



Anti-Bullying Policy

Context

At Ruislip Gardens Primary School, staff, parents and children work together to create a happy, caring, learning environment. Bullying, either verbal, physical or indirect will not be tolerated. It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively. Although we believe that bullying is not a widespread problem at our school, we accept that research has shown time and time again that the extent of bullying in schools is greatly underestimated.

Definition

Bullying can be described as being a 'deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. It can range from ostracising, name-calling, teasing, threats and extortion, through to physical assault on persons and/or their property. It can be an unresolved single frightening incident which casts a shadow over a child's life, or a series of such incidents. Bullying involves dominance of one pupil by another, or a group of others, is pre-meditated and usually forms a pattern of behaviour.

Bullying is therefore:

- Deliberately hurtful.
- Repeated, often over a period of time.
- Carried out in a way which makes it difficult for victims to defend themselves.

We recognise that bullying can take many forms:

- Physical – hitting, kicking, taking another's belongings.
- Verbal – name calling, insulting, making offensive remarks.
- Homophobic- because of, or focussing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - All areas of internet ,such as email and internet chat room misuse
Mobile threats by text messaging and calls
Misuse of associated technology , i.e. camera and video facilities

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. Within school we will pay particular attention to:

- Racial harassment and racist bullying
- Sexual bullying
- The use of homophobic language
- Bullying of pupils who have special educational needs or disabilities
- Cyber-bullying

Values Framework

- All pupils and staff have the right to feel happy, safe and included.
- Pupils and staff have the right to work in an environment without harassment, intimidation or fear.
- All bullying, of any sort, is therefore unacceptable.
- Pupils and staff who experience bullying will be supported.
- We recognise the effects that bullying can have on pupils' feelings of worth and on their school work, and the school community will actively promote an anti-bullying environment.



Aims

- To provide a learning environment free from any threat or fear.
- To reduce and to eradicate wherever possible, instances in which pupils are made to feel frightened, excluded or unhappy.
- To establish a means of dealing with bullying, and of providing support to pupils who have been bullied.
- To ensure that all pupils and staff are aware of the policy and that they fulfil their obligations to it.
- To meet any legal obligations which rest with the school.

Teaching and Learning

The school follows the SEALS 'Say No to Bullying' programme as part of PSHE lessons, and issues relating to bullying are dealt with throughout the year in every year group. Staff will be alert to matters being raised by pupils, and must investigate further where they feel that there are unresolved bullying issues. Pupils must be given the opportunity to disclose their concerns in a sensitive way, either by being generally invited by the teacher to approach them individually, or by a disclosures box, for written messages.

In many cases the situation may be a one-off case of annoyance, rather than bullying, but the child must be listened to, and appropriate action must be taken, to reassure the child that their anxieties are understood.

Supporting Behaviour Management

We believe in early intervention where there is poor behaviour, or unexplained absence, in order to help our children adapt to the rules and routines of school life.

The majority of our children follow the school rules. Rewarding them for their good behaviour and attendance is important in maintaining their motivation and sense of self-worth. This can be achieved through regular praise, motivational stickers, certificates and in the weekly achievements assemblies.

We work as a team, in close liaison with outside agencies in dealing with children with behaviour problems. We encourage our children to be responsible for their actions and to play a part in setting themselves targets for improving their behaviour.

All staff should:

- Follow the hierarchy of rewards and sanctions.
- Make children aware of appropriate behaviour in all situations.
- Be aware of all children's behaviour in class and around school, dealing with every incident appropriately, giving mutual support to colleagues.
- Work in partnership with parents in dealing with any behavioural issue.
- Inform parents of the victim and perpetrator, as soon as possible, that an incident has occurred and that it has been dealt with/will be dealt with.
- Act as a role model for desired behaviour, treating all adults and children with respect.
- Focus on good behaviour and positive reinforcement to raise self-esteem, giving praise for good behaviour and achievements and trying to 'catch the children being good'.
- Be punctual in collecting classes.
- Escort his/her class around school, ensuring all children are monitored – stop the children at regular intervals, walking towards the middle of the line of children.
- Ensure children are never left unattended.

Create a calm working atmosphere in the classroom, with access to resources and with well-established routines for clearing up

Home/School links

If we are to be successful in supporting a child to improve his/her behaviour, we have to work in partnership with parents. This is only effective if both parties communicate on a regular basis, keeping each other informed of any issues. It is expected that any member of staff who has concerns about a child will communicate more regularly with the parent/carer than via the twice yearly scheduled consultation evenings, and will ensure that parents are aware of this, and related policies.

Commitment to equal opportunities

We are committed to equality of opportunity for all our children, irrespective of race, gender, culture, socio-economic background, academic ability, religion or disability. The effectiveness of our policy is monitored and any issues dealt with immediately

Procedure to be followed

If bullying is suspected, either because of a disclosure, or because of a reported incident, follow this procedure. (Also refer to the Behaviour Policy)

All stages need to be carried out as soon as possible, preferably on the day of the incident

1. Talk to the child who is being bullied, in a quiet, one-to-one setting, out of earshot of other children and establish what has been happening. ***(It might be useful to make a written note of the conversation, for later reference.)*** Listen carefully at this stage to establish whether the problem is of bullying, or of a more minor nature, eg a one-off reaction as a result of a squabble. If you feel that it is the latter, suggest strategies which the child can adopt to resolve the situation. It may still be advisable to speak to the other child, but in more of a 'no blame' way, to reach a peaceful solution. Monitor the activities of both children carefully over the following few days to ensure that peace has been restored.
2. If you feel that there is a bullying issue, reassure the child that they have done the right thing by talking to you, and assure them that you will do your utmost to resolve the problem.
3. Inform the child that, in order for the bullying to stop, you, or a different adult, will need to confront the bully, and that their version of events will inevitably differ from those of the victim. Discuss with the victim what they think the alleged bully may say, and consider with the child ways in which they may have set themselves up as victims – it may be possible at this stage to begin to equip the victim with some strategies to help themselves.
4. The next stage is to talk privately with the alleged bully. Present the accusations to them, and listen carefully to their side of the story. At this stage, avoid any language which is confrontational or judgemental – the alleged bully may be perfectly innocent. Discuss why the 'victim' might have voiced concerns. Elicit the full details and keep written records if you feel it is necessary *(if it is a complicated tale, or not a first offence)*

5. You need to make a judgement on who is the more blameworthy, and this may involve interviewing other children. Be aware of peer pressure and friendship groupings when discussing the matter with other children – both may distort your findings.

6. The next stage is to bring the two parties together, and discuss your findings with them. You may feel that it is preferable to have another member of staff with you at this stage in case it is necessary to verify any points being raised at a later date – it would also have the benefit of imparting greater importance to the proceedings. Both parties must be given advice on how to conduct themselves, and the bully must be told to stop immediately. He/she must understand that if there are any repeats of the behaviour, their parents will be notified, and the situation would become even more serious. Keep a record of this discussion and inform the children that you are doing this.

At this stage, the child's name may be recorded on the 'card system' at the discretion of the Deputy Head or other members of the Leadership team. **(See Behaviour policy)**

7. The children need to be monitored very carefully from this point, at all times of the day, and they must be aware that this is happening. If there is a repeat of the behaviour, parents must be immediately contacted and the matter referred to the Headteacher.

If necessary, the school will invoke the full range of sanctions at its disposal, which include:

8. Removal from the group.
9. Withdrawal of break and lunchtime privileges.
10. 'Time Outs'.
11. Withholding participation in school events that are not an essential part of the curriculum.
12. In extreme cases, consider fixed term and permanent exclusion from school.

The role of Parents

Parents, who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately.

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.

Parents have no right to approach other parents or children with regard to allegations of bullying and should refer to the Class Teacher or the Headteacher with any concern. Clear procedures are in place to address inappropriate behaviour by adults on the school site. *(See Appendices below)*

Parents and staff should always treat each other with trust and respect when discussing matters concerning their children. If a member of staff fails to show respect, the matter can be dealt with through the Complaints Policy. If a parent fails to show respect, there is a procedure outlined in Appendix 1 of this policy.



Cyber bullying

“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.

- Advise the child not to respond to the message
- Refer to relevant policies including e-safety/acceptable use, anti-bullying and PHSE and apply appropriate sanctions
- Secure and preserve any evidence
- Inform the sender’s e-mail service provider
- Notify parents of the children involved
- Consider delivering a parent workshop for the school community
- Consider informing the police depending on the severity or repetitious nature of offence
- Inform the LA e-safety officer

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

- Inform and request the comments be removed if the site is administered externally
- Secure and preserve any evidence
- Send all the evidence to the lead officer at CEOP
- Endeavour to trace the origin and inform police as appropriate
- Inform LA e-safety officer

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.

Development plan

Policy to be reviewed in 2015 by the whole staff and the Governing body

October 2013

Appendix 1 - Procedure for addressing challenging parents

Appendix 2 - Procedure to address inappropriate behaviour by adults on the school site

Appendix 3 - Procedure to address inappropriate language on the school site.

Appendix 4 - Approaching other children

Appendix 5 - Using inappropriate language



Procedure for addressing challenging parents

Children at school should not be exposed to parents or any adult who cannot express themselves with respect and calm. This is a fundamental policy of any school.

Our school handles a range of issues across all year groups in a normal school day. Ruislip Gardens Primary School has very experienced staff that only has the children's welfare as the focus of their actions. We ask for the respect and trust of parents when we deal with their children. We expect parents to accept our decisions as being in the best interest of all concerned.

These decisions are monitored and reviewed regularly by the governors.

We cannot allow a situation where an incident at school frequently creates a negative reaction between home and school. We therefore hope that parents trust our judgement and support our actions.

Here is the procedure for tackling challenging parents:

1. If a member of staff feels that they have been spoken to with disrespect they should report it immediately to their Phase Leader. Strategies for dealing with the situation will be discussed. A meeting may be arranged between the parent and teacher (with the SMT present if required).
2. If the matter is not resolved or recurs, it will be referred to the Headteacher. This will be formally logged and a decision will be made on whether to arrange an interview with the parents.
3. If the situation remains ongoing, the Headteacher will write a formal letter to the parents (copied to the Chair of Governors) outlining the concerns. This may lead to the parents having a formal interview with the Headteacher. (All interviews at this stage will have notes taken by an observer.)
4. In the unlikely event that the matter is still not resolved, the Headteacher will make a decision, with advice from the LA and the Chair of Governors, on whether to send a warning letter with regard to a possible ban.
5. The final act would be to ban the parents from the school site

Procedure to address inappropriate behaviour by adults on the school site

At Ruislip Gardens Primary School we operate a 'zero tolerance' of the use of inappropriate behaviour anywhere on the school site.

***Inappropriate behaviour means disrespectful conduct towards people or property within the school site.*

Our Anti-Bullying Policy states that "parents have no right to approach other parents or children with regard to allegations of bullying and should refer the matter to the class teacher or headteacher." "Parents and staff should always treat each other with trust and respect when discussing matters concerning their children."

All staff and governors agree that any adult found to be using inappropriate behaviour towards other adults or children should be dealt with using the following steps:

An adult approaches another child	The adult will be spoken to immediately and the issue investigated by a member of SMT. This will be reported to the HT and recorded. The adult will receive a warning letter.
A parent approaches another parent.	The parent should report this to the member of staff on duty or member of SMT/HT. The offending parent will be spoken to on the same day and reminded that we have a zero tolerance of inappropriate behaviour. A letter (template) will be given to the parent on the same day. This warns a parent that if it recurs they could be banned from the school site.
A parent approaches a member of staff	This should be reported immediately to the DH/HT. This will be investigated on the same day and the member of staff will get a reprise of the action taken. The parent/adult will be interviewed and given a warning letter (template). This warns a parent that if it recurs they could be banned from the school site.
Recurring inappropriate behaviour	If a parent continues to use inappropriate behaviour, they will be referred to Appendix 1 from the Anti-Bullying Policy. This indicates how anti-social behaviour, when not corrected, can lead to interviews with the HT and governors. This can then lead to a ban from the school site.
Inappropriate behaviour by staff	If a member of staff continues to use inappropriate behaviour, they will be referred to the Staff Disciplinary Policy which outlines the procedures towards disciplinary action.

***For 'parent' read for any adult who accompanies children onto the school site.*

**Procedure to address inappropriate language on the school site**

At Ruislip Gardens Primary School we operate a 'zero tolerance' of the use of inappropriate language anywhere on the school site.

***Inappropriate language means swearing or the use of threatening words.*

All staff and governors agree that any adult found to be using inappropriate language towards other adults or children should be dealt with using the following steps:

A child uses inappropriate language	The child will be spoken to immediately and the issue investigated by a member of staff. The class teacher will be informed. The incident may be referred to a member of the SMT
A parent/adult uses inappropriate language	This should be reported to the member of staff on duty or member of SMT/HT. The offending parent/adult will be spoken to on the same day and reminded that we have a zero tolerance of inappropriate language. A letter (template) will be given to the parent on the same day. This warns a parent that if it recurs it could lead to a ban from the school site.
A member of staff uses inappropriate language	This should be reported immediately to the DH/HT. This will be investigated on the same day and appropriate action will be taken.
Recurring inappropriate language	If a parent continues to use inappropriate language, they will be referred to Appendix 1 from the Anti-Bullying Policy. This indicates how anti-social behaviour, when not corrected, can lead to interviews with the HT and governors. This can then lead to a ban from the school site.
Inappropriate behaviour by staff	If a member of staff continues to use inappropriate language, they will be referred to the Staff Disciplinary Policy which outlines the procedures towards disciplinary action.



Date_____

Dear _____

Today it was brought to my attention from _____ that you approached other children to challenge them about their behaviour towards their child(ren). We have a zero tolerance of abusive behaviour at Ruislip Gardens Primary School and we strongly feel that all parents should ask a member of staff to deal with an issue between two children.

I need your assurance that you will not repeat this incident.

If it is repeated you will receive a copy of our Anti-Bullying Policy which outlines the steps which the governors and I will undertake towards possibly banning you from the school site.

Yours _____

Marc Titeux
Headteacher



Date _____

Dear _____

Today it was brought to my attention from _____ that you were heard to use inappropriate language on our school site. We have a zero tolerance of abusive behaviour at Ruislip Gardens Primary School and we strongly feel that all adults should provide excellent roles models for the children at our school.

I need your assurance that you will not repeat this incident.

If it is repeated you will receive a copy of our Anti-Bullying Policy which outlines the steps which the governors and I will undertake towards banning you from the school site.

Yours _____

Marc Titeux
Headteacher