



Limes Farm Junior School – ANTI-BULLYING POLICY– to be read in conjunction with Behaviour Policy and Acceptable Use of ICT

Principles and Values

As a school we take bullying and its impact seriously. Pupils and parents should be assured that known incidents of bullying will be responded to. Bullying will not be tolerated. The school will seek ways to counter the effects of bullying that may occur within school or in the local community. The ethos of our school fosters high expectations of outstanding behaviour and we will consistently challenge any behaviour that falls below this.

Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors 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 should know what the school policy is on bullying, and what they should do if bullying arises. All of us have encountered bullying at some point in our lives, but we all deal with it differently.

The aim of this policy is to work together to ensure that our school is a safe place for children and adults to be; whether the school community is directly or indirectly affected by bullying or not.

What Is Bullying?

Bullying is unacceptable behaviour used by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally. In other words, bullying at Limes Farm Junior School is considered to be, “unacceptable behaviour which occurs ‘lots of times, on purpose’.”

Bullying can be short term or continuous over long periods of time.

Bullying can be:

Emotional	being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
Physical	pushing, kicking, biting, hitting, punching or any use of violence
Racial	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focussing on the issue of sexuality
Direct or Indirect Verbal	name-calling, sarcasm, spreading rumours, teasing
Cyber bullying	All areas of internet ,such as email and internet chat Twitter, Facebook misuse Mobile threats by text messaging and calls Misuse of associated technology , i.e. camera and video facilities, Ipad, games consoles,

Bullying may be related to:

- race
- gender
- religion
- culture
- SEN or disability
- appearance or health condition
- home circumstances, including Young carers and poverty
- sexual orientation, sexism, or sexual bullying, homophobia

Bullying can take place in the classroom, playground, toilets, on the journey to and from school, on residential trips and cyberspace. It can take place in group activities and between families in the local community.

Perpetrators and Victims

Bullying takes place where there is an imbalance of power of one person or persons over another. This can be achieved by:

- the size of the individual,
- the strength of the individual
- the numbers or group size involved

- anonymity – through the use of cyber bullying or using email, social networking sites, texts .

Staff must remain vigilant about bullying behaviours and approach this in the same way as any other category of Child Abuse; that is, do not wait to be told before you raise concerns or deal directly with the matter. Children may not be aware that they are being bullied; because they may be too young or have a level of Special Educational Needs which means that they may be unable to realise what others may be doing to them. Staff must also be aware of those children who may be vulnerable pupils; those coming from troubled families, or those responding to emotional problems or mental health issues which may bring about a propensity to be unkind to others, or may make them more likely to fall victim to the behaviour of others.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Bullying has the potential to damage the mental health of a victim. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Pupils bullying may have difficulties of their own.

Signs and Symptoms For Parents and Staff

A child may indicate by signs or 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
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do make less effort with school work than previously
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"

- asks for money or starts stealing money
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home hungry (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received
- lack of eye contact
- becoming short tempered
- change in attitude to people at home.

These signs and behaviours could indicate other social, emotional and/or mental health problems, but bullying should be considered a possibility and should be investigated

Outcomes

All known/reported incidences of bullying will be investigated by the class teacher or by a senior member of staff. Parents/carers of the perpetrator may also be questioned about the incident or about any concerns that they may be having.

The child displaying unacceptable behaviour, may be asked to genuinely apologise (as appropriate to the child's age and level of understanding) and be able to talk about why the behaviour is unacceptable and what would be acceptable social behaviour.

Other consequences may take place. Eg a parent/carer being informed about their child's behaviour and a request that they support the school with any sanctions that it takes (See Behaviour Policy). Wherever possible, the pupils will be reconciled.

In some cases, outside agencies may be requested to support the school or family in dealing with a child continually demonstrating unacceptable behaviour towards others. eg police, counsellor or other external services.

In serious cases (this is defined as children displaying an on-going lack of response to sanctions, that is, no change in behaviour of the perpetrator and an unwillingness to alter their behaviour choices), support from behaviour outreach, counselling, reduced timetables, or even fixed or permanent exclusion will be considered.

During and after the incident(s) have been investigated and dealt with, each case will be recorded in the Bullying Log- Bullying Incident Report Form (See Recording Bullying section and Appendix 2) and monitored to ensure repeated bullying does not take place.

The Safeguarding Governor (Dr S Burnard) will be informed of any incidents recorded in the log along with incidents, sanctions and reconciliation.

Support the school provides to help children who are bullied:

- Pastoral Care team to observe the emotional state of a pupil and assign named staff to monitor regularly. A child can report to the adult named if they feel under pressure.
- journals written after dinnertime are followed up daily and discussions held with the child as required
- find them a buddy
- arrange a phased return if needed
- agree on activities and tasks to participate in at break and lunchtimes to ensure they don't feel alone
- all adults ensure a child being bullied is having a positive experience at school
- refer to external professionals/providers for further support.

Prevention

At Limes Farm Junior School we use a variety of methods to support children in preventing and understanding the consequences of bullying through class assemblies, PSHE and Citizenship lessons, SMSC Curriculum, the school Vision and Assembly Themes, Anti-bullying week, work undertaken by Anti-bullying team, involving also Head and Deputy Head boys and girls. Additional foci includes: Friendship Days, E-Safety Days, Worry Box, Children consulted through in-school pupil questionnaires and School website – Keeping Pupil Safe section.

The ethos and working philosophy of Limes Farm Junior means that all staff actively encourage children to have respect for each other and for other people's property. Good and kind/polite behaviour is regularly acknowledged and rewarded.

Staff will regularly discuss bullying, this will inform children that we are serious about dealing with bullying and leads to open conversations and increased confidence in children to want to discuss bullying and report any incidents and concerns about other children's behaviour.

Updated May 2020

Staff will reinforce expectations of behaviour as a regular theme in line with our Vision and our Good Learner expectations.

Staff to follow the equality policy; supporting every child in our school. Staff must be careful not to highlight differences of children or an individual child, even if this is done in jest. This gives other children advocacy to use this difference to begin calling names or teasing.

Staff must be vigilant regarding groups of friends together. Friendship groups may bring about the imbalance of power and must be led towards welcoming others to join them and not excluding others from their group. Staff must reinforce a general message that children do not have to be friends with everyone else, but they must be respectful of everyone else's feelings and be kind to each other.

Children are involved in the prevention of bullying as and when appropriate, these may include:

- writing a set of school or class rules
- Writing a personal pledge or promise against bullying
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up role-plays about what to do through scenarios of bullying
- having discussions about bullying and why it matters that children who use unacceptable behaviour towards others are dealt with quickly.

If a child feels that they are being bullied then there are several procedures that they are encouraged to follow: (not hierarchical)

- Tell a friend
- Tell your School Council rep or Anti-Bullying Team
- Tell a teacher or adult whom you feel you can trust
- Go to our School Head and Deputy head boys and girls
- Write your concern and post it in the 'worry box
- Tell a parent or adult at home whom you feel you can trust
- Discuss it as part of your PSHE time
- Ring Childline and follow the advice given
- Visit the school website for ideas of what to do next.

Recording of Bullying Incidents

When an incident of bullying has taken place, staff must be prepared to record and report each incident in the bullying log- Bullying Incident Report Form.

In the case of racist bullying, this must be reported to the Headteacher . General incidences of bullying should be recorded in the Behaviour Log- Bullying Incident Report Form. This would include incidents where staff have had to become involved and speak with children, and/or where parents have raised concerns regarding bullying.

All incidents of bullying will be discussed with all relevant staff and parents of the children involved, in order that everyone can be vigilant and that further incidents by the same child(ren) may be prevented from happening in the future.

Incidents of bullying will be discussed with the Governing Body (Safeguarding Govs)

Advice to Parents

As the parent of a child whom you suspect is being bullied.

1. Report bullying incidents to the class teacher or Senior Leader or Family Support Worker (Miss K Bishop)
2. In cases of serious bullying, the incidents will be recorded by staff and the Headteacher notified.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

Do Not:

1. Attempt to sort the problem out yourself by speaking to the child whom you think may be behaving inappropriately towards your child or by speaking to their parents.
2. Encourage your child to be 'a bully' back. Both of these will only make the problem much harder to solve.

HELP ORGANISATIONS:

Advisory Centre for Education (ACE) 020 7354 8321

Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204

Parentline Plus 0808 800 2222

Youth Access 020 8772 9900

Bullying Online www.bullying.co.uk

Visit the Kidscape website www.kidscape.org.uk for further support, links and advice. For a copy of Kidscape's free booklets "Stop Bullying", "Preventing Bullying" and "You Can Beat Bullying", send a large (A4) self-addressed envelope (marked "Bully Pack") with 6 first class stamps to: Kidscape 2

Grosvenor Gardens London SW1W 0DH

Monitoring and Review

Throughout the year pupil and parent surveys are conducted to assess the nature of anti-bullying prevention work that might need to be completed and pupils' feelings of happiness, wellbeing and sense of safety in school. The school publishes these results through school newsletters and celebrates successes achieved. As a school we welcome parents' feedback.

This policy is monitored on a day to day basis by the Headteacher, who reports to all governors, particularly the link safeguarding governor (Mrs C Msallem) about the effectiveness of the policy on request.

Governors analyse information with regard to gender, age and ethnic background of all children involved in bullying incidents.

In serious cases (this is defined as children displaying an on-going lack of response to sanctions, that is, no change in behaviour of the perpetrator and an unwillingness to alter their behaviour choices), support from behaviour outreach, counselling, reduced timetables, or even fixed or permanent exclusion will be considered.

During and after the incident(s) have been investigated and dealt with, each case will be recorded in the Bullying Log- Bullying Incident Report Form (See Recording Bullying section and Appendix 2) and monitored to ensure repeated bullying does not take place.

The Safeguarding Governor (Mrs C Msallem) will be informed of any incidents recorded in the log along with incidents, sanctions and reconciliation.

Support the school provides to help children who are bullied:

- observe the emotional state of a pupil and assign named staff to monitor regularly. A child can report to the adult named if they feel under pressure.

- journals written after dinnertime are followed up daily and discussions held with the child as required
- find them a buddy
- arrange a phased return if needed
- agree on activities and tasks to participate in at break and lunchtimes to ensure they don't feel alone
- all adults ensure a child being bullied is having a positive experience at school

Prevention

At Limes Farm Junior School we use a variety of methods to support children in preventing and understanding the consequences of bullying through class assemblies, PSHE and Citizenship lessons, SMSC Curriculum, the school Vision and Assembly Themes, Anti-bullying week, work undertaken by Anti-bullying team, involving also Head and Deputy Head boys and girls. Additional foci includes: Friendship Days, E-Safety Days, Worry Box, Children consulted through in-school pupil questionnaires and School website – Keeping Pupil Safe section.

The ethos and working philosophy of Limes Farm Junior means that all staff actively encourage children to have respect for each other and for other people's property. Good and kind/polite behaviour is regularly acknowledged and rewarded.

Staff will regularly discuss bullying, this will inform children that we are serious about dealing with bullying and leads to open conversations and increased confidence in children to want to discuss bullying and report any incidents and concerns about other children's behaviour.

Staff will reinforce expectations of behaviour as a regular theme in line with our Vision and our Good Learner expectations.

Staff to follow the equality policy; supporting every child in our school. Staff must be careful not to highlight differences of children or an individual child, even if this is done in jest. This gives other children advocacy to use this difference to begin calling names or teasing.

Staff must be vigilant regarding groups of friends together. Friendship groups may bring about the imbalance of power and must be led towards welcoming others to join them and not excluding others from their group. Staff must reinforce a general message that children do not have to be friends with everyone else, but they must be respectful of everyone else's feelings and be kind to each other.

Recording of Bullying Incidents

When an incident of bullying has taken place, staff must be prepared to record and report each incident in the bullying log- Bullying Incident Report Form, including input from the victim as well accompanying witness statements.

In the case of racist bullying, this must be reported to the Headteacher . General incidences of bullying should be recorded in the Behaviour Log- Bullying Incident Report Form. This would include incidents where staff have had to become involved and speak with children, and/or where parents have raised concerns regarding bullying.

All incidents of bullying will be discussed with all relevant staff and parents of the children involved, in order that everyone can be vigilant and that further incidents by the same child(ren) may be prevented from happening in the future.

Incidents of bullying will be discussed with the Governing Body (Safeguarding Govs)

Advice to Parents

As the parent of a child whom you suspect is being bullied.

1. Report bullying incidents to the class teacher or Senior Leader or Family Support Worker (Miss K Bishop)
2. In cases of serious bullying, the incidents will be recorded by staff and the Headteacher notified.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

Do Not:

1. Attempt to sort the problem out yourself by speaking to the child whom you think may be behaving inappropriately towards your child or by speaking to their parents.
2. Encourage your child to be 'a bully' back. Both of these will only make the problem much harder to solve.



Limes Farm Junior School- Bullying Incident Report Form

Reported by:	Role:
---------------------	--------------

Date (s) of incident(s):

Time (s) of incident(s).....

Location(s) of incident(s).....

Details of people involved

Please include names, genders, ages, ethnic origin, and children in care or children with special needs and each child's role- ringleader, outsider, reinforce, assistant, defender, victim- and level of involvement

.....

.....

.....

.....

.....

Bullying incident related to: tick all that apply

Race		Appearance or health condition	
SEN or disabilities		Sexual Orientation	
Gender		Religion or culture	
Age		Other (define)	

Forms of bullying used: tick all that apply

Physical Aggression		Damaging or taking personal possessions	
Deliberately excluding others		Verbal threats	
Name calling or teasing		Spreading Rumours	
Cyber bullying		Extortion	

Other (define)			

Frequency and duration of bullying behaviour: tick

Once or twice		Persisting over two months	
Several times a week		Persisting more than a year	

Other notes on incident: including relevant previous behaviour

Checklist: Tick as appropriate

Does the incident involve same person?		Has a follow up date been set?	
Have parents/carers been notified?		Has action been agreed with victim?	
Had individual discussions with all?		Has action been agreed with perpetrator?	
Had group discussion with all involved?		Are notes and comments attached?	

Other actions: Tick as appropriate

Medical treatment required?		Referral to other agencies?	
Police involvement?		Specific report from staff attached?	
Report to Governors?		Other?	

Details of actions agreed with everyone involved- including parents and carers where appropriate:

Follow up review dates and interventions:

Completed by:.....

Role:..... Date:.....

Checked by:.....

Role:..... Date:.....

Outcome of follow up and further actions taken: circle one

Has bullying stopped Yes No

Describe any other outcomes, who was involved and when they occurred:

Appendix One

1. Social distance measures are adhered to by staff and pupils at all times when investigating known/reported incidents.
2. All information collected by staff is recorded electronically, including witness statements.
3. If a child intentionally coughs and spits at someone this may lead to an exclusion where a parent will be called to collect their child.
4. Any external professional involvement may be carried out via video link meeting.
5. Parents will be signposted to support groups and also our own Pastoral Care Team will work alongside families to offer support, particularly to the victim.
6. Parents will be contacted via telephone to discuss known/reported incident and discuss actions taken, with clear follow up stages by the school.