



## Anti-Bullying Policy

Version No.* *County adopted policies only	
Issue No.*	
Name of Responsible Committee	Business Management
Ratification Date	November 2023
Review Date	November 2026

Signed: Chair of Governors / Chair of Responsible Committee	Andrea Hodges
Date	05/03/2024

Signed:  Date: 5-3-2024  
 (Chair of Governors/Chair of Responsible Committee)

## Principles and Values

As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated. The school will seek ways to counter the effects of bullying that may occur within school or in the local community. The ethos of our school fosters high expectations of outstanding behaviour and we will challenge any behaviour that falls below this. Our Values which are based on a Christian ethos ensure that children are constantly reminded of how to look after each other and care for one another.

### Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### The aim of our policy is to:

- Clarify for pupils and staff what bullying is and that it is always unacceptable.
- Explain to staff, students and the school community why bullying and harassment occur and their impact on individuals and the school as a whole.
- Provide a secure, stimulating, positive and mutually respectful, inclusive environment for learning.

All of us have encountered bullying at some point in our lives, but we all deal with it differently. The aim of this policy is to work together to ensure that school is a safe place for children and adults to be, whether the school community is directly or indirectly affected by bullying or not.

### What is Bullying?

Bullying is defined as deliberately hurtful behaviour repeated over a period of time where it is difficult for those being bullied to defend themselves. Bullying can be subtle or blatant. It can cause short term suffering for the victim or go on for years. It is always damaging, and it must be taken seriously and addressed.

### Bullying can be:

**Emotional:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).

**Physical:** pushing, kicking, hitting, punching or any use of violence.

**Racial:** racial taunts, graffiti, gestures.

**Sexual:** unwanted physical contact or sexually abusive comments.

**Homophobic:** because of, or focussing on the issue of sexuality.

**Indirect:** spreading unpleasant stories about someone, excluding someone from social groups in order to isolate or intimidate.

**Verbal:** name-calling, sarcasm, spreading rumours, teasing.

**Cyber:** All areas of internet, such as email, internet chat room and social media misuse; mobile threats by text messaging & calls; misuse of associated technology, i.e. camera & video facilities.

All staff need to know how to respond to a bullying incident. Direct action against bullying occurs within a context which reminds all pupils that bullying behaviour is unacceptable and will not be tolerated.

At Twyford C of E School all staff challenge bullying for a number of reasons which include:

- to safeguard the safety, happiness and personal wellbeing of pupils.
- to promote academic achievement and progress. Unhappiness is likely to adversely affect a child's learning.
- to provide a model for acceptable behaviour. If bullying behaviour goes unchallenged, other pupils may learn that bullying is a quick effective way of getting what they want or exerting power over others.
- to ensure we uphold the core Christian values as a caring school with a nurturing ethos. Parents will support a school that responds positively and effectively to bullying.

### **Why is it important to respond to bullying?**

Bullying hurts and it is damaging to those who experience it and those who perpetrate it. Everybody has the right to be treated with respect.

At Twyford C of E School we find all behaviour of this sort unacceptable and will do our best to prevent it by:

- making children aware of how dangerous and damaging it is.
- rewarding pupils for caring and considerate behaviour.
- by supporting all victims of bullying.
- by taking firm action against those who are responsible for bullying.

### **Signs and Symptoms**

The school's teaching and non-teaching staff will be alert to the signs of bullying, act promptly and firmly against it in accordance with the school policy.

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 bus.
- begs to be driven to school.
- unusually clingy towards adults.
- changes their usual routine.
- is unwilling to go to school (school phobic).
- begins to truant.
- becomes withdrawn anxious, or lacking in confidence.

- starts stammering.
- attempts or threatens suicide or runs away.
- cries themselves to sleep at night or has nightmares.
- feels ill in the morning/feigns illness.
- begins to perform less successfully in their school work.
- comes home with clothes torn or books damaged.
- has possessions which are damaged or "go missing".
- asks for money or starts stealing money (to pay bully).
- has unexplained cuts or bruises.
- comes home hungry (lunch has been stolen).
- 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
- is afraid to use the internet or mobile phone.
- is nervous and jumpy when a cyber-message is received.
- lack of eye contact.
- becoming short tempered.
- change in attitude to people at home.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## **Responses to Bullying at Twyford C of E School**

### **General Approach**

- prompt action by all staff.
- questioning all relevant pupils/parties to establish the facts.
- establish clear lines of communication to deal with bullying and giving staff guidelines on how to identify bullies/victims and how to help them.
- encourage pupils to talk to staff and/or parent/s.
- involving parents.
- giving pupils guidance, strategies and opportunities to help overcome the problem.
- involving pupils to support each other in their relationships with other pupils.

### **Dealing with specific incidents of bullying or suspected bullying**

- A full investigation will take place with members of staff remaining neutral and using clear unbiased questioning to establish facts. All relevant pupils/parties will be questioned. Facts will be established through close monitoring and observations of relevant pupils at work/play and feedback from staff.
- Sanctions will be applied to the perpetrator/s of the bullying.
- Each pupil involved will have an opportunity to talk and the discussion is focused on finding a solution and preventing the bullying from reoccurring.
- The pupils will be encouraged to put forward their own solutions, supported by school staff and discuss how their proposals will be put into action.
- A follow up meeting will take place to find out if the solution has been effective or not.

- A clear account of any incidents will be recorded and given to the headteacher.
- Parents will be involved and kept informed at all times.

Pupils who have been bullied will be supported by:

- reassurance from school staff.
- continuous support and close monitoring by school staff to prevent reoccurrences.
- restoring self-esteem and confidence through nurture and one to one time and support.
- offering opportunities to discuss any issues that arise in a timely manner with a member of staff.

Pupils who have bullied will be supported by:

- discussing what has happened.
- discovering why the pupil became involved.
- establishing the wrong doing and need to change the undesired behaviours.
- informing parents or carers to help change the attitude and behaviour of the pupil.

The following disciplinary steps can be taken:

- 'one-off' incidents which do not result in any actual physical harm. A reprimand may be sufficient to deter a pupil from any further offences.
- problem solving approaches may be used if a number of pupils are involved.
- where there is damage to property, or physical harm, or repeated bullying of any form, a serious response is considered which will involve the headteacher and parents. Accurate records are kept of such incidents.
- official warnings to cease offending.
- segregation from certain areas of the school or loss of privileges.
- in exceptional circumstances the headteacher will inform the school governors and exclusion of the pupil will be considered.

### **Monitoring**

Bullying might be reported by any member of the wider school community, by pupils, by any member of the teaching or non-teaching staff, by parents or carers. At Twyford C of E School, any incidents of bullying, and how they were resolved, are monitored. This serves two purposes:

1. to enable the school to keep close monitoring records and identify patterns relating to particular pupils or groups of pupils.
2. to ensure that actions taken in specific cases have been effective in tackling the problem.

The following details will be noted in the records:

- who was involved.
- where it happened.
- when it happened.
- what action was taken.
- the impact of the action.
- any follow-up.

The monitoring system involves all staff and is linked with the disciplinary procedures for dealing with situations involving bullying. Records must be accurate, based on facts and not speculation. These records are kept electronically in the headteacher's office and are used to determine whether bullying is becoming more/less frequent or changing in nature. The results are used in evaluating and adopting the policy.

## **Roles and Responsibilities**

### **Role of the Headteacher and Governing Body**

- to ensure the procedure is consistent throughout the school.
- to ensure that the Anti-Bullying Policy is being implemented.
- to monitor bullying issues and act immediately in cases of bullying that are raised by pupils, parents or staff members.
- to ensure patterns or trends are monitored and identified and appropriate action is taken.
- to create an ethos of zero tolerance towards bullying while supporting the bullies and victims involved.

### **Role of all Staff**

- take incidents seriously.
- take action immediately.
- reassure the victim.
- offer concrete help and support.
- make it clear that you disapprove of these behaviours.
- explain the sanction and why it is being given.
- inform colleagues, including the headteacher and parents.
- report incidents, record the times, date and nature of the incident on the agreed school proformas and pass these records with immediate effect to the headteacher.
- develop an atmosphere where children are valued and promote high self-esteem.
- ensure sanctions are followed through.

### **Role of Parents/Carers**

- support the school in the implementation of the Anti-Bullying Policy.
- follow the correct lines of communication and speak directly to the school staff about any issues or concerns in a timely manner. Social media is not an appropriate outlet to voice any concerns or move towards a resolution.

## **Evaluation and Review**

Evaluation and review ensures the policy remains responsive to changing needs while continuing to protect our children from bullying. Information is collected from monitoring and feedback about the policy in practice by staff, parents, pupils and governors. This is used to update the school's anti-bullying approach. The policy will be reviewed on a three year cycle, following staff discussions and relevant comments from other parties.

**Help Organisations:**

Advisory Centre for Education (ACE)  
Children's Legal Centre Head Office

0300 0115 142

01206 714650

[info@coramclc.org.uk](mailto:info@coramclc.org.uk)

Parentline Plus

0808 800 2222

Youth Access

020 8772 9900

Bullying Online

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

KIDSCAPE Parents Helpline (Mon-Tues 9:30-2:30pm)

07496 682785

# Bullying Incident Report Sheet

Report completed by:

Name:

Role:

Date:

Name and role of individual/s making the allegation e.g. pupil, parent/carer, midday supervisory assistant:

Form of referral e.g. verbal report, letter, phone call, witness statement, targeted child seeking support:

<b>Details gathered to date:</b>	
Date and time of incident:	
Nature of the incident:	

<b>Action taken to date:</b>	

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_