



THORNBOROUGH INFANT SCHOOL

Anti-bullying Policy

Signed:

Interim Co-Headteacher, Carol-Anne McCollum

Signed:

Mr P. Luce
Chair of Governors

Date: September 2023

Review Date: September 2026

School statement on bullying

We believe that all people are equal and we should treat each other with dignity and respect.

Our school is a place where everyone should be able to flourish in a loving and hospitable community.

Aims and purpose of the policy

- To ensure a secure and happy environment free from threat, harassment, discrimination or any type of bullying behaviour.
- To create an environment where all are treated with dignity and respect and where all members of the school community understand that bullying is not acceptable.
- To ensure a consistent approach to preventing, challenging and responding to incidents of bullying that occur.
- To inform pupils and parents of the school's expectations and to foster a productive partnership which helps to maintain a bullying-free environment.
- To outline our commitment to continuously improving our approach to tackling bullying by regularly monitoring and reviewing the impact of our preventative measures.

Objectives

The Thornborough Infant School Anti-Bullying Policy outlines what we will do to prevent and tackle bullying. This policy has been drawn up with involvement of the whole school community.

Our anti-bullying policy aims to:

- Promote respect and tolerance for each other, including and engaging with everyone's perception of bullying
- Provide a secure, stimulating, positive and mutually respectful and inclusive environment for learning
- Clarify for pupils and staff what bullying is and that it is always unacceptable
- Explain to staff, pupils and the whole school community why bullying occurs and its impact on individuals and the school as a whole
- To have in place an anti-bullying support system based on reconciliation and forgiveness, that all staff and pupils understand and to apply the system consistently.

Our school community

- Will discuss, monitor and review our anti-bullying policy on a regular basis
- Will support staff to promote positive relationships and identify and tackle bullying appropriately
- Will ensure 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.
- Will report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/Carers in turn work with the school to uphold the anti-bullying policy.

Definition of bullying

Bullying is hurtful, unkind or threatening behaviour which is deliberate and repeated. Bullying can be carried out by an individual or a group of people towards another individual or group, where the bully or bullies hold more power than those being bullied. If bullying is allowed it harms the perpetrator, the target and the whole school community and its secure and happy environment.

Types of bullying

The nature of bullying can be:

- Physical (e.g. hitting, kicking, pushing or inappropriate/unwanted physical contact) • Verbal (e.g. name calling, ridicule, comments)
- Cyber (e.g. messaging, social media, email)
- Emotional/indirect/segregation (e.g. excluding someone, spreading rumours)
- Visual/written (e.g. graffiti, gestures, wearing racist insignia)
- Damage to personal property
- Threat with a weapon
- Theft or extortion

Bullying can be based on any of the following things:

- Race (racist bullying)
- Sexual orientation (homophobic or biphobic)
- Special educational needs (SEN) or disability
- Culture or class
- Gender identity (transphobic)
- Gender (sexist bullying)
- Appearance or health conditions
- Religion or belief
- Related to home or other personal circumstances

Thornborough Infant School is aware that it is possible that the bully may be an adult and will respond appropriately and, if necessary, follow safeguarding procedures where this is the case.

Preventing and responding to bullying

What we do to prevent bullying

We will:

- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience and Emotional Health and Well-Being.
- Consider all opportunities for addressing bullying including through the curriculum, through information and displays, through peer support and through the student council.
- Train all staff to identify bullying and follow school policy and procedures on bullying.

Encouragement to tell

We actively encourage anyone who is being bullied, or others who know about it, to feel that they will be listened to and that action will be swiftly taken which is sensitive to their needs. Disclosure (telling an adult/peer) can be direct and open or indirect and anonymous. **Worry boxes** are available for indirect or anonymous disclosure. **Everyone must realise that not telling someone means that the bullying is likely to continue.**

Roles in Anti-Bullying Staff

We expect staff to:

- Provide children with a framework of behaviour including class rules which supports the whole school policy and expectations of the Schools regarding bullying and what actions to take if they or others are being bullied by referring to the Anti Bullying Statement (Appendix 3).
- Ensure children have a clear understanding of the difference between Bullying and Bugging and will have a clear understanding of how to use the DEBUG system to equip children with a series of steps they can use to solve problems when another child is 'bugging' them rather than 'bullying' them. (Appendix 4).
- Emphasise and behave in a respectful and caring manner to pupils and colleagues, to set a good tone and help create a positive atmosphere
- Challenge bullying (including Homophobic, Biphobic and Transphobic (HBT) bullying and language), report bullying, be vigilant to signs of bullying and play an active role in the school's efforts to prevent bullying.
- Report any incidents of Bullying or prejudice related incidents to the Headteacher using the Bullying and prejudice related incidents report form (Appendix 1).
- Offer support to pupils who have been bullied
- Work with pupils who have been bullying in order to address the problems they have • Provide pupils with a good role model
- Raise awareness of bullying through stories, role-play, discussion, peer support, school council, PSCE, RE and Citizenship
- Through the Headteacher, keep the Governing Body well informed regarding issues concerning behaviour management

- Ensure that the anti-bullying policy can be properly enforced and monitored
- Regularly canvas views on the extent and nature of bullying
- Ensure pupils 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 schools
- Ensure parents/carers/pupils have a clear understanding of the arrangements for reporting bullying and how incidents will be recorded and investigated

Parents/Carers

We expect that parents/carers will:

- Understand and engage with everything that is being done to make sure children are safe and enjoy school.
- Know who to contact if they are worried about bullying including our complaints procedure
- Feel confident that everything is being done to make sure their child/children is/are happy and feel safe at school
- Are informed about and fully involved in all aspects of their child's behaviour
- We will work with parents/carers to address issues beyond the school gates that give rise to bullying.
- Have a clear understanding of the arrangements for reporting bullying and how incidents will be recorded and investigated.

Through use of step by step guidance leaflet for Parents/Carers on the Thornborough Guide for Parents: Bullying (Appendix 2).

Pupils

We expect that all pupils will:

- Not take part in any kind of bullying
- Should watch out for signs of bullying among their peers.
- Pupils should never be bystanders to incidents of bullying
- Pupils should offer support to any victim of bullying and encourage them to report it.
- Have a clear understanding of the expectations of the School regarding bullying and what actions to take if they or others are being bullied by referring to the Anti Bullying Statement (Appendix 3).
- Have a clear understanding of the difference between Bullying and Bugging and will have a clear understanding of how to use the DEBUG system, by equipping children with a series of steps they can use to solve problems when another child is 'bugging' them rather than 'bullying' them. (Appendix 4).

Governors

We expect that Governors will:

- Support the Headteacher and the staff in the implementation of this policy • Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy

Tackling bullying

Recording

Incidents clearly identified as bullying must be reported to the class teachers responsible for the child/children who have been bullied and those who have been bullying. All incidents and follow up action will be recorded.

Reporting bullying

Anyone who believes they or someone else is being bullied must report their concerns to teachers, other adult staff or peers who will ensure these are reported to Ms McCollum or Mrs Passenger

Reporting – roles and responsibilities

- All staff have a duty to challenge bullying (including HBT bullying and language), report bullying, be vigilant to signs of bullying and play an active role in the school's efforts to prevent bullying.
- The anti-bullying leads at the Thornborough Infant School are Carol-Anne McCollum and Laura Passenger, who have overall responsibility for ensuring that the anti-bullying policy is followed by all members of staff and that the schools uphold their duty to promote the safety and wellbeing of all young people.

Responding to bullying

When bullying has been reported, the following actions will be taken:

1. Staff will record the bullying on an incident reporting form (Appendix 1) and also record the incident centrally on the behaviour log.
2. The Headteacher will monitor incident reporting forms and information recorded on the behaviour logs, analysing the results on a half-termly basis.
3. The Headteacher will produce half termly reports summarising the information which will be reported to the governing body.
4. Support will be offered to the target and/or perpetrator of the bullying including; learning mentor, class teacher, peer mentor, buddy system support, circle time, playground buddies or setting time aside for regular support/chat/check (Headteacher, Class teacher).

We will support all involved by:

- Talking through the incident with the target and bully
- Helping the target and bully to express their feelings
- Talking about which rule(s) has/have been broken
- Discussing strategies for making amends within our the ethos of our school values.

Sanctions may include, but are not limited to:

- Missing break or another activity
 - Meeting with staff, parent/carers and/or pupil(s)
 - Formal letter home from the Headteacher
 - Exclusion (internal/external)
 - Parents/carers (of both the target and bully) will be informed of what has happened, and the action taken.
6. Staff will assess whether parents and carers need to be involved.
7. Staff will assess whether any other authorities (such as police or local authority) need to be involved, particularly when actions take place outside of school.

Bullying outside of school

Bullying is unacceptable and will not be tolerated, whether it takes place inside or outside of school. Bullying can take place on the way to and from school, before or after school hours, at the weekends or during school holidays, or in the wider community. The nature of cyber bullying in particular means that it can impact on pupil's wellbeing beyond the school day. Staff, parents and carers and pupils must be vigilant to bullying outside of school and report and respond according to their responsibilities outlined in this policy.

Derogatory language

Derogatory or offensive language is not acceptable and will not be tolerated. This type of language can take any of the forms of bullying listed in our definition of bullying. It will be challenged by staff and recorded and monitored on the school behaviour logs and follow up actions and sanctions, if appropriate, will be taken for pupils and staff found using any such language. Staff are also encouraged to record the casual use of derogatory language using informal mechanisms such as a classroom log/note to the Senior Leadership Team.

Prejudice based incidents

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that is motivated by a prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. Any such prejudice-based incidents are taken seriously and recorded and monitored in school, with the headteacher regularly reporting any such incidents to the governing body. This not only ensures that all incidents are dealt with accordingly, but also helps to prevent bullying as it enables targeted anti-bullying interventions.

School strategies to prevent and tackle bullying

We use a range of measures to prevent and tackle bullying including:

- Our school vision is at the heart of everything we do and ensures that all members of the school community are revered and respected as members of a community
- We use a pupil-friendly anti-bullying policy to ensure that all pupils understand the policy and know how to report bullying.
- The PSHE programme of study includes opportunities for pupils to understand about different types of bullying and what they can do to respond and prevent bullying. It also

includes opportunities for pupils to learn to value themselves, value others and appreciate and respect difference.

- Assemblies explore the importance of inclusivity, dignity and respect as well as other themes that play a part in challenging bullying.
- Through a variety of planned activities and time across the curriculum pupils are given the opportunity to gain self-confidence and develop strategies to speak up for themselves and express their own thoughts and opinions.
- Circle time provides regular opportunities to discuss issues that may arise in class and for teachers to target specific interventions.
- Stereotypes are challenged by staff and pupils across the school.
- Peer-mentoring, pupil-led programmes and group sessions offered to support all pupils.

Training

The headteacher is responsible for ensuring that all school staff (including teaching assistants, midday supervisors) receive regular training on all aspects of the Anti-bullying policy. Monitoring the policy

- The headteacher is responsible for monitoring the policy on a day-to-day basis.
- The headteacher is responsible for monitoring and analysing the recorded data on bullying
- Any trends should be noted and reported.

Evaluating and reviewing

The headteacher is responsible for reporting to the governing body (and the local authority where applicable) on how the policy is being enforced and upheld, via the termly report. The governors are in turn responsible for evaluating the effectiveness of the policy via the half termly report and by in-school monitoring such as learning walks and focus groups with pupils. If further improvements are required the school policies and antibullying strategies should be reviewed.

Links with other school policies and practices

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

- PSHE Policy
- Behaviour Policy
- Equality and Diversity Policy
- The recording of racial incidents
- Staff Code of Conduct
- Relationships and Sex Education Policy
- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Emotional Health and Well-Being Policy Policy

Monitoring and review

We will formerly review this policy every year as well as if incidents occur that suggest the need for review.

Parents/carers will be involved in policy review and monitoring via the school's anti-Bullying working party.

Policy Written by: Carol-Anne McCollum and Laura Passenger

Approved by: Philip Luce (Chair of Governors)

Policy written: September 2023

Review: September 2024

Appendix 1: Bullying and prejudice related incidents report form Bullying and prejudice related incidents report form

Every bullying or prejudice related incident should be recorded on this form as soon as possible.

Section 1:

Staff details

Date completing

form:.....
.....

Name of staff:

.....
.....

Email address of

staff:.....
.....

After completion this form needs to be handed to: Carol-Anne McCollum or Laura Passenger

If you are unsure of the category (for example whether it is homophobic or biphobic bullying) then you can tick all that you think may apply and simply explain the details.

Type of incident;

☐ **Bullying**

☐ **Prejudice related incident**

Nature of incident (Tick all that apply)

Form of bullying or incident (Tick all that apply)

- ☐ Physical (e.g. hitting, kicking, pushing or inappropriate/unwanted physical contact)
- ☐ Verbal (e.g. name calling, ridicule, comments)
- ☐ Cyber (e.g. messaging, social media, email)
- ☐ Emotional/indirect/segregation (e.g. excluding someone, spreading rumours)
- ☐ Visual/written (e.g. graffiti, gestures, wearing racist insignia)
- ☐ Damage to personal property
- ☐ Threat with a weapon
- ☐ Theft or extortion
- ☐ Persistent Bullying

- ☐ Race - Racist bullying
- ☐ Sexual Orientation - Homophobic
- ☐ Sexual Orientation - Biphobic
- ☐ Special Educational Needs or Disability
- ☐ Culture or class
- ☐ Gender Identity - Transphobic
- ☐ Gender - Sexist Bullying
- ☐ Appearance or Health conditions
- ☐ Religion or Belief related
- ☐ Related to home/personal circumstances
- ☐ Other or non-specific

Details of those involved

(Record all involved, whether adults, pupils, visitors from the school community and from external organisations)

	Name	Age/Year Group	Other relevant information (e.g. Gender, SEN, Disability, Religion)
Target of bullying/incident			
Person responsible for bullying/incident			

Details of Incident

Date:	Place:	Time:
Witnesses		
Repeat of incident or serious incident		
Any relevant supporting information (e.g. witness accounts/screen grabs)		
Action taken		
Details of others involved or notified		
Actions for follow-up		
Date for reviewing		

Appendix 3 – Guide for Parents

Thornborough Infant School Guide for Parents

Definition of bullying:

It is the wilful, conscious desire to hurt, threaten or frighten someone repeatedly by an individual or groups.

Bullying may include:

- **Physical Attack:** Unwanted physical contact, kicking, punching, pinching, pushing, hitting etc.
- **Words:** Teasing and name calling, making fun of physical differences e.g. Fat/thin, tall/short etc.
- **Rumours:** Interfering with friendships, isolation of individuals, spreading nasty rumours
- **Threatening:** taking money, items, or threaten physical attack
- **Annoying:** continually annoying and causing discomfort and frustration
- **Racist:** Being unkind about race, colour or religion

If you are concerned about bullying:

At The Three Schools we have clear expectations of good and friendly behaviour and we see bullying in a serious light. We also want to ensure that parents and carers and children are able to communicate their concerns with the school.

- Carefully listen to the child's account of the nature of the incident/s
- Acknowledge a child's fears and experiences. Open communication helps to accurately establish the nature of the concern and also if the situation changes or improves with time.
- Speak to the Class Teacher who will make thorough enquiries and address the situation.
- Follow up with the Class Teacher and the child to find out about improvements and changes to the situation.
- Please continue to tell your class teacher if you feel that the situation has improved, worsened or remained unchanged. This will allow measures to be adjusted in order to resolve the matter.
- Should you not be entirely satisfied with the situation it would be possible to arrange a meeting with the School Headteacher (or a senior staff member in their absence) who will further address the situation.

Never bully back, keep the communication open with the Class Teacher in working towards a solution.

Maintaining a friendly and safe environment for our children:

We all play a very important role in ensuring that The Three Schools continues to provide a safe, caring and friendly environment for our children, allowing children to concentrate on and flourish in their education.

Your help is vital. Please help us by:

- Preparing young children about acceptable friendly behaviour and the negative effects of bullying
- Encouraging children to identify and report bullying that they either experience or see
- Encouraging children to speak to yourselves and staff about their concerns, fears and experiences so that behaviour can be corrected very quickly

Resources

Some useful websites that provide information on Bullying:

- www.anti-bullyingalliance.org.uk - Provides Help and advice for Parents, Carers, Children, Young People and Practitioners
- www.kidscape.org.uk - Provides advice, downloadable resources, assertiveness training for children
- www.childline.org.uk - get help and advice about bullying issues, talk to a counsellor online.
- www.bullyfreezone.co.uk - the project aims to raise awareness of alternative ways of resolving conflict and reducing bullying.
- www.parentlineplus.org.uk - a national charity providing help and support to anyone caring for children
- www.nspcc.co.uk - to make you more aware of the dangers children face, plus handy hints to help you to brush up your parenting skills. Go to [Help and Advice, Parents and Carers](#)
- www.stopbullyingnow.hrsa.gov - Bullying Information, Resources, and Prevention Tips. Whether you have been bullied, witnessed bullying, or bullied someone else

Bullying can happen in different ways:

- **PHYSICAL ATTACK** - for example kicking, punching or slapping.
- **WORDS** - Someone saying nasty things to you. Teasing and name calling.
- **THREATENING** - to take money or belongings from you or to hurt you.
- **RUMOURS** - someone spreading nasty rumours about you.
- **ANNOYING** - someone continually annoying you.
- **RACIST** - someone being nasty about your race or religion.
- **RUDE** - someone being rude to you because of how you are for example fat/thin, tall/short.

IF YOU ARE BEING BULLIED - TELL SOMEONE.

**TELL YOUR TEACHER OR ANY OTHER MEMBER OF STAFF YOU
FEEL YOU CAN TALK TO.**

REMEMBER WE ARE HERE TO HELP YOU.

**WE WILL NOT LET
YOU BE BULLIED BY
ANOTHER CHILD IN THIS SCHOOL**