Anti-Bullying

Policy updated by:	J Smith
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Agreed by Headteacher:	N Anderson
Agreed by Health & Wellbeing Lead:	J Smith

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This Anti-Bullying Policy has been written with reference to:
1. **Preventing and Tackling Bullying, DfE July 2017**

Introduction

We believe that all individuals within the Pupil Referral Unit have the right to develop their skills and knowledge in a safe, secure and supportive environment, without prejudice or discrimination of any kind, and they should be guided to extend this beyond school into the wider community. If bullying does occur, all pupils should be able to tell, and know that incidents will be dealt with promptly and effectively. We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear. This policy therefore aims to produce a consistent school response to any bullying incidents that may occur.

Our Anti-Bullying Policy supports this ideal by:

- Promoting everyone to be considerate, polite and kind to each other;
- Promoting respect and tolerance for each other and the school;
- Helping pupils towards an understanding of what is right and wrong;
- Supporting everyone in forming good relationships with adults and peers;
- Celebrating what makes us individual and unique;
- Supporting pupils who have been bullied or have bullied to develop positive strategies to cope with negative emotions and stress.

Aims and Objectives

Bullying of any form is unacceptable at the Leicester Primary PRU and as such the aim of our Anti-Bullying Policy is to:

- Enable pupils, parents/carers, staff and management committee members to recognise and understand what bullying is.
- Ensure all staff and management committee members know what the school policy on bullying is, and follow it when bullying is reported.
- Ensure all pupils and parents/carers know what the school policy on bullying is, and what they should do if bullying arises.
- Assure pupils, parents/carers, staff and management committee members that they will be supported when bullying is reported.
- Provide a secure, stimulating, positive and mutually respectful and inclusive environment for learning, ensuring that pupils, staff and visitors feel safe and free from intimidation in the Primary PRU.

The Primary PRU also intends:

- To involve the pupils in any planning, discussion and dissemination of any work related to anti-bullying.
- To have in place an anti-bullying support system, that all staff and pupils understand and to apply the system consistently.
- To provide a means for the pupil to have a voice in the management of bullying.
- To regularly monitor and review the policy with the full involvement student, parents/carers and the wider school community.

Vulnerable Groups

Within our school community we have a number of pupils who may be considered more vulnerable to bullying on the basis of their perceived difference from others. These vulnerability factors may include race and ethnicity, emotional vulnerability, EAL and communication needs, disability, learning needs and Looked After children. As a school we have identified these vulnerabilities and information is shared between all members of staff. Careful monitoring ensures that children remain safe at all times and SLT review changing circumstances on a weekly basis. Additional support is also available for these children from our Behaviour Mentors.

What is Bullying?

We recognise that perceptions of what constitutes bullying behaviour can vary between individuals and recognise the importance of a whole school community definition. Bullying is rarely a single incident and tends to be an accumulation of many small incidents, each of which, when taken in isolation and out of context, can seem trivial. There are many definitions of bullying, but most have three things in common:

- It is deliberately hurtful or threatening behaviour;
- It is repeated over a period of time;
- It is difficult for those being bullied to defend themselves.

As a school community we have worked together to clarify and develop a shared understanding of what constitutes bullying behaviour. We define bullying as physically or verbally aggressive behaviour that occurs

'Several Times On Purpose (STOP).'

Using the STOP acronym leads to children knowing that they should:

'**S**tart **T**elling **O**ther **P**eople **(STOP).**'

Bullying can be:

- **Emotional** - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), being bossed around, hurting people's feelings, being nasty, unfriendly, mean, blackmailing
- **Physical** - pushing, kicking, hitting, punching or any use of violence, pushing people around, damage to belongings
- **Verbal** - name-calling, sarcasm, spreading rumours, teasing
- **Personal** – referring to appearance, health, home circumstances (e.g. looked after children), faith, religion, SEN or disability
- **Racist** - racial name calling, taunts, gestures or graffiti referring to ethnicity or nationality
- **Sexual** - unwanted physical contact or sexually abusive comments
- **Homophobic** - associated with or focused on the issue of sexuality, including bi-phobic and trans-phobic
- **Indirect** - bullying through a third party
- **Cyber** - all areas of internet use such as offensive e-mail or chat room misuse, mobile text/instant messaging or audio/video calls, social networking eg Facebook or Twitter, or misuse of associated technology eg camera and video facilities *(see E-safety & Acceptable Use Policy)*

Other concerns, that might not necessarily easily fit into these headings, will nevertheless be taken seriously e.g. being picked on, taking advantage of another person. The Primary PRU is aware that it is a possibility that the bully may be an adult and this should be reported to the Headteacher who will follow local Child Protection procedures where this is the case. If the Headteacher is suspected of bullying, the matter should be reported to the Chair of the Management Committee.

Any of the above forms of bullying may also have contexts that discriminate in relation to race, ethnicity, sex, sexual orientation, SEN or disability. At the Leicester Primary PRU we have to be particularly aware of the complications inherent in the behavioural repertoire of people with learning difficulties and/or disorders affecting social behaviour such as ASD.

Bullying is not…

As a school we define bullying as Several Times on Purpose. It is important to understand that bullying is not an odd occasional argument or disagreement, harm which is cause accidentally, falling out with friends, name calling or playing a joke on someone. These are part of childhood - we all have to learn how to deal with these

situations and develop social skills to repair damaged relationships. These incidents will be resolved using a restorative approach where all parties involved are able to discuss the incident in order to reach an agreement which is acceptable to all individuals involved, enabling them to accept responsibility for their own actions and consider how to avoid the same situation in future.

Cyber Bullying

Our school community has a clear awareness of the risks posed to pupils from cyber bullying and recognises the shared responsibility we have to ensure its prevention. We recognise that cyber bullying can:

- Be conducted in a variety of different ways including via mobile phones, social media sites and the internet;
- Be carried out anonymously and/or by people completely unknown to the receiver;
- Be carried out by people of all different ages;
- Be carried out at any time of day and night;
- Sometimes be unintentional, eg becoming the mistake recipient of a message.

To prevent cyber bullying the Primary PRU will:

- Regularly promote awareness of the risks of cyber bullying and safe practices when using technology through regular assemblies throughout the year;
- Ensure that the Computing Curriculum teaches children how to recognise cyber bullying and how to use ICT safely through a specific e-safety strand and as an integral part of any teaching and learning for ICT;
- Ensure that any related policies, including the Acceptable Use Policy make specific reference to anti-bullying procedures;
- Ensure that any mobile phones brought onto the premises by pupils are kept in the school office.

Should any incidents or suspected incidents of cyber bullying occur, they will be dealt with following the procedures outlined in this policy, and will be logged by staff the on CPOMS where the Senior Leadership Team will then add any agreed actions.

What we do to prevent bullying

Everyone involved in the life of the school must take responsibility for promoting a common anti-bullying approach by being supportive of each other, providing positive role models and conveying a clear understanding that we disapprove of unacceptable behaviour. All members of the Primary PRU community are responsible for ensuring

that the PRU expectations are adhered to. Everyone is expected to report incidents of bullying or intimidation. Nobody deserves to be bullied.

Pupils

We expect that pupils will:

- Support the Headteacher and staff in the implementation of the policy. This might involve contributing to agreed approaches designed to reduce bullying or better deal with incidents that arise.(e.g. activities, discussions, circle time, School Council, peer mentoring etc);
- Feel confident that everything is being done to make school a safe and secure environment for them to achieve and learn;
- Feel supported in reporting incidents of bullying;
- Be reassured that action regarding bullying will take place.

School staff

Staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of wellbeing in school. They have the closest knowledge of the children in their care and have a duty to establish relationships involving mutual support, trust and respect.

We expect staff will:

- Provide children with a framework for behaviour which is supported by the Behaviour Policy, taking into consideration vulnerable groups or individuals;
- Provide children with a good role model by demonstrating a mutually respectful and caring manner to pupils and colleagues, setting a good tone and helping to create a positive atmosphere;
- Raise awareness of bullying through stories, role-play, discussions, assemblies, circle time, Anti-Bullying Week activities and School Council involvement;
- Ensuring that our curriculum reflects our Equality, Diversity and Cohesion Policy across all subject areas, whilst addressing an anti-bullying focus through PSHE lessons and a continuous e-safety strand through ICT lessons;
- Adopting a restorative approach to behaviour which encourages conflict resolution within a context of respect and the development of an awareness of self-responsibility which prevents a repeat of inappropriate behaviour;
- Through the Headteacher, keep the Management Committee well informed regarding issues concerning behaviour management and incidents of bullying;
- Provide a key staff member (**Jane Smith**) who is responsible for the monitoring of the policy, ensuring that it is shared with all staff and parents so that they are clear on the anti-bullying measures in place, and that the policy is reviewed annually to ensure it remains as effective as possible;

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- Use CPOMS to record and monitor incidents of bullying/intimidation, and to share concerns about individuals with the whole staff at daily de-briefing, and at weekly SLT meetings to ensure a swift response;
- Take part in relevant professional development.

Parents/Carers

We expect that parents/carers will understand and be engaged in everything that is being done to make sure their child enjoys and is safe at school:

- Support us in helping us meet our aims;
- Feel confident that everything is being done to make sure their child is happy and safe at school;
- Be informed about and fully involved in any aspect of their child's behaviour;
- Be informed through phone calls, newsletters and the school website about who can be contacted if they have any concerns about bullying.

Management Committee

We expect that the Management Committee will:

- Support the Headteacher and the staff in the implementation of this policy;
- Be fully informed on matters concerning anti-bullying;
- Provide a key Management Committee member who is responsible for Anti-Bullying and the monitoring of the policy (**Richard Hall)**;
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy.

Signs and Symptoms of Bullying

A child may show various characteristic behaviours to indicate that he/she is being bullied. All adults should be aware of these possible signs and that they should investigate if a child:

- becomes frightened of coming to school or going home;
- doesn't want to travel in the taxi;
- makes changes to their normal routine;
- unwilling to go to school each morning - tries to get time off;
- feels ill in the morning;
- begins to do poorly in school work or loses concentration;
- becomes withdrawn, anxious or loses confidence;
- stops eating or changes their eating pattern;
- starts stammering
- comes home with torn clothes or property damaged/lost on a regular basis;

Anti-Bullying Nov25 v6

- asks for extra money or starts to steal;
- has unexplained scratches or bruises;
- has nightmares, cries in bed or starts bed-wetting;
- begins to bully siblings;
- threatens or attempts suicide, or runs away.

Reacting to a Specific Incident

Reporting

Pupils are:
- Encouraged to always take bullying seriously and to not ignore it or the bullying will keep happening;
- Encouraged and taught to tell the bully (perpetrator) to 'STOP' if it is safe to do so;
- Encouraged and taught to 'Start Telling Other People' by reporting any incidents as soon as possible to the person they feel most able to talk to - the nearest available member of staff or a member of staff, a friend or a family member;
- Pupils witnessing bullying (bystanders) are encouraged and taught to stand up and support their peers, and that they must report it immediately to the nearest available member of staff.

Staff must:
- Record any incidents of bullying (both in and out school) on CPOMS. Senior members of staff can then monitor entries for patterns of behaviour;
- Respond seriously to any claim of bullying reported to them, as they are responsible for the physical, mental and emotional health and well-being of the children;
- Refer any incidents to a Senior member of staff if the incident cannot be investigated.

Parents must:
- Contact their child's teacher or a Senior member of staff as soon as possible if they have any concerns that their child might be being bullied, or suspect that their child may be the perpetrator of bullying;
- Be available, if necessary, to come into school for a meeting to discuss any problems;
- Contact the Headteacher if they are not satisfied with the response to a reported incident. If they remain dissatisfied, they should follow the school's Complaints Procedure;
- Understand that if necessary and appropriate, particularly if behaviour in school is repeated out of school, that the Police will be consulted.

Recording

- All incidents will be recorded on file using CPOMS.
- Incidents clearly identified as bullying must be reported to a Senior member of staff.
- Incidents of racist, sexist or homophobic bullying will be recorded on the appropriate LA form.
- Parents (of both bully and person bullied) to be informed of what has happened, and how it has been dealt with.
- Records of discussions to be filed and minutes taken by a third person.
- Where staff experience bullying please refer to the Complaints Procedure.
- The Senior Leadership Team are responsible for co-ordinating and liaising with class teachers and other staff to ensure that incidents of bullying are not missed.
- Periodic analysis of CPOMS will be carried out to measure the effectiveness of the Anti-Bullying Policy.

Dealing with an Incident

Whenever a bullying incident is discovered a procedure involving a number of prearranged steps will be followed. The exact nature of each step will depend in part on the nature of the incident and those involved.

1. The school community need to be aware that when a bullying incident has come to the attention of adults in the school it has been taken seriously and action has resulted.
2. The Primary PRU expects to support all involved by:
    - Investigating bullying threats or behaviours immediately
    - Talking through the incident with bully and person bullied
        - Reassure the victim that they have done nothing to deserve the bullying and that it is not their 'fault'
        - Help the bully to realise that bullying will not be tolerated, that it must stop immediately and that there can be no re-occurrence
    - Helping the bully and victim to express their feelings
        - Including Behaviour Mentor and pastoral support where needed
    - Talking about which rule(s) have been broken
    - Discussing strategies, such as Restorative Justice, for making amends and repairing relationships
    - Supporting the bully to make an apology at an appropriate time
    - Monitor incidents to ensure repeated bullying does not take place
    - Continuing to offer support if needed to the person bullied to ensure that the child feels happy and secure at school.
3. Nevertheless sanctions may include:

- Time away from an activity within the classroom.
- Time out from the classroom.
- Missing break or another activity
- A reduction in Golden Time
- Formal letter home from the Headteacher expressing concerns, where the pattern of behaviour continues
- Meeting with staff, parent and child
- An internal inclusion
- Fixed-term exclusion

4. Parents (of both bully and person bullied) will be informed of what has happened, and how it has been dealt with. Records of these discussions to be minuted by a third person and filed. Failing face-to face discussion, parents/carers will be informed of any incidents by letter.
5. Child Protection procedures should always be followed when concerns arise.
6. Police and external support agencies may be involved.

Monitoring & Review

This policy will be monitored and the effectiveness will be evaluated annually in the light of the numbers of bullying incidents recorded, staff responses to bullying behaviour and any concerns of children, staff and parents regarding bullying.

All members of the Senior Leadership Team are responsible for responding to incidents of bullying and the Headteacher has specific responsibility for ensuring that the procedures in this policy are followed.

Numbers of bullying incidents will be reported annually to the Management Committee, to coincide with the policy review.

Anti-Bullying Nov25 v6