



## Anti-Bullying: Procedure of Incident Referral

**Definition of bullying:** behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

- The Headteacher will include measures to be taken with a view to encouraging good behaviour and respect for others on the part of pupils and, in particular, preventing all forms of bullying among pupils.
- If the school identifies bullying, the Headteacher will contact the parents of all involved to alert them to the school's concern.
- If a parent is concerned that their child is being bullied they are encouraged to inform the Headteacher or class teacher.
- The Headteacher will talk to the child/ren involved, to ascertain the facts, handling the situation sensitively.
- The Headteacher will talk to the children who are displaying bullying behaviour and devise a strategy to stop the bullying.
- The Headteacher will contact the parents of the child/ren displaying bullying behaviour.
- The Headteacher will contact the parents of the child who has been bullied.
- A record note of the incident will be made in the diary.
- The headteacher will continue to monitor the situation.
- Children are encouraged to tell if they are feeling unhappy in school.
- Children will be encouraged to use the ideas and feelings box to indicate a worry for themselves or other children.
- Children will be reminded in assemblies and class times about acceptable behaviour.
- The lunchtime supervisors will be asked to report any incidents at the end of every lunchtime.
- Prior to lunchtime the lunchtime supervisors will be alerted to any relevant issues.

### Safeguarding Statement

The safeguarding of children is paramount at Twineham. Specific policies relating to this area are kept in a file in the School Office as well as in the general policies files. All staff are required to read these policies and commit to the high regard safeguarding has at the school and fulfil all safeguarding duties. To this end all visitors supporting the school curriculum will be CRB checked or never left alone with the children and will be supervised by a member of staff (who will be CRB checked as a matter of course). Children are to be reminded about safety and keeping themselves safe and opportunities provided in the curriculum to reinforce this will be taken

### Equal Opportunities

Twineham is committed to providing equality of opportunity and there is a separate Equalities Policy which should be read alongside this policy. Reasonable adjustments to the curriculum will be made to maximise opportunities for all children to access learning and the curriculum. In school every opportunity will be taken to explore equality and the impact of discrimination.

*Reviewed January 2017*