



# School Policy



## Bullying, Harassment and Racial incidents Policy

September 2017/18

## **Statement of Intent**

This school believes that:

Bullying is undesirable and totally unacceptable.

Bullying is a problem to which solutions can be found.

Seeking help and openness are regarded as signs of strength not weakness.

All members of our community will be listened to and taken seriously.

Everyone has the right to enjoy and achieve in an atmosphere that is free from fear.

All of us have a responsibility to ensure that we do not abuse or bully others.

Children and young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously.

Children and young people should be involved in decision making about matters that concern them.

We all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.

We believe in tackling bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear.

## **Review of policy**

In line with all policies, this policy will be reviewed after 2 years

It may also be reviewed and amended, in consultation with all stakeholders, in the light of events or experience. The Stakeholders of this policy are children and young people, staff, parents and carers, governors and people from other organisations involved with the life of the school

Data from the monitoring and recording of incidents (including 'nil' returns) will also inform policy review and will be seen by governors/trustees/management board once a year.

## **Definition of Terms**

### **What is Bullying?**

"Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally"

## **Aims and Objectives**

### **The aim of our anti-bullying policy**

To assist in creating an ethos in which attending Lightmoor is a positive experience for all members of our community.

To make it clear that all forms of bullying are unacceptable at Lightmoor

To enable everyone to feel safe while at Lightmoor and encourage pupils/children/young people to report incidents of bullying.

To deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying

To support and protect victims of bullying and ensure they are listened to.

To help and support children/young people displaying bullying behaviour to change their attitudes and understand why it needs to change.

To liaise with parents and other appropriate members of the school community.

To ensure all members of our community feel responsible for helping to reduce bullying

Our whole community can evidence ownership of the school anti-bullying policy

To maintain and develop effective listening systems for children, young people and staff within Lightmoor

To involve all staff in dealing with incidents of bullying effectively and promptly

To equip all staff with the skills and information necessary to deal with incidents of bullying

To involve the wider school/setting community (e.g. midday supervisors, part-time staff/volunteers) in dealing effectively with, and if necessary referring, bullying incidents.

To communicate with parents and the wider school/setting community effectively on the subject of bullying.

To acknowledge the key role of every staff member in dealing with incidents of bullying.

To ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate sharing it with relevant organisations.

To promote emotional health and wellbeing across the whole school/setting and for all members of our community to role-model this in all situations

## **Practice and Procedures**

### **What we do to prevent bullying**

Everyone involved in the life of the school/setting must take responsibility for promoting a common anti-bullying approach. Through the consultation process, all stakeholders have agreed to:

be supportive of each other

provide positive role models

convey a clear understanding that we disapprove of unacceptable behaviour

be clear that we all follow the ground-rules of Lightmoor

be fully involved in the development of the anti-bullying policy and support anti-bullying practice

Support each other in the implementation of this policy

All members of the school/setting community are expected to report incidents of bullying.

All Staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of well-being. They have the closest knowledge of the children in their care, and should build up a relationship involving mutual support, trust and respect.

Staff have agreed to:

Provide children with a framework of behaviour including rules which support the whole school/setting policy

Emphasise and behave in a respectful and caring manner to children/young people and colleagues, to set a good tone and help create a positive atmosphere

Raise awareness of bullying through activities, stories, role-play, discussion, peer support, school/children's council, PSHE etc.

Through the head teacher/senior staff member, keep the governing/trustee/managing body well informed regarding issues concerning behaviour management

Provide a key staff member who is responsible for the monitoring of the policy

**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/trustee/manager to lead on anti-bullying within school leadership

### **Through the development and implementation of this policy, Lightmoor Village Primary School trusts that all children, young people, parents/carers and staff will:**

Feel confident that everything is being done to make Lightmoor Village Primary School a safe and secure environment

Know who can be contacted if they have any concerns about bullying

Feel supported in reporting incidents of bullying

Be reassured that action regarding bullying will take place

## **Reacting to a specific incident**

### **Recording**

All incidents, either in or out of class will be recorded by the school. A senior member of staff will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.

Parents of all children/young people 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 and added to the incident log.

### **Dealing with an Incident**

Whenever a bullying incident is discovered, the school/setting will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.

i) The school/setting community need to be made aware that when a bullying incident has come to the attention of adults in the school/setting, it has been taken seriously and action has resulted

School/setting expects to support all involved by:

Talking the incident through with all parties involved

Supporting the person who has been bullied to express their feelings

Supporting the person displaying the bullying behaviour to express their feelings

Discussing which rule(s) have been broken

Discussing strategies for making amends

ii) Measures will be in line with the school's/setting's behaviour and discipline policy, and may include:

Explanation why the inappropriate behaviour is unacceptable

Reparation of damaged relationships

Time away from an activity

Meeting with staff, parent and child

Missing another activity

On behaviour tracker

Time out from the classroom

Pastoral support plan

Fixed term exclusion

Permanent exclusion

iii) Safeguarding procedures will be followed when child protection concerns arise.

The governors and staff of Lightmoor Village Primary School fully recognise the contribution explicit anti-bullying work makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

This policy should be read in conjunction with our equality, behaviour for learning, PSHE, Child Protection, Acceptable User for IT and teaching and learning policy.

Parents are invited to join us at school to review the anti-bullying policy every year during anti-bullying week. We value parent views and suggestions to improve and strengthen our policy.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

All governors and staff agree that bullying cannot be condoned in any form and uses the Anti-Bullying Alliance definition.

**The Anti-Bullying Alliance** defines bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.

Our school procedures for safeguarding children are in line with Children Services Authority (CSA) and the Local Safeguarding Children Board (LSCB)

We have a designated member of staff for Child Protection who undertakes regular training, where bullying is identified as abuse in its own right. The named persons are Mrs Jane Siddons and Mrs Lucy Cowan. We have a member of staff who will act in the Designated Person's absence and deal with any bullying issues. The named person is Mrs Jane Siddons. All members of staff develop their understanding of the signs and indicators of bullying and its direct abuse. All members of staff know how to respond to a pupil who discloses bullying. All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures. Our procedures are regularly reviewed and up-dated. All new members of staff are given a copy of our anti bullying policy as part of their induction into the school.

**The Designated Person** is responsible for:

Adhering to the LSCB, CSA and school procedures with regard to referring a child if there are concerns about possible bullying abuse.

Keeping written records of bullying and concerns about a child even if there is no need to make an immediate referral for action.

Ensuring that all such records are kept confidentially and securely and are separate from pupil records.  
Ensuring that an indication of further record-keeping is marked on the pupil records.  
Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to Children's Social Services.

### **Encouraging Good Behaviour for Learning**

At Lightmoor Village Primary School we have routines for encouraging good behaviour for learning and also sanctions for inappropriate behaviour.

Encouraging good behaviour for learning is the responsibility of everyone in school.

### **Supporting Children who are being bullied**

We recognise that a child who has intermittent or persistent abuse by bullying may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm. Contrary to that, we recognise that this stability could be compromised if bullying is not taken seriously. This will be addressed as soon as it is known or signs of it prevalent. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

### **Our school will support all pupils by:**

Encouraging self-esteem and self-confidence whilst not condoning aggression or bullying.

Promoting a caring, safe and positive environment within the school and promoting respect between others in and out of school.

Delivering explicit and implicit anti bullying messages across the curriculum and throughout the school day.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children; including, wherever possible, the school in thematic Local and National anti bullying campaigns.

Notifying Children's Social Services as soon as there is a significant concern.

Providing continuing support to a pupil about whom there have been concerns, who leaves the school, by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

Offer Peer Support through Team Safeguarding Voice on a daily basis as is laid out in their Terms of Reference and TSV support timetable.

### **Confidentiality**

We recognise that all matters relating to bullying and general Child Protection are confidential. The Designated Person will disclose any bullying information about a pupil to other members of staff on a need to know basis only. All staff must be aware that they have a professional responsibility to share bullying information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets, but a child's concerns must be sensitively handled in the case of those perpetrators of the bullying, where cessation is the key outcome and re assurance for the victim paramount.

### **Supporting Staff**

We recognise that staff working in the school who have become involved with a child who has suffered harm from bullying, or appears to be likely to suffer harm from bullying may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support as appropriate.

### **Bullying of Staff**

Bullying of staff by other staff, pupils or parents will not be condoned.

Staff should report any such incidents to the Head teacher immediately.

If the allegation is against the Head teacher, this should be reported immediately to the Chair of Governors.

### **Allegations of bullying against staff**

We understand that a pupil may make an allegation of bullying against a member of staff. This will be treated like any other form of abuse. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head teacher. The Head teacher on all such occasions will discuss the content of the allegation with the Principal Officer Child Protection for Schools & Early Years or in their absence the Safeguarding Advisory Service.

If the allegation made to a member of staff concerns the Head teacher, the Designated Person will immediately inform the Chair of Governors who will consult with the Principal Officer for Schools & Early Years. The school has adopted policies for managing allegations against staff, a copy of which will be readily available in the school.

If such an allegation is made, the member of staff subject to the allegation will be assigned a designated HR contact to support them

through the process. Soon after the allegation is made, a decision will be taken as to whether a Joint strategy Meeting needs to be convened to discuss the matter further. If it is decided at that meeting that an investigation should commence, this may be initially led by the Police and Social Services, prior to it being referred back to the Local Authority to investigate under agreed disciplinary procedures.

### **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.  
Reporting bullying

All pupils and parents are encouraged to report any incidents of bullying immediately. A written record of the information shared will be made and a thorough investigation will take place by either Mrs Jane Siddons or Mrs Lucy Cowan. The outcome of the investigation will be shared with the parents of the victim and perpetrator. If the outcome of the investigation is not satisfactory, then parents will be encouraged to take their concerns to Governing Body under the usual complaints procedures.

### **Peer Support for victims and perpetrators**

Team Safe support all pupils during lunchtime and playtime on a daily basis. Children are encouraged to report any worries they have to a member of Team Safe. The member of Team Safe then reassures the child that they have done the right thing. They discuss the issue and what they think should happen next with an adult, who will advise and support them with talking to the victim and perpetrator. If this is deemed to be an incident of bullying it will be passed on to Mrs Jane Siddons or Mrs Lucy Cowan.

### **Racist Incidents relating to race, religion or culture**

Racist bullying does not only affect young people with different coloured skin. Anyone who is perceived as having a different race, religion or belonging to a different culture can become a target of racist bullying. Like any other form of bullying, racist bullying can be distressing for a child and can affect their confidence and well-being. An important aspect of our role is making sure every child - regardless of their race, religion or culture – has someone to turn to if they are being bullied and that they feel included and valued – at home and at school. Parents of the victim and perpetrator will be informed immediately, making it clear that the incident will be reported to the LA and should the matter persist, the child could face further sanctions. Explicit teaching of why this behaviour is unacceptable will be shared with the child and parents.

### **Homophobic and Transphobia Bullying**

Homophobic and Transphobia bullying does not only affect lesbian, gay and bisexual (LGB), transgender young people. Anyone who is perceived as different can become a target of homophobic or transphobia bullying. Like any other form of bullying, homophobic and transphobia bullying can be distressing for a child and can affect their confidence and well-being. An important aspect of our role is making sure every child - regardless of their sexual orientation – has someone to turn to if they are being bullied and that they feel included and valued – at home and at school. Parents of the victim and perpetrator will be informed immediately and should the matter persist, the child could face further sanctions. Explicit teaching of why this behaviour is unacceptable will be shared with the child and parents.

### **Special Educational Needs and Disabilities**

Bullying as a result of an adult or child having any form of SEN will not be tolerated. This may take the form of abuse toward another adult or child as a result of sensory, physical, cognitive or social, emotional and behavioural needs. Parents of the victim and perpetrator will be informed immediately and should the matter persist, the child could face further sanctions. Explicit teaching of why this behaviour is unacceptable will be shared with the child and parents.

### **Vulnerable Pupils**

Vulnerable pupils within the school setting may become the target of bullying. It may relate to how they are dressed, whether or not they live with both parents, have agency involvement or may be in care. Parents of the victim and perpetrator will be informed immediately and should the matter persist, the child could face further sanctions. Explicit teaching of why this behaviour is unacceptable will be shared with the child and parents.

### **Cyberbullying**

We recognise that bullying increasingly takes place in "cyber" environments, such as on the Internet and through the use of mobile phones. In whatever form, we will take action to prevent phones and computers that have been used for this purpose being allowed on the school premises. Parents of the victim and perpetrator will be informed immediately and should the matter persist, the child could face further sanctions. Explicit teaching of why this behaviour is unacceptable will be shared with the child and parents. As such these incidents will be treated as a Child Protection issue. Upon any incident where "cyber" bullying has taken place in or out of school and made known to us,

we will take matters seriously and action will be taken to reduce any further incidents. This will be done with The Designated Person for Child Protection and the Headteacher, and if appropriate, outside agencies. We recognise and will act in accordance with guidelines set down by the DCFS on cyberbullying as specified on [www.dcfs.gov.uk/bullying](http://www.dcfs.gov.uk/bullying).

### **Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

### **Physical Intervention**

We have adopted a policy on Physical Intervention and understand that staff must only use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We recognise that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

This policy is in line with the local authority Policy on Physical Intervention.

The curriculum and Anti-bullying related activities and events As a school we will ensure that we:

Establish and maintain an ethos where children feel secure and are encouraged to talk about bullying and are always listened to, whether they are the victim or the perpetrator.

Ensure that all children know there is an adult in or out of the school setting whom they can approach if they are worried or in difficulty in regards to bullying as a specific issue. Access Helpline numbers will be displayed and encouraged.

Include in the curriculum on a weekly basis, PSHE, which equips children with the skills they need to stay safe from harm and to know to whom they should turn for help.

Explicitly teach about similarity and difference, challenging stereotypical views of all pupils and adults, including parents.

Teach discretely about racism, homophobia, sexism, domestic and other forms of abuse, so that pupils understand that these are forms of bullying.

Ensure that if there are any incidents of bullying in particular classes or year groups that these are dealt with swiftly, involving the perpetrator and victim and their parents.

Work with Theatre Groups and other professionals working within the Child Protection arena to equip young people to stay safe.

### **Health & Safety**

Policies on Health & Safety are set out in a separate document. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

This policy will be reviewed.

In May 2017

May 2015

J Siddons