



# Ark Burlington Danes Primary Academy

## Anti-Bullying Policy

Date of last review:	September 2016	Review period:	Annual
Date of next review:	September 2017	Owner:	Headteacher
Type of Policy:	School	LGB/ Board approval:	LGB

Every pupil matters: Every lesson counts



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## STATEMENT OF INTENT

At Ark Burlington Danes Primary Academy we have a policy of prevention. Preventing bullying makes it easier to respond to incidents when they occur. It also enables us to create an ethos in which the whole academy community is clear that bullying is completely unacceptable and will not be tolerated.

## REVIEW OF THE POLICY

This policy will be reviewed annually. It may also be reviewed and amended in consultation with all stakeholders in the light of events or experience. The stakeholders of this policy are pupils, staff, parents/ carers, the Local Governing Body (LGB), Ark trustees and Ark Schools management board.

Data from the monitoring and recording of incidents (including 'nil' returns) will also inform policy review and will be seen by the governing body at governing body meetings.

## AIMS OF THE POLICY

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. 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 Ark Burlington Danes Primary Academy.

To assist in creating an ethos in which attending Ark Burlington Danes Primary Academy is a positive experience for all members of our community.

To make it clear that all forms of bullying are unacceptable at Ark Burlington Danes Primary Academy and to encourage pupils to report incidents of bullying.

To deal with each incident of bullying effectively, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying and ensure pupils are able to fully benefit from opportunities at school.

To support and protect victims of bullying and ensure they are listened to.

To help and support pupils displaying bullying behaviour to change their attitudes and understand why it needs to change.

To liaise with parents/ carers and other appropriate members of the academy community.

To ensure all members of our community feel responsible for helping to reduce bullying.



## OBJECTIVES OF THE POLICY

Evidence that our whole community has ownership of the academy's anti-bullying policy.

To maintain and develop effective listening systems for pupils and staff within Ark Burlington Danes Primary Academy.

To involve all staff in dealing with incidents of bullying effectively and promptly.

To equip all staff with the skills and information necessary to deal with incidents of bullying.

To involve the wider academy community (e.g. midday supervisors, part-time staff/ volunteers) in dealing effectively with, and if necessary referring, bullying incidents.

To communicate with parents/ carers and the wider academy community effectively on the subject of bullying.

To ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate sharing it with relevant outside organisations.

To promote emotional health and wellbeing across the whole academy setting and for all members of our community to role-model this in all situations.

## DEFINITION OF BULLYING

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

*'Behaviour by an individual or a group, usually repeated over time, which intentionally hurts another individual either physically or emotionally'*

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Racist: racial taunts, graffiti, gestures.
- Sexual: unwanted physical contact or sexually abusive comments.
- Homophobic: because of, or focusing on the issue of sexuality.
- Verbal: name-calling, sarcasm, spreading rumours, teasing.
- Cyber: all areas of the internet, such as email and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities.

It is important to understand that bullying is not odd, occasional falling out with friends, name calling, arguments or when the occasional 'joke' is played on someone, it is behaviour which is persistent. Children do sometimes fall out or say things because



they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

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. These behaviours, however, do not in and of themselves mean that bullying is taking place. Likewise, bullying may occur without these behaviours appearing. Pupils must be encouraged to report bullying at the academy. The academy staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with the policy.

## PRACTICE AND PROCEDURES

### Statutory duty of academies

The Headteacher has a legal duty under the Schools Standards and Framework Act 1998 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents/ carers and pupils.

What we do to prevent bullying:-

Everyone involved in the life of Ark Burlington Danes Primary Academy must take responsibility for promoting a common anti-bullying approach. We aim to:

- Be supportive of each other.
- Provide positive role models.
- Convey a clear understanding that we disapprove of unacceptable behaviour.
- Be clear that we all follow the rules and shared values of Ark Burlington Danes Primary Academy.
- Be fully involved in the development of the anti-bullying policy and support anti-bullying practice.
- Support each other in the implementation of this policy.

All members of the academy community are expected to report incidents of bullying. All staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of well-being. They have the closest knowledge of the children in their care, and should build up a relationship involving mutual support, trust and respect.

All Ark Burlington Danes Primary Academy staff will:

- Provide pupils with a framework of behaviour including rules which support the whole academy policy.
- Emphasize and behave in a respectful and caring manner to pupils and colleagues, to set a good tone and help create a positive atmosphere.



- Raise awareness of bullying through activities, stories, role-play, discussion, peer support, academy council, PSHCE etc.
- Never ignore suspected bullying and be vigilant regarding signs of bullying.
- Through the Headteacher keep the governing body informed.

## Implementation

Ark Burlington Danes Primary Academy procedures 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.
- If it is likely that bullying may be occurring or has occurred, a clear account of the incident will be recorded and given to the Headteacher or named representative.
- The Headteacher or named representative will interview all concerned and will record the incident.
- The class teacher will be kept informed and if it persists s/he will advise the appropriate staff members.
- Parents/ carers will be kept informed.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.

Pupils

Pupils who have been bullied will be supported by teachers:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice.
- Reassuring the pupil that the bullying will be addressed.
- Offering continuous support.
- Restoring self-esteem and confidence.
- Through daily supervisory meetings if deemed necessary.
- Through the specialist interventions and/ or referrals to other agencies where appropriate.

Pupils who have bullied will be helped by:

- Discussing what happened with a member of staff of their choice.
- Establishing agreement regarding the wrong doing and need to change, as well as suggesting strategies to assist change.
- Informing parents/ carers in order to work together to help change the attitude of the pupil.

The following disciplinary steps may be taken:

- Explanation as to why the inappropriate behaviour is unacceptable.
- Reparation of damaged relationships.
- Time away from an activity.
- Missing another activity



- Time out from the classroom.
- Pastoral support plan.
- Official warnings to cease offending.
- Detention (only in Key Stage 2)
- Exclusion from certain areas of the academy premises.
- Minor fixed-term exclusion.
- Major fixed-term exclusion.
- Permanent exclusion.

Within the curriculum the academy will raise the awareness of the nature of bullying through inclusion in PSHCE, registration time, assemblies as appropriate, in an attempt to eradicate such behaviour.

Pupils who are aware of bullying can be a powerful force in helping to address it and will be encouraged to do so in a safe way.

At Ark Burlington Danes Primary Academy parents will:

- Report incidents of suspected bullying to the class teacher confidentially.
- Not attempt to resolve incidents of bullying with pupils or families directly in order to avoid escalation.
- Not encourage their child(ren) to 'bully back'

## Support

At Ark Burlington Danes Primary Academy, we will continue to support this policy in the following ways:

- We continue to address staff training needs, by organising regular training to tackle all forms of bullying, through behaviour management training, homophobia and e-safety training.
- By providing information and support for pupils, by making age-appropriate information about services and support available to all pupils. We can refer pupils to services including Child Line for additional support.
- We incorporate addressing bullying in curriculum planning, by trying to include teaching about homophobia as well as other forms of discrimination, prejudice and stereotyping in an age-appropriate way and in accordance with curriculum subject frameworks and guidance so that pupils understand and appreciate diversity. This is done formally in lesson times.
- We participate in Local and National initiatives e.g. Anti-Bullying Week.
- Co-operative skills are promoted through group activities.
- Pupils are taught to develop their conflict resolution skills.

## EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act



(2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/ maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.





# Ark Burlington Danes Primary Academy

## Bullying Incident Report Form

Name: (Target)	Class:
Name: (Alleged assailant)	Class:
Date of incident(s):	
Time of incident(s):	
Location of incident(s):	
Description of incident(s): (to include account of incident(s) from all parties involved and/ or any witnesses)	
Action agreed:	
Monitoring of agreed action/ Outcomes:	
Signed (Headteacher):	
Signed (Parent, if applicable):	

This record sheet must be completed after any incident of bullying in the school. It will be used



to monitor and evaluate the effectiveness of the school's strategies to combat bullying in



school.

# Ark Burlington Danes Primary Academy

## Pastoral Support Plan



Date of meeting:	Initial/ Review/ Final (circle appropriate)	
Name:	Class teacher:	
Year group:	Class:	
<b>Agencies involved:</b>	<b>Attended by:</b>	
<b>Key triggers:</b>	<b>Effective support already in place:</b>	
<b>Targets agreed with pupil:</b>		
Target 1:	Support strategies:	
Target 2:	Support strategies:	
Target 3:	Support strategies:	
<b>Action to be taken:</b>	<b>When:</b>	<b>By whom:</b>
Review/ Final date:		
<b>Signed:</b>		
Signed:	Headteacher	
Signed:	Class teacher	
Signed:	Pupil	
Signed:	Parent	