

# **Roxeth Mead School Anti-Bullying Policy and Procedures**

**To be reviewed by the Directors and Head Teacher on an annual basis.**

June 2015

## **Roxeth Mead School Anti-Bullying Policy**

### **For Key Stage One and Early Years Foundation Stage**

At Roxeth Mead School, our community is based upon mutual respect, good manners and fair play. As stated in our anti-bullying charter, we are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment ensuring that all staff, pupils, parents and directors understand that it is unacceptable. Bullying, unfortunately, can take place even in well-ordered and positive settings. To prevent unpleasant behaviour and to promote a culture that allows all pupils and members of staff to feel safe and confident at school the Head Teacher and Directors of Roxeth Mead School have a legal obligation to ensure that all complaints and incidents of bullying are taken seriously and are dealt with promptly using the appropriate measures as stated in the Rewards and Sanctions Policy.

In formulating this policy we have taken into account the guidance from the DfE *Preventing and tackling Bullying (2014)*

This policy is linked to the Rewards and Sanctions, Curriculum, Equality and Complaints policies.

### **What is Bullying?**

Roxeth Mead defines bullying as behaviour that is repeated over time and intentionally hurts another pupil or group physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or a carer.

It may occur directly or through cyber-technology (social websites, mobile 'phones, text messages, photographs and email)

Bullying type behaviour can cause psychological damage.

### **Possible Signs of Bullying**

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Work interfered with or spoiled by others
- Books, bags and other belongings suddenly go missing or are damaged
- Change to established habits

- **Psychological damage and diminished levels of self-confidence**
- Frequent complaints of physical symptoms such as stomach pains and headaches.
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival in class.
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping and experiencing nightmares.
- Talking of suicide and running away
- Aggressive or attention seeking behaviour.

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

### **Roles and responsibilities of Head Teacher, other staff, Directors**

The **Head Teacher** will be responsible for ensuring that this policy is implemented and for reporting to the directors on its impact. She will:

- Provide effective school leadership which will promote an open and honest anti-bullying ethos where bullying and violence are not tolerated and cannot flourish. She will have specific responsibility for the anti-bullying work which will be delivered predominantly through the Personal Social and Health Education curriculum.
- Use strategies and rewards to encourage positive behaviour, advertising the school's anti-bullying charter to celebrate Roxeth Mead School's commitment to anti-bullying.
- Ensure that all staff members receive training to recognize bullying behaviour and incorporate preventative measures into the classroom and in the general running of the school.
- Develop whole school policies which meet the law and school inspection requirements.
- Establish clear and effective pupil reporting systems that include effective and fair investigations.
- Provide advice for parents on how to recognize bullying.
- Be available to offer support and advice for parents who report that their child has been the target of bullies. She will ensure that the parents/carers feel that their concerns are being taken seriously and that action will be taken.
- Advise the parents/carers of a child that has been found to be bullying of the sanctions that will take place as set out in the school's Rewards and Sanctions

policy. This may include a programme of learning to encourage positive behaviour in the future through developing emotional skills and to empathise with and understand the harm that has been caused to the bullied child.

- Advise parents/carers how representation may be made to the Directors if they feel that the school has not dealt adequately with the situation.
- Inform and engage Harrow Children and Family Services if she decides that the bullying incident could be a Child Protection issue.
- Inform the Educational Welfare Service if bullying is a factor in non-attendance at school.
- Monitor every reported incident of bullying and evaluate effectiveness of strategies.
- Use data collected on bullying to inform the school improvement plan.

**Staff members will:**

- Engage in training and professional development that will aid in recognizing and dealing with bullying behaviour.
- Will actively demonstrate positive behaviour.
- Be aware that the seriousness of bullying may cause psychological damage.
- Ensure that the anti-bullying ethos of the school is maintained and that the school's anti-bullying charter and policy is followed.
- Be receptive and alert to pupils who could be experiencing bullying.
- Be sensitive to parents who complain that their child is the target of bullies.
- Intervene immediately if someone is being bullied
- Record any allegations or incidents of bullying
- Report the matter to the Head Teacher

**The Directors will:**

- Review this policy and the anti-bullying charter and provide the Head Teacher with support in determining measures to prevent bullying.
- Receive training to fulfil their obligation to ensure that the school actively promotes an anti-bullying ethos.
- Identify and provide facilities that will ensure a safe environment where incidents of bullying can be reduced or prevented.
- Convene in the event that parents make a formal complaint about the Head

## **Cyber-bullying and Online Safety**

Modern technologies offer many positive opportunities, but Roxeth Mead school ensures, with the increasing availability to children of electronic devices that give unrestricted access to the internet and social media, that it is alert to the increasing possibility of bullying through such means.

- The Directors, Head Teacher and staff take responsibility for online safety in school and ensure that safeguarding procedures in relation to modern technologies are followed.
- Clear guidance is given by the Head Teacher on the use of technology in the classroom and beyond for all users i.e. directors, staff, pupils and visitors.
- The school has the technical provision, infrastructure and safeguards in place to filter and monitor inappropriate content and alert the school to safeguarding issues.
- The school provides opportunities for the pupils to build their resilience to protect themselves and their peers. This takes place in the context of ICT and PSHE lessons. The children are involved in ICT activities that form part of the annual internet safety day.
- Staff receive training that includes recognising internet safety and cyber-bullying
- Mechanisms are in place for staff and other users to report issues and concerns to the school. The school endeavours to address all concerns before they are escalated.
- The school informs, communicates with and educates parents/carers in online safety through information sent home with the pupils on annual internet safety day.
- The school manages personal data in line with statutory requirements

## **Rights and Responsibilities of Pupils and Parents**

### **Pupils have the right to:**

- Inform someone in authority of any bullying
- Be respected and to be given a chance to learn effectively and develop as a person.
- Learn in the School community without fear and to feel safe.
- Have their contribution to school life valued.
- To have personal property respected.
- Receive support if they are the target of bullies

### **Pupils have the duty to:**

- Not to tolerate any form of bullying at Roxeth Mead
- Intervene immediately if someone is bullied

- Support others when they need help
- Tell someone in authority, who will deal with the matter sensitively.

**Pupils who are deemed to be bystanders or have reinforced bullying behaviour in any way may also be held responsible.**

**Parents have the right to:**

- Expect the school to deal with complaints of bullying swiftly and efficiently.
- Receive support if their child is experiencing bullying.
- Refer to the school's complaint procedure if they feel that the Staff members and Head Teacher have not dealt with their case effectively or fairly

- **Parents have the duty to:**

- Respect the school's anti-bullying policy and charter and ensure that they support the Head Teacher and staff members in promoting a school environment free from bullying.
- Be aware of what constitutes bullying type behaviour.
- Ensure they provide their child with positive role models in respect of bullying type behaviour.
- Be alert to possible signs of their child being bullied or engaging in bullying.
- Inform the school as soon as possible if they believe that their child has been the target of bullies

**Arrangements for monitoring and evaluation**

The Directors will evaluate and monitor the impact of this policy by receiving a report once a term from the Head Teacher on:

- instances of bullying and action taken
- Support provided for the victims.
- Fixed- term and permanent exclusions resulting from bullying behaviour

Prior to any review of the policy, feedback will be sought from the staff, pupils and parents on the effectiveness of the policy.

## **Procedures for Preventing and Dealing with Bullying**

Roxeth Mead School believes that creating a caring environment where unpleasant behaviour is not tolerated is the best method for preventing bullying. Preventative measures include the following:

- Class discussion and ‘circle time’ where positive behaviour is reinforced.
- Assemblies on anti-bullying
- Personal Social and Health Education
- A curriculum that reflects our commitment to providing a positive learning environment.

Pupils are encouraged to approach members of staff or older children if they experience or witness bullying.

Staff members discuss, in weekly meetings, how to prevent situations that could become bullying. These discussions include monitoring certain pupils, where relevant, for example during break time supervision. Staff members are aware of the seriousness of bullying and how it may cause psychological damage.

Parents are encouraged to inform the class teacher as soon as possible if their child is the target of bullying, as often the problem manifests itself at home, as the pupil will maintain ‘a front’ during the school day and break down later. If the incident is dealt with swiftly, generally the matter will be resolved without any further action being necessary.

The class teacher, in turn, will notify the Head Teacher so that she is aware of the situation and can monitor accordingly. It will be brought to the attention of other staff members during the weekly meeting.

### **How we deal with bullying**

Once we are made aware of an incident of bullying we endeavour to enable the perpetrator to recognise the impact of his/her behaviour and empathise with the bullied child. With young children this focus on developing emotional skills usually rectifies the situation promptly.

For further details on how we manage unpleasant behaviour please refer to the school's Rewards and Sanctions Policy.

In extreme cases the Head Teacher, in consultation with parents, will suggest further assistance for the bullied child and the perpetrator.

If the Head Teacher feels that the bullying constitutes a child protection issue she will contact Harrow Children and Family Services as set out in the Child Protection Policy and Procedures.

If parents feel that the class teacher has not dealt with the situation effectively they can take the matter to the Head Teacher. If they still feel, after meeting with the Head Teacher, that the situation has not drawn to a satisfactory conclusion parents are entitled to take their complaint to the Chairman of the Board of Directors. For further details please refer to the school's Complaints Procedure.