

Westfield Primary School



Anti-Bullying Policy

Date Adopted: November 2022

Chair of Governors: Mrs L Farrow

Signed: *L Farrow*

Headteacher: Miss S Pope

Signed: *S Pope*

Review Date: November 2024

Previous Version	May 2021
Changes Made	None

1 Introduction

It is a government requirement that all schools have an anti-bullying policy. In 2003, Ofsted published **Bullying: Effective Action in Secondary Schools**. This was followed by DCSF guidance for schools under two headings: **Don't Suffer in Silence** and **Bullying – A Charter for Action**. This policy reflects this guidance and the principles enshrined in '*Every Child Matters*'. DCSF guidance defines bullying as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (e.g. being ignored or not spoken to).

2 Aims and objectives

Bullying is wrong and damages individual children. 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 produce a safe and secure environment where all can learn without anxiety, and measures are in place to reduce the likelihood of bullying.

This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

3 The role of governors

The Governing Body supports the Headteacher in all attempts to eliminate bullying from our school. The Governing Body will not condone any bullying at all in our school, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately. The Governing Body monitors incidents of bullying that do occur, and reviews the effectiveness of this policy regularly. The Governors require the Headteacher to keep accurate records of all incidents of bullying, and to report to the governors 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 Chair of Governors to look into the matter. The Governing Body responds in a timely way to any request from a parent to investigate incidents of bullying. In all cases, the Governing Body notifies the Headteacher, and asks them to conduct an investigation into the case, and to report back to a representative of the Governing Body.

4 The role of the Headteacher

The Headteacher sets the school climate of mutual support and praise for success, so making bullying less likely. 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 deal with incidents of bullying. 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 ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. They draw the attention of children to this fact at suitable moments. For example, if an incident occurs, the Headteacher may decide to use an assembly as the forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being sanctioned according to the behaviour policy.

5 The role of the teacher and support staff

All the staff in our school take all forms of bullying seriously, and seek to prevent it from taking place.

In the school's main office, there is an anti-bullying file in which staff record all incidents of bullying that occur both in and out of class. We also record incidents on Sims. Westfield also records incidents that occur near the school, or on the children's way between school and home. Any adult who witnesses an act of bullying should record it in the file. Incidents reported by parents are also recorded in the file.

When any bullying has taken place the following graduated response is taken;

- Bullying between children, the teacher will deal with the issue immediately. This may involve counselling and support for the victim, and sanctions for the offender. Time is spent talking to the child who has done the bullying, explaining to them why their action was wrong and how they should change their behaviour in future.
- If a child is repeatedly involved in bullying, an Assistant Headteacher is informed. They then invite the child's parents or carers into the school to discuss the situation.
- In more extreme cases, e.g. where these initial discussions have proved ineffective, the Headteacher may contact external support agencies, such as Social Services or the Behaviour Support Team.

All members of staff routinely attend training, which equips them to identify bullying and to follow school policy and procedures with regard to behaviour management. Teachers use a

range of methods to help prevent bullying and to establish a climate of trust and respect for all. They use drama, role-play, stories etc., within the formal curriculum, to help pupils understand the feelings of bullied children, and to practise the restraint required to avoid lapsing into bullying behaviour. Circle time is used to praise, reward and celebrate the success of all children, and thus to help create a positive atmosphere.

Online bullying is reported to the ICT lead, Christine Havard and this is then followed up through pupil interviews and/or discussions with parents. These incidents are also recorded in the file.

6 The role 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 response, they should contact an Assistant Headteacher. If they remain dissatisfied, they should contact the Headteacher. Further to this they may wish to follow the school's complaints procedure, as detailed on the school website.

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.

7 The role 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, in the annual pupil questionnaire. Pupils are to follow the anti-bullying code which is displayed around school.

1.1 8 Monitoring and review

This policy is monitored by the Headteacher, who reports to Governors on request about the effectiveness of the policy. The anti-bullying policy is the Governors' responsibility, and they review its effectiveness annually. They do this by examining the school's anti-bullying file, where incidents of bullying are recorded, and by discussion with the Headteacher. Governors analyse information for patterns of people, places or groups. They look out in particular for racist bullying, or bullying directed at children with disabilities or special educational needs.

This policy will be reviewed every two years, or earlier if necessary.