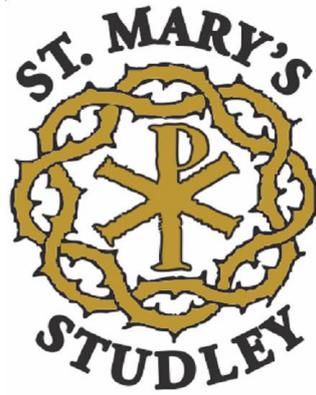


**ST. MARY'S CATHOLIC PRIMARY SCHOOL,
STUDLEY**



Anti-Bullying & Harassment Policy

Headteacher

O. Finnegan

Chair of Governors

S. Coyne



St. Mary's Catholic Primary School, Studley

Anti-Bullying & Harassment Policy

The mission of St Marys Catholic Primary School is that of Jesus Christ - to build a teaching and learning community where we show due regard for the development and understanding of the uniqueness and dignity of each person, based on the Gospel values of love, justice, mutual respect, acceptance and forgiveness.

Rationale

Everyone at St Mary's School has the right to feel welcome, secure and happy. Only if this is the case will all members of the school community be able to achieve to their maximum potential. Bullying and harassment of any sort prevents this being able to happen and prevents equality of opportunity. It is everyone's responsibility to prevent this happening and this policy contains guidelines to support this ethos.

Where bullying exists the victims must feel confident to activate the anti-bullying and harassment systems within the school to end the bullying. It is our aim to challenge attitudes about bullying and harassing behaviour, increase understanding for pupils and staff and help build an anti-bullying ethos in the school.

This document outlines how we make this possible at St Mary's School.

Definitions of Bullying

Bullying and harassment is hurtful behaviour that is repeated over a period of time, making it difficult for the person concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone.

The hurtful behaviour may/or may not be deliberate, however the effect on the individual can be the same and the policy will apply in all circumstances.

The school works hard to ensure that all pupils know the difference between bullying and simply "falling out".

Actions to Tackle Bullying

Prevention is better than cure so at St Mary's we will be vigilant for signs of bullying and harassment and always take reports of incidents seriously. We will use the curriculum whenever possible to reinforce the ethos of the school and help pupils to develop strategies to combat bullying-type behaviour.

Pupils are told that they must report any incidence of bullying to an adult within school, and that when another pupil tells them that they are being bullied or if they see bullying taking place it is their responsibility to report their knowledge to a member of staff. There is provision for school members to report incidents anonymously through classroom worry boxes.

All reported incidents of bullying will be investigated and taken seriously by staff members. A record will be kept of incidents. The Classteacher of the victim will be responsible for this and will be required to give a copy of the report and the action taken to the Headteacher. Older pupils may be asked to write a report themselves. In order to ensure effective monitoring of such occurrences, and to facilitate co-ordinated action, all proven incidences of bullying should be reported to the Headteacher. If bullying includes racist abuse then it should be reported to the Headteacher to be recorded in the Racial Incident Book and the incident will be logged at County.

Upon discovery of an incident of bullying, we will discuss with the children the issues appropriate to the incident and to their age and level of understanding. If the incident is not too serious, a problem-solving approach may help. The adult will try to remain neutral and deliberately avoid direct, closed questioning which may be interpreted as accusatory or interrogational in style. Each pupil must be given an opportunity to talk and the discussion should remain focused on finding a solution to the problem and stopping the bullying recurring.

There are various strategies that can be applied if more than one pupil is involved in bullying another. Role-play and other drama techniques can be used as well as Circle Time. If held regularly, this can be an effective way of sharing information and provide a forum for discussing important issues such as equal rights, relationships, justice and acceptable behaviour. It can also be used just within the affected group to confront bullying that already exists.

Victims who are worried about openly discussing an incident when the aggressors are present (eg taunting during a lesson) can be encouraged to go to the teacher with a piece of work, using this as a reason to speak to the teacher. Victims need to feel secure in the knowledge that assertive behaviour, and even walking away can be effective ways of dealing with bullying. Setting up a buddy system, or peer counselling possibly with pupils who already hold a position of responsibility, such as School Council members can also be beneficial.

Parental Involvement

The parents of bullies and their victims will be informed of an incident and the action that has taken place and asked to support strategies proposed to tackle the problem. The bully will also be reminded of the possible consequences of bullying and the sanctions for repeated incidents will be clearly explained to him/her. (Persistent bullies may be excluded from school). A monitoring tool may also be used, usually incorporating a reward for achieving desired behaviours. Where necessary we have and will call on outside resources such as the Behaviour Support Service to support our action.

Parents are reminded regularly through letters and newsletters to inform their children that they must tell someone should they ever be bullied. Keeping information from the school, or from their parents, will never help a problem to be solved, and will prolong the period a victim has to suffer.

Actions for Staff

Staff should be treated with dignity at work. Where they feel that they are recipients of behaviour that compromises this then they are encouraged to follow steps within the staff grievance policy. Prior to any formal action however they should in the first instance consider speaking with the individual concerned and making them aware that their actions are inappropriate and the impact of them.

Governors Involvement

Whilst there is little history of bullying at St Mary's, together with staff we believe that one case is one case too many and we believe it is essential to constantly monitor and review this policy to ensure we are in a position to strengthen the school's approach to this issue. This policy is seen as an integral part of our Behaviour and Discipline Policy.

Appendix: Incident Report Form

Bullying Incident Report Form

Name of Pupil **Class**

Date

Details of incident:

Incident reported to

Action taken

Signed by

Pupil

Class teacher

CLASS PROCEDURES : ANTI-BULLYING & HARASSMENT

Encourage pupils to remember:

- Tell an adult if you have any worries.
- **In Reception and Year 1** : These materials to be dealt with, using teacher/pupil discussion.
- **From Year 2 – Year 6** : Pupils should be encouraged to:
 - See it, Say it, Stop it
 - Use Peer Mediation
 - For ongoing, unresolved behaviour over a period of time, the **'Take Time to Talk Box'** should be used.



Use of 'Take Time to Talk Box' (Year 2 – Year 6)

- Pupils to write their name/date on paper, including details of ongoing difficulty. This may refer to them – or to someone they know who is experiencing this problem.
- Mrs Flynn will look in the box daily and follow up all notes from children. If she can't resolve the problem this will be taken to the teacher.
- If there is deemed to be a bullying problem the class teacher will report using a Bullying Incident Report form.
- A copy to be sent to the Headteacher, so that he can further investigate the situation and contact parents.
- Most allegations of bullying at a lower level should be undertaken by the class teacher. It is only when there is a need to go beyond the **'Take Time to Talk Box'** stage that the Headteacher becomes involved.

Please be familiar with our Anti-Bullying & Harassment Policy!