

# WEXHAM COURT PRIMARY SCHOOL

## Anti-Bullying Policy

2018- 2020



<b>Date Approved:</b>	<b>February 2018</b>
<b>Date for Review:</b>	<b>February 2020</b>
<b>Responsibility:</b>	<b>Full Governing Body &amp; Head Teacher</b>
<b>Approved By:</b>	<b>Full Governing Body &amp; Head Teacher</b>

## WEXHAM COURT PRIMARY SCHOOL

### ANTI-BULLYING POLICY

Tattum and Lane in their book, 'Bullying In Schools', describe bullying as "... a wilful, conscious desire to hurt another and put him or her under stress." This desire may manifest itself in many ways including:

- Physical bullying: pushing, kicking, hitting or pinching, any form of violence, threats.
- Gesture bullying: non-verbal threatening gestures.
- Verbal bullying: name-calling, sarcasm, spreading rumours, persistent teasing.
- Emotional bullying: tormenting, threatening ridicule, humiliation, and exclusion from groups or activities.
- Extortion bullying: money, gifts, doing homework.
- (included within emotional) Cyber bullying: the use of the internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner.
- Sexual bullying: unwanted physical contact, abusive comments.
- Racial bullying: racial taunts, graffiti, gesture.

Bullying has a very debilitating effect on the victims, causing them to lack self-confidence, to regard themselves as less capable than others, to have low self-esteem and often to see themselves as outcasts with no real friends. Bullying is a real condition that the victims experience for themselves. It is important to believe pupils when they perceive that they have been bullied, and to address the issues raised.

#### Symptoms of bullying

Children who are being bullied at school will not always be prepared to tell those in authority. However, when a disclosure is made, it should always be treated seriously. While others may not feel that certain actions or words are of a bullying nature, if the recipient feels they are being bullied that is sufficient evidence to treat the case as prima facie bullying.

For those pupils who are unable to inform staff about their problem, observations regarding specific behaviour patterns can be routinely established within the school. Signs of bullying might include:

- Unwillingness to come to school.
- Withdrawn, isolated behaviour.
- Complaining about missing possessions.
- Refusal to talk about any problem.
- Easily distressed.
- Damaged or incomplete work.

**The Governors and staff of Wexham Court Primary school believe that each pupil of this school is entitled to receive the highest quality of education free from humiliation, intimidation, oppression and abuse. It is the responsibility of all staff to ensure that this takes place in an atmosphere which is caring and protective.**

In order to achieve this aim the school will:

- Accept that bullying can exist within school and adopt whole-school strategies to combat all forms of bullying.
- Ensure that there is a procedure to follow when incidents of bullying occur.
- Follow-up every incident of alleged bullying to ensure that the victim is given as much support as possible in order to prevent a recurrence of the behaviour.
- Inform parents of the action being taken, and agree what they can do to reinforce and support that action.
- Ensure that pupils have the opportunity to nominate an assigned person to whom they can talk in confidence. Pupils need to know that something will be done, and that the incident will be handled in a sensitive manner.
- Ensure that mid-morning break times and lunch times are properly supervised.
- Follow procedures for addressing specific complaints from parents.
- Use appropriate elements of the curriculum as a positive means for combating bullying.
- Ensure that all pupils, parents, staff and governors in the school know that bullying is completely unacceptable and if they work to eliminate it they will be supported.
- Where appropriate, seek support and guidance from external agencies.
- Maintain a written record of all reported incidents for the purpose of monitoring.
- Take part in national events such as Anti-Bullying Week and E-Safety Week in order to further educate our children.
- Ensure that issues concerning bullying and relationships within school are dealt with as part of the computing, PSHE and citizenship curriculum alongside how to cope and deal with any instances

Teachers will:

- Be alert to signs of pupil distress – deterioration of work, poor attendance, sudden illnesses, isolation, the need to stay close to adults. These concerns should be passed on to the Key Stage Leader, the Deputy Head teacher or to the Head teacher.
- Listen carefully and record all incidents (Appendix)
- Believe that bullying can happen by all
- Respond to the victim, offer support and put school's procedures into operation.
- Make it clear to pupils concerned and their parents that bullying is not acceptable in this school.
- Engage all pupils as a positive resource in the combating of bullying.
- Make children aware of wider-world issues (where age-appropriate) and address any stereotypical views that could lead to bullying or isolated behaviour

- Promote the British values
- Teach the SMART rules in computing to ensure children know to tell someone if they are being cyber-bullied.
- Ensure children understand that cyber-bullying is a form of bullying which will not be tolerated in the school.
- Discuss the Acceptable Use policy with the children at the beginning of the year and refer to it regularly.
- Partake in anti-bullying week each year.
- Ensure they have a worry box in open view, which they will check and discuss often.
- Post the Child Line number in school for pupils.
- Teach children the difference between bullying behaviour and peer disagreements that can be resolved easily

School Procedure for Addressing Alleged Incidents of Bullying:

1. All of the pupils involved should record the events of the incident/s writing with dates.
2. The member of staff to whom the incident/s have been reported should also compile a written record of their discussions with the pupils concerned and ask them to write their view if they are able.
3. The parents/carers of the pupils should be made aware of the content of the reports and informed that the records will be placed in the pupils' files.
4. Action to be taken should be discussed and agreed with a member of the senior management team, pupils and parents.

## **ANTI-HARASSMENT POLICY AND PROCEDURES FOR PUPILS**

**Racial, Religious, disability or sexual harassment is unlawful discrimination and improper and inappropriate behaviour. It is the policy of the Governors and staff of this school to provide an environment that is free from racial, disability or sexual harassment and intimidation.**

School Procedure for Addressing Alleged Incidents of Harassment:

1. All of the pupils involved should record the events of the incident/s in writing with dates.
2. The member of staff to whom the incident/s have been reported should also compile a written record of their discussions with the pupils concerned (Appendix).
3. The parents/carers of the pupils should be made aware of the content of the reports and informed that the records will be placed in the pupils' files.
4. Action to be taken should be discussed and agreed with a member of the senior management team, pupils and parents.
5. Involve key agencies to support the school and pupils
6. Ensure teacher and [pupils have access to the curriculum to ensure knowledge and understanding can be expanded
7. Whistleblowing policy and Child Protection training is in place to ensure staff understand this is wrong and must be challenged.



WEXHAM COURT PRIMARY SCHOOL

Incidents of Bullying and Harassment Record Sheet

**Name of Pupil(s):**

**INVESTIGATION SUMMARY: ALL PAPERWORK TO BE ATTACHED TO THIS SUMMARY**

Date of incident:..... Time of Incident:.....

Location:.....

Incident:.....  
.....  
.....

Investigation Undertaken  
by:.....

Parents/Carers informed:            Yes     No   

The summary should provide an objective report of the incidents as they have been investigated and make recommendations for any follow- up action. It should be clear what happened and when, who was involved and what action has been taken so far. Please indicate if the police, SENCO, LA, Police of Behaviour team involved.

Please use the full names of those involved and number each Point of View form for ease of reference. The school – based investigation may use; statements and interviews. It is the responsibility of the member of staff investigating to ensure language and literacy support are available should they be required.

**It is more useful if every statement taken is on the PUPIL POINT OF VIEW form. No statement is acceptable for records unless it is.**

Some guidelines for the investigation summary

- What happened?
- Who did it happen to?
- What events led up to it?
- Were there any special circumstances?
- What action has been taken so far?

- Have parents/carers been informed?
- If bullying is identified, has the incident been logged?

**Any Child Protection concerns must be signposted to Child Protection Designated Staff.**

Investigation Summary:

Continue overleaf..

Signed:.....

Date:.....

<p><b>Please tick</b></p> <p>Bullying Young carers or looked after children</p> <p>Bullying- Appearance or health Condition</p> <p>Bullying- Intimidation</p> <p>Bullying- Other</p> <p>Bullying- Race, religion and culture</p>		<p>Bullying SEN or disabilities</p> <p>Bullying- Sexist or sexual bullying</p> <p>Bullying- Sexual orientation</p> <p>Cyberbullying</p> <p>Discrimination</p> <p>Emotional</p>	<p>Name calling</p> <p>Physical violence</p> <p>Teasing</p> <p>Threatened</p> <p>Written Derogatory comments</p> <p>Rudeness</p> <p>other</p>
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**Final Actions:** Please confirm the actions taken as a result of this investigation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





**WCPS Pupil Point of View Form**

*"Honesty is always the best policy".*

**This is your opportunity to say exactly what you believed happened.  
Please write clearly saying what you actually saw, heard and did.**

- Write neatly
- Use the first and second names of people so that we know who they are
- Write on the back of this form if you need more space

My name is ..... I am in class: .....

When did this happen? .....(Date) At .....(Time)

Where did this happen? ..... (Say where i.e. room, playground)

**The other people you believe saw or might have seen what happened.**

Full Name of person	Class	Say what you think they saw

I believe what actually happened was:

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This is a true version signed by:

Date:



WCPS Pupil Point of View Form - EYFS

*"Honesty is always the best policy".*

**This is your opportunity to say exactly what you believed happened.**

Please draw what happened below:

Adult to scribe what the child said below:

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.....  
.....

This is a true version signed by:

Date:

## Wexham Court Primary School

### Pupil Acceptable IT Use

The school has installed computers and Internet access to help our learning. These rules will keep us safe and help us to be fair to others.

- I will only use ICT in school for school purposes.
- I will ask permission from a member of staff before using the Internet and will only be online when an adult is in the room.
- I will only use my login and password and never share these with others.
- I will ask permission before bringing in memory sticks or CD ROMs into school.
- I will only open and delete my own files.
- I will not download or delete any APPS on the iPad.
- I will ensure I use the technologies carefully, never removing the iPads from the case or running with one.
- The messages I send will be polite and sensible.
- I will never give out my own or other people's name, address or phone number online.
- I will never upload any images of school activities to any social networking site.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I see anything I am unhappy with on the computers, I will turn the screen off and tell my teacher or an appropriate adult straight away.
- I understand that the school can check my computer use and that my parents/carers can be contacted if school staff are concerned about my e-safety.

Pupil Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Class: \_\_\_\_\_

**Written by Miss L. Killen**

This is a true version signed by

Mr J. Reekie, Chair of Governors

Signed:

Date:

Miss N Mehat Headteacher

Signed:

Date:

Review date: February 2020