

# St Francis Catholic Primary School



## Anti-Bullying Policy

*Jesus said 'Love one another as I have loved you'*

**St Francis School is a loving community, respecting every child and adult and caring for God's World, as we help each other to do our best and grow together in Christ.**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

## Anti-Bullying Policy

At St Francis, we believe that every individual is made in the image of Christ and should be treated with care and respect at all times.

We know that all pupils and staff learn best in a secure and happy environment and as such we have a **zero tolerance** approach to bullying. St Francis School recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals - it can create a barrier to learning and have serious consequences for mental well-being. By effectively preventing and tackling bullying, our school can help to create a safe, disciplined environment, where pupils are able to learn and fulfil their potential.

As a '**TELLING School**' **ALL** members of our school community have a duty to **REPORT** bullying to a member of staff so that it can be dealt with swiftly and effectively. Anyone being bullied needs to **TELL** at the earliest opportunity.

### Aims of this policy:

- To ensure pupils know what is meant by bullying, and have strategies to respond;
- To ensure that staff and parents recognise bullying and know how to deal with it;
- To deal with bullying swiftly when it occurs;
- To prevent bullying happening in school;
- To promote school values which reject bullying behaviour and promote co-operative behaviour;
- To ensure all members of our community feel responsible for, and able to, help to reduce bullying.

### What is bullying?

'Bullying is deliberate harassment or an aggressive act which causes hurt to another. The hurt can either be physical or psychological, inflicted by one child or a group'. [NSPCC](#)

**A child friendly version of the definition:** *Being bullied is when you are afraid of what someone keeps saying or doing to you.*

'Bullying is an imbalance of power which is used to either defame, harass, intimidate or upset another person.' - [Anti-bullying charity Ditch the Label](#).

Bullying is remembered by the acronym **S.T.O.P.** (**Several Times On Purpose**). Any form of intentional behaviour, which strives to hurt another, is viewed as bullying.

This may be:

- **Physical** - hitting, kicking, punching, spitting, pushing or any other form of physical violence.
- **Verbal** - name calling, threats, teasing, sarcasm, gossip, spreading lies.
- **Emotional** - deliberately excluding someone, giving dirty looks, hiding another person's belongings.
- **Prejudiced based** - This form of bullying is generally driven by negative attitudes towards another group of people, or because the selected victim is seen as 'different' in some way. This can include racial or homophobic bullying and the bullying of children with SEND (Special Educational Needs or Disability).
- **Cyber** - misuse of social networking sites, mobile phones, email, camera, video i.e. using any sort of technology to hurt another or to incite others to hurt another.

#### **What to do if being bullied:**

- The person being bullied or anyone who is aware of bullying going on should **TELL** a member of staff as soon as possible.

#### **What happens next:**

- Once the incident has been reported, a member of staff will talk to the victim, offer comfort, support and reassurance that action will be taken.
- The facts of the incident(s) will be recorded on a blue sheet (see attached appendix for format) by the adult and the child concerned will be encouraged to write down what happened in their own words to support the record.
- The bully will be spoken to separately and asked to record in writing the account from their point of view. It will be made very clear that bullying is unacceptable and will not be tolerated.

- A record of the incident(s) will be given to the key stage leader who will discuss the matter with the class teacher. The record will then be kept in the bullying file in the Head teacher's office.
- The parents of both the bully and the victim will be informed and invited in to discuss the matter with the child and the Acting Head of School (or Key Stage Leader in her absence) and a way forward will be decided. This will usually be done separately and will be within 5 working days.  
\* Please be aware that we cannot discuss any other child except your own.
- The school's Wellbeing Mentor, Mrs Tyrell, and other relevant members of staff such as Midday Supervisors will be informed of the situation and then monitor the individuals involved to ensure that bullying does not recur.
- If appropriate the Wellbeing Mentor, Mrs Tyrell, may arrange opportunities for the children to work together in the future to 'build bridges'.
- Appropriate sanctions will be given depending on the nature and severity of the incident. This may take the form of missed playtimes, lack of 'Golden time' and/or other privileges. The bully will be asked what they can do to make things right.
- The victim will be given the opportunity to take part in 'Restorative Justice' with the class teacher or member of Senior Leadership Team. Restorative Justice gives the victim to meet with the bully face to face in a safe and supervised setting and talk through the impact that bullying has had, or is having, on them. Restorative Justice is designed to empower the victims and to help the perpetrator understand the human consequences of their behaviour.

### Governors

Governors have a duty to:

- Be fully informed on matters concerning anti-bullying.
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy.
- Identify one governor to be the nominated 'link' within the leadership team.

Our link governor is Mrs Louise Tyrell
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## Supporting Pupils

Pupils who have been bullied will be supported by:

- Reassuring the pupil and providing continuous support;
- Offering an immediate opportunity to discuss the experience with their teacher, the designated safeguarding lead, or a member of staff of their choice;
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate;
- Working towards restoring self-esteem and confidence;
- Providing on-going support - this may include: working and speaking with staff, offering formal counselling, engaging with parents and carers;
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance. This could include support through Early Help or Specialist Children's Services, or support through Emotional Well-being and Mental Health Service (EWMHS).

Pupils who have perpetrated the bullying will be helped by:

- Discussing what happened, establishing the concern and the need to change;
- Informing parents/carers to help change the attitude and behaviour of the child;
- Providing appropriate education and support regarding their behaviour or actions;
- If online, requesting that content be removed and reporting accounts/content to service provider;
- Sanctioning, in line with school behaviour/discipline policy; this may include official warnings, exclusions, removal of privileges (including online access when encountering cyber bullying concerns).
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance. This may include involvement from the Police or referrals to Early Help, Specialist Children's Services, or Emotional Well-being and Mental Health Service (EWMHS).

## What we will do to prevent bullying happening in school:

All pupils will be made fully aware of what bullying is and how such incidents will be dealt with.

The annual whole school 'Anti-bullying' week/fortnight will be used to specifically raise awareness of bullying behaviour and strategies to prevent it happening.

Whole school or key stage assemblies about cyber-bullying, behaviour and caring for one another will supplement this. We will also use a variety of other opportunities such as: Circle Time, PSHE lessons, drama / role-play, class discussions and one to one talks with buddies / members of staff.

The whole school community will:

- Create and support an inclusive environment, which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all;
- Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related difference. Also children with different family situations, such as looked after children or those with caring responsibilities;
- Challenge practice and language, which does not uphold the values of tolerance, non-discrimination and respect towards others;
- Be encouraged to use technology, especially mobile phones and social media positively and responsibly;
- Celebrate success and achievements to promote and build a positive school ethos.

Pupils will be taught that:

- Bullying is unacceptable anywhere, inside or outside school.
- Bullying is **S.T.O.P. (Several Times On Purpose)**.
- As a **TELLING** School we are **ALL** responsible for reporting bullying to a member of staff. It means that even if the victim is too afraid to tell an adult, all bystanders know that it's their duty to do so and that they won't be accused of telling tales. It is a deterrent because the bully knows that he or she won't get away with it.
- All allegations or suspicions of bullying will be fully investigated.
- Bullying contravenes the mission statement of the school.
- Adults will aim to be consistent in the way they deal with bullying, using the agreed guidelines.
- There will be consequences for those who bully.

Children who feel they are being bullied should:

- Say 'STOP! I don't like it when you do that (state the bullying action or words).'
- Put a hand up (palm facing) to the bully as they say the above.
- Walk away.
- **TELL** an adult as soon as possible.

If a child sees someone being bullied they should:

- **TELL** an adult / call for help.
- Support the person being bullied.
- Not stand by and watch.
- Not join in or provoke further bullying.

A bullying situation can be complex and demand handling in a sensitive and understanding manner. The effects of bullying can be longstanding and have a profound effect on those concerned. It is therefore imperative that all alleged incidents of bullying are followed up and dealt with promptly and effectively for the good of all concerned.

This policy is part of a group of policies written and implemented to ensure the safety and wellbeing of all pupils at St Francis School.

Please refer to:

- Behaviour and Discipline policy
- Child protection policy
- E-safety policy

We are fully committed to the health and well-being of all our children and expect all who are in our school community to support the zero-tolerance approach we have towards bullying.

Signed (Chair):	Name: <b>Mr M Catchpole</b>	Date: November 2017
Signed (Head):	Name: <b>Mrs S Ginzler-Maher</b>	Date: November 2017
Next Review: Autumn 2018		

**Advice for ALL STAFF when reacting to a specific incident**

Before recording an incident it may be useful for staff to consider the following:

- ❖ Has the incident with the same person or people occurred several times within a reasonably short period of time?
- ❖ Is it a disagreement or the result of play which has got out of hand?
- ❖ Is it a 'falling out of friends' matter?
- ❖ Are you sure that the children has not had at least partial responsibility for the incident?
- ❖ Can you recognise a pattern of incidents?
- ❖ Have you noticed any change in the child's behaviour?

Although incidents may not be bullying, they should always be followed up thoroughly in school and dealt with appropriately with timeliness and sensitivity.

All incidents of bullying (as defined in our policy) will be recorded by the school on a BLUE form and given to the Acting Head of School / Executive Head Teacher.

The Acting Head of School will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.

Parents / carers of all children involved will be informed of what has happened, and how it has been dealt with.

All discussions and actions relating to the incident / investigation will be documented.