



## NORLAND PLACE SCHOOL

### ANTI-BULLYING POLICY (Whole School, including EYFS)

Reviewed: September 2019	Next Review Date: September 2020
Responsibility: PM	
Location (s): SMT Drive, Staff Handbook, Parents' Handbook, School Website, Staff Room Policy Folder	

#### Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. The children know that we are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff. This policy is written in line with government advice: 'Preventing and Tackling Bullying' (2014) and 'Keeping Children Safe in Education' (2019), with specific reference to Part 1 and the Equality Act 2010.

#### Objectives of this Policy

- All members of the Advisory Panel, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All members of the Advisory Panel and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

#### Management of Bullying

Day to day responsibility for preventing and tackling bullying lies with the Deputy Head ([deputyhead@norlandplace.com](mailto:deputyhead@norlandplace.com)) and Lower Years' Co-ordinator ([year1older@norlandplace.com](mailto:year1older@norlandplace.com)) for Upper Years and Lower Years respectively.

Where potential or actual cases are raised, they are discussed in full staff meetings so that all teachers and assistants can be aware.

Cases are recorded on the school's Friendship Concerns logs. These logs are reviewed regularly in staff meetings and by the school's senior management team to evaluate the effectiveness of strategies adopted, enable patterns to be identified and monitor the effectiveness of actions taken to reduce the incidence of bullying.

The school's Advisory Panel reviews Friendship Concerns logs and the Anti-Bullying policy annually.

#### 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. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, special educational needs, gender or sexual orientation. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously our first priority but emotional bullying can be more damaging than physical.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyberbullying setting up hurtful websites, sending offensive emails, videos or text messages
- Related to appearance or health conditions

### **Who can be bullied?**

Bullying can take place between pupils, between pupils and staff, or between adults; by individuals or groups; face to face, indirectly or using a range of cyberbullying methods.

Although bullying can happen to all children, some pupils may be particularly vulnerable to bullying:

- Those with SEN or disabilities
- Those going through a personal or family crisis
- Those suffering from a health problem
- Children in care, especially when a newcomer to a school
- Those with caring responsibilities, who may become socially isolated (and may therefore turn to social media for friendship or to 'get their own back')

### **What Bullying is not**

It is important to understand that bullying is not the sibling-type rivalry or disagreement between evenly matched children resulting in the odd occasion of falling out with friends and arguments. Children sometimes fall out or say things because they are upset. These incidents are still taken seriously and time is taken to help children understand how to deal with these friendship breakdowns.

### **Cyberbullying**

Cyberbullying involves the use of information and communication technologies to support deliberate repeated and hostile behaviour by an individual or group that is intended to harm others. Cyberbullying can involve social networking sites, emails and mobile phones, used for SMS messages and as cameras.

### **Preventive Measures Against Cyberbullying**

- We expect all staff to adhere to the school's Acceptable Use Agreement when using computers for safe use of the internet. Certain sites are blocked by our filtering system, and pupils' use is monitored.
- All pupils are taught about e-safety and what to do if they receive upsetting emails or texts. Also guidance is given on the safe use of social networking sites and cyberbullying, which covers blocking and removing contacts from 'buddy' lists.
- Guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Sanctions may be imposed for the misuse or attempted misuse of the internet
- Pupil mobile phones are not permitted in school
- The school organises biannual e-safety workshops for staff, pupils and parents to inform and educate them about online safety

The school will manage personal data in line with statutory requirements.

### **Why is it Important to Respond to Bullying?**

Bullying hurts: its effects can lead to risk of emotional or physical damage. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

We recognise our responsibility to respond promptly and effectively to issues of bullying.

### **Signs and Symptoms**

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

- is frightened of walking to or from school
- changes their usual routine
- is unwilling to go to school (school phobic)
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises

- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

### **Where bullying can occur**

Bullying can occur anywhere. Places to be particularly watchful are stairs, as children travel from lesson to lesson, peripheral areas of playgrounds and times when the children might temporarily be out of the line of sight of a supervising adult. Bullying can also take place outside school (including for example on the journey to/from an external venue, at clubs or online) and includes cyberbullying.

### **Responsibilities**

Parents, pupils and staff all have a responsibility to prevent bullying. On occasion, pupils and/or parents can find themselves as bystanders to bullying, including cyber-bullying, and they are encouraged to report this to the school without delay.

### **Children reporting bullying**

Children are made aware, at the start of each year and during PSHEE lessons, that they should bring any concerns about bullying to their class teacher and/or their parents. They are also advised that, should they wish, they may raise concerns with any member of staff. The Year 6s also act as 'buddies' to the other UY children on their lunch tables. They are encouraged to talk to these 'buddies' about anything that is worrying them. The 'buddies' are trained at the end of Year 5 by the Deputy Head on how to support the children and how to pass concerns to teachers. There is also a 'worry box', accessed only by the Associate Head (Pastoral), where children are able to leave written messages. The children are instructed how to use this during a whole school assembly. ChildLine posters are displayed around the school, the UY children are told at an UY assembly how the service works and the availability of telephones in school that they can use to call the helpline if they wish.

### **Parents reporting bullying**

Parents are encouraged to liaise with the school at the earliest concern that bullying might be taking place. In the first instance, they should discuss this with their child's class teacher, however more serious concerns may also be discussed with the Deputy Head/Lower Years' Co-ordinator (UY & LY respectively) as appropriate. Parents may also raise a concern about bullying with the Headmaster direct.

### **Staff reporting bullying**

Staff should report more serious/prolonged cases of child-child bullying to the Headmaster. Child-adult or adult-adult cases of bullying must be reported to the Headmaster.

### **Procedures**

1. Upon receipt of a report of bullying, the incident/s will be recorded by staff
2. All teaching staff will be advised of the concerns during a staff meeting
3. An investigation into a concern will take place. This may involve separate interviews with all parties. The bullying behaviour or threats of bullying must be stopped quickly
4. In serious cases parents will be informed and will be asked to come in to a meeting to discuss the problem. This may be actioned by the class teacher or Deputy Head /Lower Years' Co-ordinator in the first instance. Where a problem persists, or where the severity of the case warrants it, the Headmaster will meet with parents to discuss the problem.
5. An attempt will be made, through the school's pastoral systems, to help the bully (bullies) and the bullied.

A bullying incident will be treated as a child protection concern where there is 'reasonable cause to suspect that a child is suffering or likely to suffer, significant harm'.

In line with the school's safeguarding procedures, reporting of a bullying issue to external agencies (such as the police or children's social care) will be considered with reference to local authority thresholds for such referrals.

### **Outcomes**

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered

3. If possible, the pupils will be reconciled
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

### **Prevention**

Our aim is to prevent bullying before it happens. This involves talking to pupils about issues of difference through PSHEE lessons, assemblies, drama lessons, literature and events. We also proactively gather information about pupils through behaviour concerns forms and friendship concern forms to enable us to develop strategies to prevent bullying occurring in the first place.

Through our school ethos and well established 'Norland Values' we create an ethos of good behaviour where pupils treat one another and the school staff with respect because they know that this is the right way to behave and a clear understanding of how our actions affect others permeates the whole school environment.

During lessons we will use methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- agreeing a behaviour contract
- writing stories or poems or drawing pictures about bullying and its effects
- reading stories about bullying or having them read to a class or assembly
- making up role-plays
- having discussions about bullying and why it matters
- discussion of cyberbullying

### **Staff Training**

Staff at the school undertake specialist training, (last whole staff training session 4.9.19, provided by Kidscape), to develop the school's response to, and strategies to overcome, bullying. Pupils also occasionally take part in workshops and lessons about anti bullying run by staff and outside organisations. Staff, pupils and parents take part in e-safety workshops which cover cyberbullying.

### **Help organisations:**

Advisory Centre for Education (ACE)	020 7354 8321 <a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>
ChildLine	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
Children's Legal Centre	01206 873820 <a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a>
KIDSCAPE (Parents' Helpline, Mon-Fri 10-4) -	020 7823 5430 <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
NSPCC Child Protection Helpline	0808 800 5000 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Parentline Plus	0808 800 2222 <a href="http://www.familylives.org.uk">www.familylives.org.uk</a>
Youth Access	020 8772 9900 <a href="http://www.youthaccess.org.uk">www.youthaccess.org.uk</a>
Childnet International	0207 639 6967 <a href="http://www.childnet.com">www.childnet.com</a>