



*'Learning from Each Other' -  
'Achieving Together'*

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# Anti-Bullying Policy

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Date of Policy: **Autumn 2019**

Person(s) Responsible for Policy: **Head**

Committee Responsible: **GSG**

Term of Review: **Autumn 2020**

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## **INTRODUCTION**

At Swindon Village Primary School, we are committed to providing a caring, friendly and safe environment for all of 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 incidents will be dealt with promptly and effectively. We are a TELLING school. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff.

Head Teachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils.

### **1. OBJECTIVES OF THIS POLICY**

- All staff, pupils, parents and Governors should have an understanding of what bullying is.
- All staff, pupils and Governors should know what the School's policy is on bullying and follow it when bullying is reported.
- All pupils and parents should know what the School's policy is on bullying, and what they should do if bullying arises.
- To demonstrate that, as a school, we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- To declare that bullying will not be tolerated.

### **2. WHAT IS BULLYING ?**

Bullying is defined as hurtful behaviour, **repeated over a period of time**, where it is difficult for those being bullied to defend themselves. The main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from social groups)
- cyber (taking place over the internet, text or other electronic media)

### **3. WHY WE BELIEVE IT IS IMPORTANT TO RESPOND TO BULLYING**

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

### **4. SIGNS AND SYMPTOMS**

A child may indicate, by signs or behaviour, that he or she is being bullied. Staff and parents should be aware of these possible signs and that they should investigate if a child:

- does not want to go to school
- is behaving differently
- feigns illness
- begins bedwetting
- stops eating
- is not sleeping or is crying themselves to sleep

- becomes aggressive and unreasonable
- starts losing money or stealing money from home
- changes their usual routine
- becomes withdrawn, anxious, or lacking in confidence
- has damaged clothes or property
- has unexplained cuts or bruises
- starts stammering
- has possessions which "go missing"
- seem unusually hungry, having had their lunch stolen
- does not want friends home
- refuses to talk about what is wrong or anything to do with school
- is nervous or afraid to use the internet or mobile phone.

## **5. PROCEDURES**

1. Children are encouraged to tell a member of staff if they are being bullied or are aware of others being bullied.
2. Staff will monitor and talk to individuals who display any of the signs and symptoms listed above.
3. The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly.
4. In all cases where bullying has occurred, the incidents will be recorded by staff using the school incident sheet. The parents of all parties will be informed and asked to come in to a meeting to discuss the problem. Incidents Forms are kept in a file by the Head Teacher.
5. An attempt will be made to help the bully (bullies) change their behaviour.

## **6. OUTCOMES**

1. The bully (bullies) may be asked to genuinely apologise.
2. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
3. If possible, pupils will be reconciled.
4. Sanctions will be used as outlined in the School's Behaviour policy.
5. In serious cases, exclusion will be considered.

## **7. PREVENTION**

We use a variety of strategies for helping prevent bullying. As and when appropriate these will include:

- Regular reminders of school rules
- Having discussions about bullying and why it matters
- Taking part in national Anti-Bullying Week
- Having stories or role-plays about bullying in class or assembly
- Each year inviting Year Six pupils, as part of their PSHE lessons, to either create their own anti-bullying policy or contribute to the school one.
- To involve the Pupil Council in any discussion and dissemination of any matters related to anti-bullying
- Everyone involved in the life of the school is responsible for providing positive role models and conveying a clear understanding that we follow the school rules

This policy is reviewed annually by the Head Teacher in conjunction with the staff, pupils, parents and governors.

This policy was formally adopted in Autumn 2012 and will be reviewed annually in line with the Governing Body's Timetable for Policy Review.

Signed..... (Head Teacher)

Signed..... (Chair of GSG)

Date.....

Appendix 1 – Anti-Bullying Incident Form (to be completed with the victim)

**Swindon Village Primary School**

Name of Pupil:

Year

Group/Class:

Date of reported Incident:

<b>What happened?</b>
<b>How often has it happened? Has it happened before?</b>
<b>Who was involved</b>
<b>Where did it happen</b> Playground      Classroom      Lunch Hall      Toilets      corridor on the way to school On the way out of school      Out of School      other (please specify)
<b>Were there any witnesses?</b>
<b>What, if anything, have you done about it already?</b>
<b>Comments from parents:</b>

Action to be taken			
Action	Time Frame	Lead Person	Review Date: Review of action

Follow up actions checklist: Victim

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
Is 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:

Parent:

Staff Member:

Review Date 1:

Resolved

- Unresolved
- Further intervention needed
- Further monitoring needed

Review Date 2:

- Resolved Unresolved
- Further intervention needed
- Further monitoring needed