



BRAMLEY SCHOOL & NURSERY

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IAPS school for girls aged 3 to 11

BRAMLEY SCHOOL

Anti-Bullying Policy

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Bramley Educational Trust Limited Registered Charity No: 270046

This policy is available to parents and prospective parents on request. It is also on the school website.

This policy has regard of DCSF Guidance Safe to Learn: Embedding Anti-bullying work in Schools.

Aims of Anti Bullying Policy

- To prevent all forms of bullying, including racial, homophobic, religious, cultural sexual/sexist, disability and cyber bullying.
- To challenge bullying effectively
- To improve the safety and happiness of pupils
- To make it clear that bullying is unacceptable

Objectives

We will meet these aims by

- Implementing an awareness programme which:
clarifies what bullying is,
identifies typical behavioural characteristics of the bullied and bullies,
and shows how the victim feels
- Giving clear procedures to follow when an alleged incident of bullying occurs
- Providing training to all staff including playground supervisors on how to recognise and deal with bullying and potential incidents
- Reviewing and monitoring the effectiveness of this policy and its procedures

Definition

Bullying is a wilful, conscious desire to hurt, threaten or frighten someone because of their race (racial), religion (religious), culture (cultural), sexual(sexist) or disability. Bullying can also be homophobic. Bullying can take place within or outside of the classroom. In today's world, bullying can also occur electronically through mobile phone, text messages or email messages and social networking sites (websites) – this is known as cyber bullying. Bullying of any kind is never acceptable in Bramley School.

Bullying affects everyone, not just the bullies and the victims. It also affects those other children who watch, and less aggressive pupils can be drawn in by group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up, and it must be addressed immediately. Hurtful jokes, insults, intimidating or threatening behaviour, written abuse and violence do occur within all social communities but no one person or group, whether staff or pupil, should have to accept this type of behaviour. Only when all issues of bullying are addressed, will a child be able to fully benefit from the opportunities available to the school.

It is important for all members of the community to understand the seriousness of bullying. Bullying can cause great psychological damage and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

Why is an anti-bullying policy necessary?

Bramley School believes that all its pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied.

All schools, both large and small, contain some pupils with the potential for bullying behaviour. If a school is well disciplined and organised, it can minimise the occurrence of bullying. Bramley also has a clear policy on the promotion of 'good citizenship' where it is made clear that bullying is a form of anti-social behaviour which is unkind and wrong, and will not be tolerated.

It is important therefore that we have a clear written policy to promote this belief where both pupils and parents are fully aware that any bullying complaints will be dealt with firmly, fairly and promptly. For this to be effective, it is necessary that all staff are familiar with this policy and that they are alert to the problems which may occur.

Forms of Bullying

BULLYING CAN BE:

PHYSICAL	pushing, hitting, pinching, kicking etc
VERBAL	name calling, sarcasm, spreading rumours, teasing etc
EMOTIONAL	excluding, tormenting (eg hiding belongings) being unfriendly, or threatening etc.
RACIST	racial taunts, discriminating statements etc
RELIGIOUS	referring to religious affiliation in an exclusive and unpleasant manner etc
CULTURAL	making somebody feel uncomfortable because of their cultural beliefs and practices etc
SEXUAL/SEXIST	sexual innuendos, gestures, and sexist comments etc
HOMOPHOBIC	disparaging remarks or actions reflecting a person's sexuality etc
DISABILITY	making somebody feel uncomfortable because of a disability
CYBER	abuse of any kind via text, e-mail, websites, and photos
INTELLECTUAL	making someone feel uncomfortable regarding academic, intellectual, performance or ability, manipulating others to ostracise, marginalise or intimidate individuals. Encouraging others to become agents of physical or verbal bullying against someone.

INDIRECT OF MANIPULATIVE To these main types we could also add bullying of a non-verbal nature: pulling faces or making unkind gestures that undermine another child's confidence.

It is essential to understand that bullying can be directed towards people because of their race, religion, culture, gender, sexual orientation, disability or special learning needs.

Awareness and advice on how to prevent homophobic and cyber bullying will be given to the girls in year 6 in their Science Health Education lessons.

Anti-Bullying School Action

All Bullying incidents are to be dealt with on the day or the first day that is practicable. To allow or condone bullying may lead to consideration under Child Protection Procedures.

GUIDELINES FOR PRACTICE / PROCEDURE

The Bramley guidelines on practice/procedure have been designed to incorporate the following essential features:

- a) **Reporting** - everyone should understand the importance of "telling" about any incidents of bullying and everyone should have clear line of referral.
- b) **Confidence in referral** - anyone who reports a problem in this area should know that they will be taken seriously and that something will happen.
- c) **All incidents of bullying** should be dealt with promptly, fairly and effectively.
- d) **Recording** - all instances of bullying should be recorded in the Anti Bullying book held in the office. All entries must be discussed with the Anti Bullying officer and the Headteacher.
- e) **Approach** - all parties involved (including bullies) should be handled in a friendly, sympathetic and understanding way.
- f) **Bullying Officer** - Bramley has a named member of staff as the "Anti-Bullying Officer", with certain responsibilities for this area.
- g) **Feelings Box** - Bramley has a feelings box and pupils can write any concerns which is followed up within 48 hours.

PROCEDURE FOR DEALING WITH BULLYING:

STAFF

If you see bullying or a problem is reported or referred to you:

On learning about an incident (within 24 hours)

- * **Make it clear that the bullying behaviour and threats of bullying must stop immediately.**
- * **Find out the facts - talk to the bullies and the victims individually.**
- * **Allow the bully to apologise; reconcile the pupils if possible; anything which has been taken should be returned or replaced and any damage done should be made good.**
- * **Produce a written report of what happened. Ensure all detail is recorded, dated and signed. Sometimes it is appropriate to gain written accounts**

from the pupils which they should sign. Read these statements back to the pupils to ensure they agree with their statements and then take the children and statements to the Headteacher. The statements must then be given to the Headteacher so that they can be copied and filed in the Anti-Bullying folder. All incidents of bullying must be reported to the Headteacher or in the Headteacher's absence the Head of Pastoral Care or the Head of Pre Prep.

Notes

- * If you are not the Class Teacher of the children involved and a problem arises e.g. in the playground or in your lesson, you should take the appropriate action at the time and record the incident. Give the copy of the incident to the Head of Pastoral Care.

After learning about an incident:

Treat all cases sensitively and respectfully giving support to both the bully and the victim

- Make an attempt to help the bully change his/her behaviour. When talking to bullies, be firm, but be careful not to use bullying techniques yourself (i.e. don't threaten or humiliate).
- Take any practical measures which you believe are necessary e.g. change eating arrangements, allocations to different groups, etc. Liaise with the Management Team to make changes together.
- If bullying is about a particular issue, then raise and discuss it with the class, using peer pressure to stop the bullying.
- In simple cases nothing more may be required, but if the problem is serious / involved, you must refer it personally to the Class Teacher, who will then deal with the problem.
- The "Anti-Bullying Officer" can be consulted at any time. She will have useful suggestions. The Anti Bullying Officer will monitor the outcome of all recorded incidents.
- The Head should be informed of any problems mentioned by parents to staff.
- In all cases where you wish to involve parents, you must discuss the matter with the Head.

Sanctions

Sanctions will be given for bullying incidences in line with the School's Behaviour Policy.

CHILDREN

- * Children who are victims of bullying should deal with the immediate problem if they can (using techniques / strategies taught by the school) - but in any case they should tell someone: this may be a friend, teacher, write in the Feelings Box, parent or the Head. They should know that whoever they tell about the problem will then do something to help.

- * Children who know bullying is happening should always tell an adult (via the feelings box, a teacher, the Head, or a parent) who will then do something about the problem.
- * Children who see bullying taking place should immediately intervene if this is sensible, and tell an adult (Teacher, Head, Feelings Box) the details of the incident as soon as possible.

PARENTS

- * Parents who suspect that a child is either the victim or the perpetrator of bullying should discuss the matter with the child / Class Teacher / Head as appropriate, in order to establish a true picture. It may be that no further action is needed, but if it becomes clear that bullying is taking place parents should work with the school to deal effectively with the problem.
- * Parents who are sure that a child is involved in either bullying or being bullied should discuss the problem with the Class Teacher or with the Head.

LIMITS OF INVOLVEMENT:

The limits of involvement implied by the guidelines but are summarised as follows:

For Pupil: (victim) dealing with immediate problem.
(observer) intervening to discourage.

For Teacher: dealing directly with a one off case, thereafter refer to Anti-Bullying Officer and the Headteacher

For Class Teacher: dealing with persistent bullying in own class thereafter refer to Headteacher

For Head of Pastoral Care or Head of Pre Prep dealing with persistent or serious case of bullying, but only with the full knowledge and support of the Headteacher

For Head Made aware of all cases and dealing with serious cases will involve parents

5. ESSENTIAL INFORMATION

a) BULLYING - WARNING SIGNS:

Any of the following may indicate that a child is being bullied:

- Being frightened or unwilling to go to school.
- Beginning to do poorly at school.
- Often having clothes or other belongings damaged or "lost".
- Becoming with-drawn.
- Not eating or sleeping well.
- Having unexplained bruises, scratches etc.

- Becoming disruptive or aggressive.
- Showing reluctance or evasiveness in discussing any of the above
- Unexplained obsessive behaviour
- Frequent complaints of illness – tummy aches etc
- Trying to please too much.

b) BULLYING - VULNERABLE CHILDREN:

The following children may be more vulnerable to bullying than others:

- Children who are "different" in some way e.g. Special Needs
- Children who have recently suffered bereavement.
- Children with unpleasant or irritating habits.

The following children may be more likely than others to become bullies:

- Children who don't "fit in" with others.
- Children who may have been "spoiled".
- Children who have themselves been bullied e.g. by adults or older siblings.
- Children under great pressure to succeed.
- Children who have no sense of achievement
- Children, who have recently suffered a traumatic event e.g. parental divorce, birth of a new baby, etc.

c) BULLYING - "DANGER AREAS" WITHIN THE SCHOOL:

Bullying is more likely to occur:

- If children are unsupervised.
- Where supervision is more "thinly spread" e.g. playground.
- In places which are "out of sight" - cloakrooms, changing rooms, lavatories, etc. Be vigilant and always be proactive in supervising children in these areas.

d) BULLYING – PREVENTION:

Bramley has adopted the following practices:

- Adherence to school rule for both pupils and staff that everyone should be treated with respect, courtesy and consideration.
- Regular training and inset for staff.
- Regular circle times and PSHEC discussions.
- Recording of incidents.
- Well-equipped playground with lots of activities on offer.
- Staff member to initiate games in break times.
- Buddy bench to be used by those who would like a friend.
- Feelings Box.

e) BULLYING - CLASSROOM MANAGEMENT:

The following practices are unhelpful as far as bullying is concerned, and should be avoided:

- Bullying, intimidating, threatening or humiliating behaviours of any kind towards children.
- Favouritism of any kind.
- Using derogatory / insulting / hurtful names or comments when handling children.
- Over-emphasising achievement (rather than personal development).
- Having marks for work read out publicly (either by pupils or by teacher).
- Allowing children to constantly "choose" teams, groups, etc.
- Using or allowing disparaging comments re any racial/social group: condoning prejudice.

f) **RAISING THE AWARENESS OF BULLYING**

The following practices have been put in place to raise the awareness of bullying:

- The introduction of the Anti-Bullying Officer.
- Regular assemblies discussing bullying.
- Participation of Anti-Bullying Week
- Adoption of bullying-related charities by individual houses.
- Posters for parents and children on bullying.
- Circle time
- PHSCE lessons
- Use of other educational elements such as drama, stories, literature, historical events, current affairs when the opportunity arises.

ANTI-BULLYING OFFICER

- Bramley Anti-Bullying Officer is Janet Hamilton

Responsibilities of Anti-Bullying Officer:

- * To maintain own awareness in this area, by means of training courses, literature etc.
- * To make themselves available to the children at all times.
- * To promote awareness, prevention training etc within the school.
- * To maintain resources as needed and to ensure availability / distribution.
- * To liaise with other members of staff regarding relevant components of the curriculum.

Training

Staff are encouraged to attend professional courses on how to prevent bullying and advice is regularly shared with colleagues in staff meetings and year group meetings. Discussions in whole school meetings are invited from staff to talk about children and their welfare and how to manage and improve behaviour.

Education

Bullying is a highly sensitive and emotive issue. Advice and education is given to children in PSHCE lessons, assemblies, art projects, literature and informally throughout the school. Please refer to the PSHCE policy and schemes of work.

Behaviour Generally

Please refer to the Discipline and Exclusion Policy for full details about Rewards and Sanctions. Whenever any member of staff deals with bullying they should follow the instructions contained therein.

Staff at Bramley will continue to monitor incidences of bullying within the school and take every opportunity to raise awareness of bullying and take measures to reduced the risk of bullying, paying close attention to times and places where it is most likely to happen. Staff awareness will remain high through staff INSET and Staff Meetings. A pupil Feelings Box is placed outside of the staff room where pupils can confidentially record incidences of Bullying and unkindness with is swiftly followed up by the Head of Pastoral Care.

Curriculum lessons such as PSHE lessons, RE lessons and Assembly will continue to be used to keep the awareness of anti bullying high amongst members of the school community. Other opportunities in the curriculum eg literature, current affairs, drama, will be used when ever possible.

Bramley School's Anti Bullying policy works alongside the School's Behaviour Policy and Child Protection Policy. It should be noted that reported incidences of bullying which are not successfully dealt with by the Anti Bullying Policy and the Behaviour Policy may evoke the school's Discipline and Exclusions Policy and/or action detailed in the Child Protection Policy.

Monitoring and Review

This policy and its procedures will be monitored on an annual basis. The school may decide to use questionnaires to check on how far the policy has been successful in raising the awareness of bullying and preventing incidents of bullying.