

# Bourne Westfield Primary Academy, Nursery & Slippers



## Anti-Bullying Policy

# **Bourne Westfield Primary Academy**

## **Anti-Bullying Policy**

### **1. Statement of Intent**

1.1 We are committed to providing an environment where children can thrive; where they feel safe and can learn in a happy and secure atmosphere. We want to do all we can to make our school a caring and friendly place in which everyone is shown respect and valued.

1.2 Bullying has no place in such an environment and will not be tolerated at Bourne Westfield Primary Academy. Every child, every parent, every member of staff and every governor should understand that we are a TELLING school. Any child can TELL a member of staff and know any incidence of bullying will be treated seriously and dealt with promptly.

1.3 There will be an awareness of bullying issues across the school and it will be regularly raised and discussed during assemblies, class discussions, school council, staff, leadership and governor's meetings.

1.4 Incidents of bullying will be centrally logged on CPOMS and monitored by Anti-Bullying Co-ordinators Mrs Humphreys (Assistant Headteacher/DSL), Mrs Goodwin (Assistant Headteacher), Mrs McCullough (Deputy Headteacher) and Mr Perrin (Deputy Headteacher). A nominated governor, Matt Fleming, will be the first point of contact with the governing body.

1.5 After consultation with parents and the children in school, this policy has been discussed, amended as necessary, and agreed by school council, governors and all staff. A copy of this policy will be sent to all parents. The policy will also be available via the school website.

### **2. Definition of Bullying**

2.1 Bullying is hurting another person, either emotionally, verbally or physically, usually repeatedly over a period of time. There is nearly always a power imbalance between the bully and the person being bullied. For bullying that is deemed to be peer on peer abuse (including sexual violence and harassment), please refer to the school's Safeguarding and Child Protection Policy.

2.2 Bullying can take many forms. It can be the endless repetition of what individually are minor comments/incidents which gradually build up over a period of time. It can be serious physical aggression which is followed by stares or looks and whispered asides to others that create a very real sense of on-going distress in the person being hurt. Whatever form the bullying takes; all produce hurt and can cause lasting harm.

2.3 Bullying can be:

- Physical – hitting, pinching, shoving, tripping, kicking, etc.
- Verbal – name calling, abusing, humiliating someone in front of others, whispered comments to others, spreading rumours, teasing

- Emotional – the impact of the above as well as shunning, and getting others to shun from their friendship group, tormenting and exerting power to control, socially exclude and emotionally harm
- Extortion - demanding money or possessions
- Sexual – unwanted physical contact, sexually abusive comments
- Prejudice – can be a powerful driver of bullying behaviour. This can be racist, homophobic, transphobic or prejudice aimed at those who are different in any way, be it through their disabilities, special needs, the colour of their hair, or simply the way they are.
- Cyber bullying- relates to the above forms where e-mail, mobile phones, chat rooms or the internet in general is used as the means of communicating the hurting.

2.4 Bullying may also occur when –

- Someone is repeatedly left out of a game or social group
- Someone gets angry and a threat of violence is made
- Possessions are ‘borrowed’
- Someone tries to force you to do something you don’t really want to do.

These are all serious matters which will be dealt with appropriately and any adult will work to stop them happening again. Playground disagreements do occur and children need to be shown the right way of dealing with such incidents. It is difficult to be prescriptive about every possible case but key issues are the relative power balance between the individuals concerned and whether this is an ongoing problem.

### **3. Preventing Bullying**

3.1 We will work to prevent bullying occurring in our school through a range of practical preventative measures.

- We will ensure our children understand the importance of being a “TELLING” school and make sure they know how to report bullying - the powerful role of the ‘witness’ in reporting incidents.
- Our curriculum, in particular our use of circle time and our Personal Social and Health Education (PSHE) will lead to a better understanding of bullying and how to deal with it. Children will be helped to understand the needs of others, build empathy and to value difference and diversity within our community. We will work to build confidence and resilience in all our children. They will learn how to manage relationships with others and how to be assertive when necessary.
- By raising the issues of bullying in assemblies, classroom discussions, meetings of school council, staff and governors, we will increase awareness of bullying and the problems associated with bullying.
- The manner and actions of the staff in the way they deal, not only with each other, but vitally the way they interact with and talk to children. We all need to be respectful of each other’s feelings, beliefs and rights.
- School and class rules and how they are enforced will be used to encourage good behaviour and good discipline. We will establish clear rules for playground behaviour and there will always be effective supervision of the children.
- We will encourage an overriding respect for each and every person.
- We will raise awareness about bullying and ensure that children, staff and parents know and understand our Anti-Bullying Policy.

- We will encourage the children to make good relationships based on friendship, respect and acceptance.
- We will teach children about the variety of cultures and beliefs and educate against racism, transphobia and homophobia. Any incidents of such behaviour which occur will be separately logged and dealt with.
- We will work with anyone who bullies to help them change their behaviour.
- Sanctions will be put in place to deal with incidents of bullying.
- Staff will be trained to care for our children, to safeguard them from harm and to identify and deal with incidents of bullying appropriately and effectively.
- We need to be aware that children with special educational needs and disabilities are often at greater risk of being bullied and they may not be able to articulate their experiences as well as other children.
- Particular care also needs to be given to those children who are not as resilient as others, or have factors outside of school that make life difficult, but have an equal right to a secure and happy school life.

#### **4. Recognising those who are bullied**

4.1 A child will not always report bullying but may indicate by signs or behaviours that they are being bullied. Everyone should be aware of these possible signs. Parents and teachers must work closely together to establish the reasons for any of the following behaviours if they represent a change to the child's normal demeanour.

- Is frightened of walking to or from school or changes route
- Begs to be driven to school rather than walking as normal
- Is unwilling to go to school (school refusal)
- Becomes withdrawn, anxious or lacking in confidence
- Becomes aggressive, abusive, disruptive or unreasonable
- Starts stammering
- Threatens or attempts self-harm
- Threatens or attempts to run away
- Cries themselves to sleep at night, has nightmares or is bed wetting
- Feels ill in the morning or wants to go home at lunch
- Performance in school work begins to drop or even regresses
- Comes home with clothes torn, property damaged or 'missing'
- Asks for money or starts stealing money
- Has unexplained cuts or bruises
- Comes home 'starving'
- Begins to bully other children
- Changes in eating habits – not eating or comfort eating
- Is frightened to say what is wrong
- Is afraid to use the internet or mobile phone
- Is nervous or jumpy when a cyber message is received
- Gives improbable excuses for their behaviour.
- Writes or draws disturbing images as a way of telling someone about their problems

4.2 When children do tell about bullying it needs to be handled sensitively and with care. Discrete enquiries should be made to check the story the adult is hearing. Support should be offered to the child who has been bullied and the matter should only be discussed with those who need to know; this will include senior staff and parents.

A Behaviour/Bullying/Racist Incident should be completed on CPOMS in a timely manner and logged with the Admin Manager

## 5. Procedures and Sanctions to deal with Bullying

- Anyone who believes that bullying, to themselves or others, is taking place must tell an adult.
- We will listen carefully and sympathetically to the child or adult reporting the incident.
- Whether or not the incident is that of bullying, we will take steps to address the reported behaviour.
- If the incident is that of bullying, we will talk to the child who is bullying and discuss what has happened and why.
- Parents of the children involved will be informed of what has occurred.
- We will provide support, and counselling where appropriate, for the child who has been bullied and the child bullying. In some cases this may, with parental consent, involve outside agencies.
- We will explain to the child who is bullying that their actions are hurtful and unacceptable. This will be done in a restorative way, involving the victim (with their consent) and their views.
- We will encourage the child who is bullying to acknowledge the hurt they have caused and explain why their actions are unacceptable. The child who is bullying will be expected to apologise.
- We will explain that the bullying behaviour has to stop immediately and an immediate sanction in line with the severity of the incident will be enforced.
- From that point on the child who is bullying will be given opportunities to show that their behaviour has changed.
- If they fail to change their behaviour and the bullying is repeated, further disciplinary sanctions will take place. Sanctions will range from missing break times right through to permanent exclusion from the school depending upon the severity of the incident or incidents.
- Where appropriate Child Protection Procedures will be followed and help sought from outside agencies. This may take the form of counselling or other psychological services.
- Incidents of bullying will always be recorded and those records kept centrally on CPOMS.
- Once an incident has been reported and investigated, the case will be monitored to ensure that repeated bullying does not take place.
- Incidents of bullying are recorded in a bound book and a record of the victims maintained. Governors monitor this record three times a year.

## 6. Advisory Organisations

6.1 The following organisations will provide help and guidance on matters related to bullying. Every effort has been made to ensure all websites are currently correct (as of April 2022):

- **Advisory Centre for Education (ACE)** [ACE Website](#)
- **Children's Legal Centre:** <https://www.childrenslegalcentre.com/>
- **KIDSCAPE Parents' Helpline:** <http://www.kidscape.org.uk/>
- **Bullying UK:** [Bullying UK](#)
- **Anti-bullying Alliance :** <https://anti-bullyingalliance.org.uk/>

## **Annex A (Moderation Contract)**

All Moderators will sign and agree the following Confidentiality and Conduct agreement.

### **Confidentiality and Conduct**

- I will at all times treat children, colleagues, staff and any other members of the academy with due respect and conduct myself in a professional, honest, decent and courteous manner. I will use language appropriate to the situation and people involved. I will accept my responsibility to ensure that children are treated with respect and free from abuse. I will not make unnecessary physical contact with children. I will report any suspicion that a child is being abused to the school's designated safeguarding lead. I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with children, staff and parents appropriately. I will be mindful of the difficulties some groups may face and ensure personal prejudices and stereotypical views do not influence my judgements or actions. I understand that I will have access to confidential personal information and that I am required to comply with the Data Protection and Child Protection legislation. I understand that I may not disclose this information to any third party.
- Information regarding pupils, parents, staff and governors should never be discussed outside of the academy establishment.
- Laptops and sensitive files must have a 'strong' password and external drives must also be password protected.
- We encourage staff to use social media sites carefully and ensure all sites used have secure privacy settings. No reference should be made to the school or people involved with it which could possibly bring the academy into disrepute. Sending or accepting friend requests from pupils or past pupils under the age of 18 on any internet chat room site is not permitted. Any breach of this will result in disciplinary procedures.
- With reference to teachers' standard 8 – staff should conduct themselves at all times in a manner befitting their position in the community. Any breach of this will result in disciplinary procedures. As employees of the academy we hold a position of trust and any breach of this trust is an offence.
- The academy operates a strict dress code. All staff are expected to be appropriately and smartly dressed for the activities they are undertaking. Professional and safe standards of dress should be adhered to at all times.
- There is a whistleblowing policy in the academy's policy file; if you have a concern about the conduct of any member of staff you should report this directly to the Headteacher.
- All staff should ensure that any photographs taken of children attending the academy are for academy use only and are deleted from personal devices at the earliest opportunity.

Any allegations of bullying by a member of the Moderation Team will be dealt with by Mrs Eccles in line with the Complaints Policy.