

# Roman Road Primary School



## Anti-Bullying Policy

*Our aim is to provide a happy, purposeful,  
environment, in which the child can*

*feel secure and so flourish, reaching his/her full*

*potential and to value parents and carers as  
'partners' in the learning process*

Bullying is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves (remember STOP – it happens Several Times On Purpose). Bullying is mean and results in worry, fear, pain and distress to the victim/s. Roman Road Primary has adopted this definition of bullying.

### **Statement of Intent**

At Roman Road Primary, we are committed to providing a warm, caring and safe environment for all our children so that they can learn and play in a relaxed and secure environment. Bullying of any kind is unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously and understand the effect it can have on victims and perpetrators. No one deserves to be a victim of bullying. Everybody has the right to be

treated with respect and pupils who are bullying others need to learn different ways of behaving.

At Roman Road Primary, we acknowledge that bullying does happen from time to time – indeed, it would be unrealistic to claim that it does not. When bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

### **Aims and Objectives of this Policy**

The aim of this policy is to try to prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of the school have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the school policy.

This will happen in the following ways:

- The school will meet the legal requirement for all schools to have an anti -bullying policy in place.
- The school will work closely with other professional agencies to ensure that children stay safe as stated in The Children Act 1989, The SEN and Disability Act 2001, The Government

Green Paper ‘Every Child Matters’ 2003 (outcome 2), The Children Act 2004 and the Equality Act 2010

- All governors, teaching and non-teaching staff, pupils and parents/guardians will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will know what the school policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All pupils and parents/guardians will know what the school policy is on bullying and what they can do if bullying occurs.
- Pupils and parents/guardians will be assured that they will be supported when bullying is reported.
- Whole school initiatives (staff training, celebration assemblies etc) and proactive teaching strategies (PHSE [Personal, Health & Social Education] lessons, circle time etc) will be used throughout the school to reduce the opportunities for bullying to occur.
- A positive, caring ethos will be created within the school environment where everyone can work, play and express himself or herself, free from the fear of being bullied.

### **What is Bullying?**

Roman Road Primary has adopted the following definition of bullying which is our shared understanding of what bullying is: Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation, whispering.
- Verbal: name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone

- Physical: pushing, kicking, hitting, pinching, throwing stones, biting, spitting, using weapons, punching or any other forms of violence, taking or hiding someone's things
- Racist: racial taunts, graffiti, gestures, making fun of culture and religion
- Sexual: unwanted physical contact or sexually abusive or sexist comments
- Homophobic: because of/or focusing on the issue of sexuality
- Online/cyber setting up 'hate websites', sending offensive text messages, emails and abusing the victims via their mobile phones • Any unfavourable or negative comments, gestures or actions made to someone relating to their disability or special educational needs.

### **Bullying is not:**

It is important to understand that bullying is not the odd occasion of falling out with friends, name-calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose (STOP). Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise, it is not classed as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name-calling or practical joke. We all have to learn how to deal with these situations and develop social skills to repair relationships.

### **Where does bullying happen?**

It can happen anywhere – in the classroom, in the corridor, in the toilets, in the dining hall, in the playground etc. Bullying may also happen on the way to and from school. In such cases, the Head teacher is empowered by law to deal with such incidents but must do so in accordance with the school's policy. (See also Behaviour Policy). At Roman Road Primary, we are concerned with our children's conduct and welfare outside as well as inside school and we will do what we can to address any bullying issues that occur off the school premises. The following steps may be taken:

- Talk to the local Community Police Officer about problems on the streets
- Talk to the transport companies about bullying on buses.
- Talk to the Head Teachers of other schools whose children may be involved in bullying off the premises
- Discuss coping strategies with parents
- Talk to the children about how to handle or avoid bullying outside the school premises

### **Signs and Symptoms**

A child may indicate, by different signs or behaviour, that he or she is being bullied. Adults should be aware of these possible signs and investigate further if a child:

- is frightened of walking to or from school
- changes their usual routine/route to school
- begins truanting
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to underperform in school work

- comes home with clothes torn or books damaged
- has possessions go "missing"
- asks for money or starts stealing money e.g. (to pay the bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- Starts swearing or using aggressive language for no apparent reason
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be taken seriously and investigated as soon as possible.

#### **What can children do if they are being bullied?**

- Tell someone that they can trust – it can be a teacher, a teaching assistant, a member of the lunchtime team, a parent, a friend, or a relative. Generally, it is best to tell an adult they trust straight away. They will get immediate support.
- Tell themselves that they do not deserve to be bullied and that it is wrong.
- Try not to show the bully that they are upset. It is hard, but a bully thrives on someone's fear.
- Stay with a group of friends/people. Bullies usually pick on individuals.
- Write down the problem and put it in the class worry box.

#### **What can children do if they know someone is being bullied?**

- Take action! Watching and doing nothing looks as if they are on the side of the bully.
- If they feel they cannot get involved, they should tell an adult immediately. Teachers will deal with the bully without getting them into trouble.
- Do not be, or pretend to be, friends with a bully.

#### **Strategies for dealing with bullying**

The following is a list of actions available to staff depending on the perceived seriousness of the situation. If bullying is suspected/reported:

- The Head teacher will be informed.
- A member of staff will be nominated to carry out an initial investigation.
- The member of staff will talk to and listen to the suspected victim, and any witnesses, making sure that the children feel safe to talk.
- The member of staff will talk to the bully about what has happened, to discover why they became involved. They will make it clear that bullying is not tolerated at Roman Road Primary.
- The problem will be identified and possible solutions agreed.
- Sanctions from the behaviour policy will be applied.

- Parents will be informed on all matters identified as bullying.
- If the situation is not resolved, then the Head teacher, working with the Special Educational Needs Coordinator (SENCo) where relevant, will intervene and a behaviour plan may be written.
- All incidents of bullying will be recorded as such in the School Incident Log.

**Action to be taken to support the victim:**

- Environmental changes will be made if necessary – classroom, playground to ensure that the child feels more secure.
- Staff must communicate with other staff and record, where relevant, any incidents or concerns in a playground log.
- The situation will continue to be monitored by all staff to ensure no repetition. Children will be observed at break times, lunchtimes and in the classroom. Any follow-up findings will be recorded in the monitoring section of the School Incident Log.
- Key friends identified by the child will be asked for extra support.
- The child will nominate an adult in school whom they trust and feel they can talk to.
- The child will be made aware of the importance of immediate reporting of any further incidents.
- Parents will be invited into school so that action taken can be shared.
- The SENCo and the class teacher will work together to assess whether the child needs support in the development of social skills – assertiveness, language skills.

**Action to be taken to support the bully:**

- Type and method of support will depend on individual needs, age and maturity of the child.
- It may be suggested that the children involved meet with the support of their class teachers.
- It will be made clear to the child that their behaviour is unacceptable because of the effect that it is having on the other child.
- The child may be asked what they hoped to gain by their behaviour – if their answer indicates that a need is not being met, then this will be addressed through discussion with parents.
- The child will be reminded that they are responsible for their behaviour and there are consequences for poor behaviour.
- Sanctions for behaviour may include the removal of breaks, lunchtimes – parents will be informed which sanctions will be used.
- Following the implementation of a behaviour plan, if the behaviour persists, then outside agency support may be requested to address the needs of the child, with the permission of parents.

**Role of Parents**

Parents have an important part to play in our anti-bullying policy. We ask parents to:

- Look out for unusual behaviour in your children – for example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their usual standard.
  - Always take an active role in your child’s education. Enquire how their day has gone, who they have spent their time with, etc.
  - If you feel your child may be a victim of bullying behaviour, please inform school. Your complaint will be taken seriously and appropriate action will follow.
  - If you feel your child has been bullied by another child, please do not approach that child or the child’s parent on the playground, please inform school immediately.
  - It is important that you advise your child not to fight back. It can make matters worse!
  - Tell your child that it is not their fault that they are being bullied.
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- Reinforce the school’s policy concerning bullying and make sure your child is not afraid to ask for help.

### **Anti Bullying Code**

A school Anti-Bullying Code is in use, giving clear advice to children on what to do if they are a witness or a victim of bullying.

If you see someone being bullied:

- DO NOT rush over and take the bully on
- DO let a teacher or other staff member know
- DO try to be a friend to the person being bullied
- DO NOT be made to join in
- DO try to help the bully stop bullying.

If you are a victim of bullying:

- TELL a teacher or another adult in school
- TELL your family
- TELL a friend if you are scared to tell someone by yourself TELL people until someone listens
- DON’T blame yourself for what has happened.

Wherever you are in school, you have the right to feel safe. Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.

### **Procedures for reporting and responding to bullying incidents**

All staff will respond calmly and consistently to all allegations and incidents of bullying at Roman Road Primary. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved. The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:

1. Report all bullying allegations and incidents to staff.

2. Staff will make sure the victim(s) is and feels safe.
3. Appropriate advice will be given to help the victim(s).
4. Staff will listen and speak to all children involved about the incident separately.
5. The problem will be identified and possible solutions suggested.
6. Staff will attempt to adopt a problem solving approach, which will move children on from them having to justify their behaviour.
7. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
8. Staff will reinforce to the bully that their behaviour is unacceptable.
9. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see next section).
10. If possible, the pupils will be reconciled.
11. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
12. In cases of serious bullying, the incidents will be recorded by staff on the standard Incident Report Sheet. All reports will be kept in a file in the SENCO office.
13. In serious cases parents will be informed and will be invited to come into school for a meeting to discuss the problem.
14. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
15. Bullying incidents will be discussed regularly at staff meetings.
16. The anti-bullying Governor will present termly reports on serious bullying incidents to the Governors.
17. If necessary and appropriate, the Child Protection Officer in school, Social Services or police will be consulted.

**The following sanctions may be used:**

The children have also discussed this question in their classes and some of the sanctions they suggested are included in the list below:

- Apologise to the victim(s) verbally or in writing



- Lose privileges
  - Lose playtimes (stay with class teacher and reflect on their actions,)
  - Be in the Head teacher's office
  - Spend playtimes and lunchtimes with an adult
  - Parents will be invited in to school
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- Have a "Behaviour Sheet"
  - Be removed from class and work in isolation
  - Report to the Head teacher or Deputy Head teacher
  - Be withdrawn from participation in school visit, clubs and events not essential to the curriculum.
  - Fixed term exclusion
  - Permanent exclusion

### **Strategies for the prevention and reduction of bullying**

Whole school initiatives and proactive teaching strategies will be used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur. These can include:

- Undertaking regular questionnaires and surveys to monitor the extent of bullying in the school and the effectiveness of the anti-bullying policy
- Each class agreeing on their own set of class rules
- Making national anti-bullying week a high profile event each year
- Awareness raising through regular anti-bullying assemblies
- PHSE (Personal, Health & Social Education) scheme of work from Reception to Year 6 used to support this policy
- Circle time on bullying issues
- Setting up of a circle of friends support network where a small group of children volunteer to help and support individual experiencing difficulties
- Children writing stories and poems and drawing pictures about bullying
- Children being read stories about bullying
- Using drama activities and role-plays to help children be more assertive and teach them strategies to help them deal with bullying situations
- Prominently displaying Anti-Bullying Code and anti-bullying posters – commercial and produced by the children around the school
- Introducing playground improvements and initiatives
- Using praise and rewards to reinforce good behaviour
- Encouraging the whole school community to model appropriate behaviour towards one another
- Organising regular anti-bullying training for all staff.

## **BULLYING OF STAFF BY PUPILS, PARENTS/CARERS OR OTHER STAFF**

Bullying can occur between adults. Bullying tactics are sometimes employed in business, relationship between members of staff are sometimes characterised by bullying. Parents, teachers and other adults sometimes bully children and vice versa. Staff are sometimes bullied by parents. Staff as well as children benefit if school establishes an ethos that repudiates bullying. The Senior Managers and Governors of the school strive to support the emotional health and well being of the staff in the school and so we believe that all bullying incidents must be investigated.

This includes any incidents reported by a member of staff or being bullied by a child and or parents. Members of the school workforce suffering from or concerned about bullying can also contact their trade union or professional association for support and advice.

If incidents occurs outside school with our pupils regarding bullying or serious incidents the school may deal with it.

## **ANTI-BULLYING COMPLAINTS**

If parents are unhappy about the way that an alleged bullying incident has been handled they should in the first instance speak with the class teacher then someone from the leadership team and then the Head Teacher

There is a School Complaints procedure if parents are still concerned.

Parents will be advised of this procedure by the Head Teacher and a copy will be made available from the school office.

## **Monitoring and evaluation of the policy**

To ensure this policy is effective, it will be reviewed in September 2024 or sooner if required. Following an annual review any amendments will be made to the policy and everyone informed. The policy will then be found on the schools website.

## **Sources of further information, support and help:**

There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support available that teachers, parents and children have found useful.

Act Against Bullying 0845 230 2560 [www.actagainstbullying.com](http://www.actagainstbullying.com)  
Advisory Centre for Education (ACE) 0207 704 3370 [www.ace-ed.org.uk](http://www.ace-ed.org.uk)  
Anti-bully [www.antibully.org.uk](http://www.antibully.org.uk)  
Anti-Bullying Alliance (ABA) 0207 843 1901 [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)  
Anti-bullying Network 0131 651 6103 [www.antibullying.net](http://www.antibullying.net)  
Beatbullying 0845 338 5060 [www.beatbullying.org.uk](http://www.beatbullying.org.uk)  
Bully Free Zone 01204 454 958 [www.bullyfreezone.co.uk](http://www.bullyfreezone.co.uk)  
Bullying Online 020 7378 1446 [www.bullying.co.uk](http://www.bullying.co.uk)  
BBC [www.bbc.co.uk](http://www.bbc.co.uk)  
Childline 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)  
Kidscape 020 7730 3300 (general enquiry number) 08451 205 204 (helpline for adults only)  
NSPCC 0207 825 2500 [www.nspcc.org.uk](http://www.nspcc.org.uk)  
Parentline Plus 0808 800 2222 [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)  
The Children's Legal Centre 0800 783 2187 [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)  
The Office of the Children's Commissioner 0844 800 9113  
[www.childrenscommissioner.org.uk](http://www.childrenscommissioner.org.uk) UK Government  
Website [www.direct.gov.uk](http://www.direct.gov.uk)

APPENDIX 1

## Bullying Incident Report Form

Name of Pupil

Year Group

Date

Details of incident/s

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Incident reported to

Action taken

Signed by

Pupil (including comments)

Class teacher