



# The Manor School Anti-Bullying Policy

## Key Document Details

**School Name:** The Manor School

**Version no:** 2

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**Ratified date:** 02/09/2021

**Interim review date:** 02/09/2022

**Next review date:** 02/09/2023

## Anti-Bullying Policy Introduction

At our school we are committed to providing a safe, caring place where everyone feels happy and is friendly towards each other. Our Christian values are built on mutual trust and respect for all and good relationships are promoted so that everyone can work together. We apply this Anti-Bullying policy in a consistent way throughout the school community for all staff, children and parents.

### **What is Bullying?**

In our school, a bully is someone who hurts someone more than once, by using behaviour which is meant to hurt, frighten or upset another person. Bullying can be...

**Emotional:** Hurting people's feelings, leaving you out.

**Physical:** Punching, kicking, spitting hitting, pushing.

**Verbal:** Being teased, name-calling.

**Racist:** Graffiti, calling you racist names.

**Cyber:** saying unkind things by text, e-mail and/or social media.

### **When is it bullying?**

**Several**

**Times**

**On**

**Purpose**

We promise to always treat bullying seriously.

### **What should I do if I see someone else is being bullied?**

Don't walk away and ignore the bullying, don't be a bystander.

Let someone know what is happening; tell a trusted friend or adult.

Tell the bully to stop if it is safe to do so.

Don't stay silent – tell someone to help stop the bullying behaviour.

### **The Principal, the Governors, the staff and pupils will work together to:**

- Make our school a place where everyone can feel safe and happy.
- We will not tolerate bullying.
- We will help everyone to get on with each other and we believe that everyone has the right to be who they are.

### **Who can I tell?**

We refer to our 'Helping Hand' which encourages children to tell someone. The idea is that each finger of the hand is someone who can be there to help you if you need to talk.

### **If you are being bullied: TELL SOMEONE!**

You can talk to someone outside of school by calling Child Line on 0800 1111. It's free and confidential.

We also have a dedicated email address set up that children can use to tell us about anything that is worrying them. The email address is: [help@themanor.wilts.sch.uk](mailto:help@themanor.wilts.sch.uk)

### **Outcomes**

Incidents of alleged bullying will be monitored over time and logs kept in a central location. Logs will be analysed to help identify trends in behaviour. Incidents of bullying will be dealt with in line with the sanctions and exclusions sections of the behaviour policy.

- If you are bullied- DO:-
- Ask them to STOP if you can.
- Use eye contact and tell them to go away.
- Ignore them.
- Walk away.
- Use the worry box if you are too scared to speak openly about it.
- Talk to a School council/ Rights Respecting group member.
- TELL SOMEONE, you trust.

### **DON'T:-**

- Do what they say.
- Get angry or look upset.
- Hurt them or retaliate in any other way.
- Think it is your fault.
- Hide it.

### **Child on Child Abuse**

We recognise that children are capable of abusing other children. This can happen both inside and outside of school and online. A child may not find it easy to report child on child abuse and we recognise that they might show signs or act in ways that they hope an adult will notice, including a change in behaviour. Even if there are no reported cases of child on child abuse, we recognise that abuse may still be taking place but not being reported. We understand that the pupil who is perpetrating the abuse may also be at risk of harm and we will make every effort to ensure that the perpetrator is supported appropriately. The school has a number of school rules, but the primary aim of our policies is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. Our policies support the school community in aiming to allow everyone to work together in an effective and considerate way. However if it manifests itself, bullying will not be tolerated at The Manor School.

### **Whole School and Individual Staff Responsibilities**

- Never ignore suspected bullying.
- Don't make premature assumptions.
- Listen carefully to all accounts and investigate as fully as possible.
- Adopt a problem-solving approach which moves pupils on from justifying themselves.
- Complete the school pro-forma for recording bullying incidents on our CPOMS system and always report to the Principal.
- Follow-up repeatedly, checking bullying has not resumed.
- Use of a range of teaching and learning styles and strategies which challenge bullying.
- Use interventions which are least intrusive and most effective.

## **Support for Parents**

When parents raise a concern that their child is being bullied it is essential that this concern is taken seriously and not dismissed without further enquiries being made. The bullying incident report can be used as a focus of the discussion with a parent so that there is a clear record of the concern and of immediate action to be taken by school staff.

## **Procedures and Recording**

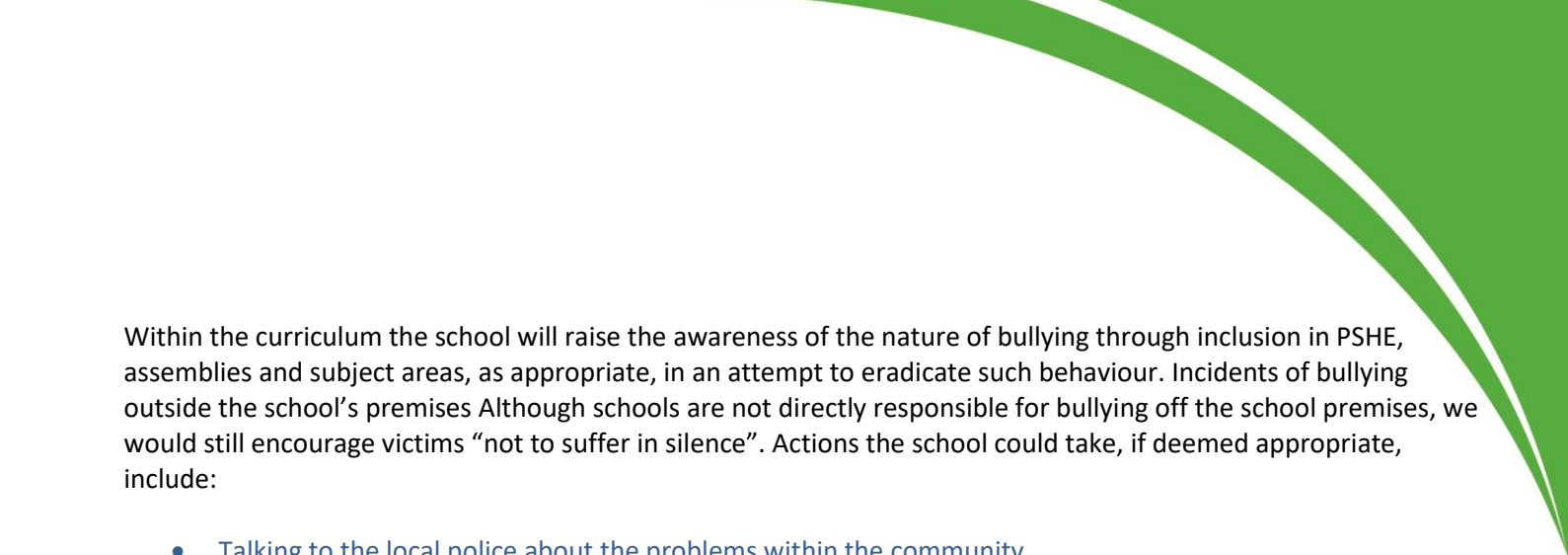
Recording incidents is vital as it allows school staff to identify patterns of behaviour, as often what is perceived initially to be a trivial incident, may be part of a number of incidents which are serious for the individual child.

All reported incidents will be investigated as soon as possible by the member of staff who has been approached or witnessed the incident. The following steps will be taken when dealing with any incident:

- Listen to the child reporting the incident and make sure that they feel that their concerns are being taken seriously.
- Record the incident on CPOMS.
- Check through to establish if there are any previous incidents involving the same children.
- If you feel that this is one of a number of incidents, or particularly severe, refer immediately to a member of the SLT.
- If the incident is 'minor' and does not merit a referral, please make sure you deal with the incident effectively and in line with the positive behaviour policy.

Children must feel that their complaint has been dealt with properly. If you are unsure what to do, please seek advice.

- Once an incident has been recorded and reported to the SLT, a thorough investigation of the incident involving all parties will be undertaken and recorded in writing in the action section on CPOMS.
- The Principal should always be made aware of any incidents which have been dealt with by other members of the SLT.
- After the investigation has taken place, a decision should be made as to whether a case of persistent bullying is taking place. If this is the case, the parents of the perpetrator will be invited to discuss the situation with the Principal or Assistant Principal as appropriate.
- Parents of the bullied child must be kept informed of the whole process and it is vital that they feel satisfied with the way the incident has been dealt with.
- If an allegation of bullying is made by a parent, full written details should be taken and referred to the Principal or Assistant Principal. Support Pupils who have been bullied will be supported by:
  - Being offered an immediate opportunity to discuss the experience with a member of staff.
  - Reassuring the pupil.
  - Offering continuous support.
- Restoring self-esteem and confidence. Pupils who have bullied will be helped by:
  - Discussing what happened.
  - Discovering why the pupil became involved.
  - Establishing the wrong-doing and need to change.
  - Informing parents or guardians to help change the attitude of the pupil.



Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour. Incidents of bullying outside the school's premises Although schools are not directly responsible for bullying off the school premises, we would still encourage victims "not to suffer in silence". Actions the school could take, if deemed appropriate, include:

- Talking to the local police about the problems within the community.
- Talking to the schools if appropriate whose pupils are involved in bullying off the premises.

Bullying can also take place via text messages, online and other means of 'cyber communication'. This often happens out of school hours, but has implications for the parties involved when they are in school. We would always talk to pupils and parents about the issues and take their concerns seriously.