

Anti-Bullying Policy



The Valley Community School

Reviewed: Autumn 2017

Reviewed by: J. Leonard

To be reviewed: Autumn 2018

Attached committee: Safeguarding

The Valley Community School Anti-Bullying Policy

Introduction

We believe that everyone who comes to the Valley Community School each day is special, and as a result we must all strive to make sure that during their time spent here every single one of those special people feel safe, happy, cared for, valued, empowered and precious.

Aim

The aim of our policy is to ensure that any behaviour that does not make those at the Valley feel safe, happy, cared for, valued, empowered and precious will be considered unacceptable.

Definition of Bullying

At the Valley school we consider the following to be forms of bullying and as such unacceptable:

- Name calling (including unacceptable nicknames)
- Spreading rumours about someone
- Taking someone else's property
- Telling lies about someone
- Using threatening behaviour (blackmailing)
- Swearing
- Fighting
- Making fun of someone
- Homophobic bullying and name calling

- Laughing when: -
 - someone is hurt
 - someone is upset
 - someone gets in trouble
- Using other peoples property without their permission
- Teasing
- Hitting, pushing, tripping up, kicking etc.
- Being rude
- Spitting
- Speaking Gujarati when others cant understand
- Rude gestures e.g. pulling your tongue out
- Not being listened to
- Taking someone's friends away and leaving them on their own

(N.B. There is no legal definition of bullying.

However, it's usually defined as behaviour that is:

- *repeated*
- *intended to hurt someone either physically or emotionally*
- *often aimed at certain groups, eg because of race, religion, gender or sexual orientation – Gov.uk website)*

Reporting of a bullying incident:

Please note all logged incidents held centrally are confidential and must not be disclosed. Only teachers should access and use logging information

All staff have a **duty to report** allegations of bullying incidents. The incident should be reported to the teacher of the child making the accusation in the first instance.

The class teacher should maintain an incident log, refined and implemented March 2013. **see appendix 3, in hard copy**

The allegation needs to be initially investigated by the class teacher

If this a minor single incident it should be recorded as such
this would normally involve name calling, threats or physical intimidation

All information should be passed onto the child's next class teacher as
pastoral records

All incidents of bullying at lunchtime should be passed to class teacher
with the relevant details and information

****Please refer to behaviour policy for suitable sanctions ****

Logging and Investigation

If there has been **more than** one complaint, has resulted in physical harm,
left the child visibly upset or has been reported by parents as having an
effect on home life, then a full investigation must take place by the class
teacher.

Follow the steps:

Log the incident use the **centralised system** to record proven bullying
incidents anti-bullying log (T drive: computerized bullying log)

Download information format from the T-Drive

Complete bullying log in paper form

Complete investigation

Report findings back to line manager. At the next available occasion raise
the issue in the staff briefing/meeting sessions and encourage observation

Ensure all sanctions, and follow up action, follow the school's behaviour
policy.

Report results to parents of both bully/bullied

Follow up actions daily/weekly

Eventually log as being “case closed”

Senior Leadership Team reporting

On weekly basis the Assistant Head responsible for “Pastoral Wellbeing” has a duty to report all incidents to all staff in the weekly briefing. All incidents will be filed in the behaviour and safety file, located in the Head Teacher’s office. The file should report all minor and major incidents.

All incidents will be reported termly to the “pupil welfare committee” and reported back as part of the head teacher’s report.

Appendix 1

Procedure for Reporting and Responding to Bullying Incidents

If you feel you (pupils) or your child are being bullied the following steps should be followed:

Step 1 – Speak to the class teacher or a member of the Valley Mediation Team or put a note in the Voice Box (KS2), tell a member of staff (KS1).

Step 2 - The class teacher/Valley Mediation team will then if you wish approach the ‘bully’ and discuss the matter with them (at this point the matter may be solved).

Step 3 - The class teacher/Valley Mediation Team will then if you wish arrange a meeting between you and the ‘bully’ (at this point the matter may be solved).

Step 4 - The class teacher/Valley Mediation Team cannot solve the problem, so with your permission they involve Mrs Leonard (at this point the matter may be solved).

Step 5 - Mrs Leonard feels that Senior Management should be involved (at this point the matter may be resolved).

Step 6 - Head Teacher feels parents should be involved.

Reviewed September 2016 – J Leonard

We will ensure that all reported incidents of unacceptable behaviour are dealt with.

Those children whose behaviour is unacceptable and those children who feel they have suffered from an incidence of unacceptable behaviour will be given help and support.

Incidences of bullying will be recorded, but will be confidential.

Appendix 2

Strategies for the prevention and Reduction of Bullying

To reduce and prevent bullying in school we have:

- The Voice Box (where children can write down their concerns in confidence).
- Anti-bullying ‘drop in’ sessions half termly.
- The Valley Mediation Team, who:
 - Report any concerns to JL
 - Patrol the playground.
 - Monitor notes placed in the Voice Box.
- The Valley Mediation Team notice board.
- A Friendship Stop and Friendship Bench (where children can go and sit if they need a friend at playtime).
- Circle Time/Class based assembly (when bullying issues can be discussed)
- The School Council (when bullying issues can be discussed)
- The Star of the Week Award (which recognises good behaviour and kind deeds).

Appendix 4 Bullying Incident Report 1

Section one: Reporter details

Name:	Date:
Job Title:	Time:

Section two: victim's details

Name:

Class:

<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Pupil	<input type="checkbox"/> Year Group
<input type="checkbox"/> Ethnic Minority	<input type="checkbox"/> Looked After Child
<input type="checkbox"/> Refugee/asylum seeker	<input type="checkbox"/> Disabled/Special Needs/SEN
<input type="checkbox"/> Traveller	
Ethnic background	
Asian or Asian British	Black or Black British
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> African

<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black background
<input type="checkbox"/> Any other Asian background	
Mixed	
White	
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African
<input type="checkbox"/> Traveller	<input type="checkbox"/> White and Asian
<input type="checkbox"/> GypsyRoma	<input type="checkbox"/> Any other mixed background
<input type="checkbox"/> Any other White background	
<input type="checkbox"/> Any other Ethnic background	
Religion	
<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim
	<input type="checkbox"/> Other
In your knowledge is this a repeat incident on the part of the perpetrator? <input type="checkbox"/>	
Yes	<input type="checkbox"/> No
Is this a repeat incident involving this victim? <input type="checkbox"/> Yes	
	<input type="checkbox"/> No

Section three: incident details

The offence is judged to be 1 one off 2 repeated incident 3 serious excludable offence (often fixed term) 4 very severe excludable offence (fixed term or permanent)

Date and time of incident
Location
Witnessed by
Reported by
Reported to

Type of incident

Verbal abuse	Verbal abuse and	Physical	Cyber
---------------------	-------------------------	-----------------	--------------

<input type="checkbox"/> gender related <input type="checkbox"/> racist <input type="checkbox"/> homophobic <input type="checkbox"/> religion/faith <input type="checkbox"/> other (specify)	threats <input type="checkbox"/> gender related <input type="checkbox"/> racist <input type="checkbox"/> homophobic <input type="checkbox"/> religion/faith <input type="checkbox"/> other (specify)	assault <input type="checkbox"/> gender related <input type="checkbox"/> racist <input type="checkbox"/> homophobic <input type="checkbox"/> religion/faith <input type="checkbox"/> other (specify)	Bullying <input type="checkbox"/> gender related <input type="checkbox"/> racist <input type="checkbox"/> homophobic <input type="checkbox"/> religion/faith <input type="checkbox"/> other (specify)
--	--	--	---

Further details of the incident

Section four: alleged perpetrator's details

Name:

Class:

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Staff	<input type="checkbox"/> Visitor	<input type="checkbox"/> Parent
<input type="checkbox"/> Pupil	<input type="checkbox"/> Year Group			
<input type="checkbox"/> Ethnic Minority	<input type="checkbox"/> Looked After Child			
<input type="checkbox"/> Refugee/asylum seeker	<input type="checkbox"/> Disabled/Special Needs/SEN			
<input type="checkbox"/> Traveller				

Ethnic background

Asian or Asian British

Black or Black British

Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Caribbean
 African
 Any other Black background

White

Mixed

British
 Irish
 Traveller
 GypsyRoma
 Any other White background

White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Chinese
 Any other Ethnic background

Religion

Christian Muslim Other

How many Male Female

If more than one perpetrator please enter this information for all perpetrators

Part 2 Action taken form:

Section five: action taken

- Investigation revealed that the incident was not prejudice related
- Perpetrator exonerated, no further action
- Perpetrator reported to Headteacher or other senior manager
- School anti bullying policy explained to perpetrator
- Parents/carers informed
- Fixed term/permanent exclusion (delete as appropriate) of perpetrators
- External agencies involved (*please specify*)
- Interventions in place to support perpetrator/s
- Reported to Local Authority

Agreed actions if bullying has taken place:

Signed and agreed:

Action:

Action:

Action:

Signed: Perpetrator/Parents

Signed: Victim/Parents

Part 3 Outcomes form:

Section six: further details

Outcome details

Follow up monitoring took place on ***** and the outcomes were as follows:

The measures in place are judged to be:

Further monitoring will/will not take place
Daily/Weekly/Monthly/Termly/Yearly