

# St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"



**St Catherine's Catholic Primary School**

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## **Anti-Bullying Policy**

Date of policy review: March 2017

**Next review: March 2018**

Policy Reviewed & Passed by the Governors

Key Person Responsible: Maureen Kelly

## **We believe this policy relates to the following legislation:**

- Children Act 2004
- Equality Act 2010
- Education Act 2011

## **The following documentation is also related to this policy:**

- Action on Bullying (Estyn 2014)
- Cyberbullying: Supporting School Staff (DCSF)
- No Place for Bullying (Ofsted 2012)
- Preventing and Tackling Bullying - Advice for School Leaders, Staff and Governing Bodies (DfE)
- Safe from Bullying: Guidance for Local Authorities and Other Strategic Leaders on Reducing Bullying in the Community (DCSF)
- Keeping Children Safe in education September 2016

Everyone at St Catherine's has a duty of care to protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment. This policy outlines how we strive to protect all children from those who wish to deliberately hurt them either physically or emotionally.

There are many definitions of bullying, but most consider it to be:

- deliberately hurtful (emotional and physical);
- aggressive (physical or non physical behaviour) that involves a real or perceived power imbalance
- repeated often over a period of time. (We recognise that even a one-off incident can leave a learner traumatised and nervous of future recurrence)
- Bullying includes actions such as making threats, spreading rumours. Attacking someone physically or verbally, and excluding someone from a group on purpose.

We believe bullying takes many forms such as physical, verbal, social exclusion and the misuse of mobile phones and Internet social networking websites. It is our duty to look out for all signs of bullying and to take the appropriate action to stop it. We will deal with all incidents of alleged bullying.

At St Catherine's we believe by creating a safe, secure and caring school environment we will encourage all pupils to report any incident of bullying to a member of the school personnel.

Under no circumstances will we tolerate any form of bullying and all incidents of bullying will be dealt with promptly and effectively as we wish to promote the wellbeing of all pupils.

We are committed to working closely with the School Council and RRS Ambassadors and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims & Objectives**

- To develop a school environment that is both safe and secure for all pupils.
- To have in place established systems that will deal with incidents of bullying.
- To report all incidents of bullying to the Governing Body
- To develop confident children who will notify staff of any incident of bullying.
- To inform everyone connected with the school of the school's anti-bullying policy.
- To work with other schools to share good practice in order to improve this policy.

## **Signs And Symptoms**

All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.

When pupils are bullied:

- Their lives are miserable
- They may suffer physical and or psychological abuse of their person
- They may suffer isolation, loneliness, insecurity, anxiety and/or fear
- They may be unhappy about coming to school
- Over time they are likely to lose self-esteem and confidence
- Their concentration and learning is likely to be affected
- They may stop eating
- They may be frightened to say what is wrong
- They could become aggressive and start to bully other children themselves
- They may give improbable excuses for any of the above

## **Procedures**

All bullying incidents should be reported to staff. All allegations of bullying will be investigated, to determine whether it is a case of bullying or a one off incident. Both will be investigated thoroughly.

When a case of serious bullying is observed or reported it will be recorded and immediate action should be taken to stop the bullying happening. Incidents of bullying will be reported to the parents of both the victim and the bully and a meeting arranged to discuss the problem. If necessary and appropriate the police will be consulted.

## **Responsibility for the Policy and Procedure Role of the Governing**

### **Body**

*The Governing Body will not condone any bullying and has*

- appointed a committee to be responsible for promoting positive pupil behaviour;
- delegated powers and responsibilities to the Headteacher to eliminate all forms of bullying, to keep records of all incidents of bullying and the different types of bullying;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated committee to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council and RRS Ambassadors in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the Pastoral Lead and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher has a duty to encourage good behaviour, the respect for others and to prevent all forms of bullying among pupils.

*Therefore, the Headteacher will*

- implement this policy;
- ensure that all school personnel are aware of the policy;
- work to create a safe, secure, caring and friendly school environment for all the children;
- ensure school personnel have a clear understanding of the extent and nature of bullying that may take place in school;
- ensure that personal and social education curriculum and the religious education curriculum helps to deal with anti-bullying;
- investigate all reported incidents of bullying;
- ensure that all pupils understand that bullying is wrong;
- ensure that all parents aware of this policy and that we do not tolerate bullying;
- raise awareness of bullying with pupils, parents, school personnel and governors on the grounds of protected characteristics;
- consult with pupils and parents to identify the extent and nature of bullying in the school;
- inform parents of any incident of bullying and how it has been dealt with;
- ensure school personnel report and record incidents of bullying;(in first instance reported in green concern form)
- keep records of all incidents of bullying;
- use records of incidents effectively to track pupils through school;(Behaviour Tracker)
- keep records in a central log in order to build up a picture of concerns of individual pupils and in identifying patterns of behaviour;
- discuss with the School Council, RRS ambassadors and peer mentors;
  - A definition for bullying.
  - Are pupils aware of this policy?
  - How can bullying be effectively dealt with?
  - How good are school personnel in dealing with incidents of bullying?
  - How good are school personnel in identifying the symptoms of bullying amongst pupils?
- support any pupil who has been bullied;
- encourage any bully to change their behaviour;
- impose sanctions on any pupil who continues to bully;
- consider permanent exclusion in the most serious incidents of bullying;
- make effective use of relevant research and information to improve this policy;
- work closely with external agencies to support pupils who experience bullying;
- ensure effective supervision is in place between lessons, break times and lunchtimes;
- work with the wider community to deal with bullying that takes place outside school;
- deal with any form of bullying that takes place to and from school;
- proactively work with the police, parents/carers and the local community to help reduce local tensions;

- work closely with the link governing committee;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by monitoring:
  - the number of recorded incidents in an academic year;
  - the types of bullying that occur in an academic year;
  - how swiftly incidents of bullying are dealt with
  - report termly the number of incidents of bullying and the outcomes to the Governing Body;
  - annually report to the Governing Body on the success and development of this policy

## **Role of the Pastoral Leader**

*The Pastoral Leader will:*

- under the direction of the Headteacher lead the development of this policy and all linked policies throughout the school;
- work closely with the Committee responsible for Safeguarding and Child Protection;
- provide guidance and support to all school personnel to understand the signs or behaviour of someone being bullied;
- have in place good systems at playtime and lunchtime to reduce the risk of bullying such as:
  - friendship stops
  - playground buddies
  - peer mentors
  - safe places for vulnerable groups
- organise an anti-bullying week and distribute / analyse pupil questionnaires during Anti-Bullying Week;
- plan age-appropriate opportunities in the curriculum to discuss issues related to the protected characteristics; e.g. Circle Time, PSHE, story writing and RE
- build pupils' resilience to bullying;
- develop philosophy sessions to provide children with opportunities to discuss equality and diversity; (see SMSC Gridmaker, Enabling Enterprise, RRS charters)
- ensure good arrangements are in place for pupils transferring from the primary to the secondary phase; (firm links with neighbouring secondary schools, offering additional visits for targeted children)
- work closely with external agencies to support pupils who experience bullying; (EWO, HIST Team)
- collaboratively work with other schools to identify common issues related to the protected characteristics; (FAB Group, Network Meetings, Director's Meetings, Partnership Meetings)

- display posters of national and local help lines and where help is available in school;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- provide training for all staff on induction and when the need arises;
- help counsel children who have been bullied and those who use bullying behaviour; (Including Restorative Justice and Conflict Resolution)
- review and monitor;
- annually report to the Governing Body on the success of this policy

## **Role of the Nominated Governor**

*The Governing Committee (The Catholic Life Committee) will:*

- work closely with the Headteacher, Pastoral Lead and Leadership Team;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

## **Role of School Personnel**

*School personnel will:*

- comply with this policy;
- be aware of all other linked policies; (Safeguarding & Child Protection, Behaviour & Assertive Discipline, Internet Safety)
- be aware of the signs of bullying in order to prevent bullying taking place;
- report all incidents of bullying;
- investigate all reported incidents of bullying;
- take all forms of bullying seriously;
- make sure that all pupils know what to do if they are bullied;
- encourage pupils to report any incidents of bullying to any member of the school personnel;
- support any pupil who has been bullied;
- raise awareness of the wrongs of bullying through personal and social education and religious education;
- use preventative strategies such as circle time and buddy systems;
- undertake the appropriate training;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination and ensure these incidents are recorded on Behaviour Tracker;

- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

## **Role of Pupils**

*Pupils must:*

- be aware of and comply with this policy in accordance with the Golden Rules and Class/ School Charters;
- report if they are being bullied;
- report if they see someone being bullied;
- discuss ways of preventing bullying through the school council
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

## **Role of the School Council, RRS Ambassadors and Peer Mentors**

*The School Council will be involved in:*

- determining this policy with the Headteacher & Pastoral Lead;
- agreeing a definition for bullying with parents, school personnel and the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Headteacher & Pastoral Lead

## **Role of Parents**

*Parents must:*

- be aware of and support this policy;
- report to the school any concerns they have of their child being bullied;
- be assured that the school will deal with all incidents of bullying;
- be assured that they will be informed of incidents and will be involved in discussions;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## Training for School Personnel

*All school personnel:*

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - What is bullying?
  - How to identify, prevent and manage bullying.
  - Types of bullying such as Cyberbullying, bullying, bullying of children with special educational needs, homophobic bullying and bullying around race, religion and culture.
  - Recognising bullying.
  - Anti-bullying strategies.
  - How to deal with a bullying incident.
  - Counselling the bullied and the bullies.
  - Anti-bullying week.
  - Tackling Homophobia
  - Building pupils resilience to bullying.
  - Working and co-operating with parents and carers
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

## Records

- Records will be kept in a uniform and systematic way, locked in a secure area.
- All reported incidents of bullying are investigated, dealt with and recorded.
- Records will be kept of all incidents as well as specific types of bullying and their outcomes.
- All incidents are categorised according to the protected characteristics which gives a clear picture of patterns of behaviour over each term / academic year.
- Records of incidents will be used to effectively track pupils through school;
- Records will be kept in a central log in order to build up a picture of concerns of individual pupils and in identifying patterns of behaviour; (Green Cause for Concern Form)
- Parents are informed of all events and what actions have been taken.
- Incidents of racist, homophobic, transphobic and disability to be recorded on a green form and given to HT to report to LA and follow up

## Counselling

- Counselling and support mechanisms are in place to help those who have been bullied.

- All perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong.

## **Raising Awareness of this Policy**

*We will raise awareness of this policy via:*

- Impact Meetings in September
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- the School Information Pack
- the school website
- the school newsletter
- the Staff Handbook
- Parent Partnership
- School Council & RRS Meetings
- Assemblies, lessons and collective worship opportunities
- school events
- meetings with school personnel
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher, Pastoral Lead and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

## Linked Policies

▪ Behaviour Policy	▪ Safeguarding and Child Protection
▪ Acceptable Internet Use Agreement	

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	

## Tracking

DfE Stat Policy	Best Practice	Web	Frontier	Signed by Staff	Version
-	✓	✓	-	-	1.0
-	✓	✓	-	-	1.1