

# Ashbourne Hilltop Primary and Nursery School



## Anti-Bullying Policy

### Review history

#### Approving Body

FGB

#### Date

18.09.23

#### Minute number

FGB/180923/14 ii

## **Statement of Intent**

Ashbourne Hilltop Primary and Nursery School is committed to providing a supportive, caring and safe environment in which all children are free from the fear of being bullied. As a school we take bullying and its impact seriously. Bullying of any form is not tolerated in our school, whether carried out by a child or an adult. Staff, children and parents or carers will be made aware of the school's position on bullying. Bullying behaviour is unacceptable in any form. The school has high expectations of outstanding behaviour and we consistently challenge any behaviour that falls below this. Anyone who knows that bullying is happening is expected to tell a member of staff. Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Head Teacher. A clear account of the incident will be recorded in line with this policy. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Ashbourne Hilltop School believes that its pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied and so will not tolerate bullying in any form.

## **What is Bullying?**

We recognise that many children and young people will experience conflict in their relationships with other children and young people and as a school we are committed to developing empathy and the skills to manage relationships in a peaceful way that does not harm others.

In Ashbourne Hilltop Primary and Nursery School, our definition of bullying is:

"The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online"



## **Why is it important to respond to bullying?**

There is considerable evidence to show that bullying has both short term and longer term impact on pupils. Bullying impacts on pupils' wellbeing, can impact on attendance and become a significant barrier to learning. Bullying is associated with lower levels of school engagement and achievement both in primary and secondary schools and can lead to mental health concerns such as anxiety and depression.

***Bullying is unacceptable. Our school will respond promptly and effectively to reported incidents of bullying.***

In our school community:

- Everybody has the right to be treated with respect.
- Everybody has the right to feel happy and safe.

### **Types of bullying behaviour bullying can take many forms:**

- Emotional - being unfriendly, excluding, tormenting, threatening behaviour
- Verbal - name calling, sarcasm, spreading rumours, teasing, use of derogatory language
- Physical - pushing, kicking, hitting, punching or any use of violence
- Extortion - demanding money/goods with threats
- Online – use of social media, messaging and calls. Misuse of associated technology e.g photos and videos.
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact, sexually abusive comments
- Homophobic or biphobic - bullying because of sexuality or perceived sexuality
- Transphobic – because of gender identity or perceived gender identity

### **Preventing Bullying**

We foster a clear understanding that bullying, in any form, is unacceptable. We believe that preventing bullying is the responsibility of our whole school community and when there are incidents of bullying we will work together to deal with the situation and to learn from what has happened.

In our school we do this by:

- Involving the school community in developing our policy including a child/pupil friendly version of our policy.
- Using assemblies and circle time in class to ensure that pupils understand the differences between relational conflict and bullying.
- Building a positive ethos based on respecting and celebrating all types of difference in our school.
- Creating a safe and happy environment, fostering positive relationships that have an impact on learning and achievement.
- Having a positive ethos that all pupils, staff and parents understand.
- Work in school which develops empathy, social skills and emotional understanding e.g. PSHE, Citizenship, social and emotional learning programmes, circle time and OPAL.
- Reporting safeguarding concerns to Designated Safeguarding Leads.
- Provide assurances to child that concerns have been listened to and action will be taken.
- Sending a clear message that the bullying must stop.
- Working with both parties to find solutions.
- Reflecting and learning from instances of bullying – considering what needs to happen next to prevent future bullying e.g. PSHE, training etc.

- Raising awareness of online bullying through regular e-safety lessons.
- Adopting a social model approach to bullying. Diversity is valued and everyone is included in our school.
- Taking on focussed work with individuals and groups of pupils where required to support understanding and development of social skills e.g. social skills groups,
- Utilising the positive approach around OPAL to encourage communication, collaboration and conflict resolution.
- Offering training to all school staff around bullying, including specific guidance on those groups who are most likely to be bullied.

### **Reporting Suspected bullying:**

In our school pupils are encouraged to talk to staff when they are unhappy or have concerns. Pupils in our school understand that they have a right to feel and be safe and a responsibility to support others to feel and be safe.

Pupils are encouraged to report bullying to:

- A trusted adult
- Their class teacher/TA
- Peer mentors or buddies

Children are taught that it is important to talk to a trusted adult if bullying is taking place outside of school.

Parents are also encouraged to report concerns and bullying to a member of staff. This is normally the class teacher or a member of the early help team.

When pupils report their concerns our staff are trained to LISTEN and to BELIEVE. We involve children as far as possible in finding solutions.

**Investigating Bullying:** *The following forms are available in physical form from the Anti-Bullying Folder in the main office and from the Staff Server*

- When an incident of bullying has been reported, a key member of staff will investigate using **Form 1 – Initial investigation into allegation of bullying.**
- If Bullying is confirmed: Record key information using **Form 2 – Confirmed Bullying Report**
- Structure and record support for targeted child using **Form 3a – Support provided for targeted child**
- Structure and record support for targeted child using **Form 3b – Support provided for child who bullied**
- Above forms stored securely in the Anti-Bullying (confirmed instances) folder, available from Head Teacher's office

### **Responding to confirmed bullying:**

If bullying is suspected a key member of staff, normally the class teacher, will investigate the situation, speaking with the suspected victim, the suspected bully (bullies) and any witnesses. If any degree of bullying is identified, the following action will be taken.

### **We support the victims in the following ways:**

- a) By offering them an immediate opportunity to talk about the experience with their class teacher or another key member of staff
- b) Informing their parents/guardians
- c) By offering continuing support when they feel they need it
- d) By implementing one or more of the consequences described below to prevent more incidents

### **We support the perpetrators of bullying in the following ways:**

- a) By talking about what happened, to discover why they became involved
- b) Remaining non-judgemental taking any circumstances into account
- c) By continuing to work and support the child/children, teaching appropriate behaviour using a positive relational approach
- d) Informing their parents/guardians
- e) By implementing one or more of the consequences described below to prevent more incidents

### **Consequences of bullying for the bully:**

These will be in line with the school behaviour policy and stepped sanctions. After the use of stepped sanctions from the behaviour policy, the following may be utilised:

- 1) The child/children will be reminded of the school rules and the expectations of their behaviour. This will be done by the Head Teacher
- 2) The parents/guardians will be informed
- 3) If incidents continue to occur the child/children may be excluded from the playground at break and/or lunch times
- 4) They may receive additional support from Behaviour Support Services or another appropriate external organisation
- 5) Both temporary suspension from school and permanent exclusion will be considered if bullying does not stop

We monitor and review all bullying incidents to determine any patterns or trends that may require further action.

On a regular basis we give pupils the opportunity to feedback on how safe and happy they feel at school, we do this through pupil questionnaires and School Council meetings.

All staff are required to complete a bullying and prejudice-based incident reporting and monitoring form when dealing with incidents of bullying. This should be completed as soon as possible and given to the Designated Safeguarding Lead.

**Procedures for parents:**

- If a parent has any concerns about their child/ren they should speak to the class teacher immediately. If a parent thinks bullying is the issue, the matter will be investigated by a key member of staff. The Head Teacher is always informed of any bullying concerns at Ashbourne Hilltop Primary and Nursery School and they monitor the situation carefully.
- The school will work with both the child and the parents to ensure that any bullying is stopped and that support is given where needed.
- Parents should not confront the bully or their parents. This can complicate the situation and distress the pupil.
- The school will deal directly with all children involved and their parents. Parents will be kept informed of any actions the school is taking when appropriate.
- If parents feel that their concern has not been dealt with appropriately they should follow the school's complaints policy.

All members of the school community, including pupils, staff, parents and governors, are expected to treat everyone with respect at all times. This includes both face-to-face contact and online.

This policy should be read in conjunction with the school Behaviour Policy.

## Appendix A: Child Friendly Anti-Bullying Leaflet

### WHAT TO DO?

If you are being bullied:

#### Do:



1. Tell them to stop
2. Ignore them and walk away
3. Tell an adult in school
4. Tell your parents

#### Don't:



1. Take your own action
2. Get angry
3. Ask someone to hurt them back
4. Do anything they ask you to that you are unhappy with

### When is it bullying?



Several



Times



On



Purpose



**We promise to always treat bullying seriously.**



**Child friendly  
anti-bullying  
Policy**



### What is Bullying?

Bullying behaviour is an action that happens more than once and that is intended to hurt or harm another person.

**Emotional:** Hurting someone's feelings, leaving someone out.

**Physical:** Punching, kicking, spitting, hitting, pushing.

**Verbal:** Being teased, name calling.

**Online:** Sending unkind messages by text, email or social media.

**Racist:** Calling someone unkind names because of their skin colour, or culture (race or ethnicity).



### What should I do if I see someone else being bullied?

- Don't walk away and ignore bullying
- Let the bully know what you are going to do. E.g. Tell an adult.
- Tell the bully to STOP, if it is safe to do so.
- Don't stay silent or the bullying will continue.

**The Head Teacher, Governors, the staff, pupil parliament and the children will work together to:**

- Make our school a place where everyone feels safe and happy.
- Make sure all bullying STOPS.
- Make everyone feel safe to be themselves.

### What should I do if I am being bullied?



**Start  
Telling  
Other  
People**

**Who can I tell?**



**Who is on your helping hand?  
Can you think of 5 people you can tell?**

## Appendix B: Child Friendly Complaints Procedure



### Child Friendly Complaints Procedure

At Hilltop the Head Teacher, staff and governors will try to make sure that all pupils are happy and comfortable in our school. If you are not for any reason then you must let us know.

If you feel unhappy about any part of school, this is what you can do to make a complaint.





**If I have a problem or am unhappy about something at school, what should I do?**

If you are unhappy about anything in school, you must tell an adult about it. The adults in school will always help as much as they can.

1



Tell a parent or someone in your family.



Tell a grown-up in school.



Write it down and give it to a grown-up in



Ask to meet with a teacher or other member of staff to make a complaint about your concern. Tell them everything you are worried about or that is making you unhappy.



If you are still concerned and feel that something needs to change, then you may ask for a meeting with the Head Teacher. They will listen to your concerns, investigate and decide what should happen next.



After meeting with the Head Teacher, you may wish to speak with the schools governing board in order to tell them about any unresolved problems.

**We will:**

Always listen to you



Find out what has been happening



Do everything we can to sort it out and  
keep you safe!



## Version Control

Version Number	Author	Purpose/Change	Date
0-1	Darren Hooley	Written based on research and good practice models, following consultation with staff and lessons learned from previous incidents.	13.09.23
1-1	Darren Hooley	Approved by FGB	18/09/23