

**FEDERATION OF WINKLEBURY INFANT AND JUNIOR
SCHOOLS**

Willoughby Way, Basingstoke RG23 8AF

Telephone: 01256 323244 (Federation Admin Office)

Fax: as telephone

**E-mail: adminoffice@winklebury-jun.hants.sch.uk
adminoffice@winklebury-inf.hants.sch.uk**

Head of Federation : Mrs C.A.Clayton

Anti-Bullying Policy

Status: Final

Ratified by the governing body: May 2015

Record of last review: March 2015

Date of next review (every two years or as required): March 2017

The Federation of Winklebury Infant and Junior Schools

Anti-Bullying Policy

This policy is part of the overall Behaviour Policy of Winklebury Infant and Junior Schools and is governed by the philosophy and principles contained there. It is written to deal specifically with those aspects of behaviour that could be deemed as bullying.

Aims

All children at Winklebury Infant and Junior Schools have the right to learn in a safe, secure and supported environment where they feel free from the fear of intimidation, harassment, victimisation or ridicule from other individuals or from groups of individuals. The principles of tolerance, understanding and respect for others are central to our developing ethos. As a result we aim to:

- protect children and young people from harm;
- ensure that every child achieves their full potential;
- provide a happy and stimulating environment;
- ensure that children are supported in their physical and mental health;
- enable children to feel proud of themselves and respect others;
- support children to develop the essential personal and social skills they will need to manage each stage of their lives;
- support children to become active and participatory citizens in our ever-changing society.

What is bullying?

DCSF Guidance 10/99 Social Inclusion: Pupil Support advises that “Bullying is usually part of a pattern of behaviour rather than an isolated incident”.

Bullying is a **repeated behaviour(s)** with the **intention** of hurting another person, which results in pain and/or distress to the victim **over a period of time** and **places the perpetrator in a position of power**.

Bullying can include **repeated** incidents of:

- **Physical** – pushing, hitting, pinching or any form of violence, taking belongings, damaging personal property.
- **Verbal** – name calling, insulting, making offensive remarks, sarcasm, teasing, racist remarks.
- **Indirect** – spreading rumours, exclusion from social groups, hiding belongings, graffiti.
- **Cyber-bullying** – bullying by electronic contact i.e. via text message, e-mail or instant messaging.

Staff responsibilities

Staff will use a variety of methods for helping children to prevent and to cope with bullying. Issues will be addressed through assemblies, class discussion and Circle Time, role play, reading stories, writing stories or drawing pictures. All year groups will follow a planned Personal Development Learning programme through which issues associated with bullying will be explored.

Staff must ensure that all accessible areas of the school are thoroughly supervised during break-times and lunch-times to ensure the health, safety and well-being of all children.

Staff must report all incidents of suspected bullying using the Federation’s Welfare Concern / Incident Form (attached at Appendix A).

Children will be encouraged to:

- speak out about bullying and report incidents to adults they trust;
- avoid putting themselves in vulnerable situations;
- use strategies to deal with bullying;
- report to staff any information which suggests another child is being bullied.

All staff should look out for signs of distress by pupils and should investigate if a child:

- is frightened of walking to or from school;
- is unwilling to attend school;
- is frequently late for school or their parent has difficulty getting the child to school;
- shows a noticeable decline in their attention, attendance or level of progress within all areas of learning;
- becomes withdrawn;
- begins to have books or clothes destroyed;
- becomes distressed;
- becomes disruptive or aggressive;
- loses possessions or money;
- is afraid to say what is wrong;
- regularly reports feeling unwell.

In cases where children are stealing, running away, not eating or self-harming the matter must immediately be reported to the Head of Federation who will, as she deems relevant, take advice from other agencies. In all incidents the Federation's Welfare Concern /Incident Form must be used.

Role of Parents

We ask that parents support this policy and co-operate with the school in all matters pertaining to their child.

Parents are expected to support any sanctions taken by the school as a result of inappropriate behaviour. Parents who have concerns about sanctions should contact the class teacher initially. If the concern remains, they should then contact the Deputy Head of Federation before ultimately contacting the Head of Federation. If these discussions cannot resolve the problem a formal complaints process can be implemented and the Governing Body may become involve as detailed in the Complaints Policy.

We expect parents to inform us of any concerns they have about bullying at the time of the event or as soon as possible thereafter.

Role of Head of Federation

It is the responsibility of the Head of Federation to implement the Federation's policy consistently throughout both schools and to report to Governors on the effectiveness of the policy. It is also the responsibility of the Head of Federation to ensure the health, safety and welfare of all children in the school.

The Head of Federation (or Deputy Head of Federation in the Head of Federation's absence) has responsibility for giving fixed term exclusions to individual children for serious acts of inappropriate behaviour. For repeated or very serious acts of inappropriate behaviour the Head of Federation (or Deputy Head of Federation in the Head of Federation's absence) may temporarily or permanently exclude a child in accordance with guidance from the Department for Education and the Local Authority.

Role of Governors

The Governing Body has responsibility for ratifying and agreeing to support this policy and for reviewing its effectiveness.

How incidents of bullying are dealt with

All staff are required to take seriously any complaint of bullying. They must listen to what the child has to say and always investigate the complaint. Staff will adopt a problem-solving approach, giving both parties opportunities to voice opinion and offering support accordingly.

All staff will:

- respond promptly to any concerns;
- offer the victim immediate support;
- inform a senior member of staff if the incidents are perceived as bullying – he/she will give advice and support;

- interview and listen to all those involved including bystanders/witnesses;
- prepare an agreed statement of events with the parties involved;
- make it clear which behaviour is acceptable and which rights and responsibilities have not been met;
- resolve the conflict by helping each side to decide on a fair agreement;
- record the incident and inform the Head of Federation;
- speak with parents of the victim and perpetrator/s in all cases and parents of witnesses where appropriate;
- administer sanctions in accordance with the Federation's Behaviour Management Policy;
- ensure the victim receives an apology.

Appropriate other consequences may take place dependent on the individual circumstances.

- Whenever possible pupils will be reconciled.
- Parents will be informed and will be asked to come to a meeting to discuss the problem, initially with the Classteacher.
- In more serious cases the Head of Federation and/or Deputy Head of Federation will be involved.
- In all cases of **alleged** bullying, whether founded or unfounded, the incidents will be recorded by staff on the Welfare Concern / Incident form.

Sanctions

Sanctions will be administered in accordance with the Federations' Behaviour Management Policy. If bullying becomes severe and does not stop the Head of Federation may decide upon the ultimate sanction of exclusion.

Linked policies:

Behaviour Management

Single Equality Scheme

Cyber-bullying guidance Hampshire County Council 2009

In reviewing this policy reference was made to:

* Behaviour and Discipline in Schools – Advice for Headteachers and School Staff – February 2014 – DfE

Policy reviewed by: Head of Federation and Curriculum Committee

Date: 17/3/15

Signed: (Chair of Governors)

Next review date: March 2017 or as required

FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

WELFARE CONCERN / INCIDENT

Name of child / adult involved :

Child's class:

Date of concern / incident:

Detail of concern / incident:

(continue on reverse if required)

Signed:

Date:

Name:

Designation:

Reported to:

Designation:

Date reported:

Action taken:

Signed:

Date:

Name:

Designation:

Next steps: