

St Stephen's RC Primary School

Anti-Bullying Policy

Vision

'**Every** child, **Every** chance, **Every** day!'

Mission Statement

'Love one another, as I have loved you.'
John 13:34

Our Values - St Stephen's CARES

Compassion, Ambition, Rejoice, Excellence, Service

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| Compassion | <i>be compassionate in all of our actions</i> |
| Ambition | <i>be ambitious – better ourselves and those around us</i> |
| Rejoice | <i>be rejoiceful – celebrate the Good News</i> |
| Excellence | <i>be excellent in everything we do – work hard always</i> |
| Service | <i>be a steward of the Lord – a service to the community</i> |

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| Governor annual approval | September 2025 |
| Review date | September 2026 |

Rationale

All involved in St Stephen's have the right to feel welcome, happy, safe and secure, within an environment where all are able to thrive in their self-esteem and self-awareness. In order to do this, bullying will not be tolerated and we do all we can to prevent it.

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

Policy Aims

- To ensure everyone in the school community understands what bullying is and that bullying will not be tolerated at St Stephen's.
- To emphasise that every child is of equal worth, irrespective of age, gender, gender identity, family background, sexuality, ethnic background or academic attainment.
- Prevent first before bullying occurs.
- Prevent and deal with any behaviour deemed as bullying.
- Know what steps to take if bullying does happen.

Definition of Bullying

Bullying is intentional, not an accident. A bully hurts someone on purpose.

Bullying is repetitive. This means that the bully hurts someone over and over again; it isn't an incident that happens only once.

In general, bullying is where one person acts like they have more power than another, and does whatever they can to hurt that person.

It is not bullying when two children of a similar age, power and strength have an occasional fight or quarrel.

Types of Bullying

Bullying is defined as any actions that are meant to be hurtful and can take many forms.

There are many types of bullying:

- **Physical:** any form of violence (e.g.: pushing, kicking, hitting, pinching) or threatening violence, or taking and damaging belongings. Someone hurting someone else, such as, hitting, kicking, punching, spitting, pushing and pinching (child-friendly)
- **Verbal:** name-calling (including racial, sexual or disability), sarcasm, spreading rumours, teasing. Using unkind words to hurt (child-friendly).
- **Emotional:** excluding children from games, isolation, humiliation, ridicule, refusing to talk to children, staring at children. Hurting people's feelings and leaving people out (child-friendly)
- **Cyber/On-line:** bullying through social networking, online gaming, malicious texts and messages, prank phone calls, photo changing software. Saying and doing unkind things by text, email or online (child-friendly)
- **Racist:** racial taunts, graffiti, gestures. Calling people names because of the colour of their skin, their religious beliefs or where they come from (child-friendly)

- **Sexual:** unwanted physical contact or emotional, abusive contact. Saying mean things about a person's appearance, body parts (child-friendly)
- **Homophobic, Transphobic and Biphobic:** this bullying involves the targeting of individuals on the basis of their perceived or actual sexuality or sexual orientation, including if they do not conform to a perceived dominant masculine or feminine gender image.

Some children are in some way more vulnerable to bullying, such as children who have specific abilities, disabilities or special educational needs (including behaviour), pupils new to the school, pupils who fall into specific social groups due to their family status or those with English as an additional language. School is highly aware of these children and takes additional care to meet their needs (through our Learning Mentor or Special Needs Support Assistants).

Signs and Symptoms

Signs of bullying can be extremely variable and will very much depend on the individual. It is important, however, that parents/carers and school staff are aware of the signs and symptoms associated with bullying so that they can identify possible problems.

The more common signs include:

- **Physical signs:** injuries, damaged clothing, general ill-health due to stress.
- **Emotional signs:** mood swings, changes in personality, constant anxiety/nervousness, depression or tearfulness for no apparent reason, lack of confidence, negative self-image, hostility and defensiveness.
- **Behavioural signs:** withdrawn, frequent unexplained absences, poor concentration, eating disorder, evidence of self-harm, disruptive/challenging/bullying behaviour.
- **General:** frequently 'loses' money/possessions, appears tired/lethargic, avoids entering/leaving school with others, desire to remain in the company of adults.

These signs could indicate other problems, but bullying should be considered as a possibility and should be investigated.

The role of governors

The governing body supports the Anti-Bullying Lead and Head teacher in all attempts to eliminate bullying from our school. The governing body will not condone any bullying in our school, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately.

The governing body monitors incidents of bullying that do occur, and reviews the effectiveness of this policy regularly. The governors require the Anti-Bullying Lead and Head teacher to keep accurate records of all incidents of bullying, and to report to the governors about the effectiveness of school anti-bullying strategies.

A parent who is dissatisfied with the way the school deals with the issue can make a complaint in the usual manner, following the information in the complaints policy which is on the school website and available from the school office.

The Anti-Bullying Policy will be reviewed annually by the Governing Body.

The role of the Headteacher

It is the responsibility of the Headteacher to implement the Anti-Bullying Policy, and to ensure that all staff (both teaching and non-teaching) are aware of the school policy, and know how to identify and deal with incidents of bullying. The Headteacher ensures that reports are made to the governing body about the effectiveness of the anti-bullying policy.

The Headteacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Headteacher ensures that all staff receive sufficient training to be equipped to identify and deal with all incidents of bullying.

The Headteacher sets the school climate of mutual support and praise for success, making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour. Each term the Headteacher will assess any incidents of bullying with the SLT updating all bullying records, to ensure that no further bullying involving the pupils in the record has taken place and that any patterns that can be identified in bullying behaviour are being addressed.

The role of staff members

All staff will receive training on the implementation of the Anti-Bullying policy annually. The staff in school take all forms of bullying seriously, and seek to prevent it from taking place. Through the school's work on promoting British Values, Diversity and being part of a School of Sanctuary, pupils are encouraged to understand and empathise with vulnerable peers and to gain the skills to support all their peers appropriately. Staff, through their professional responsibilities, model positive behaviour and actively encourage children to have respect for each other and for other people's property. Pupils' polite and kind behaviour is regularly acknowledged and rewarded.

When any bullying has taken place, the teacher/support staff will deal with the issue as soon as possible.

Should incidents of bullying arise teachers and support staff will record details on Safeguarding Monitoring system (CPOMS), alert the Anti-Bullying Lead and follow the Pathways of Help flow chart. The class teacher is to be informed. Teachers and support staff do all they can to support the child who is being bullied and the child who is bullying, ensuring that parents/carers remain informed. Incidents of bullying are followed up by the Deputy Headteacher if required, and the Senior Leadership Team informed. This allows senior staff to check if any bullying has not resumed over the following months.

Time is spent talking to the child who has done the bullying, explaining to them why their action was wrong and how they should change their behaviour in future, and reassuring the target that measures will be put into place to ensure that no further incidents of bullying take place. Restorative approaches will be used if appropriate. Both children's parents/carers will be informed, and they may be invited into the school to discuss the situation. In more extreme cases, e.g., where these initial discussions have proved ineffective, contact with external support agencies (BLIS).

Any relevant opportunities to attend training will be taken up by all members of staff, to equip them to identify bullying and to follow school policy and procedures with regard to behaviour management.

The school team works to ensure that all pupils, with particular regard to pupils who may be vulnerable to bullying, are provided with an appropriate level of support to ensure that they are able to experience all that school has to offer.

Staff must remain vigilant about bullying. They should not wait for a child to tell them that they are being bullied before raising concerns or dealing directly with the matter. Children may not be aware that they are being bullied; they may be too young or have Special Educational Needs. Staff are made aware of any vulnerable pupils within their class during a transfer of records meeting, so the well-being of these pupils can be monitored more closely and additional support can be offered if required.

All staff try to ensure that children know the difference between bullying and simply "falling out."

The role of parents/carers

Parents/carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately who will follow the school's 'Pathways of Help'. If they are not satisfied with the response, they should contact the Anti-Bullying Lead or the Headteacher. If they remain dissatisfied, they should follow the school's complaints procedure, which is available from the school office and on the school's website.

Parents/carers have a responsibility to support the school's anti-bullying policy, actively encouraging their child to be a positive member of the school. An anti-bullying advice leaflet (appendix A), is issued annually to parents/carers and information for parents is available on the school's website.

Parents are discouraged from trying to deal with any incidents of bullying themselves, by approaching either the child involved or their parents.

The role of pupils

Pupils are encouraged to tell anybody they trust if they, or someone else, is being bullied, and if the bullying continues, they must keep on letting people know.

A copy of the Anti-Bullying Leaflet for Pupils (appendix B), is updated and issued to pupils each year. This presents the key points of the school's Anti-Bullying Policy in a child friendly format. There is also a 'Ladder of Help' for pupils which is displayed around school.

Year 5 and 6 pupils are trained as Infant Buddies and Play Leaders to work with the younger pupils during lunchtime, leading activities and ensuring that all pupils are included. Their training includes identifying pupils who may be bullying or being bullied and the steps they should take to alert a member of staff.

Strategies to Prevent Bullying

Prevention is better than cure. At St Stephen's the children are taught to respect one another and expect to be respected in return. Their self-esteem, self-awareness of their actions, words and behaviour towards others are developed using the Code of Conduct; Come and See RE scheme and through assemblies, performances and circle times.

Also;

- All staff are trained to deal with bullying; all incidents are taken seriously and acted upon quickly.
- Involvement with anti-bullying week,
- Drama groups teaching the children about bullying and the consequences of their actions.
- Use of CEOP to teach the children how to stay safe and recognise signs of bullying online.
- Positive role models throughout school who use sanctions fairly and consistently.
- Trained playground buddies promote inclusive play at playtimes.
- Active play equipment is used for purposeful games to be played at playtimes.
- Movement around school is orderly and well timed.
- Good liaison between staff and between staff and parents/carers.
- Children trust that staff will deal with their concerns.
- All children have their achievements recognised and celebrated.
- There is a whole school approach to tackling bullying.
- Children are involved in tackling bullying; school anti-bullying/friendship ambassadors, school council.
- Friendship boards around school display how to be a friend, what to do if a friend is unhappy or being bullied, who to talk to.

How to Report Bullying

- All parents/carers and pupils must feel confident to activate the anti-bullying system within school to manage their concerns.
- Children are to use the five friends approach. All are taught to think of five people they trust and can go to for help. These can be their family, friends or staff.
- Anti-bullying/Friendship boards show the people in school the children can also talk to. They include members of staff and Friendship/Anti-Bullying Ambassadors.
- Children may find it hard to talk about, so worry boxes are in every classroom for children to write down their thoughts so staff can handle incidents with discretion and confidentiality.

How this is Managed, Recorded and Acted on

- Staff will follow the anti-bullying flow chart.
- All reported incidents of bullying are investigated and acted upon sensitively and promptly.
- All reported incidents of bullying are brought to the attention of the Head teacher and Deputy Head teacher so that they can monitor to ensure appropriate action is taken.
- Parents are informed and involved immediately, if it is deemed appropriate.
- A trusted adult in school (usually the class teacher) will spend time talking to the child who has bullied and the target. If further action is needed, the anti-bullying lead and the Senior Leadership Team will provide further advice and support.

- Support groups and mediation may be used to help children understand the consequences of their actions and how to develop into a more respectful friend.
- Support groups and mediation may be used to support the target in developing their self-esteem to help with their recovery and as a protective factor.
- Advice of external support agencies are sought if necessary.
- Sanctions will be applied in accordance with the school's behaviour policy.
- The class teacher, TA's and mid-day assistants will be informed as appropriate so that they will be able to monitor any further developments.
- Any incidents of bullying will be recorded and kept on file. In class, to re-establish a positive and safe environment, circle time methods are used to help the children feel they can trust and have respect for all, so therefore feel able to speak out and stop bullying.

Review

The policy will be reviewed annually by the Governing body.

Anti-Bullying Guide for Parents

Vision

A world class school for children that want to make a difference in the world as God intended

Mission

Following in the footsteps of Jesus
Providing excellent learning opportunities in a safe, caring and stimulating environment

Our Core Values

Learn, Believe, Respect, Work
Together, Care, Trust



What is bullying?

Throughout school children will learn that bullying is:

- Repeated behaviour that happens regularly;
- Deliberate. The bully wants to hurt, humiliate or harm the other child;
- An imbalance of power. It involves someone (or a group of people) who want to purposefully hurt someone else. They may be older, stronger, there may be more of them or they may have a 'hold' over the person (e.g. they know a secret about them).

Children will learn that bullying is not:

- A one off fight or argument;
- When a friend is sometimes thoughtless.

We teach our staff about different types of bullying:

1. Verbal e.g. hurtful comments and threats, name-calling (this includes Hate Crime – racist and homophobic, biphobic or transphobic comments);
2. Physical e.g. hitting, kicking, taking belongings;
3. Emotional e.g. staring, glaring, leaving people out, spreading rumours;
4. Cyber e.g. using technology to hurt someone through a variety of media (text messages, social media)

Why do children bully?

Children bully because:

- They do not realise how much it hurts;
- They dislike or are jealous of someone;
- It makes them feel powerful or respected;
- It gets them what they want;
- They are bullied themselves and are taking out their hurt and anger on someone who won't fight back;



What does school do about bullying?

At St Stephen's RC Primary School, we join in with Anti-Bullying week each year.

We continue, through the year to promote Anti-Bullying in school through carefully thought-out lessons and discussions within circle time, including issues such as Cyber Bullying and what it means to be a good friend.

At school we have an Anti-Bullying Policy which explains what to do if bullying is reported and what the school is doing to stop bullying happening in the first place.

This works helps us to stop bullying happening by:

- Making sure that all children and adults mean the same thing when they talk about bullying;
- Helping children to understand how bullying feels for the person being bullied;
- Making sure that all children feel confident about telling an adult when they know that bullying is going on;

- Making sure that all children know exactly what to do if they are being bullied, and feel confident that something will be done to stop it;
- Helping children enjoy, celebrate and respect the ways we are all different, as well as the ways in which we are similar, and to feel good about themselves.

How can I help at home?

The most important things that you can do to help your child to understand, help prevent, and deal with bullying are to:

- Know what your child will be learning about bullying at school (by reading this booklet or looking at the school's website);
- Encourage and support them to try out the skills they are learning in school;
- Be a good role model in the way you talk about others – so your child will learn that everybody deserves respect;
- Model empathy for others – talk about how other people might feel in different situations;
- Talk openly about what bullying is and how it feels;
- Make it safe for your child to share their worries about bullying with you, so they know they can rely on you to listen to them and support them;
- Talk to your child about the different types of bullying;
- Teach them how to use social media safely, and be a positive role model.

How do I know if my child is being bullied?

If you think your child is being bullied, look out for:

- Behaviour changes;
- Withdrawal;
- Not wanting to go to school;
- Lots of stomach-aches, headaches or non-specific illness

Sometimes these ailments will be real, and sometimes they may be made-up, but whether the illness is real or not, the worry certainly is, so it needs to be taken seriously.

Help your child to talk to you. Use a book to open up discussions about bullying.

What should I do if I think my child is being bullied?

Your child may not tell you or us that he or she is being bullied. If you suspect it is happening, look out for the signs (See above).

- Do not get angry or threaten to visit the school or parent of the other child – this will only frighten your child further.
- Praise your child for telling you and reassure them that they have done the right thing.
- Listen to your child, accept your child's feelings and encourage them to talk about their worries – however minor it may seem.
- Tell your child that you have to inform your child's class teacher at this point and agree how you can do this in the best way so your child does not feel anxious about this happening.
- If we don't know, we can't help!

What should I do if my child continues to be bullied?

If the bullying carries on after your child has carried out their own strategies, there are further steps that you can take:

- Collect any evidence e.g., keep a diary of exactly what was said or done, when and where, keep any text messages, emails, or posts on social media.
- Alert the school. Make sure you talk to your child before you do this but be clear that this is what you must do. Agree with your child when is the best time for you to do this – maybe during lesson time or after school.
- When you talk to school, please be specific about what has been happening. Ask us what we will do and what we would advise you to do. Remember that we all want the best for your child. We will draw up a plan together with follow up steps

What should my child do if they are being bullied?

We need to help our children to feel safe to tell us if they know bullying is happening. Children can tell any member of staff in school; they can tell one of our anti-bullying ambassadors or they can put a note in the 'worry box' in their classroom.

What should my child do if they witness bullying?

Talk to your child about what they can do to support a child who is being bullied. They could befriend the child and be kind to them, include them in their games and they must tell an adult what is going on. Tell your child to be an 'Upstander' and not a bystander.

What should I do if my child is bullying others?

If you are told that your child is bullying others don't immediately dismiss the idea or rush into punishing them. Try and understand and also record what has happened. Try not to call them a bully as we are all capable of bullying others.

When you talk, stay calm and remind them that it is the bullying behaviour you do not like, not them.

Listen to what they have to say. If they deny it, arrange to see the teacher. Stay calm and listen to what the teacher has to say.

Talk to your child about how the other person feels - they may not realise how much they are hurting, frightening or upsetting the other person.

Help your child to develop confidence to make friends – happy people don't need to bully others.

More information can be found on the school's website in the Anti-Bullying section, including the school's Anti-Bullying Policy and the Pathways of Help that school follows when dealing with incidents of bullying.

<http://www.st-stephens-droylsden.tameside.sch.uk>

These websites also offer useful information about how to deal with bullying, for parents:
www.kidscape.org.uk

www.childline.org.uk

www.bullying.co.uk

www.anti-bullyingalliance.org.uk

www.nspcc.org.uk

'Pathways of Help'

Stage One

Action

- Child puts a note in a worry box if a child is being bullied or is witness to bullying
- Child tells member of staff
- Child tells another child in school
- Child tells a parent or carer

Procedure

- A member of staff will speak to the children about what has happened. If deemed not to be bullying, the problem will be dealt with. **If it is found to be a bullying issue it will move to the next stage.**

Stage Two

- School will let child and parents know what is going on
- The Head teacher, Deputy Head teacher and Anti-Bullying Lead will be informed
- Child will meet with a member of staff to decide what will happen next
- An action plan will be agreed
- The plan will be carried out
- Other staff will be made aware of the issues
- Child will be given lots of support – Pastoral Manager, teachers, support staff
- Staff will check everything is OK over the next week – playground monitoring, regular face to face catch ups.

If bullying continues, move onto stage three

Stage Three

- The Head teacher, Deputy Head and Anti-Bullying Lead will be informed that the situation is ongoing by either the child, parent or class teacher.
- A member of the Senior Leadership Team will meet with child and parents/carers of the bully/victim
- An incident form will be completed on CPOMs
- The action Plan will be reviewed and amended if needed
- Additional support will be put in place
- The Anti-Bullying Lead will check that everything is okay over the next week

Stage 4

- If the bullying continues a fix term exclusion will have to be issued as a final resort. Further support and advice from the Governors and the Local Authority about what to do next will be asked for

Child-friendly Anti-Bullying Policy

What do we do to stop bullying at St Stephen's RC Primary School?

Our **Golden Rules** to promote Anti-Bullying:

- We take part in Anti-Bullying Week every year;
- Displays around school remind us that bullying is wrong and show ways to help;
- Jigsaw lessons and circle times;
- Worry Boxes in every classroom.

My Five Finger Friends

Think of five people you could talk to if you felt unhappy or thought you were being bullied.

Write their names on the fingers of this hand then keep this leaflet somewhere safe!



What is bullying?

In our school a bully is someone who is being mean or unkind to the same person over and over again on purpose. Their behaviour is meant to hurt, frighten or upset the other person. **Bullying is something that happens:**

Several

Times

On

Purpose

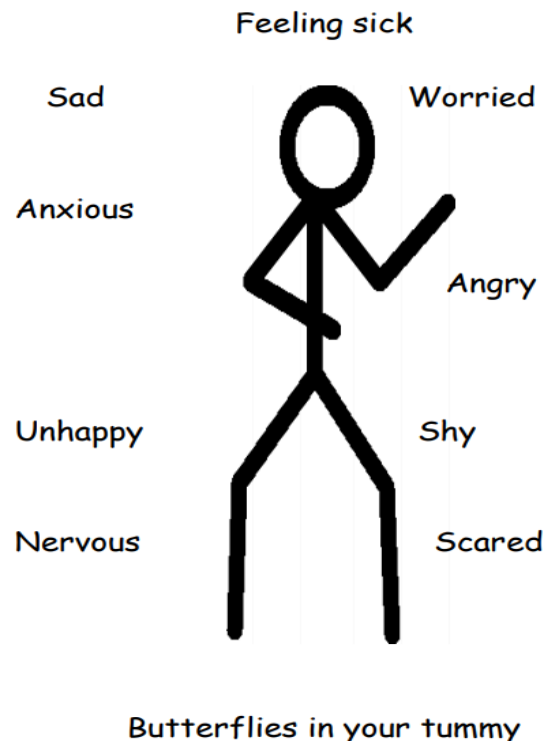
Bullying can be:

- **Emotional** – hurting people's feelings and leaving you out
- **Physical** – punching, kicking, spitting, hitting, pushing, pinching
- **Verbal** – using unkind words to hurt
- **Cyber** – saying unkind things by text, email and online
- **Racist** – calling people names because of the colour of their skin, their religious beliefs or where they come from

What is Anti-Bullying?

It is all the things we do in school to stop bullying happening and to make our school a happy and safe place for everyone.

How can bullying make a person feel or act?



We never want anyone to feel like this at St Stephen's.

What will happen if I tell someone I am being bullied?

- ✓ We will listen to you
- ✓ We will help find ways to make the bullying stop

What will happen to the bully?

- ✓ Teachers will work with them to understand why they are bullying and make sure they stop

What can I do if I am being bullied?

Tell someone you trust:

- ✓ A friend
- ✓ Your parents/carers
- ✓ A member of staff at school
- ✓ Brothers/Sisters/Grandparents

START TELLING OTHER PEOPLE – IF WE DON'T KNOW WE CAN'T HELP!

What should I do if I see someone else being bullied?

- ✓ Don't walk away or ignore the bullying
- ✓ Tell the bully to stop if it is safe to do so
- ✓ Don't stay silent or the bullying will keep happening. Tell someone that you trust.
- ✓ Report!

Anti-Bullying Agreement

Child's Responsibility:

I will treat everyone in my school community with respect and dignity.

I will act to ensure that everyone in my school community is included.

I will help to ensure that everyone in my school community is treated fairly, regardless of their gender, identity, race, or beliefs.

If I witness bullying, I will not be a bystander. I will speak out, and report it to an adult.

I understand the school's anti-bullying policy and procedures. I understand that this code of conduct applies to my online behaviour, as well as my behaviour in school.

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| Signed Child: | |
| Signed Teacher: | |

Parent/Guardian's responsibility:

I commit to encouraging my child to always respect others.

I have talked to my child about different forms of bullying, including cyber bullying, and racial or religious prejudice.

I have advised my child to report any bullying to an adult.

I know that I can contact the school in the event that I have any concerns about Bullying.

I understand that I can access school's anti-bullying policy and procedures via the school website or school office.

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| Signed Parent: | |
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