



# Anti-bullying Policy

Policy Name:	Anti-bullying Policy
Approved Date:	September 2023
Review Date:	September 2024+

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# Anti-Bullying Policy

*Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text message or the internet), and is often motivated by prejudice against particular groups, for example on the grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities'*

(Preventing and tackling bullying. Advice for Headteachers, staff and governing bodies. October 2014, DFE)

## Rationale

The Directors, Staff and Children of Manor Primary School oppose bullying in all of its forms.

★ By encouraging respect, politeness and consideration to others whatever their race, age, gender, disability, culture, or religion we aim to develop mutual respect and believe this can prevent bullying in our school.

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

- emotional – being unfriendly, intentionally hostile, excluding or tormenting
- physical – hitting, kicking, pushing, taking another's belongings, any use of violence, theft
- verbal – name calling, racist remarks, personal comments, spreading rumours
- Racist – racist taunts, gestures, graffiti
- Cyber – bullying that takes place on all areas of internet, email, internet chat room, social media, mobile threats by text messaging and calls, misuse of technologies
- Sexual – explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching

★ We have a zero tolerance towards bullying and by encouraging respect, politeness and consideration to others whatever their race, age, gender, disability, culture, or religion we aim to develop mutual respect and believe this can prevent bullying in our school.

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. At Manor Primary School pupils are actively encouraged to report bullying.

All school staff are to be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

## Aims And Expectations

At Manor Primary School, we recognise that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. Bullying is wrong and damages individual children.

By effectively preventing and tackling bullying our school can help to create a safe and disciplined environment, where pupils are able to learn and fulfil their potential. We therefore do all we can to prevent it by developing a school ethos in which bullying is regarded as unacceptable.

We aim, as a school, to provide a safe and secure environment where all can learn without anxiety and actively encourage all children to report incidents of bullying, including cyber bullying.

- \* We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each's persons responsibilities with regard to eradication in our school.

At Manor Primary School, we:-

- Understand the importance of challenging inappropriate behaviours between peers.
- Will monitor and review our anti-bullying policy and practice on a regular basis.
- Support staff to promote positive relationships to help prevent bullying.
- Recognise that some members of our community may be more vulnerable to bullying and its impact than others; this may include children with SEND. Being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
- Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensure our pupils are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.
- Require all members of the community to work with the school to uphold the anti-bullying policy.
- Recognise the potential impact of bullying on the wider family of those affected so will work in partnership with parents/carers regarding all reported bullying concerns and will seek to keep them informed at all stages.
- Will deal promptly with grievances regarding the school response to bullying in line with our complaints policy.
- Seek to learn from good anti-bullying practice elsewhere.
- Utilise support from the Local Authority and other relevant organisations when appropriate.

This policy aims to produce a consistent response to any bullying incidents that may occur.

## Responding to Bullying Concerns

Bullying is recognised at Manor Primary School as being a form of peer on peer abuse; children can abuse other children. Abuse is abuse and it should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up".

Exceptionality

Collaboration

Integrity

Respect

We recognise that even if there are no reports of bullying, it does not mean it is not happening and it may be the case that it is just not being reported.

All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

The following steps will be taken when dealing with any incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
- The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
- The DSL will be informed of all bullying concerns, especially where there may be safeguarding issues.
- The Headteacher, Designated Safeguarding Lead (DSL) or another appropriate member of leadership staff will interview all parties involved.
- A clear and precise account of bullying incidents will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.
- The school will speak with and inform other staff members, where appropriate.
- The school will ensure parents/carers are kept informed about the concern and action taken, as appropriate and in line with child protection and confidentiality policies.
- Appropriate sanctions and support, for example as identified within the school relationship and behaviour policy and child protection policy, will be implemented in consultation with all parties concerned.
- If necessary, other agencies may be consulted or involved, for example the police if a criminal offence has been committed, or Early Help if a child is felt to be at risk of significant harm.
- Where the bullying of or by pupils takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated and responded to in line with this policy and the school behaviour policy. If required, the DSL will collaborate with DSLs at other settings.

## \* Education To Help Prevent Bullying

We will seek every opportunity to educate our children and support staff on how to prevent and tackle bullying our school, we will:

- Train all staff, including teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the school's policy and procedures, including recording and reporting incidents.
- Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the school/student council, etc.
- Collaborate with other local educational settings as appropriate, and during key times of the year, for example during transition.
- Ensure anti-bullying has a high profile throughout the year, reinforced through key opportunities such as anti-bullying week

- Provide systematic opportunities to develop pupils' social and emotional skills, including building self-esteem.

## Roles and Responsibilities

### The Responsibilities Of Directors.

The Directors supports the Headteacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the Directors will not condone bullying at all in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

The Directors monitor the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly. The Director Advocates for Manor Primary School require the Headteacher to keep accurate records of all incidents of bullying and to report to the Directors on request about the effectiveness of school anti-bullying strategies.

A parent who is dissatisfied with the way the school has dealt with a bullying incident can ask the School Advocates to look into the matter. The Director Advocates responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the Director Advocates 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.

### The Responsibilities Of The Headteacher

It is the responsibility of the Headteacher 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 identify and to deal with incidents of bullying. The Headteacher reports to the Directors about the effectiveness of the anti-bullying policy, on request.

The Headteacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Headteacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Headteacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished.

The Headteacher ensures that all staff, including lunchtime staff, receive sufficient training to be equipped to identify and deal with all incidents of bullying.

The Headteacher sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

The Headteacher will respond immediately to any concerns raised by parents/ children. The Headteacher will arrange a review meeting with parents within 2 days.

## The Responsibilities Of The Class Teacher And Support Staff

All staff in our school take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of all incidents that happen in their class and that they are aware of in the school.

If teachers witness an act of bullying, they do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the Headteacher, the teacher informs the child's parents.

We keep an anti-bullying log where we record all incidents of bullying that occur outside lesson time, either near the school or on the children's way home or to school. If any adult witnesses an act of bullying, they should record the event in the log.

If, as teachers, we become aware of any bullying taking place between members of a class, we deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and punishment for the child who has carried out the bullying. We spend time talking to the child who has bullied: we explain why the action of the child was wrong, and we endeavour to help the child change their behaviour in future.

If a child is repeatedly involved in bullying other children, we inform the Headteacher and the Special Educational Needs Leader. We then invite the child's parents into the school to discuss the situation.

Teachers routinely attend training, which enables them to become equipped to identify and deal with incidents of bullying and behaviour management.

Teachers and other members of staff are particularly aware of the recent increasing opportunities for 'cyber bullying' through text messaging on mobile phones, or on social networking sites on the Internet. The school takes steps to make parents and carers aware of the dangers of unsupervised use of mobiles phones or the Internet, and to educate pupils about the proper use of modern technologies.

Teachers use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying. They use the curriculum to help pupils understand and empathise with the feelings of bullied children, and to practise the restraint required to avoid lapsing into bullying behaviour. PHSCE lessons and circle time is used to praise, reward and celebrate the success of all children, and thus to help create a positive atmosphere.

## The Responsibilities Of Parents And Carers

Parents and carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately. If they are not satisfied with the outcome of this, they should contact the Headteacher/Head of School. If they remain concerned that their worries have not been taken seriously or acted upon appropriately, they should follow the school's Complaints Procedure, as detailed on the school's website.

Parents and carers should be aware of the increasing dangers of 'cyber bullying', through the sending of text messages to mobile phones or the posting of personal information or views on social networking sites, and should exercise due parental responsibility in supervising their children's use of phones and the Internet.

Parents and carers have a responsibility to support the school's anti-bullying policy, actively encouraging their child to be a positive member of the school.

### The Responsibilities Of Pupils

Pupils are encouraged to tell anybody they trust if they are being bullied, and if the bullying continues, they must keep on letting people know.

- ★ Pupils are invited to tell us their views about a range of school issues, including bullying, through their pupil leaders.

Our Pupil Leadership Team has developed its own anti-bullying code and has an important role in monitoring the effectiveness of our policy, and communicating their views to school staff.

### Strategies For Dealing With Bullying

All children will be encouraged to report incidents of bullying to a member of staff straight away.

There will be a yearly distribution of the School Rules to all staff, children and parents.

Work on bullying will be included in pupils' work across the school year. Assembly themes will cover bullying across the school year.

Strategies for dealing with bullying will ensure:

- Suspected Bullying will never be ignored
- Assumptions about an incident will not be made
- All accounts will be listened to carefully – several children saying the same thing does not mean they are correct
- ★ • A solution focused approach will be adopted, which moves people on from justifying themselves
- Repeated follow up, to ensure the bullying has not resumed

For Online safety (cyber-bullying) please refer to the Online Safety Policy and Safeguarding Policy.

Minor disagreements are dealt with using the strategies outlined in the Relationships and Behaviour Policy.

Actual acts of bullying can be dealt with using a range of strategies

- Class teachers support a positive ethos in the classroom. Through praising and celebrating success we aim to prevent incidents of bullying.
- Staff establish the facts. This involves a meeting with all the children involved.
- Class teachers should speak to a member of the SLT to gain support and advice in order to resolve the situation.



- A solution-focused approach is taken by the SLT with the victim, bully and any bystanders. Restorative justice is always pursued.
- Support is provided for the victim and the bully.
- If a child is repeatedly involved in bullying other children, the Executive Head/Head of School are informed and the child's parents are invited into school for a meeting.
- In more severe cases the Headteacher may contact external support agencies.
- As a last resort the child will be excluded in accordance with the DfE guidelines.

From working with and talking to the children and to parents, most bullying seems to take place at dinner time and play time.

#### \* Play Time/Lunchtime Strategies

- Staff on duty to walk around the playground closely watching all children.
- Children should tell the member of staff if they have a problem straight away.
- Staff on duty must deal with the situation straight away by listening to and talking to, the victim, the bully and any witnesses.
- Children who are involved in aggressive, physical behaviour should be referred to the mid-day supervisor and sent to the member of SLT in the dining hall on duty. The child's name should be entered into the behaviour log along with the staff on duty who dealt with the incident.
- The child should be asked to write an explanation of his/her actions (where applicable) and a letter of apology, this should be followed by the child copying out and learning the school rules.
- The staff on duty or mid-day supervisor must inform the child's class teacher so that the child's name can be entered into the behaviour log and the schools behaviour policy should be used to discipline acts of bullying
- There must be a member of staff in the cloakroom during the dinner time to supervise the movement of children through the cloakroom and to check and monitor the toilets.

#### \* Positive Strategies Will Be Used To Encourage Self-Discipline And Respect For Others

- Keeping the playgrounds marked with hop scotch, snakes targets, etc. to give the children something enjoyable to do and to encourage them to play together.
- Purchase and maintain small games equipment, e.g. skipping ropes, bean bags, hoops, for use on the playground. Misuse will result in non-participation.
- Staff to demonstrate how to use equipment and ways in which it can be utilised.
- Quiet areas to be marked out for children who do not wish to participate.
- Children to ask permission to visit the toilet - reducing numbers in and out.
- Football pitch to be marked and maintained on the playground, with clear boundaries within which play must be confined.
- Provision of play equipment for use on the yards and play areas at play time and dinner time.

## Equality

All children will be treated equally and fairly throughout the implementation of this policy. The Headteacher will monitor incident logs and ensure that any apparent inequality of incidents is entirely attributed to the behaviours of those children

## Training

Whole staff and individual training needs will be identified through Manor Primary's self-evaluation process and staff appraisal.

## Monitoring

This policy is monitored on a day-to-day basis by the Headteacher, who reports to Director Advocates about the effectiveness of the policy on request.

This anti-bullying policy is the Directors' responsibility and they review its effectiveness annually. They do this by examining the school's anti-bullying log, and by discussion with the Headteacher. Directors analyse information with regard to gender, age and ethnic background of all children involved in bullying incidents.

## Links to Other Policies

- Safeguarding Policy
- Relationship and Behaviour Policy
- Pupil Restraint Policy

## Review

This policy will be reviewed annually by staff and Director Advocates

The Directors may however review the policy earlier than this if Government introduce new regulations or if the Directors receive recommendations about how the policy may be improved.

## Useful Links and Supporting Organisations

The following links may provide additional support to children, staff or families.

- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- MindEd: [www.minded.org.uk](http://www.minded.org.uk)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- PSHE Association: [www.pshe-association.org.uk](http://www.pshe-association.org.uk)
- Restorative Justice Council: [www.restorativejustice.org.uk](http://www.restorativejustice.org.uk)
- The Diana Award: [www.diana-award.org.uk](http://www.diana-award.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- Young Carers: [www.youngcarers.net](http://www.youngcarers.net)

### Cyberbullying

- Childnet: [www.childnet.com](http://www.childnet.com)
- Internet Watch Foundation: [www.iwf.org.uk](http://www.iwf.org.uk)
- Report Harmful Content: <https://reporthearmfulcontent.com/>
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- The UK Council for Internet Safety (UKCIS): [www.gov.uk/government/organisations/ukcouncil-for-internet-safety](http://www.gov.uk/government/organisations/ukcouncil-for-internet-safety)
- DfE 'Cyberbullying: advice for headteachers and school staff': [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)
- DfE 'Advice for parents and carers on cyberbullying': [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)

### SEND

- Changing Faces: [www.changingfaces.org.uk](http://www.changingfaces.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: [www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/at-risk-groups/sen-disability-10-theeducationpeople.org](http://www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/at-risk-groups/sen-disability-10-theeducationpeople.org)
- DfE: SEND code of practice: [www.gov.uk/government/publications/send-code-of-practice-0-to-25](http://www.gov.uk/government/publications/send-code-of-practice-0-to-25)

### Race, Religion and Nationality

- Anne Frank Trust: [www.annefrank.org.uk](http://www.annefrank.org.uk)
- Kick it Out: [www.kickitout.org](http://www.kickitout.org)
- Report it: [www.report-it.org.uk](http://www.report-it.org.uk)

- Stop Hate: [www.stophateuk.org](http://www.stophateuk.org)
- Tell Mama: [www.tellmamauk.org](http://www.tellmamauk.org)
- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Show Racism the Red Card: [www.srtrc.org/educational](http://www.srtrc.org/educational)

#### LGBTQ+

- Barnardo's LGBTQ Hub: [www.barnardos.org.uk/what\\_we\\_do/our\\_work/lgbtq.htm](http://www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm)
- Stonewall: [www.stonewall.org.uk](http://www.stonewall.org.uk)

#### Sexual Harassment and Sexual Bullying

- NSPCC 'Report Abuse in Education' Helpline: 0800 136 663 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- ★ Ending Violence Against Women and Girls (EVAW): [www.endviolenceagainstwomen.org.uk](http://www.endviolenceagainstwomen.org.uk)
- Disrespect No Body: [www.gov.uk/government/publications/disrespect-nobody-campaignposters](http://www.gov.uk/government/publications/disrespect-nobody-campaignposters)
- Anti-bullying Alliance: Preventing and responding to Sexual Bullying:  
[www.antibullyingalliance.org.uk/tools-in-formation/all-about-bullying/sexual-and-sexist-bullying](http://www.antibullyingalliance.org.uk/tools-in-formation/all-about-bullying/sexual-and-sexist-bullying)