



Anti-Bullying Policy

Newton's Walk KS 1/2 Pupil Referral Unit

Review date: Autumn 2018

Introduction

Bullying in all its forms, towards children or adults is unacceptable and will not be tolerated. The school will take any reports of bullying very seriously. No one deserves to be bullied and everyone has the right to be treated with respect. This Policy states how we address incidents of bullying at Newton's Walk PRU.

This policy links to a number of key policies including:

- Safeguarding
- Behaviour
- PSHE
- E-Safety

Statement of Intent

Newton's Walk Pupil Referral Unit is committed to providing a safe and supportive environment for all our pupils and staff. We believe that everyone has the right to work and learn in an atmosphere that is free from fear and that all of us have a responsibility to ensure that we do not abuse or bully others. Furthermore, we all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.

Aims of this Policy

- To assist in creating an ethos in which attending school is a positive experience for all members of the school community.
- To make it clear that all forms of bullying are unacceptable at school.
- To enable everyone to feel safe while at school and encourage pupils to report incidences of bullying.
- To deal effectively with bullying.
- To support and protect victims of bullying and ensure they are listened to.
- To help and support bullies to change their attitudes as well as their behaviour and understand why it needs to change.
- To liaise with pupils, parents/carers and other appropriate members of the school community.
- To ensure all members of the school community feel responsible for combating bullying.
- To ensure consistency in practice within the school community.

What is bullying?

Bullying can be defined in a number of ways. We follow the DCSF Safe to Learn, 2007, guidance which defines bullying as:

“Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.

Bullying can be direct or indirect. All school staff should be aware and aim to recognise all forms of bullying.

Bullying can be:

- **Verbal bullying** – name-calling, taunting, mocking, sarcasm, making threats, making offensive comments and teasing.
- **Physical bullying** – kicking, hitting, punching, pushing and pinching, biting spitting etc.
- **Emotional bullying** – threatening gestures, producing offensive graffiti, excluding people from groups, spreading hurtful and untrue rumours, being forced to do things against own will and taking belongings or money.
- **Cyber bullying** – Offensive text messaging and e-mailing. Sending degrading images by phone or the internet.

Bullying can take place between pupils, between pupils and staff; or between staff; by individuals or groups; face to face, indirectly or using a range of cyber bullying methods. It can happen in isolation or quite often in the presence of others.

Other examples of bullying:

Racist - Incidents that are perceived as racist because the person is bullied because of their race, religion or culture.

SEN or Disability - special educational needs or disability. Comments made about their appearance, ability or achievement or health conditions.

Sexual orientation - Use of homophobic language and bullying happens because of someone's sexual preference or appearance.

Gender - Bullying occurs because someone is male or female. It can include name calling, negative comments about appearance, sexist comments, uninvited touching etc.

Home circumstance - including looked-after-children and young carers.

Inclusion

Every member of the school community is entitled to expect equality of protection from bullying as well as protection and support from school policies and procedures designed to ensure that the school remains a safe environment in which to teach and learn.

Our school policy has given careful consideration to the six equality strands, race, ethnicity, gender, age, religion, disability and sexuality - REGARDS. This is to ensure that anti-bullying provision is provided in a sensitive and non-judgemental way that will enable all young people, staff and the wider school community to feel valued and included in effective policy and practices

Intended Outcomes

- That all parents/carers and pupils have received and had opportunity to comment upon the school Anti-bullying policy.
- That there are effective listening systems for pupils and staff within the school.
- That parents/carers have a point of contact for the anti-bullying lead in school if they are concerned about their child.
- That all staff have the necessary skills and confidence to deal with incidents of bullying effectively and promptly.
- That no child or young persons' educational opportunities and achievement is disadvantaged due to the experience of bullying.
- That all staff are equipped with the skills necessary to deal with bullying.
- That there is effective communication with parents/carers and the wider school community on the subject of bullying through newsletters, parents/carers meetings.
- That all incidents of bullying are recorded and appropriate use is made of the information and where appropriate shared with relevant organisations.

Procedures and Dealing with Incidents – A Whole School Approach

We are a telling school

Newton's Walk staff work hard to develop the understanding and skills needed to enable children to 'tell' about bullying behaviours. Even if the bullying victim is too afraid to tell the teacher, all bystanders know that it is their duty to report the incident. These witnesses know that they will be safe from bullying themselves.

See Appendix 2 for Anti-Bullying Immediate Response Chart.

Consequences for acts of Bullying will be applied in line with our Behaviour policy.

Strategies to Reduce Bullying

The school has adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour including:

- Everyone will be encouraged to report incidents.
- Guidance for pupils, parents and staff. (See Appendix 1).
- Investigation of the incidents will be carried out (Appendix 3).
- Strategies put into place to reduce further incidents (Appendix 4).
- The curriculum, in particularly PSHE- SEAL and ENTRUST scheme.
- Pastoral and PSHE referral and support.
- Anti-bullying Questionnaire (Appendix 5).
- E-safety talks.
- Work with parents and parent questionnaire (Appendix 7).
- Self-esteem and cooperative group work activities.
- Restorative approaches – apology, letter etc.
- Anti-bullying Week.
- Assemblies.
- Training for all members of staff on Anti-bullying Policy and strategy.
- 'Have your say' Boxes.
- Posters.

- Ready, Respect, Safe values.
- External agency support.

All staff are expected to provide clear and effective role models to pupils by:

- Showing respect to all individuals within the school community.
- Always challenge pupils who speak or act inappropriately to others.
- Having high expectations of all pupils.
- Criticise the behaviour rather than the person.
- Be seen to be fair.
- To observe whole school procedures for dealing with incidents.

Recording of Incidents

At Newton's Walk we do the following:

- Record incidents of Bullying on the Serious Incident form and the Integris system.
- Compile half-termly records of Bullying incidents.
- Compile an annual record of bullying incidents and ensure an annual analysis of the bullying record is undertaken by the school; Senior Leadership Team and Management committee.

Confidentiality

School staff cannot promise absolute confidentiality if approached by a pupil for help. If there are concerns about a child staff will always act in their best interest which may include passing on information to others. Pupils need to be aware of this as safeguarding procedures must be followed when any disclosures are made.

Guidance for dealing with incidents of bullying

All staff will take responsibility for dealing with incidents of bullying and ensure that the victim is listened to and supported.

Incidents will be recorded on the serious Incident forms and logged onto Integris. The PSHE Co-ordinator will investigate incidents of alleged bullying.

1. We are a telling school. Pupils are encouraged to report incidents.
2. Immediate action will be taken to protect and support the victim and pupils will be praised for reporting incidents.
3. Incidents will be recorded on the Serious Incident form and Integris.
4. An investigation of the incident will be carried out by the PSHE Co-ordinator.
5. An action plan will be put into place- work undertaken with victim and bully.
6. Outcomes recorded on Integris by PSHE Co-ordinator or PSHE/Behaviour lead.
7. Parents/carers will be informed and kept informed of the action plan and monitoring outcomes.
8. SLT will be kept informed of incidents, strategies and outcomes.

Monitoring Arrangements

This policy will be evaluated and updated where necessary annually by the whole school. The views of pupils, parents/carers and staff will be used to make changes and improvements to the policy on an ongoing basis.

The senior leadership team and management committee will, on a termly basis, analyse the school's anti-bullying data, identify trends and evaluate the effectiveness of anti-bullying strategies.

Appendices

- **Appendix 1**
Guidance for pupils
Guidance for parents/carers
Guidance for adults

- **Appendix 2**
Anti-Bullying Immediate Response Chart

- **Appendix 3**
Serious Incident Form

- **Appendix 4**
Monitoring of Effective Anti-bullying Strategies Form

- **Appendix 5**
Anti-bullying Questionnaire

- **Appendix 6**
Parents/carers Questionnaire

- **Appendix 7**
Organisations Offering Support

- **Appendix 8**
Bibliography

Appendix 1

Guidance for Pupils

If you are being bullied:

- Remember it is not your fault.
- Try to stay calm and look as confident as you can.
- Be firm and clear – look them in the eye and, if possible, tell them to stop.
- Walking away and ignoring them may be best if they continue to be unkind.
- Try not to let the bully know that they have upset you.
- All bullying is wrong and you do not have to stay silent about it.
- TELL an adult or somebody you trust about what has happened straight away. Adults in school have a responsibility to give you help and support around bullying.
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you.
- If you feel that you cannot tell someone then write it down and put it in the school box.
- Get away as quickly as you can.
- Stay in a crowd. Bullies do not usually pick on children on their own.
- Call a helpline.

When you are talking to an adult about bullying be clear about:

- what has happened to you
- how often it has happened
- who was involved
- who saw what was happening
- where it happened
- what you have done about it already.

If you experience bullying by mobile phone, text messages or e-mail:

- don't retaliate or reply
- save the evidence do not delete anything
- make sure you tell an adult who you trust
- contact your service provider or look at their website to see where to report incidents
- be careful who you give your mobile phone number or e-mail address to
- Make a note of exactly when a threatening message was sent.

For contacts and details of where to seek help outside school please see appendix.

Guidance for Parents/Carers

If your child has been bullied:

- calmly talk with your child about his/her experiences
- make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what 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 an adult in school immediately
- make an appointment to see your child's class or form teacher
- explain to the teacher the problems your child is experiencing.

When talking with members of staff about bullying:

- try to stay calm and bear in mind that the staff member 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 and let them know if things improve as well as if problems continue.

If you are not satisfied:

- check with the school Anti-bullying policy to see if agreed procedures are being followed
- discuss your concerns with the parent governor or other parents/carers
- make an appointment to discuss the matter with the Head teacher and keep a record of the meeting
- If this does not help write to the Chair of Governors explaining your concerns and what you would like to see happening
- If you require any further support then please contact the Local Authority.

If your child is displaying bullying behaviour towards others:

- talk with your child and 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/form teacher and explain the problems your child is experiencing as well as discussing how you can work together to 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.

If your child is experiencing any form of cyber bullying:

- ensure your child is careful whom they give their mobile phone number and e-mail address to
- check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages
- if the bullying involves a pupil from school contact the school to report this
- contact the service provider to report the incidents
- If the cyber bullying is serious and a potential criminal offence has been committed, you should consider contacting the police.

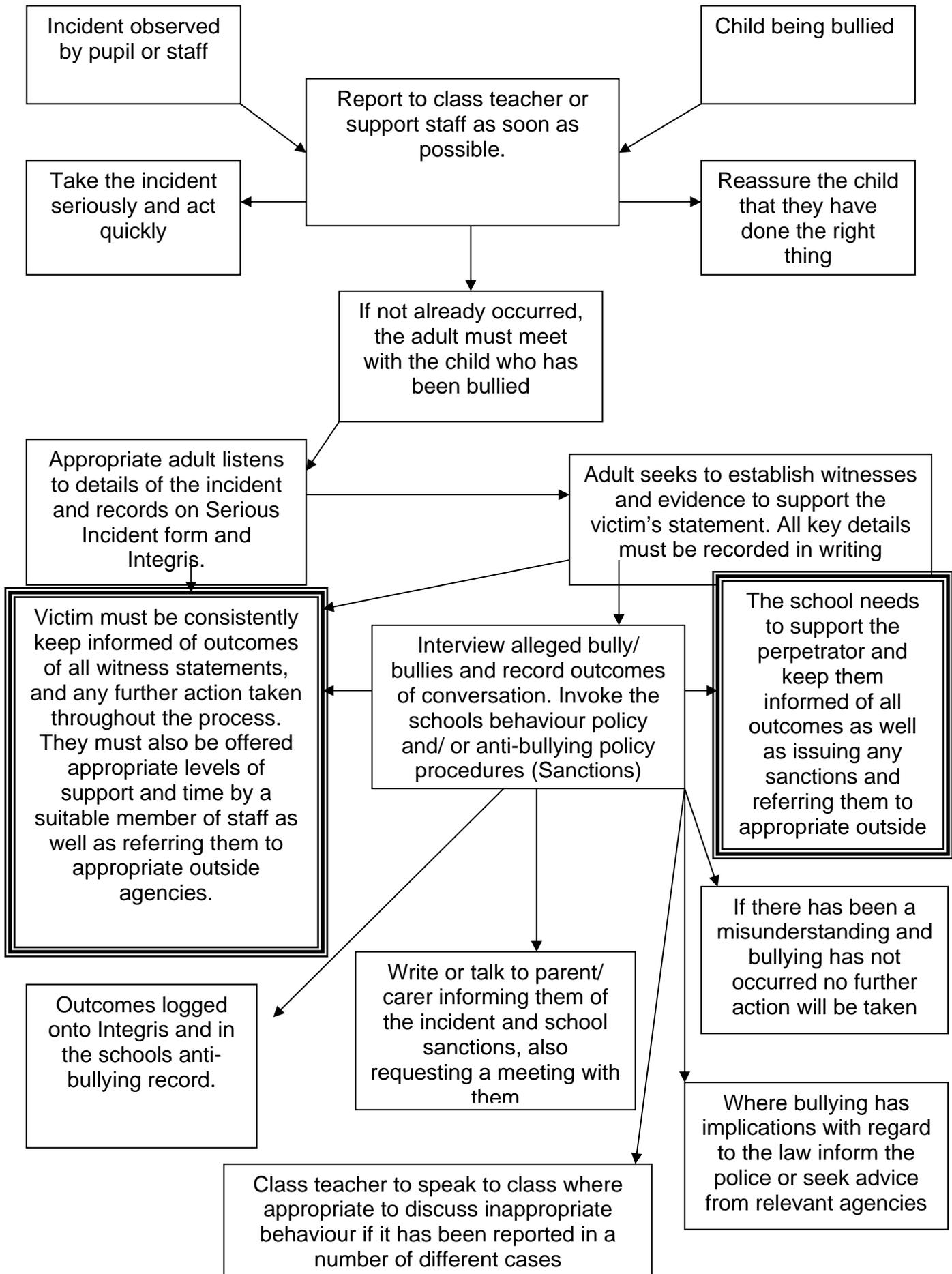
Guidance for adults experiencing bullying

The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- seek advice and information from your union
- share your concerns with a trusted colleague
- make a record of all incidents and date them
- If you feel your situation is not being resolved then you should follow the school's formal procedures as adopted by the governing body.

Appendix 2

Anti-Bullying Immediate Response Chart



Appendix 3



Serious Incident Form (copy/paste tick for your use ✓)am

Date		Time of day			
Name of child		Class and year group			
Name of adult reporting the incident		Other adult(s) witness to incident			
Other children involved					
Antecedent to behaviour (tick)	TIREDFNESS	ANXIETY	ANOTHER CHILD		
	ILLNESS	HUNGER	UNRESOLVED GRIEVANCE		
	INCIDENT EN ROUTE	WEATHER	UNKNOWN		
	BULLYING	LEARNING RELATED	HOME RELATED		
	ATTENTION SEEKING	FOLLOWING OTHERS			
	OTHER				
Where did the incident happen (tick)	SCHOOL PLAYGROUND	SCHOOL ENTRANCE LOBBY	TOILETS		
	MAIN CORRIDOR	OUTSIDE CLASS 3	HALL		
	IN CLASSROOM	OUTSIDE CCT OFFICE	SENSORY ROOM		
	SCHOOL OFFICE	STAFF ROOM	RAINBOW ROOM		
	CAR PARK	TAXI	OFF SITE		
	OTHER				
Brief explanation about what happened					
Outcome of incident	DE-ESCALATED	PARENTS CONTACTED	APOLOGISED		
	POLICE CONTACTED	RETURNED TO CLASS	MEETING WITH PARENTS		
	SLT INTERVENTION	PHYSICAL INTERVENTION	EXCLUSION		
Was anyone hurt?	YES/N O		IF PHYSICAL INTERVENTION WAS NEEDED, YOU MUST FILL OUT THE NECESSARY FORM.		
If yes, has an accident form been completed	YES/N O		YES/NO		
Behaviour Code (Note * if extra forms need to be filled in)	Bullying (BU) *	Physical assault Pupil (PP) *	Physical Assault Adult (PA)	Damage (DM)	Other (leaving site)
	Racist Abuse (RA) *	PLEASE HAND ALL FORMS TO JOAN BY THE END OF THE DAY/WEEK AND ENSURE YOU LOG ALL INCIDENTS ONTO INTEGRIS			
Extra forms to fill in (*)	Bullying : copy this sheet at put on C.Schloss' desk today	Racist incident: SLT follow up within 24 hours	Physical intervention form	F2508 form (Adult)	
Name (print)		Date			
signature					
Any other information/signatures of witnesses					
Please ensure that you have a post incident discussion with the child (see below)					



Post incident discussion with child

Child's name		Date		time				
What happened?								
How were you feeling at the time?								
Who else was involved?								
How do you feel now?								
How can you make it better?								
Child's signature								
Adult's name		Do you agree with the child's version of events?	Yes		No		Partly	
Would you like to add anything else?								
What were the triggers?								
What de-escalation techniques were used?								
What reasonable adjustments will you now put into place to meet the needs of this child?								
Adult signature								

Appendix 4

Monitoring of Effective Anti-bullying Strategies Form

Strategy	Currently in place	Fairly effective	Very effective	Highly effective	Insufficient evidence of impact
Whole School					
PSHE programme	✓				
Circle Time	✓				
R time					
Bubble Time					
Anti-bullying Week Activities	✓				
Anti-bullying box/pupil comment box	✓				
Together Against Bullying-Healthy School Enhancement					
Anti-bullying staff training					
Addressing staff wellbeing					
Pupil lead strategies					
Peer befriending					
Peer mediation	✓				
Peer counselling					
Friends Against Bullying					
Buddy systems	✓				
Friendship stops					
Massage in schools					
Targeted group work					
Support Group Method - 7 steps					
No blame approach					
Co-operative group work	✓				
Circle of Friends					
SEAL small group work					
Reactive strategies					
Restorative approach	✓				
School tribunals/bully court					
Pikas method - shared concern					
Direct sanctions					
Leading the Way					
Other - please state					

Appendix 5

Anti-Bullying Questionnaire

Boy		Girl		Age	
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1. Do you feel happy at school? Yes No

2. Do you feel safe at school? Yes No

3. Have you ever been bullied at this school? Yes No

Never		A few times		About once a week		More than once a week	
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4. Where did the bullying take place?

In the classroom		In the playground		In the cloakroom		Other	
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5. Who did you TELL?

Teacher		Head Teacher		Parent		No-one		Other	
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6. Was the problem sorted out and then the bullying stopped? Yes No

7. Have you ever seen bullying at this school?

Never		A few times		About once a week		More than once a week	
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8. Where did the bullying take place?

In the classroom		In the playground		In the cloakroom		Other	
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9. Who did you TELL?

Teacher		Head Teacher		Parent		No-one		Other	
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10. What is bullying?

11. What should you do if you feel bullied?

Appendix 6

Newton's Walk Parents/Carers Questionnaire

Date:

Please read the following statements and tick the answer which best fits what you think about the school. Please only tick one per box.	Strongly Agree	Agree	Disagree	Strongly Disagree
My child is happy at school.				
My child feels safe at school.				
The school helps my child to achieve as well as they can.				
The school meets my child's particular needs.				
The school ensures my child is well looked after.				
Teaching at this school is good.				
There is good standard of behaviour at this school.				
Lessons are not disrupted by bad behaviour.				
The school deals with any cases of bullying well.				
The school helps me to support my child's learning.				
The school responds to my concerns and keeps me well informed.				
The school is well led and managed				
Please add any further comments				
Signed.....		Child's Name:		

Appendix 7

Organisations Offering Support

National Organisations

Anti-Bullying Alliance - ABA

Brings together over 60 organisations into one network with the aim of reducing bullying and creating safer environments in which children and young people can live, grow, play and learn.

Tel: 020 7843 1901

www.anti-bullyingalliance.org.uk

Act against Bullying

A national charity which highlights new forms of bullying, particularly bullying through social exclusion.

Tel: 0845 230 2560

www.actagainstbullying.com

Advisory Centre for Education

Advice line for parents/carers on all procedural matters concerning schools.

Tel: 0207 704 3370

www.ace-ed.org.uk

Beatbullying

Aims to reduce and prevent the incidence and impact of bullying by devising anti-bullying strategies for young people by young people.

Tel: 0845 338 5060

www.beatbullying.org

Bully Free Zone

Provides a peer mediation service, written and telephone advice, and provides training for children and young people, parents/carers, teachers, youth workers and other professionals.

Tel: 01204 454958

www.bullyfreezone.co.uk

Bullying Online

Provides an email service for children and young people as well as online help and information, for schools as well as pupils.

0207378 1446

www.bullying.co.uk

Educational Action Challenging Homophobia – EACH

Established to challenge homophobia in education.

Tel: 0808 1000143

www.eachaction.org.uk

Provides training for professionals, courses for bullied children, helpline for parents/carers of bullied children and books, videos, free booklets and leaflets about the prevention of bullying, many in several languages.

Tel: 020 7730 3300

www.kidscape.org.uk

National Autistic Society

Champions the rights and interests of all people with autism and seeks to ensure that they and their families receive quality services appropriate to their needs.

Tel: 0845 0704004

www.autism.org.uk

Teachers TV

Section of the Teachers TV website devoted to anti-bullying, featuring programmes which can be watched online, downloadable resources, links and interviews with experts on bullying.

www.teachers.tv/bullying

Appendix 8

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