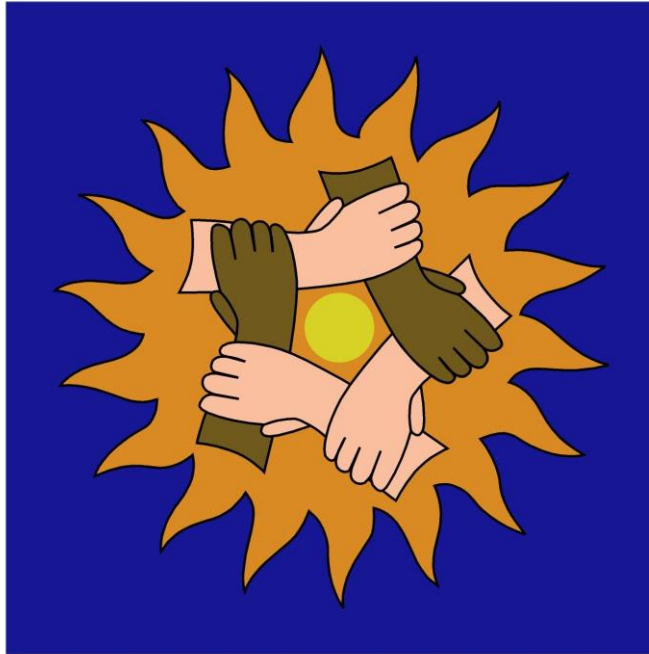


*“Together we can achieve more”*

# Highfield Primary School



## **Anti-Bullying Policy 2016**

**This policy must be read in conjunction with the Behaviour Policy  
and Cyberbullying Guidance from Enfield Council**

## **Policy Aims**

Bullying is anti-social and affects everyone. In line with the School Standards and Framework Act 1998, this policy aims to ensure that the pupils of Highfield are able to learn in a supportive, caring and safe environment without fear of being bullied by:

- enabling all members of the school community to understand what bullying behaviour is and that it is unacceptable;
- outlining the procedures to be followed in the event of a bullying incident;
- assuring parents and pupils that bullying is taken seriously and that all incidents of reported bullying will be dealt with promptly and effectively.

## **Definition of Bullying**

Bullying is the use of deliberately hurtful behaviour, often repeated over a period of time, where it is difficult for the person being bullied to defend themselves. Bullying results in pain and distress to the victim.

The main types of bullying are:

- physical (e.g. hitting, kicking or any use of physical violence; theft)
- verbal (e.g. name-calling, teasing, racist taunts)
- emotional (e.g. spreading rumours, excluding someone from social groups, tormenting)
- Cyber bullying with use of mobile phones and internet sites

## **Signs and Symptoms of Bullying**

A pupil may indicate that they are being bullied by changes in their behaviour. All members of staff and parents have a responsibility to be aware of these possible signs and respond in accordance with school policy if bullying is suspected. Investigation should take place if a pupil:

- is frightened of walking to or from school;
- is unwilling to go to school;
- begins truanting;
- becomes withdrawn, anxious, or lacking in confidence;
- becomes clingy;
- starts stammering;
- cries him/herself to sleep at night or wets the bed;
- feigns illness in the morning;
- begins to underachieve in school work;
- arrives home with clothes torn or belongings damaged;
- has possessions that 'go missing';
- asks for money or starts stealing money (to pay bully);
- has dinner money or other monies continually 'lost';
- has unexplained cuts or bruises;
- arrives home hungry (money or lunch has been stolen);

- becomes aggressive, disruptive or unreasonable;
- is bullying other children or siblings;
- stops eating;
- is frightened to say what's wrong.

These signs and behaviours may indicate other problems, but they may indicate that a child is being bullied and therefore they should be investigated.

If bullying does occur, all pupils will be able to report it and know that incidents will be dealt with promptly and effectively. Pupils have a responsibility as well as staff to help eradicate bullying and therefore *anyone* who knows that bullying is happening is expected to tell a member of staff.

## **Procedures**

### **If bullying is reported**

- All bullying incidents must be recorded on A "Racist and other Hate Incident Report Form" (ROHIRF) by the member of staff who is made aware of it in the first instance
- The reports should be given to a member of the Senior Leadership Team (SLT) who will then deal with the situation as a matter of urgency.
- The SLT member will investigate the incident further by interviewing all pupils involved in consultation with the Class Teacher and Learning Mentors. A record of the individuals' viewpoints should be attached to ROHIRF.
- The Headteacher will be informed and the reports should be kept in a central file in the Headteacher's office and in the pupils' record files.
- All incidents will be reported to the Governing Body.
- The outcome will be decided by the SLT member in collaboration with the Class Teacher and Learning Mentors.
- Parents/carers of the victim and perpetrator will be informed and involved as appropriate.
- Sanctions will be put into effect as laid out in the school's Behaviour Policy.
- If the problem persists the whole staff will be informed of the situation.

### **Support for affected pupil**

- The pupil will be given an immediate opportunity to talk about the experience with their Class Teacher, Learning Mentors or member of staff of their choice.
- They will be assured that the situation is being dealt with.
- The pupil will be advised upon appropriate strategies to deal with bullying, e.g. speaking out assertively, using the red box system in the Thinking room or by the Headteacher's office. Speaking to member of staff, Mini Mentors or Buddies.
- Anti-bullying ambassadors: Promote positive behaviours and "spread the word" on how to get help if a child feels worried or is being bullied

- They will receive an apology from the bully.
- Steps will be taken to restore the pupil's self-esteem and confidence.
- The pupil will be encouraged to report any further bullying incidents immediately.
- The pupil's parents/carers will be advised of the steps being taken.

#### Action for bullying pupil

- The pupil will be spoken to by a member of the SLT regarding the unacceptable nature of bullying.
- Attempts will be made to discover why the pupil became involved.
- The bully will be expected to make a genuine apology to the victim.
- The appropriate sanction related to the severity of the incident will be explained and implemented.
- Strategies will be put in place to try to help the pupil change his/her behaviour.
- The parents/carers will be informed and asked to support the action being taken by the school.

#### Follow-up to incident

- The victim's welfare will be discreetly monitored by the Class Teacher.
- Further support will be provided for the victim as appropriate, e.g. through work with the school's Learning Mentors.
- The bullying pupil's behaviour will be closely monitored and improvements praised.
- Appropriate reconciliation between the pupils will be encouraged.

*In the majority of cases we would hope that parents will support any action that is taken as a result of bullying. However, if a parent/carer does not agree with the action taken by the school they should contact the Headteacher or Chair of Governors directly.*

### **Awareness and Prevention of Bullying throughout the School**

Developing good social, emotional and behavioural skills, through the delivery of the PSHE curriculum. Within the curriculum the subject of bullying and its unacceptability is regularly addressed through Circle Time, assemblies, worry box online on our website,

At Highfield Primary School there are many ways in which children can report their concerns, and feel confident that they will be dealt with in a private and respectful manner. At playtimes and lunchtimes there are Playground Leaders, Buddies and Mini Mentors who are all available for children to talk to.

*Playground Leaders* are adults who have lots of experience in helping children resolve any issues they have.

*Buddies* are children who are based outside in the playground and wear yellow fluorescent jackets so they can be easily seen. Children may approach a *Buddy* if they:

- Feel lonely
- Need a friend
- Want to play games
- Are feeling worried
- Are feeling sad

*Mini Mentors* are children who have been trained by the 'Beat Bullying Company' to listen to concerns. They are available in the canteen every lunchtime between 12.30 and 1.30.

Children are constantly reminded of the *Highfield Five*:

- Talk friendly – 'Please don't do that I don't like it'
- Talk firmly – 'Don't do that, I don't like it!'
- Ignore
- Walk away
- Report to an adult

During school hours *Anti-bullying Ambassadors* are used to promote good behaviour and help tackle all forms of bullying. They work alongside pupils and staff promoting good practice in school.

All Highfield pupils had a say in our *Anti-bullying Pledge*, which is on display in the Foundation Stage and Key Stage One corridor and also in the Key Stage Two corridors, both upstairs and downstairs. The Pledge asks children to:

- Respect others and treat others how you would like to be treated
- Play with everyone no matter who they are
- Be honest, kind, respectful and co-operative
- Give advice and support to anyone who is being bullied
- Be a friend to those who may be bullied
- Look after each other and be friendly to everyone
- Be a good role model and always set a good example for others

We have an *Online Worry Box Service* on the school website. This enables children to write about any concerns they have in the comfort of their own home. Children just have to fill in the boxes and then click submit and one of the Learning Mentors will reply to the message and help with their worries privately.

Our *Red Box System* gives children the opportunity to speak to a Learning Mentor during the day. It works by children filling in slips and posting them in the Postbox outside the Thinking Room or outside Mrs Kemal's Office. The Postbox is checked daily by the Learning Mentors who will come and speak to the child about their worry.

We also hold Anti-bullying Week activities, have an annual pupil questionnaire, give leaflets to parents/carers and post videos on our website regarding safety, role play and other subject areas as appropriate. Our website also contains links to "Think U know", CEOP.

## **Monitoring, Evaluation and Review**

This policy will be promoted and implemented throughout the school. Its effectiveness will be monitored regularly by the Senior Leadership Team and updated as necessary to meet the changing needs of the school. It will be reviewed at least annually as part of the school's cycle of monitoring.