

# ST ANNE'S CATHOLIC PRIMARY SCHOOL

## ANTI BULLYING POLICY

### INTRODUCTION

In this school, bullying or any other form of intimidation, including cyber bullying by internet or mobile phone, is not acceptable. (See Appendix 1 – Cyber Bullying).

The policy was created after discussions with staff, governors and parent representatives. The children themselves also had some input as they helped to define how bullying makes you feel.

### ETHOS OF THE SCHOOL

**The ethos at St. Anne's is clearly defined by our Mission Statement:**

*"Living and working as Jesus taught us!"*

We deliver our Mission Statement through a whole set of aims (Please see School Aims and Objectives).

At St. Anne's school we will be :-

- Ready
- Respectful
- Safe

Please also refer to the Child Protection Policy/Safeguarding Policy and Equal Opportunities Policy.

It is in the context of this ethos that we set our anti-bullying policy and procedures.

Our main aims are to:

- Identify and eliminate any form of behaviour which causes distress and unhappiness
- Devise strategies to deal sympathetically with victims and bullies to give positive help
- Be aware of bullying and the places where it occurs
- Become a school where people freely acknowledge and reveal incidents of bullying without fear of reprisal and where they know they will receive constant support
- Ensure that all staff, pupils and parents are aware of this policy and fulfil their obligations to it

### 1. WHAT IS BULLYING?

- Ongoing name calling, skitting, taunting, making someone the butt of jokes, comments verbally or in the form of nasty notes, letters, phone calls etc. or leaving someone out, isolating someone.
- Fighting, pinching, pushing, kicking, hitting, spitting or any form of unwanted contact, or deliberately touching someone or their property to cause annoyance.
- Demanding money or other possessions from someone.
- Helping to organise or be part of a group which bullies or intimidates others.
- Physically or verbally making another person's life unhappy or uncomfortable.
- Persistent behaviour, incidents on the way to and from school.
- Cyber bullying is when a person, or a group of people, uses the internet, mobile phones or other digital technologies to threaten, tease or abuse someone.
- Homophobic bullying can involve physical or mental violence or name calling by a group or an individual that refers to or implies to the gender of the victim, both male or female.

### 2. CHARACTERISTICS OF BULLIES

Bullies :

- know what they are doing – bullying is a planned act, not sudden loss of control
- know what they are doing is wrong
- get personal satisfaction from what they do
- gain social status from what they do

- can affect a victim even when they are not with them (e.g. threats which lead to loss of sleep, refusing to go to school etc)
- use different methods to establish dominance over others, including the use of threats, violence, intimidation, social exclusion, humiliation, extortion.
- think that no one will do anything to stop them
- are often the victims of other bullies (including adults)

### 3. **HOW BULLYING COULD MAKE YOU FEEL (CHILDREN'S IDEAS)**

- Ashamed
- Guilty
- Lost
- Hopeless
- Helpless
- Bad tempered
- Trapped
- Frightened

### 4. **WHAT PUPILS SHOULD DO IF THEY ARE BEING BULLIED**

- Tell an adult you trust immediately.
- Tell yourself you do not deserve to be bullied.
- Try to ignore the bully.
- Try not to show the bullies you are upset, which is difficult.
- Avoid being alone in places where bullying happens. Stay with groups of pupils or adults – there is safety in numbers.
- Walk quickly and be confident even if you are worried.
- If you are in danger, get away and do not struggle, even to keep your possessions.
- Fighting back will make it worse and will not solve the problem – talk to an adult if you are tempted to fight.
- If you are different in some way, be proud of it!
- Keep a diary of all events, times, places, names and what is said to you to give to a teacher or parent.

### 5. **WHAT PUPILS SHOULD DO IF THEY HAVE A FRIEND WHO IS BEING BULLIED**

- Tell a teacher.
- Give your friend the above advice.

### 6. **WHAT PARENTS AND STAFF SHOULD LOOK FOR**

Pupils may :

- be frightened of walking to and from school
- be unwilling to go to school
- change their route to school
- leave the house earlier than usual or be deliberately late
- do poorly in their school work
- come home regularly with clothes or equipment damaged
- become withdrawn, start stammering
- start to complain regularly about feeling sick or having pains etc
- become distressed, stop eating
- cry themselves to sleep, have nightmares
- have unexplained cuts and bruises
- have their possessions go missing
- continually "lose" their money, ask for extra money, begin stealing
- refuse to tell you anything or give improbable excuses to explain any of the above

### 7. **WHAT PARENTS/CARERS SHOULD DO**

If you are worried that your child is being bullied :-

- ask him/her directly
- be aware of signs and symptoms (see above)
- take bullying seriously and find out the facts when told about an incident
- do not agree to keep bullying a secret
- inform the school immediately (contact the child's teacher, Learning Mentor, Deputy Headteacher, Headteacher)
- arrange to meet your child if the bullying is happening on the way to or from school
- check your child is not inviting the bully by some undesirable habit
- encourage your child to bring their friends home with them
- keep a written record if the bullying persists – it may move out of school away from where teachers or staff can monitor the problem
- do not encourage your child to hit back, it will only make matters worse
- identify the places where the bullying is taking place and work out ways to avoid them
- advise your child to stay with their friends in a group or near an adult
- advise your child not to try to "buy off" the bully with sweets or other "presents" and try not to give into their demands for money

## 8. WHAT SCHOOL WILL DO

We will ensure that everyone understands what bullying is and how to deal with it through:

- communication of this policy to parents, staff and governors
- the curriculum e.g. R.E., P.H.S.E, Drama.
- Assemblies
- Induction programme for all new pupils
- Regular reminders about courteous and respectful behaviour in normal lessons and everyday activities within the school.

All incidents of bullying will be seen as important and will be dealt with in a sensitive, consistent and urgent manner. Sanctions and counselling will be adopted.

Pupils will be encouraged to feel able to report **ALL** incidents of bullying and support each other when witnessing incidents. Friends of victims will be encouraged to report bullying if they are aware of it, even if the victim asks them not to. In all cases, the victims will be given support to reassure them.

Some incidents may be relatively minor and may be dealt with by reprimand, a clear warning and a clear statement that such behaviour is unacceptable at St. Anne's. E. g. a "friend" hiding a coat or bag as a joke, pushing each other in order to annoy, using nicknames etc.

However, minor cases will be recorded and passed on to the appropriate member of staff. Repetition or serious cases of abuse or bullying will result in parents being notified and/or interviewed and in more severe cases sanctions being used with the bully e.g. fixed term exclusion, Governors Disciplinary Committee etc.

At St. Anne's, we will :

- make it clear to pupils that bullying is unacceptable
- make it clear to pupils that being a bystander to bullying is unacceptable
- teach pupils how to co-operate in controlling bullying e.g. school council
- devise anti-bullying questionnaires, posters, etc
- respond immediately if a pupil reports an incident of bullying by either dealing with it or referring it to the pupil's teacher, Deputy Headteacher, or Learning Mentor
- speak to the victim(s) and friends and get a written account
- complete an incident referral form for the class teacher or Headteacher
- discuss the incident with the victim and the bully to resolve the situation if possible
- inform parents of the victim and bully of the incident and the action taken
- meet with the parents of the victim and the bully if necessary
- refer the incident to be dealt with by the Headteacher if appropriate who will see the victim and bully and may see parents
- exclude the bully if appropriate
- refer the bully to the Governors Disciplinary Committee
- involve the police if appropriate
- try to make sure that the bullying is prevented by being vigilant on duty before and after school, at playtime, lunchtime and during lessons
- deploy strategies for improving the self-esteem of and offering care for the victim

e.g. inter-agency work  
Circle of friends group work

resolution meetings

rewards

listen and value what the victim says

give direct access to class teachers and the Headteacher

opportunities for confidential conversations with teacher

opportunities for confidential conversations with Learning Mentor

provision of "safe haven" during play and lunchtimes etc

- deploy strategies for changing the behaviour of the bully

e.g. inter-agency work

Circle of friends group work

Circle time

resolution meetings

behaviour support plans etc

- follow the normal procedures of the behaviour referral system in school unless there is a need to "fast track" action to help the victim or the bully.

In dealing with incidents of bullying we must remember at all times that :

1. Incidents should be resolved and not just smoothed over.
2. Those who feel aggrieved want to see justice done.
3. Blame may not all be one sided.
4. It may not be possible to prove what actually happened.
5. Few incidents are resolved by the removal of the perpetrator from the school.
6. Levels of tolerance vary enormously.
7. Expectations may be unrealistic.

## ST ANNE'S CATHOLIC PRIMARY SCHOOL ANTI CYBER BULLYING POLICY

At St Anne's, 'cyber bullying' is defined as the use of a mobile phone or the internet to deliberately bully another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school staff and parents understand what it is and how it can be prevented.

We understand cyber bullying is highly intrusive and the hurt it causes can be very severe. As it does not leave physical scars, cyber bullying is not easy to detect by a parent or a teacher. We acknowledge cyber bullying can take place anywhere and can target pupils and school staff. There are many types of bullying such as text messages, picture/video clips, mobile phone calls, emails, chat room bullying, instant messaging and the use of websites to convey threats, intimidation, harassment etc.

### Aims

- To ensure pupils, school staff and parents understand what cyber bullying is and how it can be prevented
- To have in place procedures to prevent incidents of cyber bullying
- To have in place effective procedures to deal with all reported incidents of cyber bullying

### Procedure

#### Role of the Governing Body

The Governing Body has :

- Delegated powers and responsibilities to the Headteacher to ensure all school staff and visitors to the school are aware of and comply with this policy
- Responsibility for ensuring funding is in place to support this policy
- Responsibility for ensuring policies are made available to parents
- Nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body (Chair of Governors)
- Responsibility for the effective implementation, monitoring and evaluation of this policy

#### Role of the Headteacher

The Headteacher will :

- Ensure all school staff, pupils and parents are aware of and comply with this policy; work closely with staff to review how the school network is monitored
- Ensure the Acceptable Use Policy outlines how the ICT suite and the Internet should be used;
- Provide support for those pupils and school staff who may be victims of cyber bullying;
- Deal with all incidents of cyber bullying quickly and effectively;
- Consider the use of legal powers under the Education Act 2006 that allow him/her to regulate behaviour of pupils when they are off-site;
- Monitor the effectiveness of this policy;
- Termly report to the Governing Body on the success and development of this policy

#### Role of the Senior Leadership Team (SLT)

The SLT will work closely with the Headteacher to ensure that :

- The Acceptable Use Policy is up to date
- The school network is monitored
- Information is provided for pupils and parents
- Provide guidance and support to all staff
- Ensure cyber bullying is discussed during staff meetings and inset days
- Ensure cyber bullying is discussed with pupils through class discussions
- Invite pupils to consider the effects of cyber bullying
- Help review anti-bullying and pupil behaviour and discipline policies
- Keep up to date with new developments and resources
- Annually report to the Governing Body on the success and development of this policy

## **Role of the Curriculum Governors**

The Curriculum Governors will :

- Work closely with the Headteacher and the SLT
- Ensure this policy and other linked policies are up to date
- Ensure that everyone connected with the school is aware of this policy
- Report to the Governing Body

## **Role of School Staff**

School staff will :

- Comply with all the aforementioned aspects of this policy
- Be alert to the dangers of cyber bullying
- Report all incidents of cyber bullying to a member of the SLT
- Ensure that no pupil has unsupervised access to the Internet
- Regularly remind pupils of:
  - The safe use of the IT suite
  - The Acceptable Use Policy
  - The need to report any incident of cyber bullying to a member of the school staff
- Inform pupils of the dangers of cyber bullying through PSHE, Collective Worship, Anti-bullying Week activities etc
- Be advised not to give their mobile phone numbers or e-mail addresses to any pupil
- Be advised not to accept as a 'friend' any pupil on to their Facebook page
- Seek the views of pupils in monitoring and evaluating this policy

## **Role of Pupils**

Pupils will :

- Comply with all the aforementioned aspects of this policy
- Sign an Acceptable Use of ICT contract
- Be encouraged to report all incidents of cyber bullying to a member of the school staff
- Not bring mobile phones to school unless their parents have signed the appropriate 'Mobile Phone Form' to give permission

## **Role of the School Council**

The School Council will be involved in :

- Discussing improvements to this policy
- Reminding their peers about the importance of e-safety

## **Role of Parents**

Parents will :

- Be made aware of this policy
- Comply with this policy
- Sign an Internet Permission Form
- Be encouraged to discuss cyber bullying with their children
- Report all incidents of cyber bullying involving their child to the school
- Be aware that there is an age limit of 13 for setting up a Facebook account and for some other social media sites

## **Recording and Reporting**

- All reported incidents are investigated and dealt with
- Parents are informed of all events and what actions have been taken
- Records will be kept of all incidents and their outcomes

## **Dealing with Cyber Bullying Incidents**

Autumn 2024

The Headteacher and the SLT Team will :

- Deal with all incidents of cyber bullying quickly and effectively
- Impose sanctions as outlined in the school's Relationship and Behaviour Policy on any pupil identified as being the bully
- Confiscate any mobile phone if brought to school
- Contact the police and social services if the cyber bullying is sufficiently severe
- Keep parents informed of the school's actions

### **Counselling and Support**

Counselling and support mechanisms are in place to help those who have been bullied. All perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong

### **Raising Awareness of this Policy**

We will raise awareness of this policy via :

- Cyber safety workshops for children and parents
- The School Prospectus
- The School Website
- The Staff Handbook
- Meetings with parents
- School events
- Meetings with school staff
- Communications with home such as termly newsletters
- Headteacher Reports to the Governing Body
- Information displays around school
- Cross curricular lessons

### **Monitoring the Effectiveness of the Policy**

Annually (or when the need arises) the effectiveness of this policy will be reviewed by SLT, the Headteacher and the Curriculum Governors and the necessary recommendations for improvement will be made to the full Governing Body.