



## Anti Bullying Policy

**Ratified:** September 2018

**Review:** September 2021

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### **Rationale:**

We want children to flourish and help others do the same. Behaviour and safety, including anti-bullying, are integral to our school. We aim to prevent all forms of bullying in school through our focus on our core Christian Values of Wisdom, Hope, Community and Dignity, and through teaching the children directly about their role in the prevention of bullying. We promote a common understanding of what bullying is and aim to have open lines of communication about the issue between school and families. Where bullying incidents do occur or when an incident is reported as bullying we will seriously and thoroughly investigate it to provide a swift and satisfactory outcome.

## **Responsible persons**

- The Headteacher has overall accountability.
- The Anti Bullying Coordinator (the Deputy Head Teacher) – has day to day responsibility for implementing the Anti-Bullying Policy (the ‘Policy’) and manages the reporting and recording of bullying incidents and training of staff/parents.
- The Governor Lead on Anti Bullying is the Chair of the Pupil Care committee

## **What is bullying?**

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace. It can take place between children, between children and adults and between adults.

*It is important to recognise the difference between common childhood fall-outs, disputes and conflicts and actual incidents of bullying.*

Bullying can include:

- Physical e.g. hitting, kicking, hiding someone’s property
- Non-physical e.g. name calling, excluding an individual from play
- Cyberbullying – please see appendix 2
  
- Additionally, note the role of the ‘bystander’ - watching bullying occur without taking appropriate action to help is unacceptable.

## **Preventing bullying : School Strategies**

- Encouraging caring e.g. through collective worship, assemblies, to disseminate Christian values.
- Ensuring appropriate levels of supervision during all out of class settings
- Promoting co-operation through group activities at playtimes, school council and peer mentoring schemes
- Discouraging bullying through class discussions, assemblies etc.
- Encouraging older children to look after the younger ones
- Running specific awareness events e.g. annual Anti-Bullying week, internet safety week, and integrating the issues into the curriculum

- Parent information and events
- Training for all staff
- Providing support for the vulnerable (potential victims and perpetrators) through counselling and/or Mediation schemes

### **Preventing bullying: Home Strategies**

- Encouraging caring and co-operative behaviour at home and school
- Encouraging friendships with children out of school
- Helping children to see things from different points of view
- Discouraging children to 'hit back'

### **ECS Anti Bullying Policy**

#### **Where incidents occur: Reporting**

#### **Reporting Procedure for children**

Please refer to the Appendix 1 flowchart of steps to take. Parents/teachers should ensure children are familiar with this.

#### **Reporting Procedure for parents**

1. Calmly talk to your child about their experience
2. Establish whether it was an isolated or an ongoing experience
3. Make a note of what your child says – particularly who was said to be involved
4. Reassure your child that they have done the right thing to tell you about the bullying
5. Explain to your child that they should report any further incidents to a teacher immediately
6. Talk to the class teacher. Make an appointment if necessary and explain the problems your child has had. Be as specific as possible. Give dates, places and names of other children involved.
7. In terms of cyber bullying, parents are at liberty to share screenshots, text messages, emails and other communications that might substantiate an allegation
8. Make a note of the action the school has agreed to take and ask if there is anything you can do to help your child

9. Stay in touch with the school; let them know if things improve as well as if the problem continues

When talking with teachers about bullying please try to stay calm; the teacher may be unaware of the problems or have heard conflicting accounts.

### **Reporting Procedure for bystanders**

Speak up for the person being bullied by telling a member of staff at school:

- What has happened and where
- How often it has happened
- Who was involved
- Who else saw what was happening
- What have you done about it already

### **Reporting Procedure for staff and visitors**

1. Report the matter to a member of staff who knows the child well (e.g. class teacher)
2. Calmly talk to the child about their experience
3. Establish whether it was an isolated or an ongoing experience
4. Make a note of what the child says – particularly who was said to be involved
5. Reassure the child that they have done the right thing to tell you about the bullying
6. Explain to the child that should any further incidents occur, they should continue to report them to a teacher immediately

## **ECS Anti Bullying Policy**

### **Where incidents occur: School Response**

#### **Stage 1 steps**

1. On becoming aware of an alleged bullying incident ('Initial Notification') whether as a result of a parent complaint or direct notification by a child, the class teacher will make initial enquiries, speaking to all children. These enquiries should be commenced by the end of the next working day after the Initial Notification. Parents should be contacted within 2 working days after the Initial Notification, unless it is quickly and clearly apparent that there is actually no issue at all. If the allegation is proven, appropriate measures from the Behaviour Policy and school sanctions therein will operate. Please

refer to these documents. The class teacher will ensure that record is made in the bullying incidents log book (the 'Bullying Log').

2. There will be appropriate follow up by the class teacher 1 week after the Initial Notification with all children and parents. The outcome (resolved or not), must be recorded in the Bullying Log.
3. If at the 1 week follow up, the behaviour is persisting, the class teacher will inform the Coordinator by the next working day and the Coordinator will implement the Stage 2 Steps below. This notification is called 'Stage 2 Notification'.

### **Stage 2 Steps**

1. The Co-ordinator will interview all children and parents within 1 week of receiving Stage 2 Notification from the class teacher.
2. The Co-ordinator will use a range of responses appropriate to the situation, in line with the Behaviour Policy and school sanctions – e.g. a restorative approach, individual work with victim and perpetrator, referral to outside agencies as appropriate.
3. The Co-ordinator will inform all staff who deal with the children involved in the incident.
4. The Co-ordinator will follow up the bullying incident with all children, parents and class teacher 4 weeks after the Initial Notification and record the outcome in the Bullying Log.
5. If the issue is resolved, a clear system of support will be established for the victim of the bullying. The well-being and happiness of the individual will be checked on a weekly basis by the class teacher for two months. The findings should be recorded in the Bullying Log each week.
6. The Lead Bullying Governor or another governor nominated by the Lead Bullying Governor will contact the parents of the victim 8 weeks after the Initial Notification to evaluate the overall effectiveness of the support provided, parent satisfaction as to how the situation was handled and to close the report by making record in the Bullying Log.

If at any stage parents are dissatisfied with school response they should speak to the Coordinator, Headteacher, a Parent Governor, the Lead Bullying Governor or the Chair of Governors. To complain about the handling of a bullying issue, parents should refer to the school's complaints procedures.

## **Recording incidents of bullying**

The Bullying Log will be used to ensure individual incidents are followed up, to identify trends and inform preventative work and development of this Policy.

The Bullying Log will be presented to the Governors in termly Pupil Care Committee meetings, in anonymous format, bringing to the attention of the Governors any significant incidents.

## **The Policy**

This Policy will be reviewed and updated annually by the Governing Body, in conjunction with the School Improvement Plan and in line with the school's work towards the Surrey Anti-Bullying Charter Marks. It should be read in conjunction with the following policies: Behaviour; Safeguarding; PSHE and Citizenship; Equality.

Appendix 1

FLOWCHART OF ACTION TO TAKE FOR CHILDREN

**If you think you are being bullied...**



Be firm and clear – look the individual in the eye and tell them to stop  
Get away from the situation as quickly as possible  
Tell an adult what has happened straight away



**What should I do next?**

Tell a teacher or another adult in school  
Tell a family member  
If you are scared to tell a teacher or an adult on your own, ask a friend to go with you.  
Keep on speaking up until someone listens  
Don't blame yourself for what has happened



When you are talking about bullying with an adult, make sure you tell them...

What has happened to you  
How often it has happened  
Who was involved  
Who saw what was happening  
Where it happened  
What you have done about it already

### Appendix 2 CYBERBULLYING

#### Defining cyberbullying; Prevention

Cyberbullying involves harassing, embarrassing, or threatening someone via cyberspace. It can be via the Web, e-mail, or mobile phone. Incidents that take place outside of school time which are notified to school staff will be followed up and dealt with in accordance with this Policy.

Examples include<sup>1</sup>:

- **Text message bullying** - sending unwelcome texts
- **Picture/video-clip bullying** - via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
- **Phone call bullying** via mobile phone – silent or abusive calls / messages. Perpetrators often disguise their numbers, or use someone else's phone to avoid being identified. Sometimes the victim's phone is stolen and used to harass others, who then blame the victim.
- **Email bullying** – unpleasant / threatening messages by email, often using a pseudonym for anonymity or someone else's name to pin the blame on them.
- **Chat room bullying** - sending menacing / upsetting responses to the victim when they are in a web-based chat room.
- **Bullying through instant messaging (IM)** - victims are sent unpleasant messages as they conduct real-time conversations online (i.e. using MSN, Bebo, etc.).
- **Bullying via websites** includes the use of defamatory blogs, personal websites, online personal polling sites and social networking sites.

#### Preventing cyberbullying : school strategies

Please refer to main body of this Policy and the Online Safety policy for measures the school will take to try to prevent bullying and cyberbullying. Additionally see below for School response to incidents of cyberbullying. Because it is likely that such incidents may occur outside of school hours, the home strategies below are important.

#### Preventing cyberbullying : home strategies

##### General:



- Don't wait for something to happen before you act. Make sure your child understands how to use these technologies safely and knows about the risks and consequences of misuse;
- Encourage your child to talk to you: if they or friends have any problems with cyberbullying; about the kinds of Internet activities they enjoy;
- Parents should remind children of the digital footprint - which will be used by university and employers as part of the application process. Anything inappropriate that they send will not be removed just because they have deleted it from their account;
- Watch out for secretive behaviour as you approach the computer, such as rapidly switching screens, and for attempts to hide online behaviour, such as an empty history file; Keep the computer in a public place in the house.

**Spot checks:**

- Be up front with your child that you will periodically investigate the files on the computer, the browser history files, your child's public online activities including who their online friends are, and if you have cause for concern, you may also review his or her private communications;
- Search for your child's name online, look at his or her profiles and postings on teen community sites, review web pages or blogs.

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<sup>1</sup> Research from the University of London

## **ECS Anti Bullying Policy**

### **Exercise control/ use software**

- Use parental control software to limit who your child sends emails to and who he or she receives them from. Block access to selected chat rooms/websites you deem inappropriate. Consider only allowing access to moderated chat rooms (which are supervised by trained adults). Your Internet Service Provider ('ISP') will tell you whether they provide these. Use similar monitoring/controls for mobile devices as well as PCs/laptops.
- Ensure your child's privacy settings on social media are private so they can control who can see their profile (children should not have a profile on such sites as Instagram, snapchat etc. until they are 14, but they often do)
- Know your child's user name/ password for any mobile device and social media sites so you can monitor effectively

### **Preventing cyberbullying - Tips for children**

- Don't accept emails or open files from people you do not know.
- Never give out your name, address, phone number, school name, password or photos of yourself online. Use a nickname.
- Be especially careful in chat rooms. Remember it might not just be people your own age in a chat room. Stick to public areas and get out if you feel uncomfortable.
- Think carefully about what you write - don't leave yourself open to bullying.

### **Where incidents occur: response:**

#### **Parents**

- Contact the school, the mobile network or the ISP and request they take action.
- Screen shot any inappropriate material / matters of concern sent to or from the child's device.
- Block anyone bullying your child.

#### **Children**

- Always inform a grown-up such as a teacher or parent, just as you would if the bullying was face-to-face.
- You can turn off incoming messages for a couple of days.
- If bullying persists you can change your phone number and/or email address (ask your service provider).

- Do not reply to abusive or worrying text / video messages or emails - your service provider will have a number for you to ring / text or a contact email address to report cyberbullying. Visit their website for details.

## **School**

- The class teacher or the Coordinator will talk to the victim by the end of the next working day following notification of the incident to any member of school staff ('the Initial Notification') and will go through any statement if one has been made at home, or will take a statement.
- That same day: the incident will be logged in the Bullying Log and the Coordinator and Head teacher, if they are not already dealing with the incident, will be informed.
- An investigation will take place. This will usually involve the Coordinator or Headteacher talking separately to the bully/bullies and parents and to any witnesses by the end of the second working day following the Initial Notification.
- It is likely that school staff and others will use a 'restorative approach' to resolve the matter i.e. the procedures set out in the Stage 1 and 2 Steps in the main body of this Policy. Manner and timing of follow up of the incident will also be as outlined in those Steps.