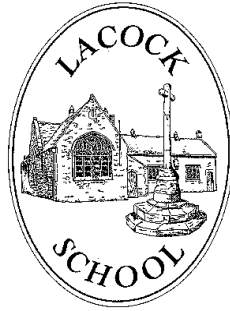


Lacock (VC) Primary School



ANTI BULLYING POLICY

Status	Adopted		
Date adopted by governing body:	-		
Review Date:	-		
Revision History:			
	Discussed with staff – teachers and TAs		March 2020
	Discussed by staff and pupils		January 2019
	Discussed and re-adopted	V2.1	June 2017
	Bryony Johnson with input from School Council and parents	V2	January 2016
	Minor Revisions following staff meeting	V1.1	December 2013
Created by	Richard Hearn based on existing policy	V1.0	October 2013

Chair of Governors: _____ Date: _____

LACOCK CHURCH OF ENGLAND VC PRIMARY SCHOOL

ANTI-BULLYING POLICY

1. Statement of philosophy:

At Lacock School we believe that bullying of any kind is unacceptable. We are committed to providing a safe, caring and friendly environment for everybody at the school.

Aims and Objectives:

- To ensure that all pupils, parents / carers, staff and governors know what the school policy is on bullying and what they should do if bullying occurs;
- To ensure that all governors, staff, parents / carers and pupils have an understanding of what bullying is;
- To set out a co-ordinated approach to preventing and tackling bullying at school and reported incidents of bullying that occur outside the school premises.
- This policy covers reported incidents inside school but also incidents outside the school premises. Please see the Behaviour policy for information about incidents outside the school premises.

2. DEFINITION

The term bullying implies that it happens:

Several
Times
On
Purpose

It hurts you or your feelings.

It is intentional.

It is repeated often over a period of time.

It is difficult for those being bullied to defend themselves (there is an imbalance of power).

If two pupils have the occasional fight or disagreement where there is not an imbalance of power, this is not bullying.

The main types of bullying are:-

- Physical - hitting, kicking, taking belongings or any use of violence;
- Emotional / Verbal - name-calling, insulting, insulting remarks, teasing.
- Cyber - all areas of the internet (e.g. email misuse); mobile phone by text messaging & calls; misuse of associated technology (e.g. camera & video facilities).

- Indirect bullying - e.g. spreading nasty stories about someone or excluding someone from a social group.
- Other types of bullying can also occur e.g. homophobic, racist or sexist bullying.

3. GUIDELINES

All schools are likely to have some problems with bullying. Our main aim is to prevent incidences of bullying but also effectively deal with any incidences of bullying that do occur. All forms of bullying are unacceptable and we will take incidences of bullying very seriously. Unacceptable use of language towards others (including threatening, homophobic or racist language) will not be tolerated and will be taken very seriously.

4. Preventing bullying

As a school we aim to focus on positive behaviour choices and kindness in order to prevent incidences of bullying. We celebrate diversity and encourage children to treat other children how they would like to be treated. We may celebrate kindness through certificates, given out during Friday Celebration Assemblies. School staff acknowledge positive choices that children make towards each other.

At Lacock School we create an atmosphere where anyone who is being bullied, or anyone who knows about it, feels that they will be listened to and that any action taken will be swift and sensitive to their needs. Both bystanders and pupils being bullied must realise that 'not telling' means that bullying is likely to continue

Each Class creates their own set of class rules. There will also be other strategies in place to prevent occurrences of bullying e.g. seating plan, strategies for group working etc.

Classes may use additional strategies to prevent bullying such as the use of playground mentors, worry boxes etc.

Support through the curriculum

Children take part in PSHE and/or Circle Time activities.

Children take part in activities during Anti Bullying Week to raise awareness.

Children take part in activities linked to Safer Internet Day, in order to prevent incidences of Cyber bullying.

5. Procedures for reporting and following up incidents

All incidents will be dealt with on a case by case basis. Parents will be involved if necessary.

Our procedure:

Pupils/parents/carers/staff members report bullying incidents

Children of different ages may choose to report bullying in different ways.

We have a flexible system for reporting bullying, which includes.

- Speaking to class teacher
- Speaking to another adult in school
- Speaking to parents/carers, who then inform the class teacher
- Telling another child. We would encourage children who are aware of other being bullied to tell a member of staff.
- Use of a class worry box or notebook/paper



The bullying behaviour or reports of bullying will be investigated promptly. n.b. Isolated incidents (i.e. incidents that have not happened several times and are not yet occurrences of bullying, using the school definition in section 2) will be recorded using the class incident logs (see form in appendix). If there are concerns that incidents are happening more frequently and patterns are occurring then this will be recorded using the central logging form (see appendix). All cases of bullying (as defined by the school's definition of bullying) will be recorded on a central logging form (see appendix).



If a child is being bullied a member of staff will:-

- Calmly talk with the child about their experience, asking them to tell/explain/describe what has happened.
- Record who was said to be involved, how often it has occurred, where it happened and what has happened.
- Reassure the child that they have done the right thing to tell about the incident.
- Explain to the child that should any further incidents occur they should report them to a member of staff immediately.

At Lacock School we encourage the children to take the following steps if being bullied:-

- Be firm and clear – look them in the eye and tell them to stop.
- Get away from the situation as soon as possible.
- Tell an adult what has happened straight away.

For cyber bullying we encourage children to:

- Keep it
- Tell it
- Show it

If a child is displaying bullying type behaviour a member of staff will:-

- Use circle time, a strategy used to air problems that occur during the school day. This gives the children the opportunity to discuss their thoughts and feelings without putting anyone in a difficult situation.
- Enter into a dialogue with the child; explain what they did is unacceptable and made other children unhappy. The child will have the opportunity to give their viewpoint and will be listened to.
- Show the child that they are able to join in with others without bullying.
- Give the child lots of praise and encouragement when they are co-operative or kind to other people.
- Monitor the child's behaviour.
- Inform other members of staff so that they can monitor the situation.
- Investigate ways to support the child to deal with what is causing them to show bullying type behaviour.
- An attempt will be made to help the child(ren) displaying bullying type behaviour to change their behaviour; Sanctions will be applied fairly, consistently, taking into account the individual needs of pupils and in line with the school behaviour policy.



All incidents will be monitored by staff to check that the bullying has stopped permanently (see section 7 for our definition of bullying that has stopped).

As a school we will provide support for children that have been bullied and children that have shown bullying behaviour.

This support could be

- Regular time to talk with an adult in school
- Circle time activities
- Support from other agencies if necessary
- Counselling

6. Roles

Staff

- Plan curriculum opportunities to prevent incidences of bullying.
- Record incidents of bullying using the central logging form (see appendix)
- If an incident of bullying is reported, staff will take action to prevent the bullying from continuing (see section 5 for our procedure) and follow up with the child to check that the bullying is not repeated.

Parents/carers

- Discourage their child from using bullying behaviour at home or elsewhere and show them how to resolve difficult situations without using violence or aggression.
- Look at the school's Anti-Bullying Policy, which sets out how the school deals with bullying.
- Watch out for signs that the child is being bullied or showing bullying type behaviour. Contact the school **immediately** if they are worried.

Families who feel that the school is not addressing their concerns appropriately might like to consider the following steps:-

- Make an appointment to discuss it with the class teacher.
- Make an appointment with the Head teacher.
- Write to the Chair of Governors explaining their concerns and what they would like to see happening.
- Contact local or national Parents Support Groups for help. Support for parents is available from parent support advisor or the school nurse (please speak to the school office for contact details).

Governors

Input into the policy and provide support if required.

7. Outcomes

Our definition of stopped bullying is:

The bullying behaviour stops within 3 weeks and there is no repeat within 3 months.

The class teacher will complete the checking in sheet (see appendix) to monitor this.

APPENDIX

Central logging form – front cover

Record Of Bullying Incidents and Allegations

Is the person being bullied listed here?

If so, add an incident to the on-going record. If not start a new record and add the name to this sheet.

Name:	Date of First Report	Tally of Reports

Central logging form for each incident

Lacock Primary School

Central Logging Form for bullying incidents of children & young people in schools

It is good practice to centrally log all incidents of bullying.

Name and year group of the pupil/s who have been bullied: _____

Reported by	Date	Time	Type of incident

Indicate type of incident/s – please tally one or more boxes

Verbal abuse		Isolation (including being ignored or left out)		Physical abuse	
Having personal possessions taken / causing damage to personal property (theft)		Cyber bullying (including text messages, emails, social networking sites...)		Being forced to hand over money	
Being forced into something against their will		Spreading rumours / nasty notes		Other (please specify)	

Advice given/ action taken

Date	

Checking in sheet

<i>Monday</i>				
😊😊	😊	😊	😞	😞😞
<hr/> <hr/>				
<i>Tuesday</i>				
😊😊	😊	😊	😞	😞😞
<hr/> <hr/>				
<i>Wednesday</i>				
😊😊	😊	😊	😞	😞😞
<hr/> <hr/>				
<i>Thursday</i>				
😊😊	😊	😊	😞	😞😞
<hr/> <hr/>				
<i>Friday</i>				
😊😊	😊	😊	😞	😞😞
<hr/> <hr/>				

Incident pattern checker for class incident logs

A tally will show the number of incidents that have happened between different children. It also shows incidents that did not involve anybody else.

Term _____

	Name 1	Name 2	Name 3	Name 4	Name 5	etc.														
Nobody else																				
Name 1																				
Name 2																				
Name 3																				
Name 4																				
Name 5																				
etc.																				

Class incident log form

Incident (what happened, where, who else was involved, witnesses, adults involved, action taken)	Date