



Mill Lane Primary School

Anti Bullying Policy

January 2022

Date written: Sept 2015
Updated: Judy Stanyard
Date adopted by Governors and Staff:
Review Date: Jan 2023

Mill Lane Primary School Anti Bullying Policy

Statement of Intent

At Mill Lane Primary School, we are committed to providing an emotionally warm, caring and safe environment for all our children so that they can learn and play in a relaxed and secure setting.

Bullying of any kind is unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously. Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect and pupils who are bullying others need to learn different ways of behaving.

Children and learners are protected and helped to keep themselves safe from discriminatory and derogatory language, bullying, homophobic behaviour, racism, sexism, disability, transgender and other forms of discrimination. Any discriminatory behaviours are challenged and help and support are given to children about how to treat others with respect.

At Mill Lane Primary School, as at every school, we acknowledge that bullying does happen from time to time - indeed, it would be unrealistic to claim that it does not. When bullying does occur, everyone should feel able to speak out and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff.

Aims and Objectives of this Policy

The aim of this policy is to try to prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of the school have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the school policy.

This will happen in the following ways:

- The school will meet the legal requirement for all schools to have an anti-bullying policy in place.
- The school will work closely with other professional agencies to ensure that children stay safe as stated in The Children Act 1989, The SEN and Disability Act 2001, The Government's 'Every Child Matters' 2003 Agenda (outcome 2) and The Children Act 2004.
- All governors, teaching and non-teaching staff, pupils and parents/guardians will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will know what the school policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All pupils and parents/guardians will know what the school policy is on bullying and what they can do if bullying occurs.
- Pupils and parents/guardians will be assured that they will be supported when bullying is reported.

- Whole school initiatives (staff training, celebration assemblies, Playground Friends etc.) and proactive teaching strategies, PSHcE (Personal, Social, Health, Citizenship and Economic Education), LORIC (Leadership, Organisation, Resilience, Independence and Communication) and SRE (Sex, Relationships Education) lessons, will be used throughout the school to reduce the opportunities for bullying to occur and to teach appropriate coping strategies for use if it does.
- A positive, caring ethos will be created within the school environment where everyone can work, play and express themselves, free from the fear of being bullied.

What Is Bullying? Our Definition.

Bullying is the intentional, repetitive or persistent hurting of one person by another, where the relationship involves an imbalance of power.

(Anti-bullying Alliance)

Each year, during National Anti-Bullying Week, the pupils, staff and parents agree to adopt the following collaborative definition of bullying, which is our shared understanding of what bullying is:

Bullying is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves. Remember S.T.O.P. - it happens Several Times On Purpose. It results in worry, fear, pain and distress to the victim(s).

Bullying is not tolerated.

Bullying can be:

- **Emotional** - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation
- **Verbal** - name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone
- **Physical** - pushing, kicking, hitting, pinching, throwing stones, biting, spitting, punching or any other forms of violence, taking or hiding someone's things
- **Racist** - racial taunts, graffiti, gestures, making fun of culture and religion
- **Sexual** - unwanted physical contact or sexually abusive or sexist comments
- **Homophobic, biphobic, transphobic** - because of/or focussing on the issue of sexuality
- **Online/cyber** - setting up 'hate websites', sending offensive text or social media messages, or emails and abusing the victims via mobile phones
- Any unfavourable or negative comments, gestures or actions made to someone relating to their disability, impairment or special educational needs.

Bullying is not:

Not all-unkind behaviour is bullying. It is important to understand that bullying is not the odd occasion of falling out with friends, name-calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on

purpose (**S.T.O.P.**). Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise, it is not classed as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns. We all have to learn how to deal with these situations and develop social skills to repair relationships. PSHCE lessons and circle time sessions address coping strategies for these relationship skills.

Where might bullying happen?

It can happen anywhere - in the classroom, in the cloakroom, in the toilets, in the dining hall, in the playground. Bullying may also happen on the way to and from school. In such cases, the Head Teacher is empowered by law to deal with such incidents but must do so in accordance with the school's policy.

At Mill Lane Primary School, we are concerned with our children's conduct and welfare outside as well as inside school and we will do what we can to address any bullying issues that occur off the school premises. The following steps may be taken:

- Talk to the local Community Police Officer about problems on the streets
- Talk to the transport companies about bullying on school buses and in school taxis
- Talk to the Head Teachers of other schools whose children may be involved in bullying off the premises
- Map out safe routes to school for children, linking them to a School Travel Plan
- Discuss coping strategies with parents
- Talk to the children about how to handle or avoid bullying outside the school premises

How to recognise a bullied pupil

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

- is frightened of walking to or from school
- doesn't want to go on a school bus / in a school taxi
- begs to be accompanied or driven to school
- changes their usual routine / route to school
- begins truanting or runs away
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- threatens or attempts suicide
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to under-perform in school work
- comes home with clothes torn or books damaged
- has possessions go missing
- asks for money or starts stealing money
- has dinner or other monies continually lost
- has unexplained cuts or bruises
- comes home hungry (money/snack/sandwiches have been stolen)

- becomes aggressive, disruptive or unreasonable
- starts swearing or using aggressive language for no apparent reason
- stops eating
- is frightened to say what's wrong
- is bullying other children or siblings
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be taken seriously and investigated as soon as possible.

What can you do if you are being bullied?

Wherever you are in school, you have the right to feel safe. Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you. The children were all asked this question and we have included some of their strategies in the list below:

- Try not to let the bully know that he/she is making you feel upset.
- Try to ignore them.
- Be assertive - stand up to them, look at them directly in the eye, tell them to **stop** and mean it.
- Stay in a group, bullies usually target individuals.
- Get away as quickly as you can.
- Tell someone you can trust - it can be a teacher, a teaching assistant, a lunchtime-supervisor, a parent, a friend, a brother, a sister or a relative.
- If you are scared, ask a friend to go with you when you tell someone.
- If you don't feel you can talk to someone about it, write it down and post it in the **STOP** box outside the Head Teacher's office or the 'worry' box in your classroom.
- When you tell an adult about the bullying give them as many facts as you can (What? Who? Where? When? Why? How?).
- Keep a diary of what has been happening and refer to it when you tell someone
- Keep on speaking out until someone listens and helps you.
- Never be afraid to do something about it and quickly.
- Don't suffer in silence.
- Don't blame yourself for what is happening.
- Call a helpline.

What can you do if you see someone else being bullied? (The role of the bystander)

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger. The children have also discussed this question in class and some of the strategies they suggested are listed below:

- Don't smile or laugh at the situation.

- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Shout for help.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.
- Try and befriend the person being bullied.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and post it in the 'worry' box or the **STOP** box.
- Call a helpline for some advice.

Procedures for reporting and responding to bullying incidents

All staff will respond calmly and consistently to all allegations and incidents of bullying at Mill Lane Primary School. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved. The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:

1. Report all bullying allegations and incidents to staff.
2. Staff will make sure the victim(s) is, and feels, safe.
3. Appropriate advice will be given to help the victim(s).
4. Staff will listen and speak to all children involved about the incident separately.
5. The problem will be identified and possible solutions suggested.
6. Staff will attempt to adopt a problem solving approach, which will move children on from them having to justify their behaviour.
7. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
8. Staff will reinforce to the bully that their behaviour is unacceptable.
9. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see next section).
10. If possible, the pupils will be reconciled.
11. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
12. The incidents will be recorded by staff on CPOMs.
13. In serious cases, parents will be informed and will be invited to come into school for a meeting to discuss the problem.
14. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
15. Bullying incidents will be discussed regularly at staff meetings.
16. Head Teacher will report on any serious bullying incidents to the Governors.

17. If necessary and appropriate, the Local Authority Child Protection Team, Social Services or the police will be consulted.

The following sanctions may be used:

The children have also discussed this question in their classes and some of the sanctions they suggested are included in the list below:

- Apologise to the victim(s) verbally and/or in writing if appropriate
- Report to the Head Teacher and/or Deputy Head Teacher
- Lose playtimes (attend Time Out Club during lunchtimes and playtimes)
- Lose privileges
- Parents will be invited in to school
- Go on a Behaviour Passport and/or Behaviour Plan
- Be removed from class and work in isolation
- Be withdrawn from participation in school visits, clubs and sporting events
- Fixed term exclusion
- Permanent exclusion

Guidance for Pupils

If you are being bullied, or you see bullying happening to someone else, tell any adult in school. You can ask to see them and talk to them on their own. You can have a friend or an adult from home with you. If you are not able to talk about it, write a message and put it into the 'worry' box in your classroom or the **STOP** Box outside the Head Teacher's office. Please put your name on your message. If you would prefer to tell someone at home, please ask them to come and talk to your teacher, the Parent Support Advisor, the Deputy Head Teacher or the Head Teacher.

You will be asked to talk about what is happening, when and where it is happening, and who is involved.

The Head Teacher will ask you to think about how you want the bullying to be discussed so that it can be sorted out

- for you and the person upsetting you to be talked to separately
- for you and the person upsetting you to be talked to together
- for the class to be talked to about the problem without the people involved being named

Whatever is decided, your parents / carer and the parents / carer of the person upsetting you will be informed. The adults who work with you will also be told, so that they can check that the problem has been sorted out and does not start again. If the problem happens again, keep telling until it stops.

Guidance for Parents / Carers

Listen carefully and calmly to your child. Give them time and space to think and talk rather than asking lots of questions. Make sure they know you take them seriously, that it is not their fault and that you will tell an adult in school what is happening so that it can be sorted out.

Report the problem to your child's teacher, the Parent Support Advisor or the Head Teacher, so that they can find out more about what has happened and begin to sort the problem out.

We will tell you what we have found out, and what we have done to sort the problem out.

If the problem continues, come back and tell us so that we can take action.

Guidance for Staff

All adults within school are role models for pupils and must ensure that their behaviour and relationships within school reflect the school aims.

If a bullying problem is reported to you, follow the school procedures below.

Listen to the victim and talk to them about whether they would like the person upsetting them to be spoken to separately or with them present.

Reassure the victim that the bullying is not their fault.

Discuss strategies with the victim that could support them and may prevent the problem happening again.

Use sanctions outlined in the school behaviour policy as appropriate.

Share information with Deputy and/or Head Teacher, who will inform parents / carers of the victim and the other child/ren involved of the action taken. Offer a review meeting with the parents/carers of the victim to check that the problem has been resolved.

Record the incident on CPOMs, including the following details: Date, reported by, victim, other children involved, nature of problem, action taken.

Staff who are victims of bullying are supported in line with the Local Authority Human Resources Anti-bullying policy.

Strategies for the prevention of bullying and the reduction of bullying

Whole school initiatives and proactive teaching strategies are used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur. At Mill Lane, we teach and encourage positive behaviour to create an emotionally safe environment where pupils take responsibility for each other's well-being. Our school's behaviour policy explains how we promote positive behaviour in school to create an environment where pupils behave well; where pupils take responsibility for each others' emotional and social well-being; and where they include and support each other. Bullying will not be tolerated and we make this clear in the information we give to pupils and parents when they join our school. We use school assemblies, school council, LORIC, SRE and PSHCE sessions to reinforce this message. Our curriculum is used to raise awareness about bullying and our anti-bullying policy. Every year we celebrate *Anti-bullying Week*, and *Odd Socks Day* whereby the whole school concentrates work and activities on developing positive relationships and anti-bullying messages. These messages are built upon throughout the year through varied curriculum activities, which includes:

- **Playground Friends and Sports Leaders**
- PSHCE, LORIC and SRE Long term Plans from Foundation Stage to Year 6 used to support this policy
- Each class agreeing on their own set of class rules
- Undertaking questionnaires and surveys to monitor the extent of bullying in the school and the effectiveness of the anti-bullying policy
- Making National Anti-bullying Week and Odd Sock Day a high profile event each year.
- Awareness raising through regular anti-bullying assemblies
- Circle time on bullying issues
- Setting up of a circle of friends support network where a small group of children volunteer to help and support an individual experiencing difficulties
- Children hearing stories about anti-bullying
- Using drama activities and role-plays to help children be more assertive and teach them strategies to help them deal with bullying situations
- Prominently displaying anti-bullying posters around the school
- Use of the 'Worry Box' in their classrooms where children can write and post their concerns and ideas, which is another listening system for staff
- Introduction of a confidential **STOP** Box in a central place (the outside Head Teacher's office) monitored by the Head Teacher and Deputy Head Teacher
- Using praise and rewards to reinforce good behaviour (see Behaviour policy)
- Encouraging the whole school community to model appropriate behaviour towards one another
- Organising regular anti-bullying training for all staff
- Adults meet and greet pupils and accompany classes to cloakrooms at the start and end of sessions
- Whenever possible, adults on the gates (usually Parent Support Advisor, Caretaker and Teaching Assistant) and on the playground (usually Head Teacher and Deputy Head Teacher) at the start and end of each school day

- Regular School Council sessions to provide opportunity for pupil voice, another listening system for school.

Mill Lane **Sports Leaders** and Anti-Bullying

Here at Mill Lane Primary School we all thoroughly enjoy our playtimes. We understand the importance of socialising with friends, meeting new faces, having time to reflect upon previous lessons and prepare our minds for future learning. At Mill Lane, we have adopted a **Sports Leaders** scheme, which helps to create happy and calm playtimes, bringing positive energy back into school ready to learn in the next lesson.

Our **Sports Leaders** are pupils from Y5 and Y6 who have applied for the role and have been given training on how to organise fun games, how to help when other children have problems and how to encourage cooperation and enjoyment on the playground.

The **Sports Leaders** are taught how to identify vulnerable children on the yard. They are on the 'look out' for anyone who appears sad or withdrawn. If a problem associated with bullying arose, the **Sports Leaders** would follow the appropriate prevention and reduction strategies. We are a 'Telling School' where we care about each other's welfare. Any bullying issues would be brought to the attention of the appropriate adult, usually the Deputy Head Teacher or Head Teacher, and dealt with according to this policy.

Monitoring and evaluation of the policy

To ensure this policy is effective, it will be regularly monitored and evaluated using the following measures:

Discussion with staff;

The numbers of incidents reported to staff over a given period;

From the comments posted in the **STOP** Box;

From pupils' perceptions of bullying in school during structured discussions in class time and from answers given in periodic questionnaires;

From the number of complaints and compliments that we receive from parents;

From the comments made by visitors connected with the school.

Following an annual review any amendments will be made to the policy and everyone informed.

Related Policies

Our Anti-Bullying policy links with a number of other school policies, including:

- Behaviour Policy
- Home School Agreement
- Equality and Diversity Policy
- Child Protection Policy
- Confidential Reporting Policy

Useful resources:

Anti-bullying Alliance

Anti-Bullying Alliance (ABA) brings together over 60 organisations into one network. It provides information to develop a consensus around how to stop and prevent bullying, influence policy and we work to develop and disseminate best practice.

www.anti-bullyingalliance.org.uk

Anti -bullying Network

Information sheets for young people, parents and school staff as well as information and links to relevant organisations.

www.antibullying.net

Bullying at School

Information for children and young people, advice for sisters, brothers, friends and families, school resources, links and research section, from SCRE (Scottish Centre for Research in Education).

www.scre.ac.uk/bully/

Bullying Online

Sections on advice for parents, pupils, teachers and youth workers, legal advice, school projects, problem page for children and young people, mobile phone bullying, racist bullying, safety in cyberspace, help for bullies, tips, links, sample letters, anti-bullying policies, outside-school issues, advice from a governor, guidelines from National Association of Head Teachers and DCSF.

Tel: 020 7378 1446

www.bullying.co.uk

Childline

24-hour helpline for children and young people in the UK. Also teachers' packs, quizzes, stories, information sheets, policy and campaign information.

Tel: 0800 1111

www.childline.org.uk

Don't suffer in silence

DCSF site on bullying with sections for pupils, teachers, parents and families; includes case studies, anti-bullying packs for schools, and links to other sites.

www.dfes.gov.uk/bullying

Kidscape

Frequently asked questions on bullying for children and young people, information and training for parents and professionals, anti-bullying policies and related guidelines, peer support schemes, publications and links.

Tel: 0845 120 5204

www.kidscape.org.uk

Parentlineplus

Support for anyone parenting a child and for professionals, wide range of topics, training, information for children (7-11) and for young people (11-16), quiz, factsheets, leaflets, other publications, and news.

www.parentlineplus.org.uk

At Mill Lane Primary we aim to challenge bullying effectively to improve the safety and happiness of pupils, show that the school cares and make clear to those children who use bullying behaviour that their behaviour is unacceptable and will not be tolerated.

This policy has been written and developed by the Anti-bullying Working Party at Mill Lane Primary School whose members include Senior Leaders, Lunchtime Supervisors, Parents, Teaching Assistants and pupils.

Signed and dated:

Head Teacher

Chair of Governors