

St. James the Great Roman Catholic Primary and Nursery School



Anti-Bullying Policy

Date Created: January 2012

Date Reviewed: Spring 2013

Date Reviewed: Spring 2014

Aim

The aim of St. James the Great School is to ensure that all staff and parents/guardians are aware of the procedures to be taken in the event that a child becomes the victim of bullying.

Rationale

Extract from St. James the Great Mission Statement:

“... the school will provide a framework within which all pupils are enabled to develop the highest possible level of achievement, fulfilling their academic, moral, physical and spiritual potential.”

Background

It is the responsibility of all members of the school community at St. James the Great to promote good behaviour and discipline in line with the agreed discipline policy. It is recognised that the pupils’ experience of relationships within school has a formative and significant influence on their understanding of interpersonal skills. It is therefore essential to create and uphold a culture where bullying is not tolerated and where incidents of bullying are taken seriously and rigorously investigated.

Bullying – Our Definition

St. James the Great School defines bullying as:

Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

In child-friendly language this defined as:

People doing nasty or unkind things to you on purpose, more than once, which it is difficult to stop.

Bullying includes: name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging and emailing, sending offensive or degrading images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours.

Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others.

Types of Bullying

Pupils are bullied for a variety of reasons. Specific types of bullying include:-

- Bullying related to race, religion or culture.
- Bullying related to special educational needs (SEN) or disabilities.
- Bullying related to appearance or health conditions.
- Bullying related to sexual orientation.
- Bullying of young carers or looked-after children or otherwise related to home circumstances.
- Sexist or sexual bullying.

There is no “hierarchy” of bullying – all forms of bullying should be taken equally seriously and dealt with appropriately.

Any child could be the victim of bullying.

What signs may indicate that a child is being bullied?

The following list is by no means exhaustive. A bullied child may display the following symptoms:

- Unsettled coming to school.
- Sleeping/eating disturbances.
- Behaviour which is out of character.
- Standard of work may deteriorate.
- Marks caused by physical aggression.
- Have damaged or missing possessions.
- Being alone on the playground.
- Become easily distressed or be overly-emotional.

Staff, parents and peers will be able to use their knowledge of the children to identify changes in their behaviour that may indicate that bullying is taking place.

What children can do to help prevent bullying in our school

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:-

- Try to stay calm and look as confident as you can.
- Be firm and clear – look them in the eye and tell them to stop.
- Get away from the situation as quickly as possible.

- Tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another pupil. It is important that you do this as soon as possible.

If you have been bullied:-

- Tell a teacher or another adult in your school (a learning support assistant, personal support assistant, lunchtime supervisor etc).
- Tell your family.
- If you are scared to tell a teacher or an adult on your own, ask a friend to go with you.
- Keep on speaking until someone listens and does something to stop the bullying; and
- Don't blame yourself for what has happened.

You can help to make and keep our school a happy safe place if you:-

- Always report bullying of yourself, of your friends and of others.
- Never join in bullying. Have the courage to stand out from the crowd and speak up in cases where you know in your heart that bullying is taking place – even if the person bullying is a friend of yours and the victim is not. Your silence will not help either of them.
- Make sure you and your friends are never in parts of the school you should not be. Stay in areas where you are supervised.

A copy of this policy in child-speak is available as a separate document.

Strategies used by teachers to help prevent bullying in our school

Praise – Highlight positive behaviour and set achievable goals.

Encouragement – Acknowledge children's positive actions in assemblies and offer rewards through Team points and stickers.

Worry Box – A child may tell their teacher how they are feeling through the use of Worry Box in the classroom.

Listen– Make sure that children feel they are being heard and are confident that they will be taken seriously and will be made to feel safe again.

SEAL – These resources are used by teachers to teach the children to recognise their emotions and how to deal with them in a safe way that respects others and leads to better outcomes.

Restorative Approaches - Staff members, trained in the use of the Restorative Approaches methods of resolving conflict, are also used as a preventative measure against bullying.

What parents can do to help prevent bullying in our school

- DO NOT take matters into your own hands.
- DO NOT make any approach to other children.
- Contact the class teacher in the first instance, who may be unaware that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened; give dates, places and name of other pupils involved (keep a log if appropriate).
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child.
- Stay in touch with the school and let them know if things improve as well as if problems continue.

Steps to be taken by the teacher where bullying has been identified

1. The teacher convenes a meeting with the people involved and explains the problem.
2. Both parties are interviewed separately to gain a clear understanding of exactly what has been happening.
3. Obtain witness information if appropriate.
4. Parents are involved at the discretion of the class teacher.
5. A resolution is sought which recognises the rights of all parties involved.
6. The teacher meets with the children periodically to review the progress being made.

Escalation Process

If parents and/or the teacher are still not satisfied that the matter has been resolved, they should follow the steps as indicated below:

1. Request a meeting with the appropriate Key Stage Coordinator.
2. Request a meeting with the Deputy Head.
3. Request a meeting with the Head teacher.
4. Teacher and/or Parent may make an appointment to meet the board of Governors.
Parent and Teacher Governors may be excluded from this meeting if requested.

Record Keeping

It is the responsibility of all staff to report concerns to the appropriate staff member as above. **The member of staff/s involved should complete the attached Incident Record for all reported incidents which meet the school's definition of 'bullying' and return the form as soon as possible to the Deputy Head or Head teacher.** This confidential record will be kept in the Deputy Head's office.

Conclusion

Throughout this process, as a Catholic school, we continue to recognise the Christian values of reconciliation and forgiveness and therefore the importance to solve the problem rather than punish.

The Head teacher and Governors of the St. James the Great want to create and maintain a culture where we are a “telling school” - anyone who sees bullying or has it done to them should immediately speak to an adult without fear.

Responsibilities

Responsibility for the implementation of this policy lies with all staff members.

Responsibility of the monitoring and review of this policy lies with the Head teacher and/or the Deputy Head in conjunction with the PSHCE Coordinator.

Linked Policies

- Child Protection
- Complaints
- Discipline and Behaviour
- ICT
- Racial Equality and Racial Harassment
- Child-Speak Anti-bullying

Next Policy Review Date: Spring 2015



Integrated Bullying and Racist Incident Record



For each incident please complete one form and return to the Deputy Head or Head teacher for collation and monitoring.

1. Focus of Bullying/Harassment

Please tick all elements which apply in your understanding of the incident(s):

	Definitely applies	Possibly applies
Ability		
Age/ Maturity		
Appearance		
Class/Socio-economic		
Disability		
Ethnicity/Race*		
Religion/Belief*		
Institutional Racism*		
Gender		
Homophobia		
Sexualised		
Size		

*See policy on racial equality and racial harassment

2. Manifestations of Bullying/Harassment (indicate those that apply)

Perception of individual: feelings of being bullied/harassed	
Isolation/ignoring	
Teasing	
General expressions of prejudice/stereotype	
Racist literature, graffiti or insignia	
Verbal abuse or name calling (specify below)	
Targeted graffiti or hurtful note writing	

Threats including threatened physical assault	
Mobile phone/text message bullying/harassment	
Internet related bullying/harassment	
Camera phone bullying/harassment	
Actual physical assault	
Other:	

3. Those involved – please record where appropriate:

Targeted/wronged/distressed person/s (including ethnicity)	Person/s giving offence (including ethnicity)

4. Description of incident(s)
Please give a precise account including places, date, times and any witnesses.
Attach any further information (e.g. pupils' accounts, witness accounts, notes of meetings)

5. Action taken:
Please record all steps (including meetings, letters, investigations, sanctions)

6. Summary of those notified and/or involved

(Delete italic options where applicable)	✓	Any details (e.g. dates)
Head teacher		
Chair of Governors		
Deputy Head		
Member of SLT		
'Target' parents/carers informed school by <i>letter/telephone/in person</i>		
'Target' parents/carers notified by <i>letter/telephone/in person</i>		
'Target' parents/carers invited to the school		
'Offending person/s' parents/carers informed school by <i>letter/telephone/in person</i>		
'Offending person/s' parents/carers notified by <i>letter/telephone/in person</i>		
'Offending person/s' parents/carers invited to the school		
Local Authority: e.g. SIP		
Police		
Others (specify):		

7. Date for monitoring progress of those involved. Follow up on the incident and check that all parties are progressing well academically and socially

Date.....

8. Reporting member of staff:

Name Date