

# South Avenue Primary School



## Anti-bullying Policy

**Approved by:**

Miss Cadwallader

(Head of School)

Miss Smith

(Vice Head of School)

**Date:** September 2022

**Last reviewed on:** September 2022

**Next review due** July 2023  
**by:**

## **Objectives of this Policy**

This policy outlines what South Avenue Primary School will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school and we are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated.

### **Our school community:**

- Discusses monitors and reviews our anti-bullying policy on a regular basis.
- Supports all staff to promote positive relationships and identify and tackle bullying appropriately.
- Ensures that children are aware that all bullying concerns will be dealt with sensitively and effectively so that children feel safe to learn.
- Ensures that children abide by the anti-bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate<sup>1</sup>.

### **Definition of bullying**

Bullying is "**Behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally**".

Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.<sup>2</sup> This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through web-sites and social networking sites, and sending offensive or degrading images by phone or via the internet.

### **Preventing, identifying and responding to bullying**

The school will:

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop children' social and emotional skills, including their resilience.
- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support and through the School Council.
- Train all staff including lunchtime, office and support staff to identify bullying and follow school policy and procedures on bullying, including recording incidents of bullying.
- Actively create "safe spaces" for vulnerable children and young people.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Record and monitor any incidences of bullying and use any significant data to improve provision.

### **Involvement of children**

We will:

- Regularly canvas children and young people's views on the extent and nature of bullying.
- Ensure children know how to express worries and anxieties about bullying.
- Ensure all children are aware of the range of sanctions which may be applied against those engaging in bullying.

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<sup>1</sup> Adapted from Bullying – A Charter for Action, DCSF

<sup>2</sup> Adapted from Safe to Learn, Embedding anti-bullying work in schools, DCSF, 2007  
South Avenue Primary School

- Involve children in anti-bullying campaigns in schools.
- Publicise the details of help-lines and websites.
- Offer support to children who have been bullied and to those who are bullying in order to address the problems they have.

### **Liaison with parents and carers**

We will:

- Ensure that all parents / carers know who to contact if they are worried about bullying (see appendix 1).
- Ensure all parents know about our anti-bullying policy and complaints procedure and how to use it effectively.
- Ensure all parents / carers know where to access independent advice about bullying.
- Work with all parents and the local community to address issues beyond the school gates that give rise to bullying.

### **Links with other school policies and practices**

This Policy links with a number of other school policies, practices and action plans including:

- Behaviour policy
- Curriculum policy
- Complaints procedure
- Child Protection Policy
- Equality Policy
- Online safety policy
- The recording of racial incidents

### **Responsibilities**

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Head of School, Senior Leadership Team, Teaching and Non Teaching staff to be aware of this policy and implement it accordingly.
- The Head of School to communicate the policy to the school community.
- Children to abide by the policy.

### **Action steps:**

All staff will be vigilant in looking for signs of bullying, these may include:

- ❖ Deterioration of work
- ❖ Spurious illness
- ❖ Isolation
- ❖ Sudden clinginess
- ❖ Erratic attendance
- ❖ Frequent complaints or incidences regarding individuals.

- Any report of unkind or hurtful behaviour will be followed up by the class teacher and recorded in the class log. If the problem is deemed serious or bullying or is reoccurring behaviour, it **must** be referred to the senior management team and the outlined procedures followed.
- The incident will be discussed with the parties involved and recorded on CPOMs.
- A resolution will be sought using a restorative approach and then monitored.
- If there are further incidences then a support plan will be put in place for both the perpetrator and the victim and may involve outside agencies. It may also be appropriate to action consequences in line with the behaviour policy which may mean suspension is considered.

### **Monitoring & review, policy into practice**

This policy will be monitored and reviewed as needed or required by legislation

Any issues identified through the monitoring of this policy will be incorporated into the school's action planning. The school uses guidance by the DCSF<sup>3</sup> and the Anti-bullying Alliance (ABA)<sup>4</sup> Assessment Tool to inform its action planning.

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<sup>3</sup> DCSF Guidance "Safe to Learn: Embedding anti-bullying work in schools"  
<http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/safetolearn/>

<sup>4</sup> Anti Bullying Alliance  
<http://www.anti-bullyingalliance.org.uk/>

## Appendices:

### Appendix 1:

#### What happens if I think my child is being bullied?

In the first instance you must ensure the class teacher is aware of your concerns. Our policy details the procedures in detail, but a summary is given below:

**Bullying is...“Behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally”.**

Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours. (Adapted from the DCSF 2007).

This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as text messaging of social network sites.

#### Action steps:

- Any report of unkind or hurtful behaviour will be followed up by the class teacher.
- If the problem is deemed of a more serious nature or bullying, it will be referred to the Phase Leaders, Vice Head of School or Head of School.
- The incident will be discussed with the all parties involved and recorded on CPOMs
- A resolution will be sought using a restorative approach and then monitored by staff in school.
- If there are no further incidences then the incident will be considered resolved and there will be no further action.
- If there are further incidences then a support plan will be put in place for both parties and may involve outside agencies.
- It may also be appropriate to action consequences in line with the behaviour policy which may mean **suspension is considered.**

## Appendix 2:

### **Online Bullying**

The following policy is adapted from advice given by Becta.

South Avenue Primary School recognises online bullying as:

'the use of information and communication technologies such as email, [mobile] phone and text messages, instant messaging, defamatory personal websites and defamatory personal polling websites, to support deliberate, repeated, and hostile behaviour by an individual or a group, that is intended to harm others.'

[Bill Belsey, [www.cyberbullying.ca](http://www.cyberbullying.ca)]

Bullying can include inappropriate text messaging and electronic messaging (including through websites, social networking sites and instant messenger (IM)) and sending offensive or degrading images by phone or via the internet.

In order to reduce risks, it is important for all staff in school to be aware of the issues and have knowledge of methods for dealing with online bullying. These are as follows:

#### **Bullying by text message**

Children should be advised to be careful about giving out their mobile phone number, and ask that those that have their number never pass it on.

If being bullied by text message, children should immediately seek help from a teacher, parent or carer. They should not respond to the messages, but should keep a detailed diary recording information such as the content of the message, the date, the time, the caller ID or whether the number was withheld or not available. The messages should also be stored on the phone in case they are needed later as evidence. Abuse in the form of bullying should be reported to the mobile phone company who can take certain steps to try to resolve the situation, and in some instances it may also be necessary to involve the police.

In some cases it may be necessary, or easier, to change the mobile phone number or to purchase a new phone.

#### **Bullying by email**

If being bullied by email, children should not respond to the messages, but should seek help from a teacher, parent or carer. Likewise if they receive an email message from an unknown sender, they should exercise caution over opening it, or ask an adult for assistance. Don't delete the message but keep it as evidence of bullying.

If the email is being sent from a personal email account, abuse should be reported to the sender's email service provider. Many email programs also provide facilities to block email from certain senders.

If the bullying emails continue, and the email address of the sender is not obvious the school's email service provider could be asked to track the address.

In certain cases, it may be easier to change your email address, and exercise caution over who this new address is given to.

### **Bullying within chat rooms or by instant messaging**

Chat rooms are blocked from the school's system. At home children should be encouraged to always use moderated chat rooms, and to never give out personal information while chatting. If bullying does occur, they should not respond to messages, but should leave the chat room, and seek advice from a teacher, parent or carer. If using a moderated chat room, the system moderators should also be informed, giving as much detail as possible, so that they can take appropriate action.

Where children are chatting privately between each other via IM, children should be encouraged to only add people to their buddy list that they know, and reject requests from others to join their list.

If a child is bullied or harassed by IM, the service provider should be informed giving the nickname or ID, date, time and details of the problem. The service provider will then take appropriate action which could involve a warning or disconnection from the IM service. If a child has experienced bullying in this way, it might also be worth re-registering for instant messaging with a new user ID.

### **Bullying by websites**

If a child discovers a bullying website referring to them, they should immediately seek help from a teacher, parent or carer. Pages should be copied and printed from the website concerned for evidence, and the internet service provider (ISP) responsible for hosting the site should be contacted immediately. The ISP can take steps to find out who posted the site, and request that it is removed. Many ISPs will outline their procedures for dealing with reported abuse in an acceptable use policy (AUP) which can be found on their website.

Additionally, many websites and forum services now provide facilities for visitors to create online votes and polls, which have been used by bullies to humiliate and embarrass their fellow pupils. Again, any misuse of such services should be reported to a teacher, parent or carer who should then take steps to contact the hosting website and request the removal of the poll.

## **How to Minimise Online Bullying**

Through discussions, children should be made aware of the following guidelines in order to minimise online bullying:

### **Keep personal information private**

Personal information should be kept private at all times. This includes details such as name, address, photos of yourself and your friends, email addresses, home and mobile phone numbers, school name, membership of

clubs, information on family and friends, and passwords. If bullies don't have access to this information, the less likely they are to be able to abuse it.

### **Don't believe everything you read**

Just because someone online tells you that they are 15 does not mean they are telling the truth. Even adults can't tell when a male pretends to be a female or a 50 year old pretends to be a 15 year old.

### **Use netiquette**

Be polite to others online as you would offline. If someone treats you rudely, or is mean, you should not respond. Chances are that the bully will see that they are having no effect, and stop the abusive messages. If not, and the abusive messages continue, seek help from a teacher, parent or carer.

### **Never send messages when angry**

Wait until you have calmed down and had time to think. Do your best to make sure that your messages are calmly and factually written. You will usually regret sending an angry message, sometimes known as a flame or flaming, to someone later on. Once you've sent a message in anger, it's extremely difficult to undo the damage that can be done.

### **Never open a message from someone you don't know**

Delete strange emails or text messages from people you don't know. If in doubt, seek advice from a teacher, parent or carer.

### **If it doesn't look or feel right, it probably isn't**

Trust your instincts. If you ever see anything on the internet, or receive an email or text message that makes you feel uncomfortable, switch off the computer or phone and seek advice from a teacher, parent or carer.

### **You don't have to be 'always on' - turn off, disconnect, unplug**

Give yourself a break. Don't stay online for too long. Spend time with your families and friends offline.

### **Don't reply to messages from online bullies**

Even though you may really want to, this is exactly what online bullies want. They want to know that they've got you worried and upset. Don't give them that pleasure.

### **Protect yourself**

Never arrange to meet someone you have met online.



**Don't keep bullying to yourself**

You are not alone! Tell an adult you know and trust. They can help you combat the online bullying.

Policy written: Feb 16

Review date: Feb 18

Agreed/Ratified: \_\_\_\_\_ Date: \_\_\_\_\_