



# **The Coppice Primary School Anti-Bullying Policy**

Written by	Bill Heptinstall
Approved by Trustees	June 2018
Date for Review	June 2020



## The Coppice Primary School Anti Bullying Policy

### Statement of Intent

***'Happy, Confident and Successful Learners..... Well Prepared for Life'***  
(The Coppice Primary School vision statement)

We recognise that we can only truly realise this vision if we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff. Our school's values are transmitted through the 'hidden' curriculum as well as through our timetable. We believe all adults in the school have a vital role as role-models.

### What Is Bullying?

Bullying is a form of abuse. It comprises repeated acts over time, done deliberately to hurt and intimidate another person. Bullying results in pain and distress to the victim, and **can** be:

- Emotional being unfriendly, excluding from play, stealing, (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures, excluding
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- 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 and video facilities, game consoles

### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this Policy

- All Trustees, teaching and non-teaching staff, pupils and parents and carers should have an understanding of what bullying is and have a sense of ownership of the policy. Staff training will be identified and needs met through continuous professional development
- All Trustees and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents and carers should be made aware of the school policy on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents and carers should be assured that they will be supported when bullying is reported.

### Signs and Symptoms

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

- is frightened of walking to or from school
- is unwilling to go to school (school phobic)
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- feels ill in the morning
- comes home with clothes torn or books damaged
- asks for money or starts stealing money (to pay bully)
- becomes aggressive, disruptive or unreasonable
- stops eating
- gives improbable excuses for any of the above
- is nervous & jumpy when a cyber message is received
- changes their usual routine
- begins to truant
- starts stammering
- cries themselves to sleep at night or has nightmares
- begins to do poorly in school work
- has possessions which are damaged or "go missing"
- has unexplained cuts or bruises
- is bullying other children or siblings
- is frightened to say what's wrong
- is afraid to use the internet or mobile phone

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Bullying is more likely to occur in certain types of situations. Accordingly, staff must be extra vigilant at these times:

- In the playground
- At times of family crisis
- On initial entry to school and exit
- In the toilets

## Procedures

1. Report bullying incidents to class teacher who will deal with this in the first instance following the 'Behaviour Steps' which form part of our Behaviour Policy
2. The incidents will be recorded by class teacher in our Behaviour Tracker on our P-Drive, to help spot patterns of behaviour
3. In serious cases parents and carers of the perpetrators should be informed and will be asked to come in to a meeting to discuss the problem
4. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly (appropriate warnings given and agreement reached with the perpetrators accordingly, and situation closely monitored)
5. An attempt will be made to help the bully (bullies) change their behaviour
6. If bullying persists and is of a more serious nature then our Senior Leadership Team will become involved (If necessary and appropriate, police will be consulted)

## Outcomes

1. The bully (bullies) will be asked to genuinely apologise. Other consequences may take place (see sanctions in Behaviour Policy)
2. In serious cases, fixed term exclusion will be considered
3. If possible the pupils will be reconciled
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place (parents and carers and victim have a part to play here)
5. Time will be spent with the victim to explore their feelings following the apology and encourage the act of forgiveness
6. The victim will be supported by agreeing 'protective behaviours' and clear procedures to follow if there is a recurrence

## Prevention

We will use methods for helping children to prevent bullying. As and when appropriate, these may include:

- Following the school rules (ref. Behaviour Policy and Home/School Agreement)
- Peer mediators
- PSHE
- Circle time
- Anti-bullying week (to include Assembly and Circle Time)
- signing a behaviour contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- role-play
- having discussions about bullying and why it is important to 'tell'

Also we will continually work towards ensuring that the school grounds and buildings do not contribute to a bullying environment.

## Monitoring

In order to monitor the success of the policy the children will be regularly asked for their opinions through the school council. Feedback will be sought from annual parent and pupil questionnaires; this feedback will be discussed at staff and full Trustees meetings as required. This policy will be reviewed every two years by Trustees' Curriculum Committee Meeting.

## Official reporting and recording of incidents:

***The Coppice operates a Bullying Incident Log (see appendix). This log must be completed every time a bullying incident has been properly identified; available for completion on our P-Drive in the Behaviour Tracker folder. All bullying incidents must be drawn to the attention of the Senior Leadership Team and Headteacher. Accordingly, completion of the Bullying Incident Log must be done in consultation with this group. Incidents are recorded to:***

- keep concise, consistent, comprehensive and confidential records of bullying incidents in one place
- to enable the informing and involvement of other professionals/agencies as necessary
- help us spot patterns and evaluate successful interventions and inform preventative practice

**Signed Headteacher:**

**Signed Chair of Trustees:**

**Date:**

**Date:**

**Review Date: 2017**

## HELP ORGANISATIONS:

Advisory Centre for Education (ACE)	0808 800 5793
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents and carers Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>
Childline	0800 1111

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice

# Bullying Incident Log



Reported by: \_\_\_\_\_

Complete details of incident and those involved below  
(continue overleaf if necessary)

*Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_ *Location:* \_\_\_\_\_

<b>Name:</b>	<b>Class:</b>
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**Nature of involvement:**

<b>Name:</b>	<b>Class:</b>
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**Nature of involvement:**

<b>Name:</b>	<b>Class:</b>
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**Nature of involvement:**

<b>Name:</b>	<b>Class:</b>
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**Nature of involvement:**

**Type of Bullying Incident:**

check all that apply (✓)

- |   |   |   |   |
|---|---|---|---|
| Threats/intimidation <input type="checkbox"/>   | Rumour spreading <input type="checkbox"/>             | Physical bullying <input type="checkbox"/>                                  | Cyber-bullying <input type="checkbox"/>   |
| Taking another's property <input type="checkbox"/>                                      | Name-calling or mean teasing <input type="checkbox"/> | Social isolation/exclusion <input type="checkbox"/>                         | Other (specify): <input type="checkbox"/> |
| Name-calling, mean comments, or gestures with a sexual meaning <input type="checkbox"/> |   | Name-calling or mean comments about race or colour <input type="checkbox"/> |   |

**Incident Description:**

**Action Taken:**

## Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Anti-Bullying Policy	Guidelines for bullying	To provide clarity	Pupils	Secure Network drive

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
√		