



At Kexborough Primary School we are committed to providing a caring, friendly and safe environment for all our pupils so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that the incidents will be dealt with promptly and effectively.

WHAT IS BULLYING?

Bullying is the wilful, conscious desire to hurt or threaten or frighten someone else. To do this the bully exerts power over the victim, a power not always recognisable to others.

Bullying can be:-

- Emotional – being unfriendly, excluding, tormenting
- Homophobic because of, or focussing on the issue of sexuality
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name calling, sarcasm, spreading rumours, teasing
- Cyber bullying – sending of inappropriate messages by text, instant messenger, through websites and social media sites. Sending offensive or degrading images by mobile or via the internet

Bullying hurts: no-one deserves to be a victim of bullying. No one deserves to be a victim of bullying and everyone has the right to be treated with respect. As a school we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.

AIMS

- To ensure that staff, governors, children and parents have an understanding of what bullying is
- To take positive action to prevent bullying from occurring and to develop effective procedures to investigate and deal with bullying behavior should it be identified or reported.
- To be proactive in preventing bullying through the curriculum and nurturing of a positive school ethos
- For all staff, governors, pupils and parents to know what the school policy is on bullying and follow it when bullying is reported
- To show commitment to overcoming bullying by practising zero tolerance.

SIGNS AND SYMPTOMS

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and they should investigate.

- Being frightened of walking to or from school
- Change their usual routine
- Ask to be driven to school
- Being unwilling to go to school
- Becoming anxious and withdrawn
- Crying themselves to sleep at night/nightmares
- Feeling ill in the mornings
- Truancing
- Beginning to be poorly at school
- Coming home with clothes/books torn
- Asking for money or taking money
- 'Losing' pocket money regularly
- Unexplained cuts/bruises
- Becoming withdrawn
- Lacking in confidence
- Becoming aggressive and unreasonable
- Bullying other children or siblings
- Giving improbable excuses to any of the above

PROCEDURES – FIRST STEPS

- All suspected bullying incidents should be taken seriously and investigated thoroughly.
- Find out as much as you can relating to the incident.
- Following the investigation, decide if this was a bullying incident (incident report to be completed after step 3.)
- If bullying has taken place, take action as soon as possible.
- Provide support for the person who has been bullied.
- Make the bully aware of the consequences of his/her actions.
- The school will take steps to help the bully/bullies change their behaviour.
- In serious cases parents will be informed and asked to come to a meeting to discuss the problem.

OUTCOMES

- A range of sanctions will be applied as the headteacher deems appropriate, in line with our Behaviour Policy.
- The bully/bullies may be asked to genuinely apologise. Other consequences may take place.

- In serious cases exclusion will be considered
- If possible pupils will be reconciled.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

PREVENTION

Through PSHE, assembly, circle time and other appropriate facets of the curriculum, aspects of personal and social behaviour will be taught so children can:

- Recognise bullying behaviour
- Know that they should speak out
- Have the confidence to do so if they are being bullied
- Know who to speak to
- Feel confident that they will be listened to and supported
- Make children fully aware that bullying is a serious breach of the school rules and will not be tolerated

STAFF SHOULD:

- Be available – make it known that you are ready to listen and provide immediate support
- Investigate – every incident as soon as possible. Interview all parties individually at first to avoid intimidation and to produce an accurate report
- Record – record every incident on agreed proforma sheet
- Take appropriate action, or refer the matter to a senior member of staff for further action or investigation
- Inform parents of bullying incidents and the action taken to resolve the situation so that they are in a position to help and support their child
- Follow up – with action as recorded on sheet
- Seek advice – if necessary

Name of Pupil: _____ Year Group: _____

Date of Reported Incident: _____

What happened?

How often has it happened? Has it happened before?

Who was involved?

Where did it happen?

Were there any witnesses?

What if anything have you done about it already?

Comments from parents

Has the victim had the chance to say what happened?	Yes/No
Has the victim had an opportunity to talk to the person doing the bullying about how they feel?	Yes/No
Has the victim been given support to make sure they feel safe and gain confidence?	Yes/No
Has a date been set to review the situation to make sure it has been sorted out?	Yes/No
Has the school put things in place to try and stop it happening again?	Yes/No
Have the victim's parents/carers been involved?	Yes/No
Will the victim be offered extra support if they need it?	Yes/No
Has the victim been informed of the outcomes and actions taken?	Yes/No
If no bullying has taken place or there is insufficient evidence, is there clear actions to re-assure and meet the needs of those concerned?	Yes/No

Pupil Signature	
Parent Signature	
Staff Signature	
Review Date 1	
Resolved	YES/NO
Unresolved	YES/NO
Further intervention needed	YES/NO
Further monitoring needed	YES/NO
Review Date 2	
Resolved	YES/NO
Unresolved	YES/NO
Further intervention needed	YES/NO
Further monitoring needed	YES/NO

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ACTION TO BE TAKEN

Action	Time Frame	Lead Person	Review Date

Signed: Pupil: _____ Parent: _____