

Willoughby Primary  
School

*'Learning for Life'*



## Anti-bullying policy

The aim of our anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. At our school a family atmosphere prevails and we positively encourage children to respect and care for each other. There is an ethos of working in partnership with parents/carers to support individual pupil's needs. There is recognition that children may display different behaviours at school from at home and that working together with families enables school to have a holistic understanding of its pupils.

Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at schools.

This Policy should be read in conjunction with the **Behaviour and Discipline Policy**, which includes links to our **Behaviour Booklet**, and our **School's Golden Rules**.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The ~~three~~ main types of bullying are:

physical (hitting, kicking, theft)

verbal (name calling, racist remarks)

indirect (gossiping, spreading rumours, excluding someone from social groups).

'Cyber bullying'.

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.** (See School Council's -'Behaviour Booklet')

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

## **Implementation**

The following steps will be taken as appropriate when dealing with incidents:

- if bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- in a small school environment many issues can be resolved quickly and informally without the need for lengthy investigation
- a clear account of the incident will be recorded and given to the headteacher
- The headteacher will interview all concerned and will record the incident
- Parent/carers will be kept informed
- Sanctions will be used as appropriate and in consultation with all parties concerned.

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience
- 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 parent/carers to help change the attitude of the pupil.

The following sanctions can be taken:

- official warnings to cease offending
- missing part of playtimes
- minor fixed-term exclusion
- major fixed-term exclusion
- permanent exclusion.

Within the curriculum the school raises the awareness of the nature of bullying through inclusion in PSHE, 'Circle time', assemblies and subject areas, in an attempt to eradicate such behaviour.

All parents involved will be given support by keeping them informed and by maintaining open dialogue. If after all the work and support school has given, parents remain unhappy, then they should refer to our School Complaints Procedure.

## Monitoring, evaluation and review

The school will review this policy bi-annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. The number of incidences will be recorded by the HT and reported to our Safeguarding governor. Incidences will be recorded using a school Bullying Incident form (see appendix).

Any such incidents will be scrutinised by the Head teacher and Safeguarding Governor to establish any trends and numbers of incidences of bullying will be addressed termly in the Pupil & Personnel Committee meetings.

In concluding: 'Problems' are normal where children are learning and testing the boundaries of acceptable behaviour. Our success is judged not by the absence of problems but by the way we deal with them.

Appendices:

- School bullying Incident form
- School Council's booklet – 'Behaviour Booklet'

*Equality and diversity principles are embedded as far as is possible within this Policy.*

**Equality Statement:** The Governors of Willoughby Primary School recognises equality does not mean treating everyone the same; it means treating people fairly, with respect, having regard for their rights and wishes. Sometimes this means giving people extra help so they have the same chances. (See Equality Policy).

*Completely reviewed & implemented 20/1/10*

*Reviewed 19/1/11*

*9/5/12*

*1/5/13*

*Governors determined to change the frequency of review to every 2 years.*

*15/9/15*

*3/5/17*

*1/5/19*

*28/4/21*

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# SCHOOL BULLYING INCIDENT FORM

School

Date of Incident

Time of Incident

**Nature/Type of Incident (Please Tick)**

<i>Extortion</i>	<input type="checkbox"/>	<i>Personal possessions taken/damaged</i>	<input type="checkbox"/>
<i>Isolation/Being Ignored or Left Out</i>	<input type="checkbox"/>	<i>Forced into something against will</i>	<input type="checkbox"/>
<i>Physical</i>	<input type="checkbox"/>	<i>Written</i>	<input type="checkbox"/>
<i>Verbal (Name-Calling, Taunting, Mocking)</i>	<input type="checkbox"/>	<i>Spreading Rumours</i>	<input type="checkbox"/>
<i>Cyber (Email, Internet, Text)</i>	<input type="checkbox"/>	<i>Other (please specify)</i>	<input type="checkbox"/>

**Details of Young People involved**

	Names	Year Group	Gender	Ethnic Origin Code	Role*
1					
2					
3					
4					
5					
6					

\*Role: **V** Victim      **R** Ring Leader      **A** Associate      **B** Bystander

**Location of Incident (Please Tick)**

<i>Classroom</i>	<input type="checkbox"/>	<i>School Bus</i>	<input type="checkbox"/>
<i>Playground/Yard</i>	<input type="checkbox"/>	<i>Outside/Around School Gates</i>	<input type="checkbox"/>
<i>Corridor</i>	<input type="checkbox"/>	<i>To/From School</i>	<input type="checkbox"/>
<i>Toilet</i>	<input type="checkbox"/>		<input type="checkbox"/>

**If you feel the incident was motivated by any of the following please tick**

<i>Appearance</i>	<input type="checkbox"/>	<i>Race/Ethnic Origin *</i>	<input type="checkbox"/>
<i>Disability/SEN</i>	<input type="checkbox"/>	<i>Sexual Orientation</i>	<input type="checkbox"/>
<i>Gender/Sexism</i>	<input type="checkbox"/>	<i>Home Circumstances including Looked After Children/Young People</i>	<input type="checkbox"/>
<i>Religion</i>	<input type="checkbox"/>		<input type="checkbox"/>

<b>Brief summary of Incident</b>

<b>Action Taken</b>
Generally
With Individuals (as noted on page 1)
1.
2.
3.
4.
5.
6.

In "Action Taken", please include any exclusions, parental involvement, or involvement with external agencies.

Form completed by:	Date:
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# Willoughby Primary School



*'Learning for Life'*

*Behaviour Booklet*

*This book belongs to:*

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Children,

We think Willoughby Primary School is a good school.

You can help us to make it even better.

We want everyone to be treated with respect.

We want to be able to work hard and learn without interruptions.

We want everyone to feel safe and secure both in the classroom and the playground.

Our Golden rules are there to make Willoughby a happier place for everyone.

This booklet will tell you how to help.

## Willoughby's Golden Rules

- Try our best at all times.
- Be polite and well mannered.
- Look after our school and each other.
- Keep hands, feet, objects and unkind words to yourself.
- When in school follow adults instructions straight away.
- Put up hand when asking and answering questions.
- Walk in school and step aside for an adult.

## Your choice

You can choose to follow our school rules. If you do, everyone will be happy, especially you.

Adults will be pleased with your behaviour and will tell you so. You may be given a sticker or star.

You will be given a Head Teacher's sticker for sharing your work in assembly.

We will tell your parents how pleased we are.

You or your group may win rewards, which could lead to a whole class treat. Each day someone will be 'star of the day'.

You may even win the Willoughby Award!

## **What if I choose not to?**

You will be told that your behaviour is unacceptable, and given a warning.

You will be moved away from your table and given 'time out'.

You will be moved to work with another class if your behaviour is still unacceptable.

You may miss part of your playtime or lunchtime to repay the 'time out'.

You may be sent to the Head Teacher.

We will involve your parents if your behaviour continues to be unacceptable.

Your parents may have to take you home at lunchtime when your behaviour is unacceptable.

## **What if others choose not to?**

If others choose not to follow our rules, they may hurt or upset you or your friends.

### **This is what you should do:**

If someone is hurting or upsetting you tell them that you do not like it and ask them to stop.

If someone continues to hurt or upset you, tell us straight away. Tell an adult.

If you see someone being hurt, tell us what you have seen.

We will always try to listen and do our best to help.

**The choice is yours.**

**What will it be?**