



Anti-Bullying Policy

1 Policy Statement

Harmondsworth Primary School will not tolerate any form of bullying from any member of the school community. We will take decisive action to deter and address bullying. "Schools which excel at tackling bullying have created an ethos of good behaviour where pupils treat one another and the school staff with respect because they know that this is the right way to behave" (DfES 2012) This is an environment which Harmondsworth strives to achieve.

2 Introduction

2.1 Bullying occurs when one or more children have the deliberate intention of hurting another child or children, either physically or emotionally.

Bullying can:

- Be persistent-repeated over weeks or months
- Be deliberate to cause distress
- involve a difference of power and status so that the person being bullied feels unable to defend themselves
- Involve a group but it is often one to one
- Be in the form of cyber bullying. (See Appendix One)

3 Aims and objectives

3.1 Bullying is wrong and damages individual children. We therefore aim for all members of the school community to take responsibility for promoting and developing a school ethos in which bullying is regarded as unacceptable. Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour - or communications - could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986.



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- 3.2 We aim, as a school, to produce a safe and secure environment where all can learn without anxiety or fear about bullying.
- 3.3 This policy aims to ensure a consistent school response to any bullying incidents that may occur with links to the school's behaviour policy.
- 3.4 We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

4 The role of governors

- 4.1 The governing body supports the head teacher in all attempts to eliminate bullying from our school. Our policy statement makes it very clear that the governing body does not tolerate bullying in our school, and that any incidents of bullying that occur will be taken seriously and dealt with decisively.
- 4.2 The governing body monitors the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly. The governors require the head teacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.
- 4.3 The governing body will respond within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the head teacher and asks him/her to conduct an investigation into the case and to report back to a representative of the governing body.

5 The role of the head teacher (Also see Appendix Two)

- 5.1 It is the responsibility of the head teacher to lead on the implementation of the school anti-bullying strategy and to ensure



that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying. The Headteacher reports to the governing body about the effectiveness of the anti-bullying policy on request.

- 5.2 The Headteacher ensures that all children know that bullying is wrong, and that it is an unacceptable behaviour and will not be tolerated in this school. The Headteacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Headteacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished. It is also taught in school through the PHSCE programme and in Circle Time.
- 5.3 All staff receives sufficient training to be equipped to deal with all incidents of bullying.
- 5.4 The Headteacher establishes a school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.
- 5.5 The Headteacher ensures that incidents of bullying are monitored/recorded.

6 The role of the teacher and support staff

- 6.1 Staff in our school take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of all incidents that happen in their class and that they are aware of in the school. Lunchtime Supervisors report any incidents of bullying to the class teacher.
- 6.2 If staff witness an act of bullying, they do all they can to support the child who is being bullied. If a child is being bullied over a period of time or there is a major incident then, after consultation with the Headteacher, the teacher informs the child's parents.



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- 6.3 We keep a class incident file in the classroom where we record all incidents of bullying that occur. If any adult witnesses an act of bullying, they should record the event in the incident file.
- 6.4 If staff become aware of any bullying taking place between members of a class, we deal with the issue immediately, including notifying the class teacher. This may involve counselling and support for the victim of the bullying and punishment for the child who has carried out the bullying. We spend time talking to the child who has bullied: We explain why the action of the child was wrong, and we endeavour to help the child change their behaviour in future. If a child is repeatedly involved in bullying other children, we inform the Headteacher and the special needs co-ordinator. We then invite the child's parents into the school to discuss the situation. In more extreme cases, for example where these initial discussions have proven ineffective, the Headteacher may contact external support agencies such as social services.
- 6.5 Teachers and support staff routinely attend training, which enables them to become equipped to deal with incidents of bullying and behaviour management.
- 6.6 Teachers and support staff attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying. All classes follow the Golden Rules and we follow an assertive discipline policy. Children are encouraged to report bullying. Questionnaires are given to pupils annually to monitor the amount and type of bullying taking place, where it happens and how pupils feel about it.
- 6.7 The school has an anti bullying week to raise awareness about preventing bullying through various activities and whole school assemblies.



7 The role of parents

- 7.1 Parents who are concerned that their child might be being bullied, or suspect that their child may be bullying others, should contact their child's class teacher immediately.
- 7.2 Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school.

8 Prevention

- 8.1 Through the PSHE curriculum and the use of SEAL, we aim to provide children with the tools needed, in order to support them in preventing, recognising and acting upon any incidents of bullying. Resources are available on the internet and in the PSHE room.

Monitoring and review

- 8.1 This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about the effectiveness of the policy on request.
- 8.2 This anti-bullying policy is the governors' responsibility and they review its effectiveness termly. Governors analyse information with regard to gender, age and ethnic background of all children involved in bullying incidents.

Emma Read
Spring 2016

Reviewed September 2018



Appendix One

Please also see online safety policies

What is cyber bullying?

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or emails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (eg: Facebook) or online diary (blog)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or email (such as 'Happy Slapping' videos)

It should be noted that the use of ICT to bully could be against the law. Abusive language or images, used to bully, harass or threaten another, whether spoken or written (through electronic means) may be libellous, may contravene the Harassment Act 1997 or the Telecommunications Act 1984 for example.

"Bullying can be done verbally, in writing or images, including through communication technology (cyber bullying) e.g.: graffiti, text messaging, e-mail or postings on websites. It can be done physically, financially (including damage to property) or through social isolation. Verbal bullying is the most common form.

If a bullying incident directed at a child occurs using email or mobile phone technology either inside or outside of school time.

1. Advise the child not to respond to the message
2. Refer to relevant policies including e-safety/acceptable use, anti-bullying and PHSE and apply appropriate sanctions



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3. Secure and preserve any evidence
 4. Inform the sender's e-mail service provider
 5. Notify parents of the children involved
 6. Consider delivering a parent workshop for the school community
 7. Consider informing the police depending on the severity or repetitious nature of offence
 8. Inform the LA e-safety officer

If malicious or threatening comments are posted on an Internet site about a pupil or member of staff.

1. Inform and request the comments be removed if the site is administered externally
2. Secure and preserve any evidence
3. Send all the evidence to CEOP at ww.ceop.police.uk/report-abuse/
4. Endeavour to trace the origin and inform police as appropriate
5. Inform LA e-safety officer

The school may wish to consider delivering a parent workshop for the school community

Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear. "



Appendix Two

Harmondsworth Primary School Guidelines for Preventing Bullying

- Create an awareness in all pupils that bullying in any form will not be tolerated and that it is important to discuss it with an adult if they have concerns.
- Create an awareness in all staff of the signs and symptoms of bullying in pupils.
- Develop careful observation and monitoring procedures around school. Class incident files will be kept. These will be dated and show records of reported and observed incidents that cause concern. They will be monitored on a half termly basis by the SMT. Very serious incidents will be reported immediately to the Headteacher.
- To use existing school policies on Behaviour, Equal Opportunities, Code of Conduct and Home School Agreement to support our anti-bullying policy.
- Develop communication within the whole school community to enhance our vigilance.
- Be prepared to always listen sympathetically with an unbiased attitude to a child or parent and if necessary find a quiet, private place to talk and maintain confidentiality.
- Create a sense of trust for pupil or parent. Complete confidentiality may not always be able to be maintained and this has to be conveyed. It may be necessary to speak to another adult in order to provide help.
- Keep parent fully informed of all developments.
- Maintain liaison with the Governing Body.
- Seek external advice when needed.
- Follow up incidents of bullying to ensure they do not reoccur.



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- Ensure that repeated bullying is dealt with promptly and severe bullying leads to suspension or exclusion from school. The Governing Body should be informed of such cases.
 - Ensure that the victim in any bullying incident is supported and helped to regain any confidence lost during the bullying.
 - Consider happiness and well being of pupils as prime importance.
 - Take advantage of Guidelines and In-service Training provided by the LA.

Autumn 2018