



# **Coates Way School**

## **Anti-Bullying Policy**

**Autumn 2020**

**Policy Number: 1**

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*Policy amendments may occur at any time and you should consult the Policies page on the website for the latest update.*

***Coates Way School recognises, and is committed to, upholding the right of every child to learn without anxiety in a safe and secure environment***

### **Statutory Framework**

Under Section 61 of the School Standards and Framework Act head teachers are required by law to draw up an anti-bullying policy on measures to prevent all forms of bullying.

### **What is bullying?**

Bullying is action taken by one or more children with the deliberate intention of repeatedly hurting another child, either physically or emotionally.

Whilst there are many definitions of bullying, most have three things in common:

- it is deliberately hurtful behaviour
- it is repeated often over a period of time
- it is unfair; the person doing the bullying is stronger or more influential (or there are more of them) and it is difficult for those being bullied to defend themselves

Bullying can take many forms but four main types are:

- **physical** - hitting, kicking, taking or damaging belongings
- **verbal** - name-calling, insulting, making racist or other offensive remarks
- **indirect** - spreading nasty stories about someone, exclusions from social groups, being made the subject of malicious rumours
- **misuse of new technologies i.e. 'cyber-bullying'** – sending texts on mobile phones, sending hurtful messages by email, posting hurtful messages on social network sites

### **Aims and objectives**

- Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.
- This policy aims to ensure a consistent school response appropriate to the situation where we take prompt action to any bullying incidents that may occur
- We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

### **Involving the children**

We believe it is important that the children should:

- Be involved in the development and review of behaviour and anti-bullying policies and practice
- Learn about what constitutes bullying and what to do about it
- Have opportunities to develop the skills to resist bullying and to deal with bullying
- Be aware that knowing about bullying by or to others and doing nothing is unacceptable
- Be made aware that it is "ok to tell" if they are being bullied or if they know someone else is being bullied, and that they will receive practical help if they do
- Be made aware of whom to contact if they have concerns about bullying

### **What do we do in order to achieve our aims?**

- The children's attention is regularly drawn to our Golden Rules
- We encourage the children to look after each other; Y5 & Y6 children are trained as play leaders and peer mediators to support the younger children
- We encourage the children to play games and amuse themselves in non-violent ways
- The children are encouraged to share their problems with the adults in the school

- The children are taught problem-solving strategies and they are encouraged and supported to use these
- We identify vulnerable children and ensure that all the staff are particularly aware of them
- We monitor children who are known to have bullying tendencies
- We ensure that all children involved in disputes have a fair hearing
- Teaching and learning on the subject of bullying is consistently addressed as part of the PSHE curriculum and within a focused 'Say no to bullying week.'
- When bullying does occur we bring the matter to the attention of the whole school in an appropriate manner
- There is a common procedure for dealing with incidents (reporting)

## **Roles and Responsibilities**

### **The role of the Governing Body**

- The governing body supports the head teacher and assistant head teachers in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the governing body does not allow bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.
- The governing body monitors the incidents of bullying that occur and reviews the effectiveness of the school policy regularly. The governors require the head teacher and all staff to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.
- The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the head teacher and asks her to conduct an investigation into the case and to report back to a representative of the governing body.

### **The role of the Head teacher and the Senior Management Team**

- At Coates Way School, the head teacher is the designated person for matters concerning bullying.
- It is the responsibility of the head teacher and SMT to implement the school anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying. The head teacher and SLT report to the governing body about the effectiveness of the anti-bullying policy on request.
- The head teacher and all staff ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The head teacher and all staff draw the attention of children to this fact at suitable moments. For example, if an incident occurs, the head teacher and or other staff may decide to use assembly as a forum in which to discuss with other children why bullying behaviour is wrong.
- The head teacher ensures that all staff receive sufficient training to be equipped to deal with all incidents of bullying.
- The head teacher sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

### **The role of the teacher and support staff**

- All staff in our school take all forms of bullying seriously and intervene to prevent incidents from taking place. The class teachers keep their records of all incidents that happen in their class.
- If staff identify that bullying is taking place, they follow the school procedures and do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the head teacher, the class teacher informs the child's parents.
- Teachers support all children in their class and work to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

### **Notification, recording and monitoring incidents**

The children should report any incidents to the most readily available adult who might be:

- the teacher on duty
- an MSA (Midday Supervisory Assistant)
- their class teacher
- a learning support assistant
- a member of the Senior Leadership Team

Information about an incident should be shared with the class teacher who will establish the seriousness of the incident. If, in their judgement, bullying is taking place, the following procedures will be followed:

1. Identify who was involved in the particular incident including bystanders and friends
2. Interview the victim
3. Interview the perpetrator
4. Interview other relevant parties
5. Discuss the incident with the parents of all the parties
6. Discipline the bully and provide counsel as appropriate
7. An incident form will also be completed and kept in the 'Behaviour, Anti-bullying & Racist Incidents' file in the school office where we record all incidents of bullying.

*NB Notes recorded in the class teacher's behaviour record or in the whole school behaviour record (depending on who is investigating the incident) will be considered when identifying if there is a pattern of bullying.*

In cases where an incident takes place off school premises the school will still monitor it as a bullying issue and will liaise with external agencies as appropriate (e.g. police service)

In cases where initial discussions with parents have proven ineffective, the SLT may contact external support agencies such as Children, Schools and Families or school health. These services may provide additional support to enable a child to remain in school.

### **Exclusion**

In extreme circumstances the head teacher (or in his absence, an assistant head) have the right to exclude children from the school for bullying offences. Such exclusions may be fixed term (temporary) or permanent.

### **Special Educational Needs and Disabilities**

We recognise that some pupils may have additional needs or disabilities which make it more difficult for them to interact appropriately or empathise with other pupils and we aim to support these pupils as much as necessary to enable them to enjoy positive relationships. These needs will be taken into consideration when dealing with any instances of bullying.

### **The role of the 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.

### **Evaluation of bullying incidents**

- All incidents of bullying are recorded in sufficient depth so that analysis showing trends/patterns may be used to inform future policy and practice.
- Bullying data will be reported annually to the governors and to Herts County Council (via electronic survey). Any reporting will comply with the Data Protection Act.

### **Monitoring and review**

- This policy is monitored on a day-to-day basis by the SLT, who reports to governors about the effectiveness of the policy on request.
- This anti-bullying policy is the governors' responsibility and they review its effectiveness annually. They do this by examining the school's anti-bullying logbook, and by discussion with the head teacher. Governors analyse information with regard to gender, age, SEND and ethnic background of all children involved in bullying incidents.
- ***Review date: Autumn 2021***