



Hayfield Cross
Church of England
School

Anti-Bullying Policy

Ratified by the Full Governing Body	28 th January 2016
Signed	
Name	Helen Cracknell
Position	Chair of the Full Governing Body
Review Due Date	

The Hayfield Cross Promise

Our promise is to nurture and inspire children to be pioneers of their own futures. Our children will radiate positivity and have high aspirations for themselves and others.

Children will develop depth of learning through rich and exciting experiences and opportunities in and out of the classroom.

Guided by our Christian values, our children will develop a strong moral compass. Valuing and respecting others they will become individuals who contribute to our global community as citizens of modern Britain.



Anti – Bullying policy

‘Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share in this commitment.’

1. The National and Legal Context

This policy takes full account of the school’s legal obligations under the Education Inspections Act of 2006 to:

- Promote the well-being of pupils in school.
- Develop a policy which encourages good behaviour and respect for others on the part of pupils and, in particular preventing all forms of bullying amongst pupils.
- Establish procedures for dealing with complaints about bullying.

2. Aims of the Policy

- To assist in creating an ethos in which attending school is a positive experience for all members of the school community.
- To make it clear that all forms of bullying are unacceptable at school.
- To enable everyone to feel safe while at school and encourage pupils to report incidences of bullying.
- To deal effectively with bullying.
- To support and protect victims of bullying and ensure they are listened to.
- To help and support those who are bullying to change their attitudes as well as their behaviour and understand why it needs to change.
- To liaise with pupils, parents and other appropriate members of the school community.
- To ensure all members of the school community feel responsible for combating bullying.
- To ensure consistency in practice within the school community.
- To underpin the Christian ethos of the school.

3. Definition of Bullying

Bullying can be defined in a number of ways. We follow the DCSF Safe to Learn (2007) guidance which defines bullying as:

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

Bullying can be direct or indirect and includes:

- Verbal bullying – name-calling, taunting, mocking, making offensive comments and teasing.
- Physical bullying – kicking, hitting, punching, pushing and pinching or any physical contact that causes harm or distress.
- Emotional bullying - producing offensive graffiti, excluding people from groups, spreading hurtful and/or untrue rumours, being forced to do things against own will and taking belongings or money.
- Cyber bullying – offensive text messaging and e-mailing and sending degrading, sexualised or offensive images by phone or the internet.

Bullying can take place between pupils, between pupils and staff or between staff. It may be by individuals or groups, face to face, indirectly or using a range of cyber bullying methods. It can happen in isolation or in the presence of others.



People who are victims of bullying frequently, but not exclusively, are bullied as a result of:

- Discrimination because of their beliefs, race, religion or culture.
- Special educational needs or disability.
- Appearance or health conditions.
- Sexual orientation.
- Gender.
- Home circumstance including looked-after-children and young carers.

4. Inclusion

Every member of the school community is entitled to expect equality of protection from bullying as well as protection and support from school policies and procedures designed to ensure that the school remains a safe environment in which to teach and learn.

Our fundamental rights for our school community are that **everyone** has the right:

To be and feel safe at school
To be treated with respect
To learn

At Hayfield Cross Church of England School we do all we can to eliminate bullying behaviour because we know that it takes away these rights. The whole school community will respond to any incident of bullying behaviour in order to protect the rights of all.

5. School Statement of Intent

This school believes that:

- **Bullying is 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 the school community will be listened to and taken seriously.
- Bullying prevents pupils achieving to their full potential and affects standards of achievement and aspirations.
- Everyone has the right to work and learn in an atmosphere that is free from fear.
- Everyone has a responsibility to ensure that they do not abuse or bully others.
- Children should be encouraged to seek support in school if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously.
- Children should be involved in decision making about matters that concern them.
- Everyone has a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.

6. School Protocol for Dealing with Reported Incidents of Bullying

- Staff will ensure that it meets the criteria as a bullying incident and be clear about this to the person reporting it. If it is not defined as 'bullying' it will still be taken seriously and the appropriate investigation and action taken. At Hayfield Cross we recognise that small incidents can escalate into bullying and will be proactive in preventing this from happening.
- The behaviour policy MUST be followed at all times.
- A record of the reported incident(s) will be made in the Anti-Bullying Logbook which will include details of the incident(s), times, dates and who has made the report.
- This will be reported directly to the Head Teacher and the Senior Leadership Team if they are not already involved.



- A full investigation of the events will be undertaken IMMEDIATELY to determine the facts. Once this evidence is gathered then agreed actions with the HT and SLT will be made.
- If the report is made by a child, once the facts are established, their parents will be contacted and it will be explained what has occurred and the actions the school is taking.
- If there has been an incident of bullying the parents of the perpetrator(s) will be contacted and the actions taken and consequences will be explained.
- The parents of the victim(s) will be contacted regularly (as appropriate) afterwards to monitor the situation.
- All incidents of bullying, racial or hate incidents are reported to the Governing Body as part of the Head Teacher's Report (3x Yearly). Governors will hold the school to account to ensure the policy is followed and all incidents of bullying, racial and hate incidents are dealt with effectively and appropriately.
- The Anti-Bullying Logbook will be checked regularly by SLT and any incidents will be monitored and recorded to ensure that any reoccurrence is dealt with swiftly.

7. Confidentiality

School staff cannot promise absolute confidentiality if approached by a pupil for help. Staff must make this clear to pupils. Safeguarding procedures must be followed when any disclosures are made. It is very rare for a pupil to request absolute confidentiality. If they do, staff must make it clear that in order to deal with bullying action must be taken to keep them safe.

Staff will judge based upon:

- The seriousness of the situation and the degree of harm that the pupil may be experiencing.
- The pupil's age, maturity and competence to make their own decisions.
- Where it is clear that a pupil would benefit from the involvement of a third party, staff should seek consent of the pupil to do so. If appropriate, staff might inform the third party together with the pupil. Unless clearly inappropriate to do so, pupils will always be encouraged to talk to their parent/carer.
- An underlying principle in supporting pupils in our school is that all children are listened to sensitively and objectively and all incidences of bullying will be taken seriously.
- Although the school cannot guarantee confidentiality pupils will be informed of national and local helplines, if appropriate, where confidentiality can be maintained.

8. Monitoring Arrangements

This policy will be evaluated and updated where necessary annually by the Governing Body. The views of pupils, parents and staff will be gathered in order to make changes and improvements to the policy where necessary.

The Senior Leadership Team and governors will, on an annual basis, analyse the school's anti-bullying data, identify trends and evaluate the effectiveness of anti-bullying strategies.



Appendix

Recording of Incidents

From September 2009 it is a legal requirement for schools to record all incidents of bullying. To meet this requirement school will:

- Keep a record of individual incidents of bullying.(See Appendix A)
- Record all incidents/ parent concerns in central anti-bullying logbook to keep all staff aware. SLT to regularly check logbook.
- Ensure that an annual analysis of the bullying record is undertaken by the school including members of the Senior Leadership Team and the Governing Body.

Role of pupils and staff in reporting and recording a bullying incident involving pupils

We take the view that everyone has a responsibility to report incidents of bullying or to share their concerns with a member of the school community. At this school we follow the school guide to reporting and dealing with bullying incidents.

Guidance for pupils

If you are being bullied;

- Remember it is not your fault.
- Try to stay calm and look as confident as you can.
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel.
- All bullying is wrong and you do not have to stay silent about it.
- Tell an adult or somebody you trust about what has happened straight away.
- Adults in school have a responsibility to give you help and support around bullying.
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you.

When you are talking to an adult about bullying be clear about;

- What has happened to you.
- How often it has happened.
- Who was involved.
- Who saw what was happening.
- Where it happened.
- What you have done about it already.

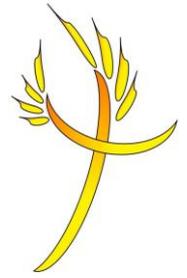
If you experience bullying by mobile phone, text messages or e-mail;

- Don't retaliate or reply.
- Save the evidence do not delete anything.
- Make sure you tell an adult who you trust.
- Contact your service provider or look at their website to see where to report incidents.
- Be careful who you give your mobile phone number or e-mail address to.
- Make a note of exactly when a threatening message was sent.

Guidance for parents/carers

If your child has been bullied:

- Calmly talk with your child about his/ her experiences.
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened.
- Reassure your child that he/ she has done the right thing to tell you about the bullying.
- Explain to your child that should any further incidents occur he/she should report them to an adult in school immediately.
- Make an appointment to see your child's Class Teacher.



- Explain to the teacher the problems your child is experiencing.

When talking with members of staff about bullying:

- Try to stay calm and bear in mind that the staff member may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child or the school.
- Stay in touch with the school and let them know if things improve as well as if problems continue.
- Remember it is not appropriate for staff to tell you about what is happening with other children or discuss their consequences with you. They should however, let you know that the procedure as set out in this policy has been followed, that parents have been informed and that appropriate action has been taken.

If you are not satisfied:

- Check with the school anti-bullying policy to see if agreed procedures are being followed.
- Make an appointment to discuss the matter with the Head Teacher and keep a record of the meeting.
- If this does not help, follow the complaints procedure as set out in the schools 'Complaints Policy'. Write to the Chair of Governors explaining your concerns, detailing what action you have taken so far and why you are not satisfied with the action the school has taken.
- Following this if you require any further support then please contact the Local Authority.

If your child is displaying bullying behaviour towards others:

- Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how he/ she can join in with other children without bullying.
- Make an appointment to see your child's Class Teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others.
- Regularly check with your child how things are going at school.
- Give your child lots of praise and encouragement when he/ she is cooperative or kind to other people.

If your child is experiencing any form of cyber bullying:

- Ensure your child is careful whom they give their mobile phone number and email address to.
- Check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages.
- If the bullying involves a pupil from school contact the school to report this.
- Contact the service provider to report the incidents.
- If the cyberbullying is serious and a potential criminal offence has been committed, you should consider contacting the police.



Guidance for adults experiencing bullying

The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- Seek advice and information from your union.
 - Share your concerns with a trusted colleague.
 - Make a record of all incidents and date them.
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- If you feel your situation is not being resolved then you should follow the school's formal procedures as adopted by the Governing Body

Consequences

It is important for all schools to be open and transparent in the consequences used for bullying incidents. This school has set procedures to follow in implementing consequences where a bullying incident has occurred (This is documented in our behaviour policy). These consequences are applied in appropriate proportion to the event.

In the event of all other avenues being exhausted, or in particularly serious cases this may lead to exclusion.

The revised DCSF Revised Guidance of September 2007, Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units, (Section 17) states:

“In cases where a head teacher has permanently excluded a pupil for persistent and defiant misbehaviour (which would include racist or homophobic bullying)....the Secretary of State would not normally expect the governors' Discipline Committee or an Independent Appeal Panel to reinstate the pupil.”

However, governors would need to examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.