



*‘Together in God’s grace, may we give our children the roots to grow and the wings to fly’*

---

RESPECT - PERSEVERANCE – FORGIVENESS – JUSTICE – PEACE – COMPASSION

## **Anti – Bullying Policy and Guidelines**

Adopted by LGB of Loughborough C of E Primary School on: 5<sup>th</sup> May 2022

Reviewed: May 2024

Reviewed: May 2026

This policy is based on DfE guidance “Preventing and Tackling Bullying” July 2017 and supporting documents. It also considers the DfE statutory guidance “Keeping Children Safe in Education” 2020 and ‘Sexual violence and sexual harassment between children in schools and colleges’ guidance. The setting has also read Childnet’s “Cyberbullying: Understand, Prevent and Respond: Guidance for Schools”

## INTRODUCTION – WHY DO WE NEED AN ANTI-BULLYING POLICY

Staff and Governors agree that all forms of bullying are wrong and aim to create a school ethos in which bullying is regarded as unacceptable. The staff and Governors work actively to do all they can to prevent it.

## PURPOSE OF THIS POLICY

- To promote the school's aims and values
- To develop a positive and safe learning environment in which bullying will not be tolerated
- To promote inclusion, mutual respect, self-esteem and self-worth in order to meet the physical, emotional and mental health needs of all members of the school community
- To raise the standards of behaviour and levels of achievement of all.

## OTHER RELATED POLICIES

- Behaviour Policy
- Online Safety Policy
- Relationships and Health Education Policy
- Safeguarding and Child Protection Policy
- Equality Policy
- Complaints Policy and Procedures

## DEFINITION OF BULLYING

At Loughborough C of E Primary School, bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

Children will have friendship fallouts which are dealt sensitively in school, but these are not bullying. We discuss with the children that bullying is **Several Times On Purpose** and share this **STOP** acronym across the school community.

Bullying can be ...

- Emotional: Hurting people's feelings, leaving you out, being bossed around.
- Verbal: Being teased, name calling, threats, offensive remarks.
- Physical: Punching, kicking, pushing, taking and damaging belongings, spitting.
- Cyber: texts, e-mails, comments on social networks, pictures/video clips

Bullying is recognised by the school as being a form of peer-on-peer abuse and is treated as such according to the school's safeguarding policy.

In line with the Equality Act, the school will not tolerate any harassment or bullying behaviour because of:

- Race/ religion/ faith /nationality /culture
- New child in school
- Child with a family crisis
- Disability or special educational needs
- Looked after children
- Timid children who maybe on the edge or outside a group
- Appearance/ health conditions
- Homophobic, biphobia transphobic, sexist
- Sexual orientation
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Age
- Sex

This is fully inclusive of all individuals of Loughborough C of E Primary School including the bullying of staff whether by pupils, parents or other staff members. Bullying of staff members by staff members will be addressed through the staff code of conduct, relevant disciplinary and HR procedures.

Loughborough C of E Primary recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing.

By effectively preventing and tackling bullying our school can help to create a safe and disciplined environment, where pupils are able to learn and fulfil their potential.

## **REPORTING & RESPONDING TO BULLYING**

- All staff and pupils are to be vigilant for signs of bullying and must report it immediately.
- All staff must never ignore suspected bullying.
- If pupils are being bullied, or know someone who is, they are encouraged to tell a member of staff straightaway (bystander behaviour).
- If a parent suspects that a child is being bullied, they are encouraged to inform the class teacher as soon as possible.
- If bullying is suspected or reported, it will be dealt with immediately by the member of staff who has been made aware of it:
  - Make a note of the allegation, including taking screen shots of any cyberbullying and noting their source.
  - Provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and involve them in any decision making, as appropriate.

- o Investigate the issue & discuss concern with a member of the SLT (Senior Leadership Team)
  - o Record the results of that investigation. The class teacher will start a logbook where they document any incidents which are then reviewed by a DSL (Designated Safeguarding Lead) and recorded on CPOMs.
  - o If bullying is confirmed or suspected the Headteacher must be informed
  - o The Headteacher will then discuss this matter with the pupils concerned and follow our agreed procedure, including involving parents of all children involved. In the event of cyber-bullying, this may include requesting deletion of content posted online, providing advice/support to block individuals and/or providing advice not to retaliate and how to protect private information online.
- Bullying of staff members should be reported to the Head teacher in the first instance who will involve the SLT and Chair of Governors where applicable.
  - RISE Multi-Academy Trust will be informed of any incidents that require a higher level of support.

Where necessary, some forms of bullying may lead to the involvement of the police. School will keep accurate records of incidents and how the school has responded, to assist with proceedings and to protect the school should the family or pupil decide to take legal action against the school. Where bullying occurs outside school, any other relevant schools or agencies (e.g. after school care, clubs, transport providers) will be informed about concerns and any actions taken.

Pupils should know that there will be a period of monitoring. This is important as bullying is less likely to resume when both parties are involved and understand there will be a follow up meeting & a period of monitoring. The class teacher will monitor in the logbook any incidents and keep the DSL informed.

We recognise that children who are bullied and those who are displaying bullying behaviour will need support in dealing with the situation and also will need to know what to do should further incidents occur. In these circumstances, a trusted member of staff will be chosen by the child to 'check-in' frequently and record any concerns, before sharing promptly with the class teacher, Deputy or Headteacher.

#### **ADDITIONAL SUPPORT IS AVAILABLE THROUGH:**

- Classroom discussions and PSHE lessons
- ELSA (Emotional Literacy Support Assistant) referrals for individual children
- ELSAs, LSAs and Midday Supervisors on the playground during playtimes to offer support
- The Headteacher's 'Open door policy' which encourages pupils, staff and parents to approach the Headteacher with any concerns or worries

If a pupil continues to be found to be involved in bullying incidents further action will be taken.

#### **SANCTIONS FOR BULLYING MAY INCLUDE:**

- Withdrawal of privileges, membership from school clubs or position of responsibility
- Withholding participation in events that are not an essential part of the curriculum e.g. School trips, being dropped from football / netball teams
- Loss of break or lunchtimes

- Exclusion from school for a fixed period – whole days or at lunchtime
- In the case of some incidents – permanent exclusion.
- 

## THE ROLE OF THE HEADTEACHER

### **It is the responsibility of the Headteacher:**

- To implement the school anti-bullying policy and to ensure that all staff (both teaching and support staff) know how to deal with incidents of bullying.
- To ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. This will be done if an incident occurs, and, through assemblies, through events such as Anti-Bullying Week, newsletters, discussions with the School Council etc.
- To provide inset to help staff deal with all incidents of bullying.

### **The Headteacher will:**

- Ensure that parents & carers of the pupil making the allegation are fully informed
- Meet separately with all parties concerned
- Determine the course of action to solve the problem
- Monitor the situation by further discussion with the child and parents
- Monitor the frequency and type of bullying by any pupil.

### **The Role of the Staff**

- Staff in our school are reminded to take bullying seriously, and whenever possible intervene to prevent incidents from taking place.
- If staff are made aware of bullying, they will do all they can to support the person who is being bullied. All cases of bullying are reported to the Head and recorded.
- Staff are provided with training, which enables them to become equipped to deal with incidents of bullying and behaviour management. Staff attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.
- To offer the provision of our ELSA (Emotional Literacy Support Assistant) to any individual that would benefit following a bullying incident.

## CURRICULUM TIME

The issue of bullying, how pupils should deal with incidents, how this action hurts other people etc. will be discussed in class alongside the teaching of the classroom rules at the start of the academic year. The issues surrounding bullying will also be covered at other times to maintain a high profile of the anti-bullying policy within our school, including annual participation in national Anti-Bullying Week.

## PARENTAL INVOLVEMENT

The school believes it is vital that parents are kept informed of the school's involvement in bullying incidents.

Parents of pupils who have been or are being bullied will be informed of the action the school is taking, the reasoning behind it and the planned future course of action if this problem continues.

Parents of pupils who have been involved in bullying other pupils will be informed of the incident and the school's response. Their co-operation is sought to ensure this inappropriate behaviour is not repeated. If their child is involved in any further incident, they will be asked to attend a formal meeting where all the issues concerned will be discussed and a course of action decided. Parents will also need to know that ultimately this kind of behaviour could lead to exclusion from school.

At Loughborough C of E Primary School, we recognise that there may be occasions when a parent or carer is concerned about their child being bullied or that their child is being falsely accused of being the 'bully'.

As a school we have stages that parents can follow if they do have any concerns.

**1) Stage one** – Parents/carers to speak to the Class teacher regarding any concerns they have about their child. The teacher will listen to the concerns making notes during the meeting. Parents to be re-assured the matter will be dealt with and reminded of our open-door policy if they want any further meetings.

**2) Stage two** – If the problem is ongoing and not resolved, a prompt meeting will be organised between the Headteacher and parents/carers. Notes will again be taken and kept on file.

**3) Stage three** – If parents/carers are still concerned then they can ask to have an appointment with the Chair of Governors who will continue to take the matter seriously and try to resolve it promptly. Notes will again be taken and kept on file for future reference.

## THE ROLE OF GOVERNORS

- The Governing Body supports the Headteacher to eliminate bullying from our school. Governors take all incidents very seriously and ensure bullying is dealt with appropriately
- The Governing Body monitors the incidents of bullying that occur and reviews the effectiveness of this school policy with the Headteacher.
- The Governing Body responds promptly to any request from a parent to investigate incidents of bullying. In all cases, the Governing Body would notify the Headteacher and ask her to conduct an investigation and to report back to a representative of the Governing Body.

## CONCLUSION

At Loughborough C of E Primary School, we work together to create a school underpinned by Christian values, where positive behaviour is encouraged and all pupils are treated with respect, understanding and sensitivity. Our aim therefore is to create a school ethos in which bullying is regarded as unacceptable and work actively to do all we can to prevent it.

This policy was agreed by Staff and Governors during the Summer Term 2022 and will be reviewed every two years as part of our monitoring, evaluation and review cycle in 2024 involving the Whole School Community.