

# HAZELDENE SCHOOL



**ANTI-BULLYING POLICY  
REVIEWED SEPTEMBER 2016**

SIGNED ..... DATE.....  
HEADTEACHER

SIGNED ..... DATE .....  
CHAIR OF GOVERNORS

TO BE REVIEWED SEPTEMBER 2017

## HAZELDENE SCHOOL

### ANTI-BULLYING POLICY

#### **Rationale:**

Bullying is present to a greater or lesser extent in all institutions. All members of the school community deserve the right to feel valued, equal and respected and be able to come to school without fear. Bullying has a serious effect on a pupil's self esteem, emotional and mental health, which in turn prevents them from developing their full potential and can seriously affect their life chances. Our school's definition of bullying is one which has been written in consultation with pupils and staff:

*Bullying can be defined as an abuse of power by one or more people through repeated intimidating aggressive or excluding behaviour with the intention to cause emotional or physical harm to another person.*

#### **Our School community**

- Discusses, monitors and reviews our anti bullying policy on an annual basis
- Supports staff to promote positive relationships and identify and tackle bullying appropriately.
- Ensures that pupils are aware that all bullying concerns are dealt with sensitively and effectively; that pupils feel safe to learn: and that pupils abide by the anti bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/carers in turn work with the school to uphold the policy
- Seeks to learn from good anti bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate.

#### **Aims**

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is an anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to benefit fully from the opportunities available in school.

#### **At Hazeldene we aim to prevent bullying through:**

- Exercising vigilance in the playground, classroom and school.
- Talking about bullying with children and raising the awareness of the feelings of others

- Creating a climate where bullying is perceived as unacceptable
- Encouraging the children to care for each other
- Making children aware of the consequences of their actions- both in the sense of sanctions and the effect of their actions on others
- Raising parental awareness and involving them if bullying becomes persistent behaviour
- Giving clear and consistent messages to children about telling adults if they feel worried or anxious
- Encouraging the children to speak about incidents soon after they happen so that they can be dealt with swiftly and effectively
- Discussing with the children non-violent means of resolving conflicts.

### Responsible Person

At Hazeldene we have four named adults responsible for dealing with bullying incidents:

Helen Ward- Head teacher

Joanne Sumner- Assistant Head teacher/Foundation Leader

Victoria Kilroy- Assistant Head Teacher/KS1 Leader

Vicky Norman KS2 Leader

The adult who has dealt with the incident is responsible for reporting bullying incidents onto our internal SIMs system.

All bullying incidents will be reported to the governors termly in the Head Teachers report to the governors.

### What is Bullying?

Bullying is defined as **deliberately hurtful behaviour**, which is **unprovoked**, **repeated** over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying results in **pain and distress either physically or emotionally to the victim**.

Sometimes it is difficult to decide if an incident is bullying. Ask the following questions:

- If the incident was an accident, did the students act by helping the victim, getting help or giving sympathy?
- If it was just a laugh/ joke, was everyone laughing?
- If it was just a game / bit of fun, was everyone enjoying it?

## **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
- **Homophobic** because of, or focussing on the issue of sexuality
- **Verbal** name-calling, sarcasm, spreading rumours, teasing
- **Cyber** All areas of internet, such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology, i.e. camera & video facilities

## **At Hazeldene School we consider the following to be bullying:-**

- Name calling, teasing, taunting
- Making reference to personal appearance or qualities
- Insulting remarks about parents or family
- Persistent calling or unkind nicknames
- Racial or sexual harassment
- Threatening others
- Deliberately excluding or isolating others
- Verbal threats or malice
- Intimidation or extortion
- Forcing others to do something against their will
- Fighting in a vicious uncontrolled way with intent to harm
- Playing on the fears or personal circumstances of others
- Forming groups or gangs to target individuals

We believe that it is crucial to prevent bullying through exercising vigilance on pupil behaviour and developing a clear set of guidelines and procedures. We believe that it is important to promote and reinforce positive behaviour and ensure that children clearly understand which behaviours are acceptable and which are not. It is important to help children distinguish between bullying, boisterous play and bossiness.

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in schools.

## **Prevention of Bullying**

Awareness of bullying will be included within the PSHCE curriculum. Teachers will include awareness of bullying in their long and medium term planning and will include comment on such in their weekly evaluations.

Issues of bullying will be raised during circle time, and the SEAL materials, through discussion, games, displays, peer support and role-play. We aim to raise and maintain high levels of self-esteem throughout the school, low self-esteem often being related to bullying. We aim to positively manage behaviour through praise and encouragement. We will train all staff including lunch time staff to identify bullying and follow school policy and procedures on bullying.

We have created quiet areas in the playground for vulnerable pupils and have an active school council and buddy system in place.

## **Dealing with Incidents of Bullying**

The following steps may be taken when dealing with incidents: -

- Respond sensitively
- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- Record all incidents of bullying on incident forms and keep them in class behaviour files (SIMS)
- In the first instance meet with the bullies and victims individually.
- If appropriate facilitate a meeting between the bully and victim as an opportunity for the bully to understand how their actions have affected the life of the victim.
- A clear account of the incident will be recorded and given to the Head teacher
- The Head teacher, member of the Senior Leadership Team or Learning Mentor will interview all concerned and will record the incident
- All children will be questioned and their version of events recorded
- Where possible the children themselves will write down what has happened
- Staff involved will make a written record
- Witnesses will be asked for their version of events
- Records will be kept in a separate file
- At the appropriate time parents will be invited to help resolve the problem
- Class teachers will be kept informed and if the bullying persists the class teacher will inform the Head Teacher.
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned.

## **Sanctioning Bullying**

- Punishing bullies does not end bullying. At Hazeldene School we stress that it is the bullying behaviour, rather than the person doing the bullying, that is not acceptable.
- The bully will be encouraged to understand how their actions have caused distress and anxiety.
- Bullies are to be disciplined in line with the school's behaviour policy; this may involve the following sanctions: Official warnings to cease offending, withdrawal of privileges, loss of playtimes and /or lunchtimes, seclusion, minor fixed term, exclusion, major fixed term exclusion and permanent exclusion (at the discretion of the Head teacher)
- We will ensure all actions are fully communicated to the relevant parties and recorded using school record-keeping procedures.

### **Support for the victim may include,**

- Members of the Hazeldene staff (Head Teacher, Assistant Heads and Learning Mentor) are available to ensure the victim is supported in rebuilding their confidence, Reassuring the pupil, Offering continuous support, Restoring self-esteem and confidence.
- In consultation with the parents support for the victim will be offered in the form of learning mentor sessions/Forest schools sessions to ensure the victim feels supported and listened to.
- liaising with parents or referrals to outside agencies

### **Support for the bully may include,**

- Establishing the wrong doing and need to change
- Informing parents or guardians to help change the attitude of the pupil
- discussing what happened, discovering why the pupil became involved, anger management, circle of friends,

## **Monitoring and Review**

- Hazeldene's Anti-Bullying policy is in-line with Local Authority and DCSF Guidelines as well as other best practice organisations such as Kidscape. All safeguarding policies are reviewed every year to assess their effectiveness.
- Input from relevant stakeholders: parents, pupils (via student council/Pupil surveys and SEAL lessons and assemblies), staff and governors is encouraged.
- The number of bullying incidents are monitored by the Learning Mentor and reported to the Head teacher and Governors.

- Hazeldene's anti bullying policy supports other pastoral policies such as our Behaviour Policy, Child Protection Policy, Anti Racist Policy, Equal Opportunities and Physical Intervention Policy.
- Review of ECM outcomes (in particular, "staying safe")

#### **Further Guidance for Children:**

- Do not bully other people - it is not kind
- If you see someone being bullied- help them or tell an adult
- If you are being bullied TELL SOMEONE!
- Use the class worry box.
- Speak to your teacher - don't exaggerate, be honest and stick to the facts.
- Write it down or draw a picture if it helps you explain. If it does not stop - tell the teacher again.

#### **Further Guidance for Parents:**

##### **If your child tells you they are being bullied:**

- Listen to your child.
- Try not to overreact.
- Tell your child that bullying exists and it's not their fault.
- Check all the facts - is it bullying or friendship problems, which may resolve naturally?
- Talk about possible strategies for your child to use - try the websites listed at the end of the policy.
- Encourage your child to tell a teacher.
- If the situation is serious, contact the class teacher yourself.

#### **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
- doesn't want to go on the school / public bus
- begs to be driven to 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 which are damaged or " go missing"
- 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.

### **Supervision of Areas That May Harbour Bullying**

All staff will be aware that there are certain areas of the school that may facilitate bullying e.g. toilets, hidden corners of playground. These areas may be identified by discussion with pupils or role-play with the pupil or by adult observation. All staff should be particularly careful to supervise such areas.

### **Specific Responsibilities**

Teachers will raise awareness of bullying through circle time and PSHCE lessons. If any concerns are raised about specific pupils teachers will ensure that all adults involved with that pupil are aware of the concerns and are given opportunities to contribute to discussion.

Playtime and lunchtime supervisors will supervise all areas. The supervisors should encourage pupils to play and should teach and lead games. Parents will be asked to support the school's anti-bullying programme if their child consistently bullies.

Awareness of bullying will also be raised through school assemblies.

The Headteacher will monitor all written reports of concerns of bullying and will consult with staff regarding the concerns. The adult dealing with the incident will log any incidents on the Schools Management System (SIMs.) The Head Teacher will report to governors termly on any incidents.

Sessions will be provided by the learning mentor for both the victim and the Bully.



## **Bullying of school staff**

All staff has the right to feel safe in school, therefore the school will not tolerate any abuse from parents, or other members of the public. We have clear signs displayed in and around the office area that states that as a school we will not tolerate threatening or abusive behaviour.

Any member of staff that feel they are being bullied by another member of staff must follow the schools complaints procedure.

## **Monitoring and Evaluation**

The policy will be monitored and evaluated annually as well as if incidents occur that suggest the need for review.

It will be discussed by the Development Committee and a report provided to the full governing body.

It is recognised that the Head teacher and Governing Body have a statutory responsibility for the successful implementation of this policy.

We will share this policy with our parents and place it on the website.

Pupils will abide by the policy

## **Help from Outside Agencies:**

You may find the following websites useful:-

[www.bullying.co.uk](http://www.bullying.co.uk)

[www.bbc.co.uk/education/archive/bully](http://www.bbc.co.uk/education/archive/bully)

[www.childline.co.uk](http://www.childline.co.uk)

[www.antibullying.net](http://www.antibullying.net)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

You may find the following telephone numbers useful:-

Advisory Centre for Education (ACE) 0808 800 5793

Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204

Parentline Plus 0808 800 2222

Youth Access 020 8772 9900

## **POLICIES /GUIDANCE**

We work in accordance with the LA policy and guidance documents on :

Safe Guarding

Physical Intervention

Health & Safety

PSHE

Behaviour and Attendance  
Drug and Alcohol Education  
Sex and Relationship Education  
SEN  
Forced Marriages  
Children Missing Education

**Review Date: September 2017**