



Millbrook School

Anti-Bullying Policy and Procedure

Department:	Schools' HR Advisory Team
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Anti-Bullying Policy and Procedure

Policy

We believe that every child has the right to feel safe in school and enjoy their education without the threat of bullying behaviour. Our approach is to build the children's self-esteem and confidence and for our approach to be consistent across the school.

The Head Teacher is delegated to implement and manage procedures to put this policy into practice.

The policy will be reviewed annually alongside other Child Protection policies and procedures.

Definition

Bullying is ongoing, deliberate behaviour that upsets the victim. It is behaviour that is targeted and selective and can be direct (physical or verbal) or indirect (e.g. being ignored or cyber bullying). It may be one person or a group.

Procedure

If bullying is suspected we will:

- Talk to the children affected, and any witnesses individually using Restorative approaches. The emphasis is always on a caring, listening approach as bullies are often victims too – that can be why they bully.
- Identify the bully and talk about what has happened, to discover why they became involved. Make it clear that bullying is not tolerated.
- Bullying behaviour will be dealt with using the behaviour management procedures.
- All incidents of bullying are recorded in the School Incident Log and kept in the Head Teachers office.
- Serious cases will be recorded on the child's record within SIMs (and therefore passed onto the child's next school.
- Teachers will log all suspected and actual cases of bullying in the Incident Log.
- Parents will be informed if their child (as bully or victim) is involved in a suspected or actual bullying incident.

Our prevention strategies include:

- Anti bullying week;
- Making children aware of the strategies to deal with low level issues and what to do in different situations including situations of cyber-bullying;
- Children participate in role play work in class as part of PSHE and SEAL;
- Making use of curriculum opportunities to raise pupil awareness eg through RE, cross curricula themes, drama, story writing and literature;
- A whole school reward system;
- Good quality role models (adult modeling of appropriate response to a wide range of scenarios);
- Giving children & parents a good knowledge of the procedure/policy;
- Giving children a clear understanding of their rights & responsibilities;
- Frequently discussing and teaching e-safety;
- Use of Play Leaders; and
- Staff are told to deal with a situation, even if minor. Talking to the children may prevent the situation escalating.

The role of Governors

- The Governing Body supports the Head Teacher in all attempts to eliminate bullying from our school.
- The Governing Body will not condone any bullying at all in our school and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately.
- The Governors require the Head Teacher to keep accurate records of all incidents of bullying, and to report to the Governors about the effectiveness of school's anti-bullying policy.

The role of the Head Teacher

- It is the responsibility of the Head Teacher to implement the school Anti-bullying policy and to ensure that all staff (both teaching and nonteaching) are aware of the policy and know how to identify and deal with incidents of bullying.
- The Head Teacher reports to the Governing Body about the effectiveness of the anti-bullying policy.

- The Head Teacher ensures that all children know that bullying is unacceptable behaviour.
- The Head Teacher ensures that all staff, including midday supervisors, receive sufficient training to be equipped to identify and deal with all incidents of bullying

The role of all staff

- Staff use a range of methods to help prevent bullying and to establish a climate of trust and respect for all.
- Staff must take all forms of bullying seriously and use proactive measures to prevent it from taking place.
- Staff must deal with situations quickly and prevent situations escalating by using Restorative Justice methods.
- Staff must follow up what they have said such as keeping an eye, follow up discussion etc.
- Teachers are responsible for recording of all incidents of bullying that happen in their class and that they are aware of in the school. All adults who witness an act of bullying should record it in the incident log.
- If a child is being bullied or is bullying others the class teacher or Head Teacher will inform the child's parents / carers.
- The school will also record incidents that occur near the school, or on the children's way between school and home, that we are aware of.
- When any bullying taking place between members of a class, the teacher will deal with the issue immediately, including support for both the victim and perpetrator of the bullying.
- All members of staff routinely attend training, which equips them to identify bullying and to follow school policy and procedures with regard to behaviour management.

The role of parents

Parents have an important part to play in our anti-bullying policy. We ask parents to:

- Look out for unusual behaviour in your children – for example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their usual standard.
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, etc.
- Inform school if you feel your child may be a victim of bullying behaviour. Your complaint will be taken seriously and investigated.
- If a child has bullied your child, please do not approach that child on the playground or their parents or involve an older child to deal with the bully. Please inform school immediately and we will deal with it following the school procedures.
- It is important that you advise your child not to fight back. It can make matters worse!
- Tell your child that it is not their fault that they are being bullied.
- Reinforce the school's policy concerning bullying and make sure your child is not afraid to ask for help.
- If you know your child is involved in bullying, please discuss the issues with them and inform school. The matter will be dealt with appropriately. Remember incidents are confidential, do not discuss them with other parents on the playground. Speak to school staff if you have concerns.

What Can Children Do If They Are Being Bullied?

- Remember that your silence is the bully's greatest weapon.
- Tell yourself that you do not deserve to be bullied and that it is wrong.
- Be proud of who you are. It is good to be individual.
- Try not to show that you are upset or scared. It is hard, but a bully thrives on someone's fear.
- Stay with a group of friends/people. There is safety in numbers.
- Be strong inside – say "No!" Walk confidently away. Go straight to a teacher or member of staff.
- If you are getting emails, texts or messages that make you feel uncomfortable please save them and show them to an adult. Do not respond to them.

- Fighting back may make things worse – don't do it.
- Generally it is best to tell an adult you trust straight away. You will get immediate support.
- Teachers will take you seriously and will deal with the bullies in a way which will end the bullying and will not make things worse for you.

What Can Children Do If They See Someone Being Bullied?

- Take action! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own. You should ask children to stop the unkind behaviour.
- Tell an adult immediately.
- Teachers will deal with the bully without getting you into trouble.
- You are allowed to say how you feel.

Complaints

- If parent is dissatisfied with the way the school has dealt with a bullying incident, they should follow the school complaints procedure. Details of the procedure are available on the website or from the school office.

History

Date	Issue
November 2016	Reviewed and accepted by Governing Body.