



# ANTI-BULLYING POLICY

<b>Knaphill Federation of Schools</b>	
<b>Policy:</b> Anti-bullying Policy	
<b>Policy Originator:</b> J Concannon	<b>Review Period:</b> Annual
<b>Policy Reviewed by:</b> V Harbridge	<b>Last reviewed:</b> November 2024
<b>Status:</b> Non- Statutory	<b>Next review Date:</b> November 2025

## Anti-Bullying Policy

### Introduction and Aims

**Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.**

At the Knaphill Federation of Schools, we understand that:

- Bullying can take place between pupils, between pupils and staff, or between staff;
- Bullying can be by individuals or groups; face-to-face, indirectly or using a range of online bullying methods.
- We understand that all children have disagreements with each other and friends fall out for a time. This is not usually classified as bullying, but is instead referred to as 'Friendship problems'.

**Bullying can be, but is not limited to:**

**Emotional:** Derogatory name calling of an insulting and/or personal nature. Demanding money, material goods or favours by means of threat or force.

**Verbal:** name-calling, sarcasm, spreading rumours, teasing, abuse and threats. Ridiculing an individual.

**Physical:** Pushing, kicking, hitting, punching or any use of violence because of some perceived physical, economic, sexual, intellectual, cultural or racial difference.

**Racist:** racial taunts, graffiti, gestures

**Sexual:** Unwanted physical contact or sexually abusive comments

**Homophobic:** because of, or focussing on the issue of sexuality. Homophobic, biphobic and transphobic (HBT) bullying is unacceptable

**Cyber:** All areas of internet, such as email & internet chat room misuse. Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera & video facilities

We aim, as a school, to provide a safe and secure environment where all can learn without anxiety and measures are in place to reduce the likelihood of bullying. This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

**Aim of this policy:**

- All members of our community to understand that bullying will not be tolerated at our school.
- All members of our community to understand that as a school we take bullying seriously.
- Students and parents should be assured that they will be supported when bullying is reported.
- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.

- All governors and teaching and non-teaching staff should know what the school's policy is on bullying and follow it when bullying is reported.
- All students and parents should know what the school's policy is on bullying and what they should do if bullying arises.
- All members of the community should understand the difference between bullying and friendship issues.

## Roles and responsibilities

### The Head teacher will:

- Ensure that all staff have an opportunity of discussing strategies and review them regularly
- Ensure that all alleged bullying or determined cases of bullying are monitored and reviewed
- Ensure appropriate training is available for all staff
- Ensure that the procedures are brought to the attention of all staff, volunteers, parents and pupils
- Report any incidents of bullying to the governing board

### Staff and volunteers will:

- Take all forms of bullying seriously, and seek to prevent it from taking place
- To implement procedures to confront any forms of bullying
- Know and follow all relevant policies and procedures;
- Never let any incidence of bullying pass by unreported and investigate incidents promptly
- Records all incidents on CPOMs
- Take action to reduce the risk of bullying at all times and in places where is most likely
- Be involved in any agreed strategy to achieve a solution
- To work in partnership with parents
- To listen, and provide support, to all parties involved in the incident
- Teach about anti-bullying in the PSHE curriculum, with a deeper focus during Anti-Bullying Week (November)
- Teach children using about Relationships Education (see RSE policy) to enable pupils to have an understanding of healthy and unhealthy relationships

### Governors will:

- Support the Head teacher in eliminating bullying from our school.
- This policy statement makes it very clear that the governing body does not allow any identified bullying to continue in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.
- Monitor the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly.
- The governors require the head teacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.
- Responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the head teacher and asks them to conduct an investigation into the case and to report back to a representative of the governing body.

### **Parents and Guardians will:**

- Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately.
- Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school.

### **Signs and Symptoms**

A child may indicate by signs or behaviour that they are being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- is unwilling to go to school;
- becomes withdrawn, anxious or lacking in confidence;
- starts stammering;
- attempts or threatens self-harm;
- cries themselves to sleep at night or has nightmares/ bedwetting;
- regularly feels ill in the morning;
- begins to do poorly in school work;
- comes home with clothes torn or books damaged;
- has possessions go missing;
- has unexplained cuts and bruises;
- stops eating;
- is frightened to say what is wrong;
- is frightened of walking to or from school; or
- changes their usual routine.

All staff should be aware of these possibilities and report promptly any suspicions of bullying to the appropriate person.

**Changes in behaviour are regularly revisited in weekly safeguarding training, during which staff are asked to carefully consider what make be contributing to the above signs, or a change in behaviour.**

### **Procedures**

- Incidents should be immediately reported to a member of the Senior Leadership Team (SLT).
- Incidents will be recorded on CPOMs.
- A member of the Senior Leadership Team, will interview the children involved separately. The details of these interviews will be recorded on CPOMs.
- Depending on the nature, frequency and severity of the bullying incident, the Senior Leadership Team will decide on an appropriate course of action in accordance with the school's Behaviour Policy.
- Parents of both parties will be informed.
- The subsequent behaviour of the child affected and the child who is bullying will be monitored after the incidents.
- If necessary and appropriate, police will be consulted.

- There will be a section every term within the Head teacher's Report given to the Governing Board stating the number and nature of the bullying incidents and actions taken to prevent further incidents.

Possible outcomes:

- Other consequences such as those in our behaviour policy may take place.
- ELSA/ Pastoral Family Support Worker support assigned to one or both parties
- Use of home / school communication books
- Involvement of external agencies – including an Early Help assessment
- Early Help may be assigned in the school team
- Formal recording (racism/homophobia)
- Use of behaviour contract
- Further Liaison with parent/carer/social worker
- In serious cases, suspension or even exclusion will be considered
- If possible, the students will be reconciled, in line with restorative approach to managing behaviour
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## The Curriculum

### **Anti-Bullying Education in the Curriculum:**

- The school will raise the awareness of the anti-social nature of bullying through PSHE, SMSC, computing/ online safety, school assemblies and Pupil Parliament/ School Council meetings
- The Year Leaders and PSHE subject leader are responsible for initiating and developing an anti-bullying programme as part of the PSHE course- this identified and taught within the Jigsaw PSHE scheme (KLS) and SCARF PSHE materials (KS)
- Each year group is responsible for introducing anti-bullying material in their programmes of study as appropriate.
- Anti-Bullying Week is included each year (November), with a deeper whole school focus on this theme.

### **Preventing Bullying**

The pro-active strategies are:

- Clear rules adopted by whole community: Be Ready, Be Safe, Be Kind/ Respectful.
- School rules are regularly taught and reflected upon to allow children to develop their understanding and behaviours.
- To provide a happy and caring environment in which to learn and work, where each member of the school community is personally valued and where pupils are able to develop self-respect and self-control.
- To encourage the understanding of our school values.
- To engender respect for and tolerance of others, regardless of differences of race, gender, culture or religion.
- To encourage pupils to work together and participate fully in the life of the school and the community.

- To make pupils aware of the types of bullying which exist through the formal subjects on the curriculum, including drama, English, PSHE and RE, during Anti-Bullying Week and through assemblies. The online safety policy addresses the area of online-bullying as is taught using the Project Evolve materials.
- To inform parents about the school's procedures for dealing with bullying through the publication of this policy on the school website (a full copy will be available to parents on request at the school office).

### Monitoring and Review

The contents of this policy is monitored on a day-to-day basis by the Head teacher, who reports to governors on request about the effectiveness of the policy.

The anti-bullying policy is the governors' responsibility, and they review its effectiveness annually. They do this by examining the school's records and by discussion with the Head teacher. They look out in particular, for racist bullying, or bullying directed at children with disabilities or special educational needs.

### Links with other policies

- Behaviour policy
- Safeguarding Policy
- Acceptable Use policy
- Online Safety Policy
- Exclusions Policy

### Links to other documents

[Preventing and tackling bullying July 2017](#)

[Supporting children and young people who are bullied: advice for schools 2014](#)

[Cyber bullying: advice for headteachers and school staff 2014](#)

[Advice for parents and carers on cyber bullying 2014](#)

[Disability Hate Crime guidance](#)

[Racist and Religious Hate Crime](#)

[Tackling Homophobic Hate Crime](#)