



St Vincent de Paul Catholic Primary School



ANTI-BULLYING - POLICY and PROCEDURE

Year 6 pupils have been very closely involved in compiling the content of this document. Children from the Bright Ideas Team have read, discussed and ratified this policy at their initial Spring 2016 meeting. It was presented to a member of the Governing Body of the school for approval in January 2016.

This school policy has been developed in line with the following legal requirements and statutory guidance:

- Section 2 of the over-arching Safe To Learn: Embedding Anti-bullying Work in schools guidance)
- Working Together to Safeguard Children (2006)
- Children's Act (2004)
- Every Child Matters outcomes
- Education and Inspectors Act (2006)
- Race relations (Amendment) Act 2002
- Disability Equality Duty (2006)
- Equality Act (2006)
- National strategies on Behaviour and Attendance
- National Healthy Schools Programme
- New SEND Code of Practice (2014)

Date of policy: January 2016
Staff member responsible: Mrs O'Keefe
Link Governor: Mr A Vasco
Review date: January 2017

This policy does not sit in isolation. It is designed to link in and be seen in the context of the following school policies:

- Safeguarding Children
- Child Protection
- The Positive Management of Pupil Behaviour Equality
- Single Equalities and Cohesion Scheme
- Inclusion Statement
- Confidentiality
- Security
- eSafety
- SEN Policy

Year 6 Class teacher _____
Head Member of Bright Ideas Team _____
Chair of the Governing Body _____

Date _____

St Vincent de Paul Catholic Primary School

Statement of Intent:

St Vincent de Paul Catholic Primary School is a caring community. Bullying in any shape or form is regarded as being totally unacceptable, in all shapes and forms, in our school. At the very centre of our being is our Mission Statement 'Serving with Love, Striving for Excellence' and this permeates throughout every facet of the life of our school. Accordingly, bullying is anathema to all that we stand for. We want all those in our community to be happy to be here and enjoy learning and working in a safe environment where everybody looks after each other.

It is accepted, however, that whenever a group of people (whether children or adults) are together there can be some instances of bullying behaviour. This policy explains how such instances can be reported to the school; how the school will deal with them and how the school will report on the action taken. Anyone, whether parent or pupil, should feel able to report any such occurrence.

Aims and Objectives:

The aim of this anti-bullying policy is to provide a working document that gives clear guidance to governors, staff, parents and pupils on our strategies to prevent/reduce and respond to bullying, as well as working with the victims and perpetrators.

What is bullying?

The Government defines bullying as:

'BEHAVIOUR BY AN INDIVIDUAL OR GROUP, USUALLY REPEATED OVER TIME, THAT INTENTIONALLY HURTS ANOTHER INDIVIDUAL OR GROUP EITHER PHYSICALLY OR EMOTIONALLY'.

As a school community, we are aware that bullying takes on many forms:

- *Physical* pushing, kicking, hitting, punching or any use of violence
- *Racist* racial taunts, graffiti, gestures
- *Sexual* unwanted physical contact or sexually abusive comments
- *Homophobic* focussing on the issue of sexuality
- *Verbal* name-calling, sarcasm, spreading rumours, teasing
- *Sexist* singling individuals out regarding their gender

We recognise that all forms of bullying can also be regarded as *emotional* bullying.

Roles and Responsibilities:

Creating a safe environment is crucial for effective learning and ensures that all pupils' rights to a positive school experience are met. Expectations of appropriate pupil behaviour must be made explicit. This requires a 'whole' school approach, adapted to suit each age group, which aims to develop a shared awareness and understanding so that a consistent approach to bullying will be taken with all members of the school community sharing responsibility for preventing and combating bullying.

Specific responsibilities:

Headteacher:

- dissemination of policy to whole school community
- effective implementation of policy
- staff training and awareness raising
- ensure all adults who work with pupils are aware of school policy and work strictly within its framework
- monitor, review and evaluate the effectiveness of this policy
- report to governors on request
- liaise with the LA to ensure best practice

Governors:

- support Headteacher in following statutory guidance
- inform and consult with parents about bullying issues

- help to build positive and supportive relationships with parents through mutual understanding and trust
- liaising with the LA to ensure the best advice available and ensuring that the school policy is in line with National and Local guidelines
- approve school policy

Parents

- take their child's concern seriously
- inform the school of any concerns as appropriate
- support key messages being given to pupils
- where appropriate, attend meetings and contribute in a positive way to actions aimed at solving any issues
- be aware of materials/resources used
- being aware that the primary role in pupils awareness of bullying is a shared responsibility
- police their child's computer and mobile phone use

Pupils

- TELL! - inform an adult if you feel uncomfortable about things that are happening to you
- TELL! – if you suspect someone is being bullied. Don't just stand there! Consider how would you feel if you were the target?
- TELL! – ensure that bullying is never kept a secret
- senior pupils to contribute to the formulation of up-to-date policy, ratified by School Council and presented to governors for approval
- training buddies to be aware and vigilant

EFFECTIVE STRATEGIES TO PREVENT AND RESPOND TO BULLYING

Punishing a person who bullies does not end bullying. Our school stresses that it is the bullying behaviour, rather than the person doing the bullying, that is not acceptable. We positively encourage all pupils to take responsibility for their behaviour and its consequences and to make a commitment to take action to end the bullying and provide support for the bullied child.

Our anti-bullying policy and practice includes a range of strategies adapted to suit particular incidents through a whole school approach, including:

Curricular approaches:

- ensuring the whole school understands what bullying is and isn't, relevant to their age group
- encompassing bullying as part of the Creative Curriculum (PSED area of learning/PHSE skills- ladders)
- raising awareness about bullying e.g. through specific anti-bullying and E-Safety weeks
- PHSE/SEAL/LCP/Health for Life/Matrix/Mr Men materials
- PPA sessions
- Circle time
- Bright Ideas meetings
- Mini Vinnies

Targeted approaches:

Promoting awareness of being a **TELLING**, **LISTENING** and **DOING** school, through –

- making it crystal clear that bullying of any kind is never tolerated
- allowing children to report incidents without feeling that they are telling tales
- ensuring incidents are taken seriously, investigated and, if necessary, acted upon with clearly defined procedures

How the school community responds to bullying:

- suspected bullying must never be ignored
- adults must not make premature assumptions
- all accounts will be listened to carefully – several pupils saying the same does not necessarily mean they are relaying the truth

- adults will adopt a problem solving approach to move pupils on from justifying themselves and their actions
- bullying incidents will be repeatedly followed up

Working with victims and the bully:

If any form of bullying is detected by or reported to, any member of staff, the Headteacher will be notified and, in consultation with the class teacher the parents of the offender(s) and the targeted pupil(s) will be informed.

Should any parent suspect that their child or any other child has been bullied within the terms of the definitions above they should report this to the class teacher immediately.

The class teacher, in conjunction with the Headteacher will investigate the incident and, if bullying is found to be taking place, take appropriate action. The results of the investigation and any action taken will be reported to the parents involved.

During any discussions with or between concerned pupils, the adult remains neutral and deliberately avoids direct, closed questions that may be perceived as accusatory or interrogational. The adult ensures that each pupil has an opportunity to speak, keeping the discussion focused on how the issue can be resolved and prevented from recurring. Where possible, the adult will guide pupils towards finding their own solution to the issue and discuss how their proposals will be put into action.

The behaviour of anyone having been shown to be a 'bully' will be carefully monitored. Parents will be informed and, where appropriate, sanctions imposed.

Care will be taken to monitor the bullied child.

Follow up:

Within two weeks of the completion of any investigation the Headteacher will contact the parents involved to ensure that the situation has been resolved to their satisfaction.

Should this not be the case, further action, as appropriate, will be taken.

Monitoring and evaluation:

All confirmed incidents of bullying behaviour and emerging discussions will be recorded. These records are passed to the Headteacher who ensures that an overview is kept of the frequency of bullying in the school and of all incidents involving individual or groups of children so that any patterns are identified.

The school has a duty to inform the LA of any incidents of bullying.

This policy will be presented to the governing body at their Spring meeting 2015. It will be reviewed regularly as recommended from the guidance 'Safe to Learn'.

With the rapidly developing and very accessible technology available to our children, it is vital that they are made aware of the very real dangers and threats that exist in the 'cyberworld'.

It is appropriate, therefore, that our children contributed to this policy during the school's Safer Internet Day within the national eSafety Week.

CYBERBULLYING

Cyberbullying is when one person or a group of people tries to deliberately tease, embarrass, harass or threaten someone else by using a mobile phone or the Internet. This can be by a person who is known to them or a stranger. Cyberbullying is just as harmful as bullying in the real world. There are lots of different types of cyberbullying. Our senior pupils have highlighted these as the main areas:

Email:

Sending emails that can be threatening or upsetting.

Emails can be sent directly to a single target or to a group of people to encourage them to become part of the bullying.

These messages or 'hate-mails' can include examples of racism, sexism and other types of prejudice.

Instant messenger and chatrooms:

Sending instant messenger and chatroom messages to friends or direct to a victim – others may be invited into the bullying conversation.

Social networking sites:

Setting up profiles on social networking sites to make fun of someone.

Posting inappropriate/offensive comments, tagging of private photographs.

Pretending to be someone that they are not.

Mobile phone:

Sending humiliating and abusive text or video messages, as well as photo messages and phone calls over a mobile phone.

This includes anonymous text messages over short distances using Bluetooth technology and the sharing videos of physical attacks on individuals ('happy slapping').

Sending messages using a different persona.

Interactive gaming:

Games consoles allow players to chat online with anyone they find themselves matched with in a multi-player game. Sometimes cyber bullies abuse other players and use threats. They can also lock victims out of games, spread false rumours about someone or hack into someone's account.

Sending viruses:

Some people send viruses or hacking programs to another person that can destroy their computers or delete personal information from their hard drive.

Abusing personal information:

Many victims of cyberbullying have complained that they have seen personal photos, emails or blog postings posted where others could see them without their permission.

Social networking sites make it a lot easier for web users to get hold of personal information and photos of people. They can also get hold of someone else's messaging accounts and chat to people pretending to be the victim.

What do I do if I get cyberbullied? (courtesy of INSAFE)

If you get messages that upset you on your profile, on your phone, or when playing

games, consider the following advice.

- **Tell someone you trust.** Talking to your parents, friends, a teacher, youth leader is usually the first step in dealing with any issue.
- **Don't reply to messages that are meant to harass or upset you.** This is likely to encourage the bully
- **Keep the message:** you don't have to read it, but keep it as proof of harassment. It is vital to have a record of the incident when you look for help or want to report it
- **Report problems to people who can do something about it.** You can take control by not putting up with offensive content or by reporting it to the website owners when you come across it. Ask your parents to do this for you – they need to know! Incidents that could be illegal should be reported to the authorities
- **Block the sender.** You don't have to put up with someone harassing you – block unwanted senders!

Respect yourself and respect others – being online is very public and very real, although it doesn't always feel that way. Be aware and always tell someone!

Know your rights - www.thinkuknow.co.uk!

Communicating online or via your mobile:

Communication golden rules:

- be responsible online – do not hide behind your screen
- use chat and instant messaging sites only for young people under twelve
- do not circulate messages, pictures or any material that can be hurtful
- create safe profiles
- share images only with people you know and trust
- learn how to decline and block unwanted contacts
- decline contacts from strangers
- refuse meeting people you do not know, even if they have become your "online friends". Always tell your parents: better SAFE than SORRY
- disconnect from the internet when you're not using it
- use a webcam only with people you know – disconnect it when you're not using it
- always think before typing
- use Zoobuh which is a safe email account for children to use which is overseen by parents/carers

Privacy online:

How can I protect my privacy when going online?

- you can easily protect your privacy by never publishing online personal data such as your real name, address, telephone number, name of your school or information concerning friends and family
- when chatting, use a nickname, and avoid getting personal, if you don't actually know the person(s) you are chatting in the offline world
- also ensure that you don't accidentally give away any information that could help a predator locate or identify e.g. your hobbies, where you like to hang out etc

Most social networks let you control who can see different parts of your profile. For example, you may only want members of your family or your closest friends to see your photo albums. You can even make your whole profile private. Doing this means no-one will be able to find it even if they look for your name in a search engine like Google or Ask. To find out how to control your privacy settings, have a look around your profile Homepage for a link to 'safety tips' or 'privacy'.

If a classmate or friend asks for my password to connect to the internet, should I give it out?

- no – you should not give your password to anyone because you are responsible for any activity they may carry out on the internet using your password. Misuse can and will be traced back to you

- if you believe that somebody found out your password, you should immediately change it
- always try to have a password that nobody else would be able to guess. For example, avoid your name, names of your family members, close friends, birthdays, the name of your pet, etc.

Am I invisible on the internet, or can I be discovered?

- you are not invisible on the internet, even if it feels like it. All internet users always leave evidence,
- the so-called "cybertrails" (like footprints), when they go online. This is actually good: if people commit crimes on the internet, the police or other competent authorities can trace this evidence, and catch them.
- every computer has an IP address and this is often the key to finding out who sent specific information etc.

Entertainment on line / downloading:

Entertainment golden rules:

- remember that downloading music and films from the internet is usually not legal, unless you are using a legal site
- do not trust anything that sounds **TOO GOOD** to be true
- keep the protection of your computer on –always use an updated anti-virus whenever downloading legitimate files
- when you download: save the file, scan it and only then open it
- do not download games from unknown websites and always run an anti-virus check
- always protect your privacy, when you create a profile, when you chat, or when you play games
- only fill in online forms asking you for personal information if you trust the source 100%
- if you think you have subscribed to a rogue service, tell your parents, everyone makes mistakes
- close pop-up windows by clicking on the red **x** at the top right corner. Never click inside these windows!

Security

Security golden rules:

- use anti-virus, anti-spyware and spam-filter software on your computer always surf on a protected computer!
- if your computer starts behaving strangely, it may have a virus. Tell an adult immediately
- only open or answer emails from people you know
- make it a habit to scan email attachments before opening them
- keep your email as private as possible by not publishing it on the web
- beware of SMS spam and threatening messages: only share your mobile phone number with people you know and trust well

Be creative! Be yourself! Be in control!

It is always better to be safe than sorry so TELL someone!

Serve with love in all that you do.



