

Anti-Bullying Policy

Governor review: 27.09.23
Next review by: 31.12.25

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working with Manor Junior School. This policy should be read in conjunction with the school behaviour policy, equality scheme, safeguarding policy, acceptable use of ICT policy and the school vision and aims.

Definition

Bullying is defined as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying mostly falls into three categories:

- emotionally harmful behaviour, such as taunting, spreading hurtful rumours and excluding people from groups □
- physically harmful behaviour, such as kicking, hitting, pushing, or other forms of physical abuse □
- cyberbullying, such as sending hateful text messages or emails and including 'sexting'.

Behaviour is bullying if:

- it is repetitive, wilful or persistent
- it is intentionally harmful, carried out by an individual or group
- there is an imbalance of power leaving the person who is bullied feeling defenceless

Bullying can take many forms and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation or because a child has been adopted or has caring responsibilities. It may be motivated by actual differences between children, or perceived differences.

Cyberbullying involves the use of information and communication technologies such as e-mail, mobile phone and pager text messages, instant messaging (IM), social media, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm others. Cyberbullying, by its nature will often happen outside of school hours and away from the school premises.

The school recognises that there is a difference between bullying and pupils falling out and tries to educate pupils and parents in understanding the distinction.

Bullying can include:

- **Physical bullying** eg physical assault (hit, punched, pushed), spitting at, pulling hair, taking or damaging property or belongings
- **Verbal bullying** eg name calling, taunting, mocking, making offensive comments, threats, made to feel bad
- **Relational bullying** eg left out of games, deliberately ignored, has rumours spread about them, is stalked or intimidated
- **Cyber bullying** eg via chat rooms, online, instant messaging, on a mobile phone or within e-mails

Bullying may occur due to:

- **Actual differences or perceived differences:** Special Educational Needs or disabilities eg dyslexia; gender eg sexist comments; transgender eg when an individual has or is undergoing gender reassignment; homophobic eg towards gay individuals who may be gay, lesbian or bisexual; situation eg young carers or children in care or otherwise related to home circumstances; appearance eg particularly in girls who mature at different times; work ethic / behaviour eg 'Geeks'
- **Race** eg differences in race, religion or culture

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the 'bystanders' or 'accessories'.

There is no hierarchy of bullying – all forms should be taken equally seriously and dealt with appropriately.

Bullying can take place between:

- Pupils (peer on peer bullying)
- pupils and staff
- between staff
- individuals or groups
- certain groups of pupils are known to be particularly vulnerable to bullying by others: these may include pupils with special educational needs such as learning or physical disabilities; young carers, Looked After Children, those from ethnic and racial minority groups and those young people who may be perceived as lesbian, gay, bi-sexual, transgender or questioning their gender role.

Impact of Bullying on Pupils

Manor Junior School recognises that bullying, including cyberbullying, may take place in school, out of school and at home and this will have an impact on the pupil.

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in schools.

Schools' teaching and support staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

Statutory Duty of Schools

Head teachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils. Further statutory obligations on schools regarding preventing bullying are noted within the **Education & Inspections Act 2006**.

Additionally they have a legal duty to:

- have measures to prevent all forms of bullying
- have regard to discrimination, advance equality of opportunity and foster good relations among those with protected characteristics
- address bullying incidents as child protection issues where significant harm is suspected □ bear in mind that some types of bullying may constitute criminal offences □ take appropriate actions for bullying behaviour off school premises.

Philosophy

At Manor Junior School we believe that bullying is unacceptable behaviour. We will make it clear to pupils, staff, parents, and Governors that when bullying happens we will work as a community to help both the people who are harmed and the perpetrators. We will ensure the safety of the child who is bullied and will support improved behaviour from the perpetrator.

Aims

The aim of this anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. We recognise bullying, including cyberbullying as anti-social behaviour that affects everyone; it is unacceptable and will not be tolerated.

We aim:

- to show that bullying is unacceptable behaviour and that firm action will be taken against it
- to create a safe and happy environment where children can learn and play
- to create a culture where children feel confident to talk about their worries, knowing that an adult will listen and will provide support and help

- to have a whole school approach to dealing with bullying
- to have a range of strategies to deal with incidents of bullying that provide support for both the target and the perpetrator
- to work in close partnership with parents to endeavor to overcome bullying problems

Agreed Practice

At Manor Junior school we promote an expectation of good behaviour, of valuing others, showing respect for others and ourselves, and of raising self-esteem. This is fostered by all adults in the school in their daily interactions with children. Issues surrounding bullying will be addressed through:

- The student council,
- The school curriculum including P.H.S.C.E. programmes, RE and Circle Time
- Assemblies,
- Pupil and parent questionnaires, □ Pupil 'worry' box and, □ Continued staff training.

Through these strategies the school will;

- Offer opportunities for children to talk about issues surrounding bullying.
- Demonstrate that pupil concerns are taken seriously.
- Exemplify the difference between occasional acts of aggression, which will be dealt with through the Behaviour Code, and persistent actions which constitute bullying.
- Ensure children reporting incidents of bullying are listened to.
- Record details of reported incidents.
- Ensure the Head teacher is notified of any serious incidents of bullying, whether brought by the child or parents.
- Teach strategies of self-assertiveness e.g. telling the perpetrator/s to leave them alone, telling the perpetrator/s how they feel about the behaviour, moving away.
- Empower children to know that stopping bullying is not their total responsibility and that if needed it is appropriate and important to inform members of staff.
- Proactively seek to celebrate success to create a positive school culture
- Effectively train and develop all staff to support a culture of mutual respect and support.
- Work with the wider community such as the police / children's services where bullying is particularly serious or persistent to send a strong message that bullying is unacceptable within our school.
- Provide lunchtime activities for the more vulnerable children.
- Identify 'hot spots' and duty rotas to ensure pupil safety.
- Raise staff awareness for lesson planning promoting an anti-bullying / e-safety culture across the taught curriculum and include differences such as religion, ethnicity, disability, gender or sexuality.
- Ensure E-safety across the school to include safe practice involving the use of: online chat rooms / social networking sites / mobile phones.
- Offer peer mentoring schemes.
- Provide parent information / events.
- Offer counselling and/or mediation schemes if appropriate.

School actions

The following steps may be taken by the school when dealing with incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident will be recorded and given to the head teacher or, if unavailable, a member of the senior leadership team
- The head teacher or a member of the senior leadership team will interview all concerned and will record the incident
- Class teachers will be kept informed and will advise the appropriate support staff as appropriate
- Parents will be kept informed

- Punitive measures will be used as appropriate and in consultation will all parties concerned

Pupils who have been targeted / bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of staff
- reassuring the pupil
- offering continuous support
- restoring self-esteem and confidence

Pupils who have bullied will be helped by:

- discussing what happened
- discovering why the pupil became involved
- establishing the wrong doing and need to change
- informing parents or guardians to help change the attitude of the pupil

Whilst the school accepts that punishment is not always the most effective strategy to deal with pupils who are bullying, the following disciplinary steps can be taken if deemed necessary:

- official warnings to cease offending
- detention
- exclusion from certain areas of school premises
- minor fixed-term exclusion
- major fixed-term exclusion
- permanent exclusion

The school will seek advice from / involve the police if the bullying could be a criminal offence eg under the Malicious Communication Act 1988, 'it is an offence to send an electronic communication to another person with the intent to cause distress or anxiety.....or which conveys a message which is indecent or grossly offensive, a threat or contains information which is false and known or believed to be false by the sender'.

The school will work with the wider community, such as the police and children's services, where bullying is particularly serious or persistent and where a criminal offence may have been committed. The school will also work with other schools, agencies and the wider community to tackle bullying that is happening outside the school

Reporting and Responding – Outside the School

When bullying outside school is reported to school staff, it should be investigated and acted on. The head teacher will also consider whether it is appropriate to notify the police / outside agency in the local authority of the actions taken against a student. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will always be informed.

Recording Incidents of Bullying

Bullying incidents are recorded within pupil records by the Inclusion manager / Senior Leadership Team. Notes alongside tracking codes are also recorded within the school information management system (SIMS) and these are monitored termly alongside behaviour tracking in general.

A record of low level concerns raised by pupils or parents is maintained on CPOMS so that these can be frequently monitored and so they do not dangerously accumulate to become a greater concern.

The information stored will be used to ensure consistency and to evaluate whether the school approach is effective. It will also identify trends and inform preventative work in school and evaluation of impact of the policy.

This information will be presented to the governors as part of the termly Headteacher reports.

Monitoring, evaluation and review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. Evaluation of its effectiveness will be undertaken through the annual pupil, parent and staff questionnaires. This data will be shared with members of the school's governing body.

Appendix A - Workplace harassment, bullying and cyber-bullying

Manor Junior School will not tolerate workplace bullying or harassment of staff either by staff members or by members of the school community. We take pride in ensuring that staff feel safe and secure so that they are able to fulfil their contractual duties and provide an effective learning environment for the pupils of the school.

Definitions

Bullying is a form of harassment in which an individual is in fear of their own emotional or physical wellbeing. It is behaviour that persistently criticises, condemns and humiliates people, and can undermine their ability and self-confidence.

Harassment means unwanted conduct of a sexual or racial nature, or conduct based on age, disability, race, religion or belief, sexual orientation or other grounds, which is offensive to the recipient. In this context it refers to behaviour which:
is unsolicited

- is personally offensive
- fails to respect the rights of others
- denigrates, ridicules or intimidates an employee

Cyberbullying is the use of ICT to threaten, harass, humiliate, defame or impersonate.

Sexting is to send someone sexually explicit photographs or messages via a mobile phone or other electronic device.

Examples of harassment and bullying

The following are examples of inappropriate behaviour that will be viewed by the Governing Body of Manor Junior School as harassment or bullying:

- *physical conduct* of a sexual nature including unnecessary touching, patting, pinching, brushing against an employee's body, assault or coercing sexual intercourse
- *verbal conduct* (oral or written) of an inappropriate nature including:
 - overbearing or intimidatory use of managerial powers
 - aggressive behaviour
 - undermining, demeaning, ignoring or deriding employees
 - other behaviour designed to undermine an individual
 - emotional bullying e.g. persistent ignoring, exclusion from groups, activities etc
 - unwelcome sexual advances
 - unwelcome propositions
 - pressure or continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome
 - offensive remarks
 - suggestive remarks
 - innuendoes, sarcasm or lewd comments
 - threatening behaviour towards ethnic minority employees
 - jokes or inappropriate comments of a racial, sexual nature or relating to religion, belief, disability or age
 - displays which could be offensive to other employees
- *other inappropriate physical conduct*; including aggressive, violent or demeaning contact
- *inappropriate use of ICT* leading to
 - incorrect or inappropriate material and/or comments regarding a member of school staff, arising from their employment at a school, appearing on a website, social networking site, short film or video
 - sending of inappropriate, bullying and/or harassing text messages and emails or telephone calls of a similar nature to a member of school staff, arising out of their employment at a school
 - use of images of a member of school staff covered by the Data Protection Act without permission or creating images without permission, arising out of their employment at a school
 - Sexting

Incidents of workplace bullying or cyber-bullying will be dealt with under the terms of the HCC Manual of Personnel Practice.

Appendix B - Information for parents and families

Every school is likely to have some problem with bullying at one time or another. In accordance with the law, Manor Junior School has an anti-bullying policy, and uses it to reduce and prevent bullying.

Bullying behaviour includes:

- Name-calling and nasty teasing
- Threats and extortion
- Physical violence
- Damage to belongings
- Leaving pupils out of social activities deliberately and frequently
- Spreading malicious rumours
- Cyber-bullying including 'sexting'

Parents and families have an important part to play in helping schools deal with bullying.

- Discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.
- Watch out for signs that your child is being bullied, or is bullying others. Parents and families are often the first to detect symptoms of bullying, although sometimes school nurses or doctors may first suspect that a child has been bullied. Common symptoms include headaches, stomach aches, anxiety and irritability. It can be helpful to ask questions about progress and friends at school, how break times and lunchtimes are spent, and whether your child is facing problems or difficulties at school. Don't dismiss negative signs. Contact the school immediately if you are worried.

If your child has been bullied:

- Calmly talk to your child about it
- Make a note of what your child says, particularly, who was said to be involved, how often the bullying has occurred, where it happened, and what has happened
- Reassure your child that telling you about the bullying was the right thing to do
- Explain that any further incidents should be reported to a teacher immediately
- Make an appointment to see your child's class teacher
- Explain to the teacher the problems your child is experiencing

Talking with teachers about bullying:

- Try and stay calm. Bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident
- Be as specific as possible about what your child says has happened: give dates, places and names of other children involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school. Let them know if things improve as well as if problems continue

If you think your concerns are not being addressed:

- Check the school anti-bullying policy to see if agreed procedures are being followed
- Make an appointment to meet the head teacher, keeping a record of the meeting
- If this does not help, write to the Chair of Governors explaining your concerns and what you would like to see happen
- Contact local or national parent support groups for advice

- Contact the Parent partnership service for the Local authority
- Contact the Family Lines helpline for support and information at any of these stages
- In the last resort, write to the Secretary of State for Education

If your child is bullying other children

Many children may be involved in bullying other pupils at some time or other. Often parents are not aware. Children sometimes bully others because:

- They don't know it is wrong
- They are copying older brothers or sisters or other people in the family they admire
- They haven't learnt other, better ways of mixing with their school friends
- Their friends encourage them to bully
- They are going through a difficult time and are acting out aggressive feelings

To stop your child bullying others:

- Talk to your child, explaining that bullying is unacceptable and makes others unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how to join in with other children without bullying
- Make an appointment to see your child's class teacher. Explain to the teacher the problems your child is experiencing, and discuss how you and the school can stop him or her bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when he or she is cooperative or kind to other people

Helpful organisations:

A) Hampshire organisations Hantsdirect: www3.hants.gov.uk/childrensservices/contact-cs/cs-complaints

0845 603 5620

Support4SEND for children with special educational needs:

www.hants.gov.uk/support4send

01962 845870

Youth Tube:

www.hampshireconnexions.org.uk

Community Safety Teams:

www3.hants.gov.uk/communitysafety

0845 6001747

B) National advice and helplines:

Advisory Centre for Education:

www.ace-ed.org.uk

0300 0115 142

Kidscape:

www.kidscape.org.uk

08451 205 204

Childline:

Freephone: 0800 1111

www.childline.org.uk

Anti-Bullying Alliance:

www.anti-bullyingalliance.org.uk

Cyberbullying: www.digizen.org

www.getsafeonline.org

CEOP's (Child Protection and Online Protection) Information Website

<http://www.thinkuknow.co.uk/>

Appendix C - Information for pupils

If you are being bullied:

- Try to stay calm and look as confident as you can
- Be firm and clear — look them 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

After you have been bullied:

- Tell a teacher or another adult in your school
- Tell your family
- If you are scared to tell an adult by yourself, ask a friend to come with you
- Keep speaking up until someone listens and does something to stop the bullying
- Speak to a student counselor or record your worries through the pupil comment box
- Don't blame yourself for what has happened

When you are talking to an adult about bullying, be clear about:

- 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

If you find it difficult to talk to anyone at school or at home, ring:

Childline.

Freephone: 0800 1111

www.childline.org.uk

The phone call is free. The helpline is confidential.

Appendix D – Roles & Responsibilities

The Head Teacher – Has overall responsibility for the policy and its implementation and liaising with the governing body, parents/carers, LA and outside agencies and appointing an Anti-bullying coordinator who will have general responsibility for handling the implementation of this policy.

The PSHCE / Anti-bullying Coordinator in our school is Mr Gunn

The E-safety Coordinator in our school is Mrs Blissett supported by Mrs Pittaway

Their responsibilities are:

- Evaluating impact of the policy which will include: development, implementation and review
- Coordinating strategies for preventing bullying behaviour
- Leading on / managing bullying incidents to ensure consistency of approaches used
- Managing the reporting and recording of bullying incidents and ensuring consistency of the monitoring
- Providing effective training and support for staff in both challenging bullying and promoting E-safety
- Working with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence has taken place.

The nominated Governor with the responsibility for Safeguarding is Mrs Short