

# **Churchfields Infants' School, Nursery Unit and Language Facility**

## **Anti-Bullying Policy**

**CHURCHFIELDS INFANTS' SCHOOL  
NURSERY UNIT AND LANGUAGE FACILITY**

**ANTI-BULLYING POLICY**

**Aims**

We aim to create and maintain a school environment characterised by warmth, trust and respect for others. Adults should be seen to treat children fairly and with respect; a sense of co-operation and mutual respect is encouraged between pupils. Bullying of any kind is always unacceptable and cannot be tolerated and has no place in our school.

**Definition of bullying**

Bullying is deliberate hurtful behaviour which makes other people feel uncomfortable or threatened. It is repeated often over a period of time. It is difficult for those being bullied to stop the process.

Bullying can be:

**Physical:** (actual contact or non-verbal threat, i.e. intimidation) any form of physical contact, which intends to harm or cause distress, e.g. hitting, tripping, pushing, kicking

**Verbal:** persistent or malicious name-calling

**Emotional/Indirect:** any behaviour, passive or active, which is deliberately unfriendly and makes other people feel uncomfortable or excluded, e.g. spreading rumours, intimidating glances

**Wilful interference with property:** includes hiding, removing, damaging

These definitions would include any form of racial and sexual discrimination and harassment, or related to sexual orientation.

New forms of communication can also generate their own features e.g. e-mail, mobile phones.

Its seriousness can only be measured by the degree of hurt felt by the person being bullied. Name calling or teasing may be more damaging than physical harm.

Sometimes it is led by one or more individuals who are intending to cause serious hurt. More often it is a feature of group behaviour. Sometimes people who are usually considerate will join in with uncharacteristic nastiness when they are part of a group.

The victim may try to hide hurt in order to reduce apparent vulnerability, leaving the bullies and observers unaware of the degree of harm inflicted.

Many victims do not report bullying and adults may be unaware of the unhappiness suffered.

It is important to remember that a bully in one situation may be a victim in another.

## **School value statement**

At Churchfields we believe that effective learning can only take place in an atmosphere of mutual trust and respect. We aim to provide a calm, caring, purposeful and stimulating environment where all children receive the highest quality education and learn to “value other people, respect their beliefs and care for the environment in which we all live.”

## **Pupil/Parent perception**

It is important to reach agreement with pupils and parents about what counts as bullying. In addition, pupils need to perceive that something is being done to address incidents when they occur and that they have a key role in this. They need to feel listened to, supported and protected.

Pupils need to know what to do if they are being bullied, or if they believe another child is being bullied. They must tell someone – it could be their class teacher/teaching assistant/midday assistant or their parents. They need to know that adults will take bullying very seriously.

The role of parents is vital in supporting and reinforcing school policy on bullying.

Parents should encourage children to:

- follow the rules of the school
- report instances of bullying

Parents need to:

- report any concerns about bullying to the school promptly
- make sure they get feedback
- let the school deal with a bullying problem and must not approach alleged ‘bullies’ or their parents
- come back to the school immediately if there are further concerns or a bullying problem appears to be continuing or resurfacing

## **Recognising signs of distress in the victim**

People react differently and the level of a person’s distress or hurt is not always evident. They may initially be unwilling to discuss the situation or may even deny that there is a problem. Pupils who are being bullied may show changes in behaviour, such as becoming shy or nervous, withdrawn, feigning illness or clinging to adults. While this behaviour may be symptomatic of other problems, all adults should be aware that these might be the early signs of bullying.

## **Strategies to prevent bullying**

We aim to discourage bullying of any kind by:

- (i) making all pupils and parents aware of the school behaviour and discipline rules guidelines through references in the school prospectus and at intake meetings
- (ii) promoting playground rules and developing a positive atmosphere at playtime by providing equipment for children to use and developing a range of different activities for children to enjoy, e.g. adventure play areas, quiet areas, co-operative games
- (iii) ensuring that the school playground is always adequately supervised
- (iv) providing INSET for staff for them to recognise signs of bullying and deal with it efficiently

- (v) using assemblies, circle time and PSHE curriculum opportunities to reinforce the message that keeping silent only protects the pupil doing the bullying
- (vi) developing a consistent approach which is used by all staff
- (vii) encouraging parents to communicate with the school if they suspect bullying.

## Staff expectations

All staff should be aware of situations that could reflect instances of bullying – children who appear tense or upset and to be aware of children who are being isolated in class or from friendship groups. Staff should react positively to hurtful comments or criticisms that may occur during class discussions; question and answer sessions etc. and reinforce the school's code of conduct and policy on bullying.

## Procedures

Upon receiving a complaint of bullying, the member of staff should:

- (i) listen objectively; reassuring the pupil that what they say is being taken seriously
- (ii) investigate, attempting to gather objective evidence and record the incident if necessary

When it is clear that bullying has taken place, then:

- (iii) alert other members of staff (year group team, mid-day staff) so that they can continue to monitor the situation
- (iv) interview the bully and make it clear that their behaviour is unacceptable and has caused distress
- (v) the bully will need to make an apology (verbal or written)
- (vi) the member of staff will decide with the Headteacher what punishment is appropriate
- (vii) the parents of the victim and the bully should be informed
- (viii) the incident should be recorded in the incident book in the Headteacher's office. **If the incident includes racist abuse a racial incident report form must also be completed.**
- (ix) offer support to the victim and the bully to ensure that the incident is not repeated. For the victim this may involve raising self-esteem, giving strategies to cope with incidents, appointing a friend or "buddy". For the bully this may involve raising awareness of the effect of their actions on others
- (x) continue to monitor the situation and check with the victim that there have been no further incidents.

## General advice

All schools experience some problems of bullying. For most children growing-up involves learning how to build relations with others. This is not always a smooth process as children vie with one another for attention and approval, from peers and parents. Most parents are painfully aware of this as brothers and sisters squabble and, sometimes, fight.

While we encourage children to be tolerant and to get on with one another, conflicts will arise. As children mature their emotions can be very sensitive, and offence can be taken when none was intended. Getting children to talk about upsetting experiences, real or imagined, is far better than leaving them to 'stew' over matters. Be aware also that, in school, gossip and rumour are commonplace and conflicts often arise through misinformation.

It is for these reasons that we always try to expose bullying issues as quickly and openly as possible, in a constructive manner.

Unfortunately, for some children 'bullying behaviour' outside of school is seen as normal.

### **Further action**

From time to time there will be staff INSET on bullying, to include:

- input from external professionals
- discussion of any problems arising from implementing the anti-bullying policy
- sharing new strategies for tackling bullying

### **Monitoring**

All staff in the school are involved in implementing the anti-bullying policy. The policy will be discussed annually as part of the School Improvement Plan. A review of the success of the policy will be undertaken and presented to the Governors at the Teaching and Learning Sub-Committee

Reviewed Summer 2013

## CHURCHFIELDS INFANTS' SCHOOL NURSERY UNIT AND LANGUAGE FACILITY

### Procedures for dealing with incidents of bullying

Upon receiving a complaint or being made aware of bullying, the member of staff should:

- (i) listen objectively; reassuring the pupil and/or the parent that what they say is being taken seriously
- (ii) investigate, attempting to gather objective evidence and record the incident if necessary

When it is clear that bullying or racism has taken place, then:

- (iii) alert other members of staff (year group team, mid-day staff) so that they can continue to monitor the situation
- (iv) interview the bully and make it clear that their behaviour is unacceptable and has caused distress
- (v) the bully will need to make an apology (verbal or written)
- (vi) the member of staff will decide with the Headteacher what punishment is appropriate
- (vii) the parents of the victim and the bully should be informed
- (viii) the incident should be recorded in the incident book in the Headteacher's office.  
**If the incident includes racist abuse a racial incident report form must also be completed.**
- (ix) offer support to the victim and the bully to ensure that the incident is not repeated. For the victim this may involve raising self-esteem, giving strategies to cope with incidents, appointing a friend or "buddy". For the bully this may involve raising awareness of the effect of their actions on others
- (x) continue to monitor the situation and check with the victim that there have been no further incidents.