

THE HARLINGTON AND SUNDON ACADEMY TRUST



HARLINGTON LOWER AND SUNDON LOWER SCHOOL **ANTI-BULLYING POLICY**

Approved by Curriculum Trustee Committee: February 2021
Approved by Board of Trustees: April 2021
Next review: February 2023

At Harlington Lower School and Sundon Lower School we believe that in a caring school, respect for individuals and good relationships between all members of the school community are central to its well-being. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated.

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

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (eg hiding books)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, gestures
- Verbal name-calling, swearing, spreading rumours, teasing
- Cyber All areas of the internet, such as email & internet chat room misuse. Mobile threats by text messaging and calls.

<p>Bullying will not be tolerated at Harlington Lower School or Sundon Lower School.</p>

Aims

This policy is designed to ensure that as a school we are alert to signs of bullying and act promptly and firmly against it.

- To promote a secure and happy environment free from threat, harassment and any type of bullying behaviour.
- To take positive action to prevent bullying from occurring through a clear school policy on Personal and Social Development.
- To show commitment to overcoming bullying by practicing zero tolerance.
- To inform pupils and parents of the school's expectations and to foster a productive partnership, which helps maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above aims.

Whole school and Individual Staff Responsibilities

- Never ignore suspected bullying.
- Don't make premature assumptions.
- Listen carefully to all accounts and investigate as fully as possible.
- Adopt a problem-solving approach which moves pupils on from justifying themselves.
- Complete the school pro-forma for recording bullying incidents and always report to the Head teacher.
- Follow-up repeatedly, checking bullying has not resumed.
- Use a range of teaching and learning styles and strategies which challenge bullying.
- Use interventions which are least intrusive and most effective.

Support for Parents

When parents raise a concern that their child is being bullied it is essential that this concern is taken seriously and not dismissed without further enquiries being made.

The bullying incident report form can be used as a focus of the discussion with a parent so that there is a clear record of the concern and of immediate action to be taken by school staff.

Procedures and Recording

Recording incidents is vital as it allows school staff to identify patterns of behaviour, as often what is perceived initially to be a trivial incident, may be part of a number of incidents which are serious for the individual child.

The following steps will be taken when dealing with any incident:

All reported incidents will be investigated immediately by the member of staff who has been approached or witnessed the incident.

- Listen to the child reporting the incident and make sure that they feel that their concerns are being taken seriously
 - Record the incident on the **Incident Concerns Form (Appendix A)** filed in the **Incident Log** which is kept in the Main Office. [Note: Separate section for Racist Incidents]
 - Check through to establish if there are any previous incidents involving the same children.
 - If you feel that this is one of a number of incidents, or particularly severe, refer immediately to a member of the Leadership Team by completing the **Incident Referral form (Appendix B)**. These are kept in the Incident Log folder.
 - If the incident is 'minor' and does not merit a referral, please make sure you deal with the incident effectively and in line with the Behaviour Policy. Children must feel that their complaint has been dealt with properly. If you are unsure what to do, please seek advice.
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- Once a referral to the Leadership Team has been made, a thorough investigation of the incident involving all parties will be undertaken and recorded in writing in the appropriate section of the referral form.
 - The Head teacher should always be made aware of any incidents which have been dealt with by the Leadership Team.
 - After the investigation has taken place, a decision should be made as to whether a case of persistent bullying is taking place. If this is the case, the parents of the victim and if appropriate the child will be invited to discuss the situation with the Head teacher or Deputy Head teacher, as appropriate.
 - Parents of the bullied child must be kept informed of the whole process and it is vital that they feel satisfied with the way the incident has been dealt with.

If an allegation of bullying is made by the parent, full written details should be taken and referred to the Head teacher or Deputy Head teacher who will then complete the **Incident Allegation Form (Appendix C)** and investigate thoroughly.

When the Head teacher is satisfied that measures put in place to resolve any bullying have been successful, an evaluation form will be completed to gather the school, pupil and parent voice. Two copies of this document will be sent to parents with an explanatory letter. This evaluation will be used to constantly improve our practice.

Support

Pupils who have been bullied will be supported by:

- Being offered an immediate opportunity to discuss the experience with a member of staff.
- Reassuring the pupil

- Offering continuous support
- Restoring self-esteem and confidence

Pupils who have bullied will be helped by:

- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong doing and need to change
- Informing parents or guardians to help change the attitude of the pupil

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour.

Incidents of bullying outside the school's premises

Although schools are not directly responsible for bullying off the school premises, we would still encourage victims 'not to suffer in silence'. Actions the school could take, if deemed appropriate, include:

- Talking to the local police about the problems within the Community
- Talking to the Head teachers of the schools whose pupils are involved in bullying off the premises

Bullying can take place via text messages and other means of 'cyber communication'. This often happens out of school hours, but has implications for the parties involved when they are in school. We would always talk to pupils and parents about the issues and take their concerns seriously.

Adult bullying

From time to time, adults behave inappropriately towards each other. If any parent feels that they are being treated inappropriately within our school community they must report this to the Head teacher immediately.

On occasions, when a parent suspects another child of inappropriate behaviour towards their own child, they try to take matters into their own hands. This can result in:

- Parents approaching other parents in groups
- Inappropriate verbal exchanges in front of pupils
- A breakdown in communication

If children are experiencing problems with other children, parents must not try to take matters into their own hands. Parents' confronting other parents in the playground is not acceptable and could be viewed as adult bullying. The school should be informed immediately of any concerns so that we may intervene to resolve the problem to ensure our school community remains a happy, safe and enjoyable place where everyone wants to be.

Policy is available on both schools websites



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.

HARLINGTON LOWER SCHOOL and SUNDON LOWER SCHOOL

INCIDENT CONCERNS FORM

Date and time of incident:	Concern reported by:
Concern reported to:	Position:

Names	Class

What happened?

Where did it happen?

Who witnessed the incident?

Details of action taken:	
Checked for earlier incidents involving same pupils	
Notified parents/ carers	
Individual discussion with pupils involved	
Group discussion with pupils involved	
Notified class teacher	
Medical treatment	
Specific support from staff	
Completed Incident Referral Form	

HARLINGTON LOWER SCHOOL and SUNDON LOWER SCHOOL

INCIDENT REFERRAL FORM

Report completed by:

Date of incident:	Time of incident:
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Names of children involved	Class

Brief summary of the incident:

Reason for referral to Leadership Team (eg one of a number of recent incidents)

Referral to Deputy Head teacher <input type="checkbox"/>
Referral to Head teacher depending on severity of incident <input type="checkbox"/>

Brief summary of resulting action taken by Leadership Team

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PARENT/CARER INCIDENT ALLEGATION FORM

Date and time of incident:	Concern reported by:
Concern reported to:	Position:

Names	Class

Brief summary of the allegation

Brief summary of incident resulting from investigation

Details of action taken:	
Checked for earlier incidents involving same pupils	
Notified parents/ carers	
Individual discussion with pupils involved	
Group discussion with pupils involved	
Notified class teacher	
Medical treatment	
Specific support from staff	
Follow up date set	