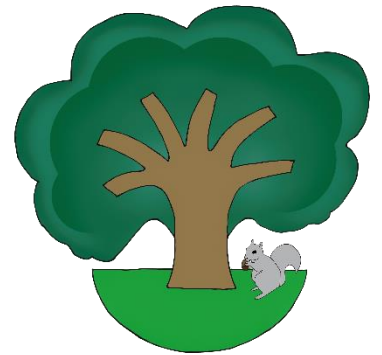
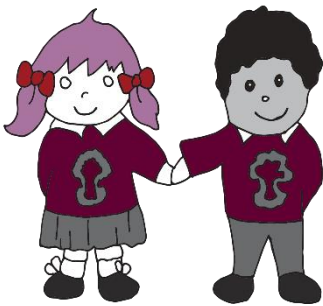


PARK WOOD SCHOOLS FEDERATION



Anti-Bullying Policy and Procedures

Reviewed September 2016

Introduction

At Park Wood Federation bullying is recognised as 'a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. It can range from ostracising, name-calling, teasing, threats and extortion, through to physical assault on persons and/or their property.

Aims and Objectives

At Park Wood Federation staff, parents and children work together to create a happy, caring, learning environment. Bullying, either verbal, emotional, physical or indirect will not be tolerated. It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively. Research has shown time and time again that the extent of bullying in schools is greatly underestimated.

Bullying can be brought to the attention of staff either by the victim(s), their friend(s), their parent(s) or other interested people.

Anti Bullying Code

Every Pupil at Park Wood Federation has the right to enjoy learning and having leisure time free from bullying.

Our school will not tolerate any unkind actions or remarks; even if they were not intended to hurt.

- Persistent unkind actions or comments can be regarded as bullying.
- Pupils must support each other by reporting all incidents of bullying.
- Bullying will be dealt with seriously.
- We are a "telling" school – bullying is too important not to report.

Actions to Prevent Bullying

Staff and Children at Park Wood Federation are encouraged to consider the following in daily school life:

- Watch for early signs of distress in pupils.
- Offer the victim immediate support and start the school's procedures for dealing with bullying in action.
- Make clear to the bully that the behaviour is unacceptable.
- Ensure playground areas of the school are staffed at break and lunchtime.
- All children are aware of behaviour that is inappropriate
- Tell someone if they see bullying taking place
- Encourage friends not to let a situation get out of hand and become a bullying incident
- Tolerate each other and respect differences

Remember everyone has a right to not be bullied, spoken to badly, hit or threatened

Preventing Bullying Behaviour

As a school, pupils and staff are aware of behaviour that can be used to promote an atmosphere where children are able to discuss bullying issues. This is supported within the curriculum in PHSE but also on a daily basis by using the following ideas:

- All staff watch for early signs of distress in pupils
- The children need to be aware of the lines of communication available to them so that they can talk about any issues.
- All staff listen and act appropriately when a situation becomes apparent
- A time to talk box is available in both schools where children can put written notes if they feel they cannot speak about any issues.
- Childline posters are displayed around the school, detailing these measures and dissuading children from bullying.
- The Head teacher will maintain an overview of bullying incidents in the school and report to Governors at termly meeting.

Recording Process for Dealing with Bullying Behaviour

The Checklist for Dealing with Bullying Behaviour is clearly identified as the 'Investigate, Record, Respond, and Review,' process as show in appendix 1. This guide gives staff a clear checklist of stages that may be needed when dealing with bullying issues.

- Listen carefully and record incidents on appropriate form. (See appendix 2)
- The victim should record the event in writing with adult help if necessary.
- The bully should do the same.
- The teacher involved needs to record the discussion with the pupils involved.
- The parents/carers will be informed where appropriate
- They may wish to respond by coming to school to discuss the incident.
- The reports should be placed in the pupil's file (bully and victims).

Strategies for Dealing with Bullying Behaviour

At Park Wood federation it is recognized that bullying behaviour needs a variety of strategies to enable the parties involved to move forwards. The strategies below are in no order of priority and will be used to match the situation. The emphasis is always on a caring, listening approach as bullies are often victims too – that is why they bully.

- Discussions at length with the victim. This will require patience and understanding. Remember – Listen, believe, act
- Identify the bully/bullies. Obtain witnesses if possible. Advise the Head teacher or Deputy Head teacher.
- Whilst appreciating a child may prefer anonymity when discussing a bullying issue, staff reserve the right to deal with each case individually and assess the seriousness of the situation based on their knowledge of the pupils involved.
- Discussions with the bully. Confront them with the details and ask them to tell the truth about the situation/incident. Make it clear that bullying is not acceptable at Park Wood Federation
- If they own up then follow the procedure outlined in the Behaviour Policy
- If they do not own up, investigate further. If it is clear that they are lying, continue with the procedure. Children usually own up if presented with all the facts.
- Have separate discussions with parents of bully and victim

- Sanctions for the bully may include withdrawal from favoured activities, loss of playtimes, exclusion from school during lunchtimes, exclusion from school, depending on the perceived severity of the incident(s)
- Continue monitoring the situation by observing at playtimes/lunchtimes and having discussions with victim to ensure no repetition
- As the behaviour of the bully improves, then favoured activities etc can be reinstated, and the child should be praised for good behaviour. This will rebuild the child's self-esteem, which may have been damaged after being caught bullying, or could have been low anyway, hence the bullying

Monitoring and Review

- A racist incident can be detailed on the racist incident form and as with bullying, dealt with in a sensitive and supportive way.
- The Head teacher will report any racist incidents to the Governing Body termly.
- The policy will be reviewed regularly with staff, pupils and parents so all stakeholders can reflect on the effectiveness of this policy within Park Wood Federation.

Appendix 1

Steps to Success for Dealing with Bullying Behaviour

In the event of bullying the school has the following procedures:

Investigate -the situation by talking to:

- Children involved
- Witnesses
- Staff members

Record – as appropriate in oral, written or picture form a detailed overview of the situation from:

- Child(ren) involved
- Witness(es) involved

Respond – to the bully by:

- Ensuring that they recognise, own and reflect on their behaviour/s and how it affects others
- Applying appropriate sanctions
- Guiding, supporting, advising and offering them strategies to change their behaviour
- Insisting that they take responsibility for their actions and help them to actively made amends
- Involving parents
- Involving outsiders agencies when necessary

Respond to the child who is bullied, hurt or upset by:

- Actively listening to the child
- Offering support and strategies to deal with unwanted behaviours
- Protecting the child and ensuring their safety as and when necessary
- Involving parents
- Involving outsiders agencies to support the child as appropriate

Respond to the situation and prevent other situations by providing a foundation for children to explore issues through the **curriculum**.

Review – the situation with:

- Children involved
- Parents and others as appropriate

Park Wood Federation
Appendix 2
Park Wood Federation Incident Report

Date:
Time:
Year Group:
Pupils Involved:
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Incident:.....
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Action to be taken:
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Signature.....

Attention of: H/T; D/H; Y/L; C/T; SENCO (circle as appropriate)
File in pupil's school record folder in office