



Anti-Bullying Policy

June 2024

CAS-01



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Curriculum & Standards	June 2024	June 2026

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EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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We are a 'Stand up- Speak out School'- bullying will not be tolerated

Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Our anti-bullying policy aims to:

- Ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied.
- Promote respect and tolerance for each other, including and engaging everyone's perception of bullying
- Provide a secure, stimulating, positive and mutually respectful and inclusive environment for learning
- Clarify for pupils and staff what bullying is and that it is always unacceptable
- Explain to staff, pupils and the whole school community why bullying and harassment occur and their impact on individuals and the school as a whole
- To have in place an anti-bullying support system, that all staff and pupils understand and to apply the system consistently

Our school community

- Will discuss, monitor and review our anti-bullying policy on a regular basis
- Will support staff to promote positive relationships and identify and tackle bullying appropriately
- Will ensure that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy
- Will report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy
- Will seek to learn from good anti-bullying practice elsewhere and utilise support from the Local Authority and other relevant organisations when appropriate

Definition

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves effectively. Behaviour of this nature is unacceptable in our school. Isolated incidents of aggressive or antisocial behaviour do not constitute actual bullying.



Nor do ongoing patterns of making and breaking of friendships where both parties are equally responsible. Nevertheless, such behaviour also has a detrimental effect on pupils' ability to focus on learning, and will need to be addressed.

Bullying can be:

- **EMOTIONAL:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **PHYSICAL:** pushing, kicking, hitting, punching or any use of violence
- **RACIST:** racial taunts, graffiti, gestures
- **SEXUAL:** unwanted physical contact or sexually abusive comments
- **HOMOPHOBIC:** because of, or focussing on the issue of sexuality
- **VERBAL:** name-calling, sarcasm, spreading rumours, teasing
- **CYBER:** All areas of internet, such as email & social media misuse, mobile threats by text messaging & calls and misuse of associated technology, i.e. camera & video facilities
- **TRANSPHOBIC:** because of, or focussing on the issue of an individual's gender identity

Bullying can happen to anyone. This policy covers all types of bullying including:

- race, religion or culture
- special educational needs
- appearance or health concerns
- sexual orientation
- bullying of young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying
- cyber bullying
- disability
- sexting

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 or behaviour patterns, and a lack of concentration.

Through our approach, pupils are encouraged to report bullying to an adult in school whom they trust. Pupils are also encouraged to report bullying they witness even if they are not involved. This may be reported to their class teacher, a classroom assistant, a mid-day supervisor or the Head Teacher. In addition, all staff must be alert to signs of bullying and act promptly and firmly against it.

Roles & Responsibilities

Head Teacher/ Deputy Head Teacher

It is the responsibility of the Head Teacher and Deputy Head Teacher to implement the school anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying. The headteacher reports to the governing body about the effectiveness of the anti-bullying policy on request.

Staff

Staff in our school take all forms of bullying seriously, and intervene to prevent incidents from taking place. Incidences of bullying are recorded in an anti-bullying logbook.



We expect staff to:

- Provide children with a framework of behaviour including class rules which supports the whole school policy
- Emphasise and behave in a respectful and caring manner to pupils and colleagues, to set a good tone and help create a positive atmosphere
- Provide pupils with a good role model
- Raise awareness of bullying through stories, role-play, discussion, peer support, school council, PSHE, RE and Citizenship
- Through the Head Teacher, keep the Governing Body well informed regarding issues concerning behaviour management
- Ensure pupils know how to express worries and anxieties about bullying
- Ensure all pupils are aware of the range of sanctions which may be applied against those engaging in bullying
- Offer support to pupils who have been bullied
- Work with pupils who have been bullying in order to address the problems they have
- Communicate with parents to ensure they are fully aware of the situation regarding their child and the process of dealing with bullying at our school.

Parents/Carers

We expect that parents/ carers will:

- Understand and engage with everything that is being done to make sure their child enjoys and is safe at school
- Contact their child's class teacher immediately should they be concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, or if they have concerns that any child may be being bullied.
- Are informed about and fully involved in all aspects of their child's behaviour.

Governors

We expect that Governors will:

- Support the Head Teacher and staff in the implementation of this policy
- Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy
- Respond within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the headteacher and asks him/her to conduct an investigation into the case and to report back to a representative of the governing body.
- Respond in accordance with the timings and process in the Parental Complaints Policy.

Implementation

We will take the following steps when dealing with disclosures or observations of bullying:

- If bullying is suspected or reported, the matter will be dealt with as soon as possible by the member of staff involved. Alternatively, he/she may refer the matter to a senior colleague. (For



example, a mid-day supervisor might report a disclosure of bullying to the child's class teacher or to the Head Teacher.)

- If a case of bullying is clearly established, a clear account of the incident will be recorded and referred to the relevant class teacher and the head teacher if they are not otherwise involved. This will be recorded on the Bullying Log sheet.
- The Head Teacher/ Deputy Head Teacher may interview all concerned.
- The senior person dealing with the bullying will inform parents. This will depend on the severity of the antisocial behaviour, and its effect. The Head Teacher will provide advice as necessary.
- A bullying log (Appendix 4) will be started so all staff can be aware and log any future related incidents.

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of staff of their choice;
- reassuring the pupil by offering them the support of adults in school;
- restoring their self-esteem and confidence through ELSA sessions;
- discovering why the bully acted as he/she did, and why the pupil became involved;
- establishing the bully's guilt, and having him/her acknowledge the need to change;
- teaching the victim new skills they can use to deal with antisocial behaviour (eg assertiveness);
- re-interviewing all parties at one or more pre-arranged intervals (to check whether the situation has improved);
- using 'check in charts' to monitor their daily experience
- informing parents/carers of all parties as appropriate.

The following disciplinary steps can be taken:

- calling in parents
- official warnings (formally recorded) to cease offending;
- withdrawal of privileges;
- Pastoral Support Plan (PSP)
- exclusion- internal and external.

Within the curriculum the school will raise the awareness of the nature of bullying and how to deal with it by discussions in PSHE, circle time, assemblies and other subject areas as appropriate. Pupils should be taught that bullying is unacceptable, and that they must confide in an adult if they are subjected to it. Also, pupils should be helped to develop their self-esteem and social skills so they can resist antisocial behaviour.

Monitoring, Evaluation and Review

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

Trends and strategies are analysed by the nominated member of staff responsible for anti-bullying for inclusion in the Head Teacher's Annual Report to the Governing Body on Safeguarding Children and are reported termly to Governors.



Appendix 1: Whole School Anti-bullying Procedures

Reporting an Incident

1. Bullying may be identified by a child, teacher, parents, mid-day supervisor etc.
2. Immediately after an incident has been reported, whether true or false, the following action must take place:-
 - a. Headteacher informed immediately.
 - b. Children involved spoken to by the teacher and/or Headteacher / Deputy Headteacher.
 - c. Anti-bullying report form completed, by staff involved.
 - d. When and if appropriate all the children involved will meet, ('shared concern').
 - e. A separate meeting will be arranged with the Headteacher / Deputy Headteacher, of the parents of the bullied and parents of the children doing the bullying.
 - f. Parents who have expressed a concern that their child is being bullied, will be informed of the process and actions taken. A bullying log will be started.
 - g. Chairman of Governors and Vice Chairman informed as necessary.
 - h. All staff will be informed of the children involved so that effective monitoring can take place, (i.e. teachers, classroom assistants, mid-day supervisors).
 - i. The teachers and Headteacher/Deputy Headteacher will continue to monitor the situation, as long as required
 - j. Inappropriate behaviour, e.g. difficulty in collaborative activities, inability to associate with a peer group etc. will be recorded in the child's profile

Consequences for the Bully

If a child has been proven to be bullying the following sanctions will apply :-

- a. Supervision - children will be closely supervised by staff during break and lunchtimes.
- b. Reporting - children will report to the Headteacher/Deputy Headteacher on a regular basis, e.g. am/pm breaks.

Stage	Behaviour	Consequence
Stage 1	Pattern of bullying behaviour is identified.	<p>The child's parents will be asked to attend a meeting to discuss their behaviour with the Head/Deputy Head and teacher.</p> <p>An action plan will be drawn up</p> <p>Sanctions will include:</p> <p>Withdrawal of break-times and or lunchtimes where the child will be closely supervised by a member of staff.</p> <p>Pupil will report to the Head and Deputy regularly across the day and a record kept of behaviour.</p> <p>Privileges will be removed such as involvement in clubs or teams as appropriate.</p>



<p>Stage 2</p>	<p>The pattern of behaviour has not changed- support, sanctions and advice have not been taken.</p> <p>The child has behaved completely inappropriately/ the child has been dangerous and could/ has significantly harmed others.</p>	<p>Parents will be contacted and the exclusions procedures and county guidance followed. We will consider lunchtime exclusion.</p>
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Appendix 2: Information for Children

WHEN YOU ARE BEING BULLIED

- Be firm and clear - look them in the eye and tell them to stop.
- Get away from the situation as quickly as possible.
- Talk to an adult straight away.
- Ask a friend to fetch an adult.

AFTER YOU HAVE BEEN BULLIED

- Talk to a teacher or another adult at school.
- Talk with your family.
- If you are scared to talk to a teacher or an adult on your own, ask a friend to go with you.
- Keep on speaking up until someone listens.
- Don't blame yourself for what has happened.

WHEN YOU ARE TALKING ABOUT BULLYING WITH AN ADULT, BE CLEAR ABOUT

- What has happened to you?
- How often has it happened?
- When did it last happen?
- Who was involved?
- Who saw what was happening?
- Where did it happen?
- Have you done anything about it already?
- Who have you told?

IF YOU SEE SOMEONE BEING BULLIED OR SUSPECT SOMEONE OF BULLYING

- Tell the bully to stop
- Ask your friend to talk to an adult so that it will stop
- Talk to a teacher or another adult at school.
- Talk with your family.
- If you are scared to talk to a teacher or an adult on your own, ask a friend to go with you.
- Keep on speaking up until someone listens.



Appendix 3: Information for Parents and Families

All schools are likely to have some problem with bullying at one time or another. It is important that you recognise that Chalfont St Giles Village School has taken steps to prevent bullying.

BULLYING BEHAVIOUR INCLUDES:-

- Name calling and teasing.
- Physical violence.
- Threats
- Isolating individuals from group activities.

Parents and families have an important part to play in helping schools deal with bullying.

First, please discourage your child from using bullying behaviour at home or elsewhere. Show them how to resolve difficult situations without using violence or aggression.

Second, watch out for signs that your child is being bullied, or is bullying others. Parents and families are often the first to detect that a problem exists. Don't dismiss it. Contact the school immediately if you are worried.

IF YOUR CHILD HAS BEEN BULLIED

Calmly talk with your child about his/her experience.

Make a note of what your child says - particularly who was said to be involved; how often the bullying has occurred; where it happened and what has happened.

Reassure your child that he/she has done the right thing to tell you about the bullying.

Explain to your child that should any further incidents occur he/she should report them to the teacher immediately.

Make an appointment to see your child's class teacher or Headteacher/Deputy Headteacher.

Explain to the teacher the problems your child is experiencing.

TALKING WITH TEACHERS ABOUT BULLYING:-

Try to stay calm - bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.

Be as specific as possible about what your child says has happened - give dates, places and names of other children involved.

Make a note of what action the school intends to take.

Ask if there is anything you can do to help your child or the school.

Stay in touch with the school; let them know if things improve as well as if problems continue.



IF YOUR CHILD IS BULLYING OTHER CHILDREN

Many children may be involved in bullying other children at some time or other. Often parents are not aware that their child is involved in bullying. Children sometimes bully others because:

- They don't know it is wrong.
- They are copying older brothers or sisters or other people in the family whom they admire.
- They haven't learnt other, better ways of mixing with their school friends.
- Their friends encourage them to bully.
- They are going through a difficult time and are acting out aggressive feelings.

TO STOP YOUR CHILD FROM BULLYING OTHERS

Talk with your child; explain that what he/she is doing is unacceptable and makes other children unhappy.

Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.

Show your child how he/she can join in with other children without bullying.

make an appointment to see your child's class teacher or Headteacher/Deputy Headteacher; explain to the teacher the problems your child is experiencing; discuss with the teacher how you and the school can stop him/her bullying others.

Regularly check with your child how things are going at school.

Give your child lots of praise and encouragement when he/she is co-operative or kind to other people.



Appendix 4: Bullying Record Log

BULLYING INCIDENT LOG		Name of teacher completing form:			
Target's Name (s):			Age:	Year:	
Gender:	Ethnicity:	SEN Stage:	Home Language:	Looked after child?	Pupil Premium?
Date of incident:					
Time of incident:					
Locations of incidents:					
SECTION A: TARGET'S ACCOUNT/CONCERNS OF PARENTS/CARERS:					
Name of alleged perpetrator(s):			Age	Year:	
Nature of incident (including details of injury or damage to property etc)					
<p>Bold any elements that apply:</p> <p>Physical Verbal Indirect Cyberbullying</p>					
<p>Bold any types of bullying that apply:</p> <p>Racial Religious Cultural Sexist Transphobic Homophobic SEN Disability</p>					
Any other circumstances (eg Gifted and Talented, health condition etc)?					
Parents of alleged target(s) informed (if they are not raising the concern)				Date:	Time:



SECTION B: ACCOUNTS OF THOSE INVOLVED		
Alleged perpetrators accounts of the incident(s):		
Witnesses/bystanders accounts of the incident(s): (including names and ages)		
Parents of alleged perpetrators(s) informed:	Date:	Time:
SECTION C: ACTION TAKEN		
Details of immediate action taken:		
SECTION D: ONGOING RECORD		
Use this section to add any further occasions of incidents reported by either children or parents. This may be issues from playtimes, arguments in the class or further meetings with parents. Please log any action taken after each incident logged.		