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# Policy for Anti-bullying

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**DUNSWELL ACADEMY ANTI-BULLYING POLICY**  
**VISION STATEMENT**  
**“VALUE, NURTURE AND FULFILMENT**  
**THROUGH SUPPORT, HARMONY AND PRAISE”**

*The staff and governors of Dunswell Academy are committed to making our school a place where all who attend school and work here are valued, nurtured and enabled to fulfil their potential in an atmosphere of support and harmony without fear of criticism and free from ridicule.*

**Bullying: our school’s values and beliefs, underpinned by the Dunswell Charter**

- All pupils and staff have the right to feel happy, safe and included
- Pupils and staff have the right to work in an environment without harassment, intimidation or fear
- All bullying, of any sort, therefore is unacceptable
- Pupils who experience bullying will be supported
- We recognise the effects that bullying can have on pupils’ self-esteem and on their learning and the school community will actively promote an anti-bullying environment

**We believe that children have the right to:**

- be physically safe
- keep their own possessions
- be free of insult, derogatory terms and teasing
- enjoy companionship and friendship with others

**At the same time they should also take responsibility for:**

- the physical safety of others
- the security of everyone’s personal possessions
- the freedom from hurt by name-calling and teasing
- including all pupils in play and learning activities

**What is Bullying?**

There are many definitions of bullying but the DfES found that most have three things in common:

- it is deliberately hurtful behaviour
- it is repeated, often over a period of time
- it is difficult for those being bullied to defend themselves

**‘Bullying’ is often when all of the following apply:**

- the bully or bullies want to cause distress
- the victim feels less powerful than the bully or bullies
- the bully has selected the victim
- it is part of a pattern (generally bullying is persistent but we accept that a single incident can be bullying if the other conditions suggest that this is the case)

**The School regards instances of bullying as a serious matter. We recognise that bullying happens in all schools and we try to encourage children to speak out when confronted with a problem, either to a friend, a parent or a member of staff. Staff are also alert to signs that a child is unhappy and may talk sensitively to the child if concerned. If parents find a problem, the school would encourage them to share their thoughts.**

**Bullying can take many forms, but the main types are:**

- physical – hitting, kicking, taking another’s belongings
- verbal – name calling, insulting, making offensive remarks
- indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours

Some forms of bullying are attacks not only on the individual but also on the group to which he or she may belong. Within school we will pay particular attention to:

- Racial harassment and racist bullying or bullying because of religion and culture,
- Sexual or sexist bullying
- The use of homophobic language
- Bullying of pupils who have special educational needs or disabilities
- Bullying due to age
- and the use of cyber technology to bully

### **Signs and Symptoms**

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
- doesn’t want to go on the school / public bus
- changes their usual routine
- is unwilling to go to school (school phobic) or begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or self harming
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or “go missing”

- asks for money or starts stealing money
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong or gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone or 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 problems, but bullying should be considered a possibility and should be investigated.

### **Creating an anti-bullying environment in school**

Our school's Behaviour Policy and Charter explain how we promote positive behaviour in school to create an environment where pupils behave well; where pupils take responsibility for each other's emotional and social well-being and include and support each other.

We will promote appropriate behaviour through direct teaching and by creating an emotionally and socially safe environment where these skills are learned and practised. Our aim is to create a climate where bullying is not accepted by anyone within the school community.

Our curriculum will be used to:

- raise awareness about bullying and our anti-bullying policy
- increase understanding for victims and help build an anti-bullying ethos
- teach pupils how constructively to manage their relationships with others

The school's comprehensive PSHCE programme strongly supports an anti-bullying ethos and current affairs, literature and historical events can be chosen to reinforce this. Circle time, role-play and stories are used to show what pupils can do to prevent bullying and to create an anti-bullying climate in school.

We use school assemblies and collective worship to reinforce our message that bullying will not be tolerated.

Our School Council offers a forum in which concerns about bullying can be discussed on a regular basis.

We make it clear, in the information we give to pupils and parents when they join our school, that bullying will not be tolerated.

## **Bullying that occurs outside of school**

At Dunswell Academy, we are concerned with our children's conduct and welfare outside as well as inside school and we will do what we can to address any bullying issues that occur off the school premises. The following steps may be taken:

- Talk to those involved and fill in a bullying log.
- Contact and inform parents of the disclosure made.
- Conduct circle time, friendship groups and work to resolve the issue,
- Talk to the local **Community Police Officer** about problems on the streets
- Talk to the transport companies about bullying on school buses and in school taxis
- Talk to the **Head of Schools** of other schools whose children may be involved in bullying off the premises
- Discuss coping strategies with parents
- Talk to the children about how to handle or avoid bullying outside the school premises

## **The teaching of Anti Bullying**

This will take place from Reception to Year 6. Teacher's will deal with issues as they arise through class discussions and circle times.

During Anti Bullying week all classes will take part in activities dealing with different types of bullying appropriate to age and maturity of the children. An assembly at the beginning of the week will launch the Anti-bullying week. Specific issues that should be discussed in each year group are:

Reception: Getting on and who to talk to?

Year 1: What makes me happy/ unhappy? Who can I talk to?

Year 2: Dealing with differences

Year 3: Name calling and use of homophobic language

Year 4: Cyber bullying

Year 5: Racism

Year 6: Peer Pressure

## **Responding to incidents when they occur**

Action can be taken by children who have been bullied, children who observe bullying, staff, parents and the bully himself or herself. Children should be encouraged to devise solutions, not just make allegations.

A child who has been bullied should be encouraged to:

- report this as soon as possible

- adopt an assertive approach rather than being aggressive or timid
- attempt to ignore minor nuisance as this can deny the bully the reaction he or she seeks
- stay with friends or ask a classmate to help
- concentrate on making the future better rather than dwelling on what went wrong in the past (See Appendix 1)

All children should be encouraged to:

- value individual differences
- offer friendship
- refuse to join in unkind behaviour
- tell an adult about any incidents (See Appendix 2)

Members of staff should:

- listen
- keep records of bullying that is persistent or causes serious distress
- fill in the incident log sheet. One copy should be kept by the teacher to hand up with the class's records and one copy handed to the Head of School
- record the type of bullying that is taking place
- where necessary establish close liaison with parents.
- use strategies from the School's Behaviour Policy and Charter
- teach children how to be assertive rather than aggressive or timid
- use stories, poems and discussion to help children understand the issues
- use strategies to raise children's self-esteem. (See Appendix 3)

### Record Keeping

Where a bullying incident occurs a copy of the incident log sheet (Appendix 5) should be completed should be kept by the teacher with the class's records and handed up to the next class teacher. A copy should also be handed to the Head of School who will keep the log sheet until the children involved leave school, so any recurring incidents can be recognised. The log should be kept in alphabetical order and a sheet containing names of those involved and dates should be kept at the front for easy reference.

Parents should:

- encourage children to disclose any anxieties they may have
- listen
- encourage the child to report incidents immediately to the adult who is most able to help
- concentrate on how the child feels rather than the exact details of the incident
- contact the School if the child is unlikely to tell a teacher (See Appendix 4)

Please read this policy in conjunction with the Child Protection Policy and the School's Behaviour Policy.

## Appendix 1

### Anti-bullying Guidelines for Children

#### What can you do if you are bullied at school?

1. **If you have been hurt or upset, tell someone as soon as possible.** The class teacher or teaching assistant is usually the best person to tell or the teacher on duty in the playground, the Head of School or Deputy or a midday supervisor. Keep reporting any incidents until you feel the problem has been resolved.
2. **Ask teachers, other staff and parents for advice.** Nobody deserves to be bullied but adults might help you to think of things you could do that would make the bullying less likely to happen.
3. **Be assertive.** Tell the bully that you do not have to put up with what he or she is doing and if it continues you will report it. Avoid being aggressive and hitting back as that is as likely to make things worse as to make them better (and may well get you into trouble).
4. **Don't give the bully what he or she wants.** The bully is looking for a reaction. If someone is calling you names or saying silly things and you ignore what is happening, it may stop quite quickly. Walk away from confrontation but in a way that suggests you haven't time for this silliness, rather than you are afraid.
5. **Think about the future rather than the past.** If you have been hurt you will want to see justice done but try to concentrate on making the future better rather than dwelling on unpleasant incidents in the past, especially when they happened weeks, months or even years ago. People's memories are not always reliable, and it may never be possible to prove what happened.
6. **Understand that it may not all be one-sided.** If you have been hurt you may want the bully also to suffer but he or she may have a complaint against you as well. Be ready to acknowledge any mistakes you may have made.
7. **Stick together.** Where possible keep with friends who will stand by you and tell the bully to stop. However don't encourage them or older children, to attack the bully

on your behalf.

**8. Believe in yourself and those who care for you.** You are unique and special. You have many gifts. There are bound to be things you can do which the bully cannot. The adults who look after you will never stop trying to help you. They can protect you because they are far more powerful than bullying children could possibly be.

## Appendix 2

### **Be an Active Bystander. Anti-bullying Guidelines for All Children**

**What can you do to stop other children being bullied?**

**1. Celebrate difference.** Accept and enjoy the fact that everyone is different; it would be a very boring world if we were all the same. Being different is no reason to pick on someone.

**2. Do not join in or encourage bullying.** Refuse to join in any bullying you see and that includes spreading rumours or passing unkind messages. Do not encourage people to fight by cheering them on or calling them names if they walk away.

**3. Tell.** Report bullying if you think the bullied child may not do so. Bullying is too serious a matter not to tell. If a friend is bullying, he or she may need help to stop doing this – a true friend will get help rather than keeping quiet and watching things get worse. Be a good witness; say what you remember seeing and hearing.

**4. Stick together.** Stand by anyone who is being bullied and tell the bully to stop but do not attack the bully or that will probably make things worse and get you into trouble as well.

**5. Make friends.** Play with and try to befriend children who are on their own.

## Appendix 3

### Anti-bullying Guidelines for Staff

#### What can you do as a member of staff do to stop bullying?

1. **Listen.** It is very important that the child knows he or she will be listened to. Always listen when a child wants to tell you he or she has been hurt or upset by someone. This can be very time consuming, but experience suggests that the number of reports will eventually reduce. This will be because of the children's social learning rather than because they think there is no point reporting things. It may be necessary to postpone the report because of other priorities, for example getting the class started on work. Sometimes a pause for a few moments can even help the child to put the incident into perspective – but the delay should not be longer than a teaching session.

2. **Be alert to the possibility of bullying.** It might be a clue that a child is being bullied if he or she is:

- not wanting to come to school or wanting to be escorted
- becoming withdrawn, isolated, self-conscious, avoiding contact or stammering
- becoming anxious for approval and over sensitive to criticism
- not eating properly or being hungry because somebody else has his or her dinner
- going home with damaged or missing clothes, books etc.
- having unexplained cuts, scratches or bruises
- doing poorly at schoolwork
- crying at night, having nightmares
- having any sudden change in behaviour or personality
- refusing to say what is wrong or giving implausible excuses for any of the above

*The difficulty for staff is that these signs could also result from anxiety about problems at home, illness, bereavement, abuse etc.*

3. **Keep records.** Record incidents of bullying, particularly when it is persistent or causes serious distress.

4. **Inform and seek advice.** Tell the class teacher if you become aware of bullying. Class teachers should inform their Head of School if the bullying is serious or

persistent. All staff will need to be alerted if a child is particularly at risk from bullying.

**5. Liaise with parents.** Close liaison with parents is important. The victim's parents will almost certainly welcome this contact. The bully's parents may at first be defensive but will probably also welcome involvement with the School when they realise we are trying to help the bully as well as the victim.

**6. Have an open mind.** Never make up your mind what happened until you have heard both (or more) sides of the story. People's perceptions of events are bound to be affected by their emotions at the time.

**7. Focus on the future rather than the past.** It may be necessary to investigate an incident carefully but what really happened may not become known. This is a strong argument for the recommended emphasis on people's feelings rather than establishing guilt or innocence.

**8. Teach the children to be assertive.** Explain how to be assertive rather than aggressive or timid. Encourage children to use this approach. This may mean we have to accept a child telling us how they feel about something even if it is not what we want to hear. We can, however, insist that views are expressed politely.

**9. Discuss bullying.** Help children to understand issues through discussion. Reading an appropriate story or poem can help a child to realise that others have been through similar experiences (or worse) and have come through them safely.

**10. Raise self esteem.** Anything that will make children feel good about themselves will reduce the likelihood of being selected as a victim or of being a bully.

## Appendix 4

### Anti-bullying Guidelines for Parents

#### What can parents do to stop bullying?

1. **Listen.** It is very important that the child knows he or she will be listened to. Encourage your child to tell someone at school immediately he or she is bullied.

2. **Be alert to the possibility of bullying.** It might be a clue that a child is being bullied if he or she is:

- not wanting to come to school, or wanting to be escorted
- becoming withdrawn, isolated, self-conscious, avoiding contact or stammering
- becoming anxious for approval and over sensitive to criticism
- not eating properly or being hungry because somebody else has his or her dinner
- going home with damaged or missing clothes, books etc.
- having unexplained cuts, scratches or bruises
- doing poorly at schoolwork
- crying at night, having nightmares
- having any sudden change in behaviour or personality
- refusing to say what is wrong or giving implausible excuses for any of the above.

*The difficulty for us all is that these signs could also result from anxiety about work, problems at home, illness, bereavement or even abuse etc.*

3. **Keep records.** If the problem persists it can be helpful to keep a log so that patterns might emerge.

4. **Inform the school.** Tell the class teacher if you become aware of bullying. We want to work with you to sort out whatever has gone wrong. We are interested in helping your child, whether the victim or the bully in the situation.

5. **Advise your child.** Nobody deserves to be bullied, but some behaviour tends to

make a child more likely to be bullied. An assertive approach is more likely to be successful than being aggressive or timid. Try not to advise your child to fight the bully. Research suggests that this is not particularly effective and it will inevitably cause your child to get into trouble at school.

**6. Have an open mind.** It is likely that you will only have heard one side of the story. People's perceptions of events are bound to be affected by their emotions at the time and memories can be unreliable. Beware of making your child promise that what he or she is saying is the truth. A change of mind at this point would indicate a deliberate lie before, which is a difficult thing to admit. If children receive very emotional responses from listeners, it can make it difficult for them to accept that they have made mistakes and tempting to repeat or exaggerate similar reports in future. This is particularly a risk if the child is seeking attention, perhaps because the family's attention is temporarily focused elsewhere.

**7. Focus on the future rather than the past.** It may be appropriate to investigate an incident carefully but what really happened may never be proved. This is a strong argument for the recommended emphasis on people's feelings rather than establishing guilt or innocence.

**8. Discuss bullying.** Help your child to understand issues through discussion. Reading an appropriate story or poem can help a child to realise that others have been through similar experiences (or worse) and have come through them safely.

**9. Raise your child's self esteem.** Anything that will make your child feel good about himself or herself will reduce the likelihood of being selected as a victim or of being a bully.

## Incident Report Sheet

“The intentional hurting of one person by another, where the relationship involves an imbalance of power. It is usually repetitive or persistent, although some one-off attacks can have a continuing harmful effect on the victim.”

**Bullying** is when all of the following apply: • the bully or bullies want to cause distress • the victim feels less powerful than the bully or bullies • the bully has selected the victim • it is part of a pattern (generally bullying is persistent but we accept that a single incident can be bullying if the other conditions suggest that this is the case)

Any logged incidents should be handed to the Head of School to be kept in the file. You also should keep a copy for your own records.

Type of Bullying Incident (please tick all that apply)			
	Racist or Religious		Name Calling
	Homophobic		Physical
	Sexual or sexist		Cyber and technology bullying
	Due to SEN/Disability		Age
Pupil(s) name:		Name of person incident reported to:	
Date:	Time:	Location	
Reporting Pupils Account:			
‘Accused’ Account:			
Third Person Account (where necessary):			
Agree definition of incident:			
Action Taken/ Agreed/Restorative Practice:			
Parents Informed where necessary:			
Any other information: (Please use both sides of the paper.)			