

# Great and Little Shelford CE (A) Primary School

## Anti-Bullying Policy

### Policy review – September 2017

This policy should be read in conjunction with the school's Behaviour Policy and the Cambridgeshire County Council Information leaflet for Parents/Carers; 'What to do if you suspect your child is being bullied'.

#### Definitions of bullying

"Bullying is the wilful, conscious desire to hurt or threaten or frighten someone else."

"All bullying is aggression, either physical, verbal or psychological, although not all aggression is necessarily bullying. Bullying is aggressive, but it is more complex behaviourally than a punch-up or foul language. Bullying in the form of emotional or psychological aggression is less visible to staff but very painful to the victims. Any behaviour which is the illegitimate use of power in order to hurt others is bullying behaviour."

Action against bullying (SCRE) p.3

"Bullying happens when a person is subjected to repeated aggressive acts over a period of time by another person or persons. If bullying happened to adults it would be called harassment, assault, mental cruelty, extortion, criminal damage, racial abuse, sexual abuse and so on. Bullying can involve physical or verbal attacks, name calling, malicious gossip, damaging or stealing the property of the victim or coercing the victim into acts which they do not do."

(ACE Information sheet Governors and Bullying)

Most incidents of anti-social behaviour that occur in this school are not bullying. Nonetheless they need firm handling. Please refer to the behaviour policy.

Incidents deemed as bullying should be discussed as soon as possible with the Headteacher or a member of the Senior Leadership Team. If confirmed as bullying the following antibullying strategy will be put in place by the senior staff member.

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### Procedure for dealing with bullying

When a teacher or member of the support staff identifies, or is informed of, an incidence of bullying fulfilling the above criteria which can be summarised as

- 1) Repeated
  - 2) Intentional
- } abuse (physical, emotional or verbal)

he/she should follow this procedure.

- 1) Reassure victim that something will be done.
- 2) Inform the headteacher.
- 3) Complete an incident report as soon as possible after the event including written accounts of the incident from both the victim and bully, if these are obtainable (Document 1) and submit to the headteacher.

When the headteacher is informed of an incidence of bullying she will attend to the following actions as soon as practically possible:

- 1) Interview the bully and victim (Document 2).
- 2) Write to inform the bully's parents of the interview and invite a meeting with them (Document 3).
- 3) Write to inform victim's parents of the interview and invite a meeting with them (Document 4).
- 4) Complete the interview report after the interviews (Document 5).
- 5) Record conclusions of meetings with parents which may include seeking counselling or other help for the bully and/or victim.

One week later the headteacher will

- 1) Interview both the bully and victim again.
- 2) Report back to both sets of parents the outcome of the interviews.
- 3) Record the outcome of the interviews.

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If the bullying has not stopped the 'bully' will be excluded from school for a fixed period.

If the bullying stops during the week between the interviews but restarts at anytime in the next school year, the bully will be excluded for a fixed period.

Thereafter any repeat of the bullying within the same school year may result in permanent exclusion of the 'bully'.

In the event of either temporary or permanent exclusion proving necessary the parents of the bully will be advised of their rights of appeal.

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Incident report

<b>Date:</b>		<b>Time:</b>			
<b>Please circle:</b>					
<b>Before school</b>	<b>Playtime AM or PM?</b>	<b>Lunch hall</b>	<b>Lunch play</b>	<b>In class</b>	<b>After school</b>
<b>Names of child/ren/adults involved including year groups (if appropriate):</b>					
<b>Did you witness the incident? YES/ NO</b>					
<b>If no who reported the incident to you?</b>					
<b>Brief account of incident (continue overleaf if necessary)</b>					
<b>What action have you taken? (Behaviour policy questions? Warning? Advice? Sanction? SLT involvement? Parents informed? Behaviour letter?)</b>					
<b>Signed:</b>			<b>Date:</b>		
<b>Please also print your name:</b>					

Class teacher: Please forward this form to the Headteacher for filing in the pupil files.

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**Account of incident (continued)**

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Document 2

Date

Time

Interviewee

Report of conversation (main points)

Agreed action

Signed.....  
(Interviewer)

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Document 3

Dear (name of parent)

I have, today, been informed that the behaviour of your child is causing distress to another child in this school. I know you will not wish to condone this and would like to talk to you about how we can help your child to stop this behaviour. I suggest we meet at \_\_\_\_\_ on \_\_\_\_\_ .  
Please telephone if this is not convenient and we can arrange another time.

Yours sincerely,

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Document 4 - If parents are not aware of the problem

Dear (name of parent)

I have, to-day, been informed that the behaviour of another child in this school is causing distress to your child. I would like to meet with you to inform you fully about this and to discuss how we can work together to help and reassure your child. I suggest we meet at \_\_\_\_\_ on \_\_\_\_\_. Please telephone if this is not convenient and we can arrange another time.

Yours sincerely,

If parents have informed the school of the problem

Dear (name of parent)

Thank you for drawing to our attention the fact that the behaviour of ..... is distressing..... We have set in motion steps to prevent this happening any more, including informing ..... 's parents of the problem. I expect there to be no repetition of the problem and am meeting with both children next.....to confirm that this is the case. Please do not hesitate to contact me or.....teacher again if you have any further concerns about this or any other matter.

Yours sincerely,



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Document 5

Date

Time

Interviewee

Report of conversation (main points)

Agreed action

Signed.....  
(Interviewer)