



# Manor Primary School

## Anti-Bullying Policy

**Approved by Governing Body: January 2018**

**Due for review: January 2020**

### Introduction

#### *Statutory duty of schools*

*Headteachers 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.*

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at schools.

Bullying can take many forms - it is not just physical abuse but verbal and mental. As we explain to children in school, it is when someone else makes you continually unhappy - even if it starts out as fun. We do talk to children both in assemblies and in class during PSHE/Circle Time sessions about bullying and how to deal with it.

Our message is, that they must not suffer in silence - they are encouraged to tell someone, preferably an adult, and parents should keep a listening ear and consult with school if they are worried.

We know that some parents encourage their children to "fight back", when there are problems with other children. Unfortunately, this often causes even more upset and can mean that fairly minor matters (which are easy to resolve) become major problems. It will also lead to confusion for the children involved - school and home need to be giving the same message.

At Manor, we actively discourage children from "fighting back", because we do not believe that this is the correct way to sort things out. We believe that if a child has a problem caused by someone else, then the correct way of dealing with it is for that child to tell a grown-up - either their own class teacher, or the Headteacher, or another grown-up in school, or their parents at home. This is how the problem gets sorted out - not by retaliation or confrontation.

Parents need to be aware of this policy in school - if it is difficult for them to accept, they should make an appointment to meet with the Headteacher.

## **Rationale**

Everyone at Manor School has the right to feel welcome, secure and happy. Only if this is the case will all members of the school community be able to achieve to their maximum potential. Bullying of any sort prevents this being able to happen and prevents equality of opportunity. It is everyone's responsibility to prevent this happening and this policy contains guidelines to support this ethos.

Where bullying exists the victims must feel confident to activate the anti-bullying systems within the school to end the bullying. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti-bullying ethos in the school.

This document outlines how we make this possible at Manor School.

## **Definitions of Bullying**

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

physical (hitting, kicking, theft)

verbal (name calling, racist remarks)

indirect (spreading rumours, excluding someone from social groups).

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in schools.

Schools' teaching and ancillary staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

The school works hard to ensure that all pupils know the difference between bullying and simply "falling out".

## **Actions to Tackle Bullying**

Prevention is better than cure so at Manor we will be vigilant for signs of bullying and always take reports of incidents seriously. We will use the curriculum PSHE, RE, assemblies and Circle Time whenever possible to reinforce the ethos of the school and help pupils to develop strategies to combat bullying-type behaviour. Every year, as part of our SEAL assembly work in school, we will focus on bullying. This enables us, as a whole school, to reinforce our behaviour code and remind pupils what to do if bullied and reminds them of strategies to combat bullying-type behaviour. Pupils are also reminded of our behaviour code and what to do if bullied.

Pupils are told that they must report any incidence of bullying to an adult within school. They are also advised that when another pupil tells them that they are being bullied or if they see bullying taking place it is their responsibility to report their knowledge to a member of staff.

All reported incidents of bullying will be investigated and taken seriously by staff members. Teachers will note incidents. If a member of staff on duty deals with an incident, then this will be reported to the class teacher of that child at the end of break. The Class Teacher of the victim will be responsible for reporting the incident and the action taken, to the Headteacher. In order to ensure effective monitoring of such occurrences, and to facilitate coordinated action, all proven incidences of bullying should be reported to the Headteacher. Any incidents involving racist abuse should be reported to the Headteacher even if the surrounding events seem trivial.

Upon discovery of an incident of bullying, we will discuss with the children the issues appropriate to the incident and to their age and level of understanding. Initially, a problem-solving approach may help. The adult will try to remain neutral and deliberately avoid direct, closed questioning which may be interpreted as accusatory or interrogational in style. Each pupil must be given an opportunity to talk and the discussion should remain focused on finding a solution to the problem and stopping the bullying recurring.

Other follow up strategies may be employed as part of the schools general developmental programme. For example, an assembly or role-play and other drama techniques can be used as well as Circle Time. If held regularly, these are an effective way of sharing information and provide a forum for discussing important issues such as equal rights, relationships, justice and acceptable behaviour. It can also be used just within the affected group to confront bullying that already exists.

Children who are worried about openly discussing an incident when the aggressors are present (e.g. taunting during a lesson) can be encouraged to discuss with the teacher in confidence at an appropriate time. Victims need to feel secure in the knowledge that assertive behaviour, and even walking away can be effective ways of dealing with bullying.

### **Parental Involvement-when it happens**

The parents of bullies and their victims will be informed of an incident and the action that has taken place and asked to support strategies proposed to tackle the problem. As far as possible we will remind parents that home and school need to give the same message. The bully will also be reminded of the possible consequences of bullying and the sanctions for repeated incidents will be clearly explained to him/her. Persistent bullies may be removed from the playground or even excluded from school. A monitoring tool may also be used; usually incorporating a reward for achieving desired behaviours. The victim and his/her parents will also be asked to contact the school if they think that any further occurrences have not been reported to staff.

### **Parental Involvement - prevention**

Parents are offered many opportunities to raise any concerns during daily contact with staff and termly Parent Consultations.

In terms of our general ways of working, parents will be introduced to our approach and strategies to combat bullying upon induction, both orally and in the prospectus. They are then reminded regularly through letters and newsletters to inform their children that they must tell someone should they ever be bullied. Keeping information from the school, or from their parents, will never help a problem to be solved, and will prolong the period a victim has to suffer. Whilst there is little history of bullying at Manor, we believe that one case is one case too many and we believe it is essential to review this policy regularly to ensure we are in a position to strengthen our approach to this issue. Where necessary we have and will call on outside resources such as the Behaviour Support Service, to support our action. This policy is seen as an integral part of our Behaviour Policy.

### **Monitoring, evaluation and review**

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Additional resources: DfEE: "Bullying: Don't Suffer in Silence."