



Anti-Bullying Policy

DATE	AGREED BY BOG	POLICY REVIEWED	POLICY AMENDED	STAFF MEMBER

**“Educating For Generations,
Building Brighter Futures”**

This policy has been developed consistent with The Education and Libraries (Northern Ireland) Order 2003 and DE Circular 2003/13 – Welfare and Protection of Pupils Education and Libraries (Northern Ireland) Order 2003.

Specific articles of the legislation referring to the welfare and protection of pupils include the following:

Article 17 – Duty to Safeguard and Promote the Welfare of Pupils

Article 18 – Child Protection Matters

Article 19 – School Discipline: Measures to Prevent Bullying

‘Pastoral Care in Schools: Promoting Positive Behaviour’ (2001)

‘Pastoral Care in Schools: Safeguarding and Child Protection in Schools–A guide for schools 2017

At Chapel Road Primary School staff, parents and children work together to create a happy, caring, learning environment. **Bullying, either verbal, physical or indirect will not be tolerated.** It is everyone’s responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively. In Chapel Road Primary School bullying behaviour is contrary to the school ethos.

We recognise that bullying is a concern for all of us, including pupils, teaching, Non-Teaching staff, parents and governors.

AIMS OF THIS POLICY

The aims of this policy are to:

- ✓ Prevent or reduce bullying in any form.
- ✓ Develop awareness in the procedures for reporting incidents of bullying
- ✓ Adopt a consistent approach to dealing with incidents of bullying.
- ✓ Create an emotionally safe environment where positive relationships can develop.
- ✓ Ensure that all pupils, parents and staff are aware of this policy and their roles and responsibilities in contributing to its success.

PRINCIPLES

- ✓ Pupils have a right to learn in a safe and supportive environment, free from intimidation and fear.
- ✓ The welfare/well-being needs of all children and young people are paramount and pupils’ needs (whether bully or targeted pupil) need to be separated from their behaviour.

- ✓ When bullying concerns are identified our school will work in a restorative and solution focused way to achieve the necessary change.
- ✓ Pupils who are targeted will be listened to and supported.
- ✓ Pupils who engage in bullying behaviour will be listened to and encouraged to accept responsibility and change their behaviour.
- ✓ Where a concern arises, staff will receive ongoing support from staff with Pastoral responsibility.
- ✓ Parents will be made aware of our school's practice to prevent and to respond to concerns through parent information meetings, consultation processes and where necessary, their active participation in partnership with the school to resolve concerns involving their child.

DEFINITION

By definition bullying is behaviour that intentionally and persistently causes distress to others.

Northern Ireland Anti-Bullying Forum (NIABF) defines bullying as:

"The repeated use of power by one or more people intentionally to harm, hurt or adversely affect the rights and needs of another or others" NIABF (2005)

The Department of Education defines bullying as:

"Deliberately hurtful behaviour, repeated over a period of time, where it is difficult for the victim to defend him/herself." 'Pastoral Care in Schools: Promoting Positive Behaviour' (2001)

The Anti-Bullying Alliance has produced this easy-to-read definition of bullying:

'People doing nasty or unkind things to you on purpose, more than once, which it is difficult to Stop'.

Bullying can range from ostracising, name-calling, teasing, threats and extortion, through to physical assault on persons and/or their property. It can be an unresolved single frightening incident which casts a shadow over a child's life, or a series of such incidents. Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others. The term bullying refers to a range of harmful behaviour, both physical and psychological.

COMMON FEATURES OF BULLYING

All bullying behaviour usually has the following features:

- ✓ It is repetitive and persistent.
- ✓ It is intentionally harmful.
- ✓ It involves an imbalance of power, leaving someone feeling helpless to prevent it or put a stop to it.
- ✓ It causes distress.

Children who experience bullying behaviour at school will not always be prepared to tell those in authority. However, when a disclosure is made, it will always be treated seriously. For those pupils who are unable to inform staff about their problem, observations about specific behaviour patterns are often noticed.

SOME COMMON SIGNS OF BULLYING (SOME EXAMPLES)

Signs of stress in pupils which may indicate Bullying

- ✓ Child's unwillingness to attend school / lateness /erratic attendance/isolated behaviour.
- ✓ Avoidance, hanging back from playground or staying late at school/complaining about missing possessions/refusal to talk about the problem.
- ✓ Deterioration of work or mislaid books, money, equipment or belongings / under achievement.
- ✓ Spurious illness / non-specific pains, headaches, tummy upsets, withdrawn, loss of appetite.
- ✓ Nail biting / flinching / forgetfulness / distractibility.
- ✓ Impulsive hitting out / out of character temper, flare up or restlessness / sudden aggressiveness.
- ✓ Stresses manifested at home – bed wetting / insomnia / nightmares / restlessness and irritability.
- ✓ Reluctance to sit beside or near certain pupils / hesitant to walk home.

(N.B. whilst these behaviours may be symptomatic of other problems – bullying may be one reason)

Staff will be able to use their knowledge of the pupils to identify these changes of behaviour and the policy outlined below will be implemented. Pupils will be encouraged at all times to be open with their parents who can then pass on concerns to the school.

Bullying can be brought to the attention of staff either by the target of bullying, their friend(s), their parent(s) or other interested people.

DEALING WITH BULLYING ALLEGATIONS

(‘target’ refers to the child who has been bullied)

The following is a list of actions available to staff when allegations of bullying have made. The emphasis is always on a caring, listening approach.

- ✓ *GATHER INFORMATION*–Discussion at length with the ‘target’ of the alleged bullying. Identify the child/children displaying the alleged bullying behaviour.
- ✓ *REASSURE* the child (target) that you will follow-up and investigate. Check back in with the child (target) and assign other staff members to do so too.
- ✓ *OBSERVE*–Relevant staff members are asked to observe behaviours closely for a few days and report back to the principal. Records are maintained.
- ✓ *INVESTIGATE*–Discussion with the child displaying the alleged bullying behaviour. Confront him/her with the details and ask for the truth about the situation/. Obtain witness reports if possible. If the child owns up to bullying, then follow the procedure outlined below and in the Positive Behaviour Policy. If he/she does not own up, investigate further. If it is clear from witness reports/staff observations that he/she is not being honest, continue with the investigation. Children usually own up if presented with all the facts.
- ✓ *EVIDENCE*–Consider all evidence from observations and discussions. Once it has been established that the behaviour constitutes bullying behaviour as outlined in this policy records will be kept ‘open’ until the incident has been resolved.
- ✓ *ACT*–Separate discussions with parents of the child displaying bullying behaviour and parents of the child who is the ‘target’ of the bullying behaviour will take place (if appropriate).
- ✓ *RESPOND*–Sanctions for the child/children displaying bullying behaviour may include withdrawal from favoured activities, loss of playtimes, exclusion from school during lunchtimes, suspension/exclusion from school, depending on the perceived severity of the incident(s) –see CCMS/EA/DENI. guidance on Suspension & Expulsion. For full list of sanctions – see Positive Behaviour Policy.
- ✓ *RESOLVE*–As the behaviour of the child displaying bullying behaviour (hopefully) improves, then favoured activities can be reinstated. The ‘target’ of the bullying behaviour will also be closely monitored to ensure self-esteem and self-confidence are re-established. Continue monitoring the situation by observing at playtimes/lunchtimes and having discussions with victim to ensure no repetition. Build in additional PDMU lessons to rebuild relationships and friendship.

PARENTAL INVOLVEMENT

All P1 and new parents/Guardians will receive the Positive Behaviour and Anti-Bullying Policies. They will also be directed to NI Anti Bully Forum–www.niabf.org.uk

Parents opinions and views are sought in relation to the formulation of behaviour and anti-bullying policies. It is important that a strong partnership exists between the school and the home if we are to be successful in establishing a harmonious and bullying free learning community. Parents/guardians will be contacted and kept informed should an allegation of bullying be made against or towards their child/children. All procedures set out in this Anti-bullying and Positive Behaviour Policy will be endorsed and supported by parents/guardians.

FORMS OF BULLYING

Bullying can take many different forms and is behaviour that intentionally and persistently causes distress to others.

<p style="text-align: center;"><u>PHYSICAL BULLYING</u></p> <p>e.g. hitting; pushing; kicking; tripping; spitting; hair pulling; throwing things; interfering with another's property by stealing / hiding / damaging / intruding upon it;</p> <ul style="list-style-type: none"> - extortion / threatening demands for money or other items - writing or drawing offensive notes 	<p style="text-align: center;"><u>VERBAL BULLYING</u></p> <p>e.g. name calling; insulting or offensive remarks; accusing; taunting; put downs</p> <ul style="list-style-type: none"> - ridiculing another's appearance/way of speaking/disability/personal mannerisms/race/colour/religion; - humiliating another publicly - spreading malicious or nasty/hurtful rumours; threatening; intimidation; mocking; sarcasm
<p style="text-align: center;"><u>EMOTIONAL BULLYING</u></p> <p>e.g. excluding/shunning others from group activity/social setting or play;</p> <ul style="list-style-type: none"> - belittling another's abilities or achievements; - menacing looks/stares; - rude signs or gestures 	<p style="text-align: center;"><u>CYBER BULLYING</u></p> <p>e.g. misuse of e-mails, images, text, blogs, tweets, forums and chat rooms to hurt /embarrass /demean /harass /provoke or humiliate another using perceived anonymity</p> <ul style="list-style-type: none"> - misuse of mobile phones by text messaging /calls or images – again to hurt /embarrass /demean /harass /provoke or humiliate another using perceived anonymity - unauthorised publication or manipulation of private information; impersonation

These categories may be inter-related

STRATEGIES TO PREVENT OR REDUCE BULLYING

Chapel Road Primary School has established and will maintain the following strategies to prevent and reduce bullying behaviour:

Proactive Strategies to ensure awareness is raised.

- ✓ Promote School Ethos at all times.
- ✓ Develop awareness of Rights and Responsibilities.
- ✓ Recognise and reward good behaviour.
- ✓ Use of creative learning to enhance social and emotional skills.
- ✓ All staff watch for early signs of distress in pupils.
- ✓ All staff listen and act.
- ✓ "Worry" box in each classroom (P3-P4) where children can put written notes if they feel they cannot speak about their problem.
- ✓ P1 and P2 children/parents will be encouraged to talk to the class teacher.
- ✓ Posters in school advertising these measures and discouraging children from bullying.
- ✓ Ensure that all staff (teaching and Non-Teaching), parents and pupils and all members of the school community are aware of the school rules and expectations as set out in the Positive Behaviour Policy.
- ✓ School assemblies – addressing Bullying and providing Anti-Bullying Strategies.
- ✓ Vigilant supervision – playground / general school environment.
- ✓ Consultation with the School Council.
- ✓ Use of PDMU lessons / Circle time.
- ✓ Promotion of Playground Friends / Buddy Bus Stop (Specified area in the playground).
- ✓ Questionnaires.
- ✓ Effective home-school communication.
- ✓ Awareness raising e.g. P1 Parent Induction meetings, class information meetings, School Policies Booklet issued, newsletters, website.
- ✓ Awareness of national Anti-Bullying Week (annually in November each year).
- ✓ Internet Safety Day annually
- ✓ Use of outside agencies – NSPCC, CHILDLINE, PSNI, Behaviour Support Team.
- ✓ Staff training / effective communication.

Reactive Strategies

The following steps will be taken when dealing with incidents:

- ✓ If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- ✓ Attempts will be made to resolve the situation quickly.
- ✓ Reports will be taken seriously.
- ✓ Steps will be taken to ensure the child feels safe and secure.

- ✓ Significant incidents will involve further investigation and recording. A clear account reported to the appropriate members of staff i.e. class teacher / head of Key Stage / Vice Principal / Principal / Designated Teacher for Child Protection.
- ✓ Significant or repeated incidents will require parents to be informed.
- ✓ Disciplinary measures / sanctions, which are proportionate and clearly set out in the Positive Behaviour Policy, will be explained and used.
- ✓ Formulation (involving all stakeholders) and communication of whole school rules concerning Positive Behaviour expectations (eg classroom rules, posters, displays, incentives, pupil awards, school assemblies, workshops).
- ✓ School Curriculum which addresses prejudice, discrimination and Social/Emotional Learning (PDMU).
- ✓ Whole school supervision and effective, consistent behaviour management by all staff.
- ✓ Opportunities for developing Positive Peer Relationships (Circle time strategies and training provided re. Peer Support/Playground Friends schemes and Class/School Council).

PROCEDURES FOR DEALING WITH BULLYING

The 2003 Statutory Requirements (Education & Libraries NI Order) requires schools to “encourage good behaviour and respect for others” and in particular prevent all forms of bullying.

When dealing with bullying behaviour the school will aim to:

1. Stop the bullying behaviour.
2. Protect and support the bullied pupil.
3. Change the attitude and behaviour of the bully.

Every child can make mistakes and can behave in ways that are hurtful to others. In most cases a quiet word and an explanation of how others feel is sufficient to make a difference. Children can and do learn over time how to care for themselves and for others. We believe that learning from mistakes and being genuinely sorry for them is part of growing up and becoming a socially well-adjusted person. We believe much can be achieved by talking with the perpetrator and the victim to achieve a resolution and reconciliation. In some cases, however, talking things through will not make enough of a difference and in these cases we reserve the right to apply a range of sanctions.

In Chapel Road Primary School if any type of bullying is identified, the following strategies will be implemented by staff in two stages:

STAGE REPORT TO CLASS TEACHER

All staff will:

- ✓ Listen to concerns when reported.
- ✓ Identify those involved in the bullying incident.
- ✓ Give each pupil the opportunity to talk. The discussion will focus on finding a solution and stopping the bullying from recurring.
- ✓ Staff will remain neutral and avoid direct, closed questions.
- ✓ The pupils are helped to find their own solution to their personal disagreement and discuss how their proposals will be put into action.
- ✓ Other appropriate members of staff will be informed i.e. class teacher, non-teaching staff, head of Key Stage, Vice-Principal, Principal. Incidents will be recorded as appropriate.
- ✓ A follow-up meeting/discussion is useful to find out whether the solution has been effective or not.

STAGE 2-REPORT TO PRINCIPAL

If the problem is not resolved staff will:

- ✓ Implement procedures within the hierarchy of sanctions (refer to Positive Behaviour Policy).
- ✓ Continue to monitor the situation and follow procedures as agreed.
- ✓ Record details as appropriate (See Appendix 1 Bullying Incident form).
- ✓ Contact parents if necessary at any stage of the procedures, depending on the seriousness of the bullying e.g. phone call, letter or request for interview by class teacher / Head of Key Stage / Vice Principal / Principal.
- ✓ Contact outside network of support at any stage of the procedures e.g. Education Welfare Officer, Behaviour Support Team, PSNI

STAGE 3-REPORT TO BOG

If the problem is not resolved the principal will report to BOG and detail issues/concerns.

- ✓ A meeting will be set up with both sets of the parents.
- ✓ Records of actions taken at stage 1 and 2 will be shared and reviewed
- ✓ Minutes of meeting will be taken.
- ✓ The BOG will meet to discuss further and respond to the parents within an agreed timescale.
- ✓ BOG may seek advice and follow guidance on such matters as suspension and expulsion.

- ✓ The principal will continue to monitor at school level and maintain contact with all parties until the appropriate action has been decided or issue has been resolved.

INDIVIDUAL ROLES & RESPONSIBILITIES

All members of the school community have a key role in promoting, implementing and supporting the Anti-Bullying Policy of Chapel Road Primary School. It is important that there is a collaborative whole school approach to address any difficulties which may be encountered. Everyone should work together to create a safe, happy and Anti-Bullying environment.

STAFF

Staff will:

- ✓ Foster in our pupil's self-esteem, self-respect and respect for others.
- ✓ Provide a safe, secure and caring environment.
- ✓ Promote and sustain good behaviour.
- ✓ Demonstrate by example the high standards of personal and social behaviour we expect of our pupils.
- ✓ Discuss bullying with all classes, so that every pupil learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens.
- ✓ Be alert to signs of distress and other possible indications of bullying.
- ✓ Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- ✓ Report suspected cases of bullying to the principal/VP.
- ✓ Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- ✓ Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.
- ✓ Work collaboratively with all relevant members of the school community, developing positive partnerships with parents.

PUPILS

We expect our pupils to:

- ✓ Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- ✓ Intervene to protect the pupil who is being bullied, unless it is unsafe to do so.
- ✓ Report all incidents of bullying (if a child is being bullied or if another pupil is being bullied – TELL SOMEONE).
- ✓ Follow the school's Rules–Avoid inappropriate behaviour which might be considered as bullying.
- ✓ Be respectful and supportive to others.

Anyone who becomes the target of bullies should:

- ✓ Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

PARENTS

We ask our parents to support their children and the school by:

- ✓ Working in partnership with the school.
- ✓ Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
- ✓ Advising their children to report any bullying to (name of a member of staff/specific post in school/ their class teacher) and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.
- ✓ Contacting the School Secretary to arrange an appointment with the child's class teacher to discuss concerns.
- ✓ Discouraging behaviours which might be considered as bullying.
- ✓ Stressing to their children that retaliation is not helpful.
- ✓ Being sympathetic and supportive towards their child/children, and reassuring them that appropriate action will be taken
- ✓ Keeping a written record of any reported instances of bullying.
- ✓ Informing the school of any suspected bullying, even if their children are not involved;
- ✓ Co-operating with the school, if their children are accused of bullying, try to ascertain the truth and point out the implications of bullying, both for the children who are bullied and for the bullies themselves.
- ✓ Accepting their role in dealing with bullying behaviours which occur outside the school so that they do not interfere with effective learning and teaching during the school day.
- ✓ Monitoring behaviours at home including social media behaviours.

SOME USEFUL WEBSITES FOR PARENTS

<https://www.nidirect.gov.uk/articles/dealing-bullying-and-getting-support>

<http://www.bullying.co.uk/>

<https://www.childline.org.uk/>

www.deni.gov.uk

<https://www.nspcc.org.uk/>

<https://www.thinkuknow.co.uk/>

<http://www.parentingni.org/parents/helpline/>

<http://www.familylives.org.uk/>

<https://www.kidscape.org.uk/>

<http://www.childrenslawcentre.org.uk/>

<https://www.nidirect.gov.uk/contacts/contacts-az/northern-ireland-anti-bullying-forum>

CHILDLINE NI

0800 1111

NSPCC (Full Stop) campaign

0808 800 5000

TEACHING ABOUT BULLYING

This will be delivered and reinforced through various areas of the curriculum:

In Foundation and Key Stage 1 classes (P1-P4) children will be taught to be aware of different forms of bullying and how to develop personal strategies to resist unwanted behaviour.

This message will be reinforced in Key Stage 2 classes (P5-P7) when children will be encouraged to recognise, discuss and understand the nature of bullying and the harm that can result from it.

RESOURCES FOR THE PREVENTION OF BULLYING

We encourage a 'whole-school approach' in which children and adults work together to create an environment where everybody gets a clear message that **bullying is wrong and will not be tolerated, that bullying behaviour of all kinds must be challenged.**

- ✓ All school staff, teaching and non-teaching, will be familiar with the Anti-Bullying Policy and procedures for dealing with reports of bullying.
- ✓ PDMU curriculum and resources
- ✓ Awareness raising posters are displayed in classrooms and corridors and on our Child Protection notice board.
- ✓ Appropriate leaflets and literature will be provided for the children.
- ✓ Children will be encouraged to understand their roles in preventing bullying using, for example, drama; role-play and novels. Children will be guided to understand the feelings of bullied children and to practise the skills they need to avoid bullying.
- ✓ Use of 'Worry Boxes' in KS1 & KS2 classrooms.
- ✓ The Anti-Bullying Policy will be available on the school's website and reviewed every two years. They will be aware of procedures to use if they are concerned that their child is being bullied or does not feel safe to learn.

LINKS WITH OTHER POLICIES

Chapel Road Primary School's Anti-Bullying Policy is set in the context of our Pastoral Care Programme and reflects our Mission Statement. It links with other policies such as:

- ✓ Safeguarding & Child Protection
- ✓ Pastoral Care
- ✓ Positive Behaviour

- ✓ *Special Educational Needs*
- ✓ *Health & Safety*
- ✓ *Curricular Policies*
- ✓ *E-safety*

CONTINUOUS PROFESSIONAL DEVELOPMENT OF STAFF

This will be sought as and when it is deemed necessary.

EQUALITY AND EQUAL OPPORTUNITIES

All children have equal access to the curriculum regardless of their race, gender, disability or ability. Teachers plan work that is differentiated so that all groups and individuals can achieve their potential and are committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment.

MONITORING AND EVALUATION

This policy will be monitored for its effectiveness in reducing incidents/reports of bullying. Feedback from staff will help to evaluate all procedures. Pupils will also be asked to provide feedback.

POLICY REVIEW

This policy was formulated in consultation with school Governors, staff, pupils and parents. It has been approved by the Board of Governors and it is the intention of the staff to review it biannually.

It is important to remember that staff, pupils and parents all have an active part to play and have a responsibility to ensure an effective implementation and maintenance of this policy.

Alleged Bullying Incident Form

(i.e. significant / repeated / or serious one-off incident)

Today's date:	Name (s)	Gender	Class/Room
Complainant(s)			
Alleged child (children who has been bullied (if different from above))			
Alleged child (children) who has displayed bullying behaviour			
Date of incident:			
Location of incident:			
<p>Type of incident: Please tick/circle appropriate types</p> <p><input type="checkbox"/> Physical Bullying (includes jostling, physical intimidation, interfering with personal property (stealing, damaging, intruding upon it) punching/kicking, any other physical contact which may include hair pulling, spitting or use of 'weapon', extortion, writing/drawing offensive notes.)</p> <p><input type="checkbox"/> Verbal Bullying (includes name calling, insults, jokes, threats, spreading malicious rumours, ridicule of another's appearance/disability/personal mannerisms/way of speaking, humiliating another publicly, mocking, sarcasm, intimidation)</p> <p><input type="checkbox"/> Emotional Bullying (includes isolation, refusal to work with/talk to/play with/help others, mobbing the individual, belittling another's abilities, or achievements, menacing looks, stares or rude gestures)</p> <p><input type="checkbox"/> Cyber Bullying (please specify)</p> <hr/> <hr/>			
<u>Details of Incident</u>			

Action/support for child(ren) who has/have been bullied i.e. on-going support / monitoring from staff (including time frame of follow up action required)

Parental involvement (please specify e.g. dates and details of information received)

NAME OF STAFF MEMBER(S) INVOLVED

DATE _____

