

# Clewer Green CE Aided First School

Hatch Lane, Windsor. SL4 3RL Tel: 01753 864544 Email: office@clewergreen.org.uk

Headteacher: Mr M Tinsley



## 'Inspiring Children'

Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

***'I can do all things through him who strengthens me'***

***Philippians 4:13***

## **SAFEGUARDING - ANTI BULLYING POLICY**

THIS POLICY **MUST** BE READ IN CONJUNCTION WITH OUR **CHILD PROTECTION POLICY**  
and our SAFEGUARDING – **CHILD PROTECTION COVID-19 ADDENDUM**

At Clewer Green CE Aided First School we are committed to providing a caring, friendly and safe environment for all of our children so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school and our aim is to build an anti-bullying ethos in the school where children develop an understanding of what bullying is and have the confidence to tell someone if it is happening to them or another child.

If bullying does occur, all children should be able to 'tell' and know that incidents will be dealt with promptly and effectively. This means that *anyone* who knows that bullying is happening is expected to tell an adult they trust.

### **What Is Bullying?**

- Bullying is deliberately hurtful or threatening behaviour
- It is premeditated and persistent and usually forms a pattern of behaviour rather than an isolated incident
- It involves dominance of one person by another, or group of others when it is difficult for the bullied to defend themselves
- Bullying results in pain and distress to the victim.

***Bullying is not the same as the occasional falling out, or argument between friends***

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching, pinching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as email & internet chat room misuse  
Mobile threats by text messaging and calls  
Misuse of associated technology, i.e. camera & video facilities

## **Signs and Symptoms**

Children who are being bullied may not always have the confidence or feel able to tell someone. It is important therefore that all those involved with the children both at school and at home, should be aware of possible signs or behaviour of bullying. These signs or behaviour may include:

- is unwilling to go to school
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to under achieve in school work
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is reluctant to talk about what is wrong

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

## **Roles and responsibilities:**

All governors and teaching and non-teaching staff should:

- have an understanding of what bullying is
- know what the school policy is on bullying
- understand that bullying of a child by an adult is unacceptable and will not be tolerated at Clewer Green CE Aided First School
- know what to do if they suspect a child is being bullied or if a child tells them they are being bullied
- take incidents of bullying seriously and investigate thoroughly so that everyone sees that bullying behaviour will not be tolerated at Clewer Green CE Aided First School

## **THE ROLE OF STAFF**

### **Dealing with incidents**

- If bullying is suspected or reported, the incident will be investigated and dealt with immediately by the teacher approached.
- The teacher will inform the Head and the details of the incident will be recorded by the teacher on the Incident Form (Appendix II) and kept in the Behaviour Incident Log Books held in each classroom.
- If a racial element to the bullying is suspected the Head/Deputy Head must be informed immediately. Racial incidents will be recorded by the teacher on Appendix II and the form will be kept in the Behaviour Incident Log Books in each classroom. The Head/Deputy Headteacher will be given a copy of the record of the incident and this will be kept in the Headteachers log.
- All the parties will be spoken to and a record made.
- Staff teaching the bullied pupil will be informed.
- Staff teaching the 'bully' will be informed.
- The appropriate strategy and plan of action to combat the bullying will be decided upon.
- The implementation of the strategy will be overseen by the Head or Deputy Head.

- Parents will be kept informed by the relevant staff.
- Any sanctions will be determined by the Head.

**In any incident of bullying, staff are aware of the following principles:**

- It is important that children who experience bullying can be heard.
- It is important to note that people who react differently to bullying and it is often very difficult to tell if someone is upset or hurt.
- If children feel upset, they are encouraged to speak to their teacher or a responsible adult.
- It must be emphasised to the children that they should NEVER take the law into their own hands and should remember that physical aggression is not acceptable.
- They should be reassured that the adult will try to sort out the problem as calmly as possible.
- All incidents are referred to the Head.
- Parents would be requested to come and discuss matters.
- The incident will be recorded in the Behaviour Log Book.
- Pupils will be told always to report incidents of bullying.

**Reporting and Recording**

- All incidents must be reported and recorded on the Incident Form (Appendix II) and kept in the Behaviour Incident Log Books held in each classroom.
- This record of bullying will enable patterns to be identified.

Teachers must also:

- regularly use PSHE lessons and/or Circle Time to explore issues related to bullying, including raising awareness of bullying behaviour, what causes children to bully, the effects of bullying behaviour, what the school would be like if bullying was acceptable, what we can do to stop bullying (see Appendix I).
- teach pupils to be verbally assertive to resolve conflict constructively
- encourage children to tell someone - a friend, teacher, member of staff, parent - if they are being bullied or made unhappy
- use drama and role play to explore and help prevent bullying behaviour
- ensure there is a system in every classroom for children to talk to an adult discreetly
- ensure no child is 'labelled' by an adult as being badly behaved and send clear messages to children that their 'labelling' of another child is unacceptable

**Procedure for dealing with incidents of bullying:**

Inform the child's Class Teacher/Headteacher who will thoroughly investigate as soon as possible and then:

- Talk to the child who is the victim in the incident
- Encourage the child to describe what has happened or has been happening in order to get as many details as possible
- Reassure them that they have done the right thing by telling someone (victims of bullying often feel powerless and vulnerable to the extent that they can often feel that they deserve to be bullied)
- Talk to the alleged bully and ascertain their understanding and explanation of the incidents/s

- If the alleged bully admits the behaviour he or she should be helped to recognise that his/her behaviour is unacceptable and an expectation established that the behaviour should stop. There should also be a consequence for the behaviour. The bully must also be made aware that if as a consequence of the victim telling someone the bully continues with their inappropriate behaviour then the consequences will be more severe.
- The sanctions might include:
  - Time Out
  - A written apology
  - With holding of a school activity
  - Fixed term exclusion
- The sanction will depend on the severity of the bullying and will be agreed by the Headteacher in conjunction with the Class Teacher and parents.
- On occasions it may be appropriate for both the victim and the bully/bullies to come together to discuss their feelings and the reasons why the situation has developed. If this is possible the bullying may be resolved amicably.
- The parents of both parties should be contacted and informed of the situation and the action taken. This may take the form of separate meetings with the member of staff dealing with the incident/s
- Any incidents of bullying should be recorded in the Behaviour Log Books.
- The Headteacher will review incidents on a weekly basis.
- Staff should regularly check with the victim to see if the behaviour has stopped
- In the event of a child identifying a member of staff as the bully the Clewer Green CE Aided First School Complaints Procedure should be followed.

### **Parental Partnership:**

Parents and carers have an important part to play in Clewer Green CE Aided First School's Anti-bullying Policy. The school aims to work in partnership with our parents and families with all aspects of the children's behaviour and since parents are often the first to notice changes in their child's behaviour we rely on parents informing the school of any concerns they have about their child. School staff will then have an opportunity to investigate any concerns and monitor the child's behaviour.

We ask parents to work with the school by supporting the school's Anti-Bullying and Behaviour Policies.

This policy is reviewed annually by the Governing Board.

Revised: September 2021

Review date: September 2022

\_\_\_\_\_ Date \_\_\_\_\_

Sarah Langley, Chair of Governors

## **Appendix I**

### **Strategies for dealing with bullying:**

- Be firm and clear - look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell a teacher or friend what has happened
- Tell your family
- Keep on speaking up until someone listens
- Don't blame yourself for what has happened
- Don't suffer in silence

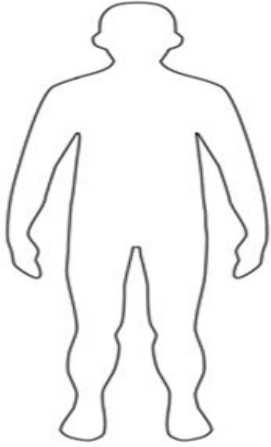
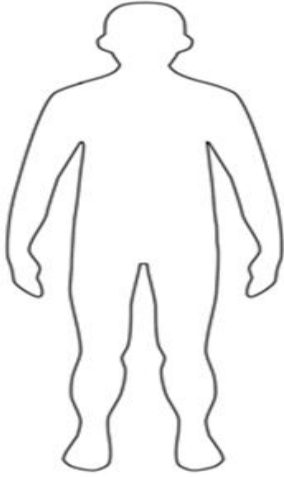
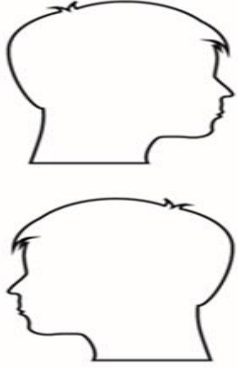
### **Advice for children who observe bullying:**

- Don't allow someone to be deliberately left out of a group
- Don't smile or laugh when someone is being bullied
- Tell a member of staff what is happening
- Encourage the victim to join in or play with you or your friends
- Tell the bully to stop what they are doing
- Show the bully that you don't like what they are doing
- Never support a bully or be tempted by a bully to do what he or she is doing

**Appendix II**

**Incident Form**

<b>Child's Name</b>				<b>Class</b>	
Date		Time		Location	
<b>Incident Details</b>					
Brief outline of incident including any witnesses.					
<b>Type of Injury (Tick Box)</b>					
Cut / Scrape	<input type="checkbox"/>	Splinter	<input type="checkbox"/>	Choking	<input type="checkbox"/>
Bump / Bruise	<input type="checkbox"/>	Burn	<input type="checkbox"/>	Eye Injury	<input type="checkbox"/>
Bite	<input type="checkbox"/>	Dental Injury	<input type="checkbox"/>	Concussion	<input type="checkbox"/>
Sprain / Strain	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>
Other:					
<b>Type of Incident (Tick Box)</b>	Child on Child		<input type="checkbox"/>	Child on Adult	
	Adult on Child		<input type="checkbox"/>	Adult on Adult	
Physical	Punching / Slapping		<input type="checkbox"/>	Kicking	
	Head-butting		<input type="checkbox"/>	Hitting with Object	
	Spitting		<input type="checkbox"/>	Pushing	
	Other:				
Verbal (including discrimination)	Threat to Harm		<input type="checkbox"/>	Foul Language	
	Disability		<input type="checkbox"/>	Racial	
	Sexual		<input type="checkbox"/>	Other:	
<b>Area of Body Injured (If applicable)</b>					
Body Front		Body Back		Head	

							
<b>Class Teacher Informed?</b>	Yes	No	<b>Escalated to SLT?</b>			Yes	No
<b>Parent Informed?</b>	Yes	No	Text	Phone	Answerphone	In Person	
<b>Staff Member Name</b>				<b>Signature</b>			