone's fear
- d. Stay with a group of friends/people. There is safety in numbers.
- e. Be assertive. Walk confidently away. Go straight to a member of staff.
- f. Fighting back may make things worse. If you feel you want to fight back talk to a teacher, parent of guardian first.
- g. Generally it is best to tell an adult you trust straight away. You will get immediate support.

Adults will take you seriously and will deal with bullies in a way which will end the bullying and will not make things worse for you.

If you know someone is being bullied

- a. Take action Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- b. If you feel that you can not get involved, tell an adult immediately. Adults have ways of dealing with the bully without getting you into trouble.
- c. Do not be or pretend to be friends with someone who is bullying.

### As a parent

- a. Look for unusual behaviour in your children. For example they may suddenly not wish to attend school, feel ill regularly or not complete their work to their normal standard.
- b. If you feel your child maybe a victim of bullying behaviour, inform the school immediately. Your complaint will be taken seriously .
- c. It is important that you advise your child not to fight back. It makes matters worse.
- d. Tell your child that there is nothing wrong with him or her. It is not his or her fault that they are being bullied.
- e. Make sure that your child is fully aware of the school policy concerning bullying and that they will not be afraid to ask for help.