



# Anti-Bullying Procedure

September  
2018

# Hurst Park Primary School

*Respect, Resilience, Positivity*

## Statement of Intent

At Hurst Park Primary School we are committed to providing a warm, caring and safe place for all so that they can learn and play in a relaxed and secure environment.

Bullying of any kind is unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously. Bullying hurts.

At Hurst Park we acknowledge that bullying does happen from time to time. It would be unrealistic to claim that it does not. When bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our Anti-Bullying Procedure. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. It is everyone's duty and responsibility to ensure that bullying is identified and eradicated.

The anti-bullying message will be reinforced through assemblies, the curriculum, PSHE programme, the healthy schools agenda and staff training on a regular basis.

## Procedure Development

This procedure was formulated in consultation with the whole school community with input from children, staff, parents/ carers, governors and Surrey's Behaviour Support Service.

## Aims and Objectives

The aim of this procedure is to clearly lay out how we will deal with any behaviour deemed as bullying. The implementation of this procedure will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work and play.

All members of the school community have a responsibility to recognise bullying when it occurs and to take appropriate action in accordance with the school procedure. This will happen in the following ways:

- a) The school will have an anti-bullying procedure in place.
- b) The school will work closely with other professional agencies to ensure that children stay safe as stated in The Children Act 1989, The SEN and Disability Act 2001,

'Every Child Matters' 2003 [outcome 2] and The Children Act 2004.

- c) All pupils, staff, parents/ carers and governors will have an understanding of what bullying is.
- d) All pupils, staff and parents/carers will know what the school procedure is on bullying and what they can do if bullying occurs.
- e) Pupils and parents/guardians will be assured that they will be supported when bullying is reported.

## What is Bullying?

***'Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally' (Home Office definition)***

## Types of Bullying

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Verbal: name-calling, sarcasm, spreading rumours, teasing.
- Cyber: All areas of internet, such as email & internet chat room misuse; mobile phone threats by text messaging & calls; misuse of associated technology, i.e. camera & video facilities.
- Targeted at certain groups e.g. because of race, religion, gender or sexual orientation.

## Responding to Allegations of Bullying

1. The school will investigate all allegations of bullying.
2. All allegations will be taken seriously and dealt with sensitively. All allegations of bullying made by

parents will be documented. Parents will be given a copy of the HPS 'Behaviour and Anti-Bullying at Hurst Park Primary School' leaflet.

3. The school will establish whether the allegation is an incident of bullying or an issue relating to friendships/ relationships. (See appendix item 1)
4. All incidents identified as bullying will be followed up immediately with action and support around both victim and perpetrator.
5. Where an allegation is identified as a friendship/ relationship issue the school will refer to strategies and procedures in our Behaviour Policy. This may also be recorded on the 'Friendship Log' a document reviewed half termly by the Inclusion Lead. If a child's name occurs more than 5 times in a half term or a pattern to their behaviour is noted then the child and possibly their parents/ carers may be invited into school to discuss further. Referral to Surrey's Behaviour Support Service, ELSA or our Anti-Bullying Procedure may be implemented at this point.

## **Dealing with Bullying Incidents**

1. Staff will make it clear that the school can help and support will be given to all involved.
2. Staff will reinforce that everyone has the right to learn and play in a safe environment and reassure the child that it is right to tell.
3. The class teacher will be advised/alerted to the incident.
4. The incident will be reported to the nominated staff member allocated to manage incidents of bullying. (Inclusion Lead).
5. The incident will be recorded on the Bullying Report Form. The log of bullying incidents will be reviewed by the Pupil Welfare, Behaviour and Safety Committee on a termly basis.
6. The school will contact the parents/ carers of the child being bullied to share the information and discuss the incident. Support will be put in place for the child and a plan agreed to prevent further occurrence.
7. The school will contact the parents of the child/ children who have been involved in bullying behaviour to inform them of the behaviour

identified, to gain their view and to agree a plan and support going forward. School will also share a copy of the 'Behaviour and Anti-Bullying at Hurst Park Primary School' leaflet with them. In some cases exceptional circumstances may apply in which sharing information could be detrimental to the wellbeing of a child. The source of the bullying allegation will remain confidential as far as is feasible.

8. Staff will continue to monitor the situation.

## **Strategies for preventing bullying**

As part of our ongoing commitment to the safety and welfare of our pupils, we at Hurst Park School have developed the following strategies to promote positive behaviour and discourage bullying behaviour:

- The school have introduced a 'Restorative Approach' to resolving conflict between pupils. This is a whole community, structured approach which allows offenders and victims to be heard while encouraging a positive, long term approach to solving conflict. Taking responsibility for our actions, building mutual respect and reaching an agreement on how to

repair harm are key to this approach. Victim and offender are asked the questions recorded in appendix 2.

- The use of 'Emotion Coaching' throughout the school as a strategy for helping children link their actions to the feeling or emotion attached to it.
- Involvement in SEAL, (Social, Emotional, Aspect of Learning) including Anti-bullying Unit.
- Child Friendly anti-bullying posters are placed in each classroom and in the school playground.
- Circle time is used to discuss bullying and relationship issues.
- Anti-bullying procedure; all members of the community are aware and follow the anti-bullying procedure.
- Reward systems for positive behaviour.
- Anti-Bullying Week.

- Themed Anti-Bullying assemblies.
- Pupils views– questionnaires and school council.
- Positive role models from staff.
- PSHE (Personal Social Health Education & Citizenship).
- Playground buddies and development of our playtimes and lunchtimes.
- The use of a ‘Friendship Log’ to keep a close eye on any recurring issues enabling early intervention.
- Parent information events.
- Staff training and development for all staff.
- Emotional Literacy Support Assistant in school.
- Mediation.

Pupils will know how and be encouraged to report incidents of bullying to staff.

## **Sanctions**

The following sanctions may be used:

- Apologise to the victim verbally or in writing.
- Lose privileges or responsibilities. (This could include loss of playtime or part of playtime or withdrawal from house captaincy, sports crew or similar).
- Behaviour report (to be monitored by all staff).
- Be removed from the classroom to report to the Head or Deputy Head.
- Be withdrawn from participation in school visit, clubs and events, or other extra-curricular activities.
- Fixed term exclusion.
- Permanent exclusion.

## **Monitoring and Evaluation**

Monitoring will be part of everyday life at school via curriculum activities as stated in our preventative strategies and Behaviour Policy. The impact of the policy will be regularly reviewed by pupil, staff and parent via questionnaire. The bullying report log will be reviewed weekly by the nominated person (Inclusion Lead). The governing body will review the policy annually. The policy and procedures around dealing with bullying will be a regular topic at school council meetings.

## **Links with Other Policies**

- Behaviour Policy
- Safeguarding Policy
- ICT Policy – Internet Safety
- Equality Policy
- PSHE and Citizenship Policy
- Confidentiality Policy

- Complaints Policy

***The values of  
Hurst Park Primary School aim to ensure  
respect, resilience and positivity.***

Appendix 1 Procedure for Dealing with Allegations of Bullying



Appendix 2.

Restorative Approach Question Examples;

1. What happened?
2. What were you thinking/ feeling?
3. Who has been affected by this?
4. What do you need to move on?
5. What needs to happen now, so that harm can be repaired?