



# ***Anti-Bullying Policy for Primary***

Revised: August 2023  
Review Date: July 2024  
Responsible: PLT

Our policy for Anti-Bullying supports our ethos, mission and values.

*Inquisitive minds* , *creative hands* , *caring hearts* 

We Aim for Every Child to

Keep safe and feel secure  
Be healthy and happy  
Enjoy school and feel positive about learning  
Achieve their potential  
Develop strong social skills and emotional well-being

Our Mission Statement

Our school environment is welcoming and friendly.  
We are positive role models and lead by example.  
We are all learners and we work as a team.  
We innovate, inspire, challenge and have fun!  
We empower others to do and to become the best they can.  
We have high expectations and believe we can!

**Our Core Values**



### Rationale

At Caxton College we respect every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available. Bullying of any kind is unacceptable in our school. The anti-bullying policy ensures that all our children can learn in a supportive, caring and safe environment without fear of being bullied. If bullying does occur, all pupils should know that any incidents will be dealt with promptly and effectively. We are a TELLING school which means that anyone who knows that bullying is happening is expected to tell the staff or parents. We are working towards being a Mindful School.

### What is Bullying?

- **Repetitive and persistent.** Bullying is usually experienced as part of a continuous pattern and it can be extremely threatening and intimidating even when very subtle. Nevertheless, sometime a single incident can have precisely the same impact as persistent behaviour over time.
- **Intentionally harmful.** The act of bullying intends to harm another individual, although occasionally the distress it causes is not consciously intended by all of those present.
- **Involves an imbalance of power.** Bullying leaves someone feeling helpless to prevent it or put a stop to it. In some cases, an imbalance of power may mean that bullying crosses the threshold into peer-on-peer abuse. This would require implementation of safeguarding procedures.

### What types of Bullying are there?

- **Physical bullying**
  - Pushing, kicking, hitting, punching, hair-pulling or any use of physical violence.
  - Hurting people's feelings, being unfriendly, excluding someone, tormenting
  - Sexual assault
  - Making people do things they don't want to do
  - Damaging someone's belongings
  - Taking someone else's belongings
- **Verbal bullying**
  - Name calling: the range of possible unpleasant language is wide and usually focusses on someone's appearance, personal hygiene, family or ability
  - Sarcasm, teasing, mocking, 'put-downs'
  - Spreading rumours
  - Blackmail or threats

- Making offensive remarks, including comments about someone's gender, race, disability, religion or sexual orientation; this bullying is discriminatory and may be unlawful.
- Indirect bullying
  - Being unfriendly, not talking to someone
  - Excluding from social groups and activities
  - Tormenting (e.g. hiding books), making someone feel uncomfortable or scared
  - Using threatening gestures, looks and signs/Symbols
- Cyberbullying
  - Misuse of areas of the internet, such as email, messenger, chat rooms
  - Mobile phone threats by text messaging and calls
  - Misuse of technology e.g. camera and video facilities

Bullying will be considered as child on child abuse when a child is at risk of significant harm, in these instances the safeguarding policy and procedures must be followed.

Although bullying can occur between individuals, it often takes places in the presence of others who may also join in or who become 'bystanders'

**Bullying is not** the odd occasion falling out with friends, name calling, arguments or when the 'occasional' joke is played on someone. Children do sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn with these situations and develop social skills to repair relationships.

#### **Why is it Important to Respond to Bullying?**

- Bullying hurts!
- No one deserves to be a victim of bullying
- Everybody has the right to be treated with respect
- Everybody has the right to feel happy and safe
- Bullies need to learn different ways of behaving

#### **Objectives of this Policy**

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is
- All 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 know what the school policy is on bullying and what they should do if bullying arises

- As a school we take bullying seriously and all staff, pupils and parents should be assured that they will be supported when bullying is reported
- To ensure everyone knows that Bullying will not be tolerated

### Signs and Symptoms

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:

- doesn't want to go on the bus
- begs to be driven to school
- is unwilling to go to school
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or equipment damaged or missing
- asks for money or starts stealing money
- has unexplained cuts or bruises
- 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 iPad
- is nervous or jumpy when an email or iMessage is received

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

### Responses to Bullying

**Our school will respond promptly and effectively to reported incidents of bullying.**

When an incident has been reported involvement can include the following: the child or children involved, the whole class, the class teacher, the Assistant Headteacher (AHT), the Headteacher, the School Psychologist, the parents. Involvement may include all of these or a combination of whatever is felt appropriate using strategies in this policy.

All incidents of bullying are reported to the Headteacher and recorded with dates and outcomes on the My Concern platform. Numbers of bullying incidents are included in the end of year Safeguarding report which is presented to the School Directors.

### Reporting Children

- Children are encouraged to 'Start Telling Other People'

- Year 1 to 6 pupils will all complete the 'Helping Hand' activity identifying five trusted adults who could help them. Year 5 & 6 pupils may also be informed who the DSL and DDSL are and their role to keep all children safe.
- They are encouraged to report any incidents to any member of staff they trust, a friend or a family member.
- Children who are 'bystanders' are encouraged to support their peers by reporting any suspected bullying
- Year 5 & 6 pupils have a Help icon on their iPad to report any online incidents. This is reported directly to the Assistant Headteacher (AHT)

#### Staff

- All staff are responsible for the health and wellbeing of the children and have a duty to respond seriously to any claim of bullying.
- Teach PSHE and the six Values and as a preventative measure during class time and during assemblies.
- Circle time is used whenever necessary to discuss any issues in the class or other areas of the school.
- All incidents of suspected bullying will initially be dealt with by the member of staff it is reported to, usually the class teacher.
- If s/he are unable to investigate the matter or think the allegations may be true it must be referred to the PLT immediately by sending an email to [primarybehaviour@caxtoncollege.net](mailto:primarybehaviour@caxtoncollege.net) (this email includes Silvia Sanchis, Psychologist, John Fraser, Assistant Headteacher, responsible for behaviour and Barbara Stenhouse, Headteacher.)
- Lunchtime supervisors, clubs teachers or bus supervisors report any concerns about the children's behaviour in the Behaviour Books or directly to a member of the PLT in more serious cases.

#### PLT

- The AHT is responsible for a suspected case of bullying and will record all details on the My Concern platform. Any parent meetings will also be recorded on a Parent Interview Form (PIF) on the pupil's profile. During this process the alleged bullying will be confirmed as bullying or not.
- If confirmed at least one member of the PLT will meet the parents of the victim(s) and the perpetrator(s).
- Staff who work with the victim and/or perpetrator will be informed about the situation and asked for feedback to monitor the situation.
- The AHT will investigate and record all incidents and communications on the My Concern platform and review the case until it has been resolved.

#### Parents

- Parents are encouraged to share any concerns with their child's class teacher or a member of the PLT.

- In confirmed cases of bullying parents of both the victim and the perpetrator should be informed and will be asked to come in to a meeting with a member of the PLT to discuss the situation.

## **Outcome**

### **Victim**

- The bullying behaviour or threats of bullying must be investigated immediately and the bullying stopped.
- Victims will be reassured that they have done nothing to deserve the bullying and that what may have happened is not their 'fault'.
- Strategies will be given to the victim on how to deal with situations, if necessary.
- Following investigations, the responsible staff will periodically 'check in' with the pupils to ensure that the child feels happy and secure at school.

### **Perpetrator**

- The perpetrator should be helped to realise that bullying will not be tolerated, that it must stop immediately and that there can be no reoccurrence.
- Children are helped to reflect upon their actions and consequences and to empathise with how the bullied child may feel.
- Children that have bullied are supported to modify their behaviour – this may be through an individual behaviour plan, participating in the structured playground games, attending mindfulness sessions and/or involvement of parents to reinforce the unacceptable nature of bullying.
- Other consequences may take place such as loss of golden time, other 'privileges' in school or an internal exclusion.
- After incidents have been investigated and dealt with, each case will be monitored by the responsible staff to ensure repeated bullying does not take place.

### **Parents**

- Parents of both victim and perpetrator will be kept informed throughout the process
- Close contact will be maintained with the victim's parents to ensure that the victim feels happy and secure in school.
- Parent views will always be considered, but the school will stress that wherever possible reconciliation will be considered in order to provide clear resolution for all concerned while not condoning bullying.

### **Reconciliation**

- The perpetrator will be asked at a suitable point to genuinely apologise, in writing or in person.
- Children will be encouraged to reconcile any issues over a period of time so that any injustice can be rectified. It will be made clear that the victim and the bully do not have to be friends, but show respect to each other.

## Procedure for Responding to all Alleged Bullying Incident

### An incident is reported or witnessed

An alleged or witnessed incident is reported to a member of staff or by a staff member



### Investigation

Incident is investigated by the AHT to establish the nature, roles and seriousness of the incidents and those involved.  
Inform staff about the situation and ask for feedback.



### Staff should look for evidence that the behaviour:

- occurred before or by its nature has caused repeated experience or the fear of it e.g. cyberbullying or serious incident
- was deliberately intended to cause distress and/or harm
- created a sense of powerlessness on the part of the individual being targeted



### Hurtful behaviour has occurred but it was not identified as bullying

- Inform parents of pupils involved if necessary
- Decide if any sanctions needs to be applied in line with the behaviour policy
- The AHT will note that the alleged case of bullying in the Personal/Social section of both the victim and the perpetrator's pupil area.



### Evidence of bullying is confirmed

- The situation will be recorded on the MyConcern platform, and all action taken kept UpToDate.
- A Yellow form, specifying 'Bullying' is completed and Directors informed
- At least one member of the PLT meet with parent of pupils involved
- Provide support to those involved
- Decide if any sanctions need to be applied in line with the behaviour policy
- The AHT will note the confirmed case of bullying in the Personal/Social section of both the victim and perpetrator's pupil profile.
- Decide whether the outside agency should be informed.
- PLT and staff continue to monitor situation until it is resolved.