KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Name of Policy:	Anti-Bullying	
Date Written:	September 2013	
Date Updated:	November 2016	
Updated By Who:	Sue Sullivan Deputy Head	
Policy Originated from:	Kingsnorth Primary School / Aquila/KCC/SPS	
Date To Be Reviewed:	November 2017	
Policy Approved By:	SLT:	AQUILA Diocese of Canterbury Academies Trust
	Staff:	
	Governors:	

Our Vision Statement:
Kingsnorth…the best days of OUR lives!

Kingsnorth Values Statement
At Kingsnorth we ACHIEVE by…
Aiming high Academically, Spiritually, Socially and Emotionally
Challenging ourselves constantly to improve our learning
Helping each individual reach their potential
Inspiring others and being inspired
Encouraging risk taking
Valuing others and feeling valued
Enriching lives through our Christian Values to become future citizens of the world

Our 5 Key Christian Values are:
Thankfulness, Friendship, Trust, Compassion and Endurance

Statement of Intent
'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish level and the Diocese of Canterbury..
The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.'

Inclusion and Equal Opportunities
This policy should be read while referencing our school's Single Equality Scheme. All children have equal access to the curriculum regardless of their race, gender, or disability. Our behaviour policy underpins all that we do at Kingsnorth and should be closely linked to our other policies.

1) Aims

Kingsnorth School Anti-Bullying Policy outlines what Kingsnorth School will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community.

2) Our school community:

- Discusses, monitors and reviews our anti-bullying policy on a regular basis.

- Supports staff to promote positive relationships and identify and tackle bullying appropriately.

- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.

- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.

- Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate.

3) Definition of bullying

Bullying is "**Behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally**".

Bullying can include: name calling, taunting, mocking, making offensive comments, kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, Social Networking sites and Instant Messenger); sending offensive images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

Whilst we recognise and strive to deal with all 'bullying,' often in school it is 'relational conflict'. This is defined as **'behaviour that's not repeated over time,** and is often to do with a breakdown of friendships. However, this can 'overtime' develop into bullying.

4) Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

Bullying related to race, religion or culture.

- Bullying related to special educational needs.

- Bullying related to appearance or health conditions.

- Bullying related to sexual orientation.

- Bullying of young carers or looked after children or otherwise related to home circumstances.

- Sexist or sexual bullying.

- Cyber bullying/ Online Bullying

5) Preventing, identifying and responding to bullying

We will:

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.

- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience.

- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support, through mentor support and through the School Council.

- Train all staff including lunchtime staff and teaching assistants to identify bullying and follow school policy and procedures on bullying.

- Use a trained counsellor to support pupils.

- To identify the difference between 'relational conflict' and 'bullying'

6) Involvement of pupils

We will:

- Regularly survey pupils on the extent and nature of bullying.

- Ensure students know how to express worries and anxieties about bullying.

- Ensure all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.

- Involve pupils in anti-bullying campaigns in school.

- Publicise the details of helplines and websites.

- Offer support to pupils who have been bullied.

- Work with students who have been bullying in order to address the problems they have.

7) Liaison with parents and carers

We will:

- Ensure that parents / carers know whom to contact if they are worried about bullying.

- Ensure parents know about our complaints procedure and how to use it effectively.

- Ensure parents / carers know where to access independent advice about bullying.

- Work with parents and the local community to address issues beyond the school gates that give rise to bullying.

8) Links with other school policies and practices

This Policy links with a number of other school policies, practices and action plans including:

- Complaints policy
- Equality and Racial Discrimination
- Behaviour and Discipline Policy

The teaching of Citizenship, SRE and and PSHE education through 'Positive Action'

9) Monitoring & review, policy into practice

We will review this Policy at least once every two years as well as if incidents occur that suggest the need for review. The school uses the guidance by the DfE and Kent Guidelines to prevent and tackle bullying. We will also follow Kent's 'Managing Incidents' (see attached.)

10) Responsibilities

This Policy only works if it ensures that the whole school community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy.

- Governors, the Headteacher, Senior Leadership , Teaching and Non Teaching staff to be aware of this policy and implement it accordingly.

- The Headteacher to communicate the policy to the school community.

- Pupils to abide by the policy.

The named contact for this policy is: Sue Sullivan Deputy Headteacher.

KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Bullying Incident Reporting Procedure
Definition of a bullying incident Definition of bullying

Bullying is "**Behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally**".

Bullying can include: name calling, taunting, mocking, making offensive comments,; kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, Social Networking sites and Instant Messenger); sending offensive images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

We have a commitment to investigate any incident believed to be bullying. As such, it requires effective listening supported by impartial investigation procedures that allow both the victim and the alleged perpetrator to be given a fair hearing.

Incidents will be investigated and recorded when there has been a perception or allegation that there was an incident even if it is found that they were unsubstantiated.

Roles and Responsibilities

- The governing body is responsible for monitoring the policy.

- The Headteacher is responsible for implementing the policy and procedures.

- All members of the school community are responsible for following the procedures.

- The LEA will advise schools on the management of bullying incidents and the findings from its monitoring.

Recording the Bullying Incident Investigation

The Headteacher has overall responsibility (which may be delegated to an appointed senior member of staff) for managing bullying incidents. He should ensure that the school has:
- Made it a requirement to investigate, record and report where there is a perception that a bullying incident may have taken place.

- Communicated the school's commitment to tackling bullying incidents to all members of the school community.

- Completed the Bullying Incident Monitoring From as soon as possible after an incident has taken place.

- Record the Bullying incident on 'Behaviour Watch.' This is a central record of all bullying /cyber bullying incidents in school and the level of consequence is recorded.

- The Bullying Incident Monitoring Form should be kept in a confidential central file for internal monitoring purposes. It should not be sent to the LEA. These forms will be kept for 25 years.

Management of Bullying Incidents

a) Considerations for All Incidents:
- Investigate the incident thoroughly.

- Record the incident on a Bullying Incident Monitoring Form in any instance where the victim or perpetrator is a pupil.

- Record the incident on 'Behaviour Watch'

- Keep the situation under regular review to ensure that any harassment, abuse or victimisation has stopped and that the victim feels safe.

- Consider any curriculum implications, including the need for a special assembly or changes to the school's behaviour code or other policies.

- Support for the Victim (if a pupil).

- Support for the alleged Perpetrator (if a pupil).

- Consider if there is a child protection issue in this case.

- Consider seeking advice from the Local Education Officer.

b) Support for the Victim (if a pupil)

- Take appropriate action to offer support to the victim.

- Meet with the pupil's parent(s)/guardian/carer to discuss the matter and explain the action taken. An interpreter/translator may be needed at the meetings.

- Reinforce the school's commitment to tackling bullying incidents.

c) Support for the alleged Perpetrator (if a pupil)

- An appropriate member of staff should intervene and take immediate action, for example, separating the victim(s) from the perpetrator(s).

- Any bullying behaviour should be challenged immediately. The perpetrator should be told that his/her behaviour is unacceptable and will not be tolerated.

- Appropriate action should be taken to support, educate and monitor the behaviour of the perpetrator to ensure that the bullying behaviour will not be repeated.

- The incident should be reported to the Headteacher and he/she should decide whether any further action needs to be taken, including informing the parent(s)/guardian/carer of the relevant pupil(s) of any investigation and the outcome.

- The Headteacher should consider the use of a full range of sanctions including the use of fixed term or permanent exclusion.

- Discuss the incident with the alleged perpetrator's parent(s)/guardian/carer (if appropriate) and reinforce the school's commitment to tackling bullying incidents.

d) Dealing with Members of Staff as alleged Perpetrators or Victims

All members of staff are required to abide by the School's Equal Opportunities, Race Equality Policy, ICT and Acceptable use Policies. Substantiated bullying by any member of staff towards pupils may be considered as misconduct and the perpetrator may be subject to disciplinary action. In the event of such an allegation being made against a member of staff, the Headteacher or his/her nominee should investigate the allegation in accordance with the relevant Disciplinary Procedures. All members of staff have the right to use the school's grievance procedure if they suffer from being bullied and cannot get satisfactory management support.

The governing Body and Headteacher have a duty of care towards employees, and must ensure that they address any complaints from employees about bullying by pupils, parents or colleagues, and provide appropriate support and referrals as necessary.

Reporting information to parents, governors and the LEA

The governing body will:
- receive a termly report on any bullying incidents in the Headteacher's report to governors

- report annually in the Governors Annual Report to Parents on bullying incidents during that preceding year. This report should include the number of incidents investigated and an overview of actions taken, including changes of practice and policy.

The school will report annually to the LEA on bullying incidents during the preceding year. The LEA will send a data collection form to the school for this purpose and ensure that schools, together with senior LEA officers, are informed of the outcomes of its monitoring, so that any trends or concerns can inform school planning and curriculum development.

BULLYING INCIDENT MONITORING FORM

Incident Reported by		Position in school	
Incident Reported to		Position in school	
Date:	Date of Incident:		Term

SECTION 1 – DETAILS OF THOSE INVOLVED IN THE INCIDENT

Record details of each perpetrator and victim (if more than one). Please attach an additional sheet if necessary.

VICTIM	PERPETRATOR
Name_____	**Name**_____
❑ **Pupil in school? If yes, pupil number and key stage**	❑ **Pupil in school? If yes, pupil number and key stage**
❑ **Member of staff or governor? If yes, please give status** _____	❑ **Member of staff or governor? If yes, please give status** _____
❑ **Pupil from another school?**	❑ **Pupil from another school?**
❑ **Other (specify, e.g. parent or visitor)** _____	❑ **Other (specify, e.g. parent or visitor)** _____
❑ **Involved in previous incidents? If yes, how many and when?** _____	
	❑ **Involved in previous incidents? If yes, how many and when?**
Year Group _____	**Year Group** _____
Ethnicity (for pupils only, from pupil records) _____	**Ethnicity (for pupils only, from pupil records)** _____
Gender M ☐ F ☐	**Gender** M ☐ F ☐

SECTION 2 – TYPE OF INCIDENT

Location:_____

What type of incident occurred?

❑ **Name calling**	❑ **Threatened assault**
❑ **Verbal abuse**	❑ **Attacks on property**
❑ **Physical abuse**	❑ **Cyber Abuse by electronic means (i.e. Text or instant messaging)**
❑ **Gossiping**	❑ **Socially isolated**
❑ **Graffiti**	❑ **Other (please specify)**

Please describe briefly what happened.

_____

_____

_____

SECTION 3 – ACTION TO BE TAKEN TO DEAL WITH THE INCIDENT AND DETAILS OF SUPPORT OFFERED TO VICTIM AND PERPETRATOR

What action(s) was / were taken to deal with the incident?

- ❑ **Warning to the perpetrator**
- ❑ **Discussion with the victim's parent(s) / guardian / carer**
- ❑ **Discussion with the perpetrator**
- ❑ **Discussion with the perpetrator's parent(s) / guardian / carer**
- ❑ **Restorative Justice**
- ❑ **Mediation**
- ❑ **Mentoring**
- ❑ **Counselling**
- ❑ **Curriculum change or addition**
- ❑ **Exclusion**
- ❑ **Referral to another body**
- ❑ **Other sanction (please specify)** …………………………………………………..
- ❑ **Other action (please specify)** …………………………………………………..
- ❑ **No action**

If no action was taken, why was this (e.g. allegations were unsubstantiated)?

The school should retain this form