

ST JOHN BOSCO CATHOLIC PRIMARY SCHOOL

ANTI-BULLYING POLICY 16

This policy was drawn up in collaboration with:

- The School Council
- The Buddies
- Staff
- Parents
- All pupils
- The Governors

Affirmation

St. John Bosco Catholic Primary School recognizes that bullying is a serious issue. Respect for self and others as a part of God's creation is at the heart of our School Aims and everyone is responsible for ensuring the safety of everyone else in the school. We recognise the damage bullying can cause to the life of the victim, the bully and the school as a whole. We are committed to challenging the assumption that bullying is inevitable and are working towards stopping completely.

Aims

The aim of this policy is to provide a definition of bullying and to establish some basic guidelines for:

- The prevention of bullying
- The reporting of bullying
- The recording of incidents of bullying
- Supporting the victim
- Supporting the bully
- Sanctions
- Communication

Definition

Bullying is repeated action that is intended to cause someone else harm or upset.

It is different from one-off actions or flare ups which may happen spontaneously and even be seen by one person as a joke or something that got out of hand, although these incidents are also taken seriously because of their effect on the victim and because failure to act may lead to them being repeated.

Repeated actions which we would define as bullying include:

- Name calling
- Teasing
- Punching, kicking or any other action causing physical harm i.e. ignoring the no-touch rule
- Leaving children out
- Ignoring
- Spreading rumours or lies
- Stealing, hiding or damaging possessions
- Threatening behaviour or language including by phone, e-mail or text
- Continually bothering someone
- Making rude comments or signs
- Forcing someone to do something

Prevention

The school is committed to stopping bullying altogether. In order to do this the school will:

- Ensure whole-school and class rules reaffirm expected behaviour
- Take seriously and investigate all complaints from pupils, staff and parents where a child has been physically or emotionally harmed, even if these are one-off incidents
- Have an Anti-Bullying Day or Week every year to promote the school's bullying policy and anti-bullying strategies.
- Deliver anti-bullying lessons in Citizenship, PSHE and RE lessons, circle time and other relevant subject areas.
- Deliver training to staff on the Anti-Bullying Policy and other associated issues, ensuring they are aware of symptoms of bullying.
- Have an Anti-Bullying display board promoting the reporting of bullying (Buddy Board).
- Ensure that all parents have a copy of the Anti-Bullying Policy sent to them.
- Translate the Anti-Bullying Policy into relevant languages if requested
- Run a Buddy system where Buddies receive regular training and that pupils know how to use it
- Provide a Buddy Bus Stop for children to go to if they have problems or concerns
- Promote a no-touch policy
- Provide pupils with an anti-bullying handbook
- Promote a high level of vigilance from staff, pupils and parents
- Ensure sanctions are applied to punish bad and hurtful behaviour

Reporting

The school is committed to removing the culture of secrecy from bullying. We recognise that many young people will be put off reporting because they fear that it will make matters worse.

In order to encourage pupils to report bullying the school will:

- Ensure the Buddies are well trained and know how to deal with actual or alleged bullying supported by staff
- Provide training for staff and buddies how to deal with a disclosure about bullying
- Take each allegation of bullying seriously and investigate it, guaranteeing anonymity if appropriate
- Carry out regular pupil surveys including through circle time/class councils allowing pupils to disclose if they or others are being bullied
- Provide a worry box
- Ensure pupils understand bullying is not acceptable and how bullies and victims will be treated
- Provide an open door policy for parents who have concerns
- Introduce systems such as Buddy of the Week in each class
- Consult with pupils about the effectiveness of anti-bullying strategies and their ideas for improvement

In order to ensure the accuracy of reporting written and/or verbal testimony will be taken from the victim, the perpetrator and any witnesses. These will be treated sensitively and kept confidential.

Recording

In order to monitor the frequency with which incidents of bullying take place the school will record each incident of bullying centrally using the proforma attached (Appendix 1). The following information will be recorded:

- The student's name.
- Their form/class.
- Whether or not they wish to remain anonymous.
- Date, time and name of person making the report
- Brief details about the alleged incident.

- Who dealt with it.
- What happened and any findings
- What action was taken.
- Whether the victim was satisfied with the school's response to the incident.

The School recognizes how traumatic being the victim of bullying can be. We are committed to providing each victim with the support they need to continue with their education in an environment free from the fear of bullying. In order to do this the school will:

Victim Support

- Ensure the victim is happy with action taken
- Arrange an apology, written or verbal, from the perpetrator of the bullying.
- Discuss with the student what support they feel that they need.
- Discuss with the parent/s what support they feel their child needs.
- Make referrals to external agencies if necessary.
- Offer a meeting with the perpetrator of the bullying.

Support for the Bully

The school recognizes that bullying can damage the life and education of the bully as well as the victim. Students that bully will be offered a range of support. This will include one or more of the following:

- Discussion to find out why they are bullying
- Give them chance to make a fresh start in line with the Gospel values of our school
- Supervised break times.
- A report card.
- A Behaviour Action Plan.
- Discussion with parents
- A Pastoral Support Programme.
- A referral to an external agency.
- If the bullying has involved actual or attempted extortion, a referral to the school's police officer.

Sanctions

It is important for the victim of bullying, the bully, and the school community as a whole that there are clearly defined consequences for any act of bullying. Each case will be dealt with individually, but the types of sanctions available to the school are:

- Withdrawal of break times and lunchtimes.
- Withdrawal of other privileges
- Fixed term exclusion.
- Permanent exclusion.

Communication

Whenever an allegation about bullying is made the parents, class teacher and Headteacher of both victim and bully will be informed. In case of extortion the school's police officer will be informed.

Appendix 1

ALLEGED/ACTUAL INCIDENT REPORT FORM RE. BEHAVIOUR/BULLYING

Date and time report made	
Report made by	
Report made to	
Description of incident as reported including time, place, people involved, adults & pupils <i>(continue overleaf if needed)</i>	
Action taken immediately/ investigation undertaken	
Findings of investigation	
Action taken following investigation including any meetings held	
Parents consulted? - details <i>(Please attach parent consultation record)</i>	
Others consulted if any, including outside agencies	
Follow up action taken	
Additional follow up action required	
Signature of pupil to confirm understand and happy with action taken	