

# **THE ROCHE SCHOOL**

## **ANTI-BULLYING POLICY**

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Policy Index:

SEF Compliance:

**Reviewed by:**

**Vania Adams**

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**Links with other policies:**

**Behaviour Policy**

**Aims & Ethos Policy**

# The Roche School

The entire school community is committed to preventing bullying and has compiled this policy in accordance with best practice, recommendations from external bodies and government regulations. This policy is reviewed by the school's CP Office & Pastoral Care, the Head Teacher, the Director of Studies & KS1 and shared community to ensure all parties are aware of the appropriate procedures and expectations. with all staff . This policy has also been ratified by the principals and been made available to the wider school

## Table of Contents

Explanatory Statement .....	3
Aims .....	3
Objectives .....	3
What is Bullying.....	4
Bullying can be: .....	4
Signs and Symptoms of Bullying.....	4
Dealing with bullying incidents involving children .....	5
Where bullying is reported by children: .....	5
Firstly:.....	5
Secondly: .....	5
Finally: .....	5
Where bullying is reported by parents: .....	5
Where bullying is observed by staff: .....	5
The role of the school in dealing with bullying involving children .....	6
The role of parents in dealing with bullying .....	6
Support for parents .....	6
The role of the school in dealing with bullying involving adults .....	7
Sanctions with reference to the Anti-Bullying Policy .....	7
B. First Incident.....	7
B. Second Incident .....	7
Prevention of Bullying .....	8
Appendix A: Key Advice .....	8
Appendix B: Incident Form .....	9
Appendix C: Accident Form.....	10

## The Roche School

### Explanatory Statement

The Roche School community is committed to providing a caring and safe environment for all pupils and staff so that they can learn and work in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils or staff should know that incidents will be dealt with promptly and effectively. The message is that this is a telling school. This means anyone who knows that bullying is happening is expected to inform the staff or the Head teacher, Deputy Head, Head of the Nursery Schools or the school's Principals.

This is The Roche School's Policy to prevent bullying. It has been drawn up to conform with the requirements of paragraph 3(2)(a) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (as amended) and has regard to the DCSF guidance "Safe to Learn: Embedding anti-bullying work in schools" (ISBN 978-1-84775027-3), a copy of which is kept in the office and may be borrowed on request by any member of staff. This policy also reflects the specific legal requirements in the "Behaviour management" section of "Safeguarding and promoting children's welfare", part of the Statutory Framework for the Early Years Foundation Stage May 2008 and the *Every Child Matters* Agenda.

*This policy should also be read in conjunction with the Behaviour Policy.*

### Aims

- All feel secure, respected and valued
- Any form of humiliation, harassment or bullying is not tolerated
- All reported incidents are seriously listened to (*See Appendix A: Key advice given to all adults interacting with pupils in The Roche School*)
- All bullying or harassment incidents are dealt with sensitively and firmly

### Objectives

- To provide a secure environment in which incidents can be identified, reported and effectively dealt with.
- To make it clear that each member of the school community takes bullying seriously. For all staff to respond calmly and consistently to any bullying incidents.
- To provide a supportive and secure system within which issues can be resolved.
- To include all parties involved in incidents in a positive and supportive manner, in order to prevent the recurrence of unsuitable behaviour.
- To be positive in our respect of all cultural groups within the school community.
- To keep detailed records of all incidents so as to provide written evidence when discussing incidents at a later date. This will allow the early identification of any patterns of unwanted behaviour.

## What is Bullying

Bullying is the use of aggression with the intention of hurting, humiliating or isolating another person. Often results in pain/lack of self-esteem and confidence and/or distress being felt by the victim.

### Bullying can be:

#### **Emotional**

excluding, tormenting (i.e. hiding books, threatening gestures)

#### **Homophobic**

because of or focusing on the issue of gender

**Physical** punching, kicking, hitting or any use of violence.

#### **Racist**

racial taunts, graffiti, gestures

#### **Sexual**

unwanted physical contact or sexually abusive comments

#### **Verbal**

name-calling, sarcasm, spreading rumours, teasing

#### **Cyber**

texts, emails, or other communication using technology

## Signs and Symptoms of Bullying

Being frightened of going to and from school  
Change of usual routine  
Being unwilling to go to school (school phobic)  
Becoming anxious and withdrawn  
Crying themselves to sleep at night/nightmares  
Feeling ill in the mornings  
Beginning to do poorly at school  
Coming home with clothes/books torn  
Having possessions 'go missing'  
Unexplained cuts or bruises  
Asking for money or stealing money  
Becoming withdrawn, lacking in confidence  
Becoming aggressive and unreasonable  
Bullying other children or siblings  
Giving improbable excuses to any of the above

## The Roche School

### Dealing with bullying incidents involving children

#### Where bullying is reported by children:

##### Firstly:

Remain calm and listen carefully to what is being said.

Take the report seriously and act as quickly as possible.

Decide whether the action needs to be kept private to those involved.

Reassure the victim that they he or she is doing the right thing.

Offer the victim concrete practical help, advice and support.

Make clear to the bully that the school disapproves of his or her behaviour and that it is unacceptable.

Encourage the bully to see the victim's point of view and reflect on behaviour (in line with Behaviour Policy).

Decide on appropriate sanctions.

Explain the sanctions clearly, stating why they have been given.

##### Secondly:

Report incident to a senior member of the school (the Head teacher, Deputy Head, Head of Pastoral Care and Safeguarding).

Complete a bullying report form (*APPENDIX B*).

Inform colleagues, including the child's class teacher & the Head of Safeguarding and Pastoral Care.

##### Finally:

Encourage the victim to adopt self-help i.e. to be assertive.

Remember to look at the bullying objectively, i.e. the behaviour not the person.

Keep the incident 'open', it is not a secret. The support of other children in the class may be vital to ending the bullying behaviour.

If children are involved be honest with parents of both parties

Consider the use of circle time, assemblies or PSHE sessions to discuss bullying issues

#### Where bullying is reported by parents:

Listen to what the parents are saying and record their concerns in note form, ensuring you give a copy to the Head Teacher/Deputy Head/Head of Safeguarding and Pastoral Care to read and then file in the child's central file.

Do not make any judgements on the child(ren) involved.

Inform the parents that this will be brought to the attention of the Head Teacher immediately.

Inform the Head teacher.

(See *APPENDIX A*: Key advice given to all adults interacting with pupils at The Roche School)

#### Where bullying is observed by staff:

Act immediately, decisively and with sensitivity and compassion.

Record the incident in the 'Playground Behaviour' book, when noticed in the Playground.

Inform the relevant staff including the class teacher and the Head teacher/Deputy and Head of Pastoral Care.

Complete an INCIDENT REPORT FORM located in the 'Incidents File' in the office.

## The Roche School

### The role of the school in dealing with bullying involving children

The school actively promotes the idea that caring for each other is of prime concern. All situations are dealt with promptly and talked through thoroughly. We discuss incidents with individual children, groups of children, or classes of children (usually during circle time) or, if appropriate at assembly. We seek to gain a clear picture of the situation and clearly explain ideas about unfairness, cruel actions and the consequences of such actions.

We always keep records of bullying incidents and aim to keep parents informed of any action taken by the school. Bullying behaviour is not tolerated and we monitor carefully any child or children involved.

### The role of parents in dealing with bullying

Parents are asked to support the school in the implementation of the anti-bullying policy. We believe that mutual trust between home and school is essential and it is vital for the children involved to know that the school and parents work together.

Any parent who suspects or knows that his child is a victim of bullying is asked to:

- (a) Report any concerns to their child's teacher as soon as possible
- (b) Listen carefully to the child, reassure and support him or her.
- (c) Advise the child how to cope in a non-violent manner (e.g. walk away).
- (d) Build up the child's self-esteem and learn how to be assertive.
- (e) Talk to the Head teacher or Director of Studies & KS1 for more help or advice if needed.

If a parent suspects or knows that his child is involved in bullying behaviour the parent is asked to:

- (a) Talk through the situation calmly.
- (b) Support the school in expecting this behaviour to stop (reminding child if necessary). (c) Accept that this may have happened due to peer group pressure and the child may be bullying to avoid being a victim of bullying by others.
- (d) Acknowledge that this may or may not be an isolated incident.
- (e) Ease the situation by using a sensitive approach.
- (f) Explain to their child why this situation cannot continue and why it is important to you and your family.

If parents witness or become aware of an incident outside school (i.e. at going home time, outside school, or walking home, etc.) they are asked to report it to a member of staff. Incidents of bullying outside school will be discussed sensitively, and as with incidents inside school, dealt with in accordance with school policy.

### Support for parents

At school we aim to support parents of children who are either bullying or being bullied. We support parents by discussing the problems and offering help and advice as soon as the situation becomes evident. Parents are invited to meetings at school so that the situation can be closely monitored. If the child is bullying, then sanctions may be discussed. The reasons why the child may have chosen to bully are also discussed. What kind of support can be given to the child to help bring about a change in behaviour is explored. If the child is being bullied, problems and possible solutions are discussed, including ways to help the

## **The Roche School**

child deal with this problem, ways to help build self-esteem (often connected to those who are bullied) and ways to ensure all incidents are reported and explored.

Parents can also receive support and advice from organisations such as Childline, Careline and Kidscape as well as The Parent Practice.

### **The role of the school in dealing with bullying involving adults**

All situations are dealt with promptly and talked through thoroughly. Incidents are discussed with the perpetrator, the victim and any known witnesses. School policy is clearly explained to the perpetrator in that the behaviour is unacceptable and must cease. Reasons for the bullying occurring are discussed and possible solutions put forward. The victim is reassured that he or she has done the right thing by talking the incident(s) through. The victim may choose a member of staff in which to confide but is encouraged in the first instance to discuss problems with the Head teacher or Deputy Head. If Head teacher or Deputy Head are the perpetrators, then the victim is encouraged to discuss the problem with the one/both of the Principals. Victims are asked to take some responsibility for dealing with the bullying.

As a school we do not accept bullying as a matter of course and all incidents will be dealt with sensitively but firmly. The ethos of the school is firmly directed towards building an inclusive, supportive and happy culture which includes much pre-emptive work in building healthy social relationships as well as having a firm policy in place should any incident arise. If sufficient care and attention is paid to the vision of the school the likelihood of bullying incidents are greatly reduced. If bullying behaviour continues then the perpetrator is in breach of the school's anti-bullying policy and disciplinary procedures will be set in place.

### **Sanctions with reference to the Anti-Bullying Policy**

#### **B. First Incident**

A verbal warning by an adult in authority. The perpetrator will be required to give a verbal apology to the victim. If the incident occurs at break-time the child will be asked to accompany the adult on duty in walking around the playground or to stand at the side of the playground for a specified period of time e.g. five minutes.

If the adult deems it necessary the child will be removed from the situation to a supervised area, such as the school office or the Head Teacher's office.

If appropriate or very severe, parents of both parties will be informed.

#### **B. Second Incident**

If practicable, the child will be requested to provide a written apology for the victim stating clearly what they, the perpetrator, have done and promising not to do it again, e.g.

Dear \_\_\_\_\_,  
I am sorry for calling you names.  
I promise not to do it again.  
From \_\_\_\_\_

## The Roche School

If the child is too young to write, then a 'sorry picture' can be drawn and the adult involved may write the words. The adult and the child will then read through the letter together. The adult will make sure that the child understands the promise he or she has made.

The child may have privileges removed, e.g. one break-time spent with an alternative year group or under the supervision of the Head teacher or Deputy Head.

As a result of incidents it is likely that the class teacher will discuss relevant issues in circle time/PSHE lessons or immediately before/after a break and the Head teacher or Director of Studies & KS1 may speak to the whole class or groups of pupils if this is deemed beneficial.

### Prevention of Bullying

- The school has a clear ethos of how all members of the school community should be treated. (Aims and Ethos Policy)
- All staff provide good role models for the children.
- There are clear school rules known to all members of the school community.
- Bullying is addressed in PSHE lessons and in circle time.
- The pastoral care and ethos of the school is designed to raise self-esteem and value the contribution of all children, therefore making bullying less likely.
- The pastoral care within the school is designed so children are able to 'tell' in safety without fear of ridicule or recrimination.

### Appendix A: Key Advice

#### Key advice given to all adults interacting with pupils at The Roche School:

#### **Please Note: These are the key principles in dealing with incidents**

##### *Availability*

Make sure pupils know that you are ready to listen.

Be ready to provide immediate support.

Remain calm and make it clear that the pupil is believed.

##### *Investigation*

Every incident should be investigated as soon as possible.

All those involved should be interviewed individually (to avoid intimidation) to produce an accurate report.

Interviews should take place with the door open, and where another adult is within close proximity.

##### *Documentation*

Every incident should be recorded in a way that reinforces the school's anti-bullying policy. The adult investigating is required to ensure the incident is recorded in writing.

This will usually be the Head teacher or Director of Studies & KS1 recording the incident in the school's bullying file.

##### *Response*

Have a pre-agreed, consistent procedure for responding.



## The Roche School

The style should be clear and “matter of fact” and should be related to the severity of the incident.

Responses should be overtly linked to school policy.

### Review

Follow up each incident at a pre-arranged time with all those involved, if necessary individually.

Make clear that the school supports each pupil’s efforts to change and give praise and encouragement.

## Appendix B: Incident Form

# INCIDENT REPORT FORM

**Copies submitted to the Head Teacher within 24 hours of all incidents.**

To be completed by a member of staff and filed in the **INCIDENT FILE** in the office.

If completing this for a pupil in the Nursery please also complete their ‘Individual Child Accident and Incident Form’ kept in their ‘pupil files’ in the filing cabinet. New forms must be started each term.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location of incident: <input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Park <input type="checkbox"/> Other: _____ <small>(Please Specify)</small>	Person notifying: <input type="checkbox"/> Pupil <input type="checkbox"/> Peer <input type="checkbox"/> Parent <input type="checkbox"/> Staff member Name: _____
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Person complaining: \_\_\_\_\_

Child/Children involved: \_\_\_\_\_

Brief outline of incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff member who witnessed &/or dealt with the incident initially and how?

Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member of the Senior Leadership Team informed: YES/NO Name: \_\_\_\_\_

Class Teacher notified: YES-NO-N/A

CP Officer notified: YES-NO-N/A

Parent notified: YES-NO-N/A

Conclusions/Further action (Completed by member of SLT)

Read in conjunction with: Behaviour Policy and Aims & Ethos Policy

**The Roche School**

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Any further implications/Future follow-up actions:

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Signature of member of staff reporting: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Senior Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_

**\*N.B: This form is confidential to the school and is for internal use only.**

**Appendix C: Accident Form**

**ACCIDENT REPORT FORM**

To be completed by a member of staff and filed in the **ACCIDENT FILE** in the office.  
If completing this for a pupil in the Nursery please also complete their 'Individual Child Accident and Incident Form' kept in their 'pupil files' in the filing cabinet. New forms must be started each term.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location of accident: <ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom</li> <li><input type="checkbox"/> Playground</li> <li><input type="checkbox"/> Park</li> <li><input type="checkbox"/> Other: _____ <small>(Please Specify)</small></li> </ul>	Name of person injured:  Name: _____  Class: _____
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Brief outline of injury:

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Staff member who witnessed &/or dealt with the incident initially and how?

Name: \_\_\_\_\_

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**Class Teacher notified: YES/NO**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Parent notified: YES/NO**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**The Roche School**

Conclusions/Further action:

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Signature of member of staff reporting: \_\_\_\_\_ Date: \_\_\_\_\_

*\*N.B: This form is confidential to the school and is for internal use only.*