Anti-bullying Policy

St Vincent's Catholic Primary School

The School Mission Statement

To love, serve and learn as Jesus shows us

DOCUMENT STATUS

Adopted by Governors:	Implemented:	Last review:	Next review:
February 2019	February 2019	July 2024	July 2025

Contents:

Appendices

Statement of intent

At St Vincent's Catholic Primary School, every child has the right to be educated in a safe and supportive environment. Our school is a place where every person has the right to be themselves and to be included, free from any form of bullying behaviour. Everyone at our school is equal and treats each another with respect and kindness.

At St Vincent's we live our Mission Statement:

To love, serve and learn as Jesus shows us.

We provide a caring, courteous and safe environment where our children can learn and grow to their full potential. We create an atmosphere in which the Gospel values are lived out. This is characterised by mutual trust, a celebration and acceptance of differences and a respect for each other and our possessions. We teach that respect and consideration for other people are essential ingredients for life.

This policy outlines how instances of bullying are dealt with, including the procedures to prevent occurrences of bullying. These strategies, for example learning about tolerance and difference as part of the school's curriculum, aim to promote an inclusive, tolerant and supportive ethos at the school. We want to enable our children to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our children by society, when they enter secondary school and beyond in the world of work or further study.

The Education and Inspections Act 2006 outlines several legal obligations regarding the school's response to bullying. Under section 89, schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst children. These measures are part of the school's Behaviour Policy, which is communicated to all children, school staff and parents.

All staff, parents and children work together to prevent and reduce any instances of bullying at the school. There is a zero-tolerance policy for bullying at the school.

The objectives of this policy are:

- To prevent acts of bullying.
- To identify and deal with acts of bullying.
- To give each child the confidence, skills and opportunities to report their fears and their experience of bullying.
- To teach an awareness about bullying and how children can identify, expose and overcome all bullying they encounter.
- To provide effective supervision of the children especially in corridors, toilets and playground, to prevent any opportunity for inappropriate behaviour, and so create an environment in which the children are safe.
- To act professionally when dealing with bullying incidents appropriately.
- To work alongside the children and parents to modify inappropriate behaviour and improve outcomes for all children involved.
- To help children understand the consequence of their behaviour for themselves and for others.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education and Inspections Act 2006
- Equality Act 2010
- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Public Order Act 1986
- Communications Act 2003
- Human Rights Act 1998
- Crime and Disorder Act 1998
- Education Act 2011
- DfE (2017) 'Preventing and tackling bullying'
- DfE (2021) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2020) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Mental Health and Emotional Wellbeing (SEMH) Policy
- Single Equality Policy
- RSHE Policy
- Suspension and Exclusion Policy
- Complaints Procedure
- Child-on-child Abuse Policy

2.   Definitions

For the purpose of this policy, "bullying" is defined as persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group. Bullying is generally characterised by:

- **Repetition:** Incidents are not one-offs; they are frequent and happen over an extended period of time.
- **Intent:** The perpetrator means to cause verbal, physical or emotional harm; it is not accidental.
- **Targeting:** Bullying is generally targeted at a specific individual or group.
- **Power imbalance:** Whether real or perceived, bullying is generally based on unequal power relations.

The STOP acronym is used to help children to define bullying – **S**everal **T**imes **O**n **P**urpose.

Vulnerable children are more likely to be the targets of bullying due to the attitudes and behaviours some young people have towards those who are different from themselves. Vulnerable children may include, but are not limited to:

- Children who are adopted.
- Children suffering from a health problem.
- Children with caring responsibilities.
- Children from socioeconomically disadvantaged backgrounds.

Children with certain characteristics are also more likely to be targets of bullying, including, but not limited to:

- Children who are LGBTQ+, or perceived to be LGBTQ+.
- Black, Asian and minority ethnic (BAME) children.
- Children with SEND.

3.   Types of bullying

Many kinds of behaviour can be considered bullying, and bullying can be related to almost anything. Teasing another child because of their appearance, religion, ethnicity, gender, sexual orientation, home life, culture, or SEND are some of the types of bullying that can occur.

Bullying is acted out through the following mediums:

- Verbal
- Physical
- Emotional
- Online (cyberbullying)

Racist bullying: Bullying another person based on their ethnic background or skin colour. Racist bullying is a criminal offence under the Crime and Disorder Act 1998 and Public Order Act 1986.

Homophobic and biphobic bullying: Bullying another person because of their actual or perceived sexual orientation.

Transphobic bullying: Bullying based on another person's gender identity or gender presentation, or for not conforming to dominant gender roles.

Sexist bullying: Bullying based on sexist attitudes expressed in a way to demean, intimidate or harm another person because of their sex or gender. Sexist bullying may sometimes be characterised by inappropriate sexual behaviours.

Sexual bullying: Bullying behaviour that has a physical, psychological, verbal or non-verbal sexual dimension or dynamic that subordinates, humiliates or intimidates another person. This is commonly underpinned by sexist attitudes or gender stereotypes.

Ableist bullying: Bullying behaviour that focusses on another person's disability or support needs; this can include mocking the individual's disability or their needs, using derogatory words or slurs in relation to an individual's disability, or deliberately excluding an individual because of their disability.

Prejudicial bullying: Bullying based on prejudices directed towards specific characteristics or experiences, e.g. religion or mental health issues.

Relational bullying: Bullying that primarily constitutes of excluding, isolating and ostracising someone – usually through verbal and emotional bullying.

Socioeconomic bullying: Bullying based on prejudices against the perceived social status of the victim, including, but not limited to, their economic status, their parents' occupations, their health or nutrition level, or the perceived "quality" of their clothing or belongings.

4.   Roles and responsibilities

The governing board is responsible for:
- Evaluating and reviewing this policy to ensure that it does not discriminate against any children on the basis of their protected characteristics or backgrounds.
- The overall implementation and monitoring of this policy.
- Ensuring that all governors are appropriately trained regarding safeguarding and child protection at induction.
- Ensuring that the school adopts a tolerant and open-minded policy towards difference.
- Ensuring the school is inclusive.
- Analysing any bullying data to establish patterns and reviewing this policy in light of these.
- Ensuring the DSL has the appropriate status and authority within the school to carry out the duties of the role.
- Appointing a safeguarding link governor who will work with the DSL to ensure the policies and practices relating to safeguarding, including the prevention of cyberbullying, are being implemented effectively.
- Ensuring that children are taught how to keep themselves and others safe, including online.
- Managing complaints following the school's Complaints Procedure.

The Head of School, supported by the Executive Head Teacher is responsible for:
- Reviewing and amending this policy, accounting for new legislation and government guidance, and using staff experience of dealing with bullying incidents in previous years to improve procedures.
- Maintaining a school culture and climate of mutual support and praise for success, so 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.
- Ensuring that children are taught how to keep themselves and others safe, including online.
- Keeping a log of all reported incidents, including which type of bullying has occurred, to allow for proper analysis of the data collected.
- Analysing the data in the bullying record at termly intervals to identify trends, so that appropriate measures to tackle them can be implemented.
- Arranging appropriate training for staff members.
- Managing complaints following the school's Complaints Procedure.

- Corresponding and meeting with parents where necessary.
- Providing a point of contact for children and parents when more serious bullying incidents occur.

Teachers and other staff are responsible for:
- Maintaining positive relationships with all children so that they feel valued, secure and can trust the adults around them.
- Creating and maintaining a climate of trust, respect and responsibility for all.
- Praising, rewarding and celebrating the success of all children and recognising positive behaviour.
- Being alert to social dynamics in their class.
- Being available for children who wish to report bullying and encouraging children to "TELL"
- Providing follow-up support after bullying incidents.
- Being alert to possible bullying situations, particularly exclusion from friendship groups, and informing Senior Leaders of such observations.
- Refraining from stereotyping when dealing with bullying.
- Understanding the composition of child groups, showing sensitivity to those who have been the victims of bullying.
- Reporting any instances of bullying once they have been approached by a child for support.
- Recording any allegations or instances of bullying, and any resulting investigations, decisions and actions taken

Parents are responsible for:
- Informing their child's class teacher if they have any concerns that their child is the victim of bullying or involving in bullying in anyway.
- Being watchful of their child's behaviour, attitude and characteristics and informing the relevant staff members of any changes.

Children are responsible for:
- Their actions and behaviours.
- Informing a member of staff if they witness bullying or are a victim of bullying. They are encouraged to:
  - Tell someone you can trust
  - Stick together. There is strength in numbers.
  - Say "No" to the bully.
- Not making counter-threats if they are victims of bullying.
- Walking away from dangerous situations and avoiding involving other children in incidents.
- Keeping evidence of cyberbullying and informing a member of staff should they fall victim to cyberbullying.

5.   Statutory implications

The school understands that, under the Equality Act 2010, it has a responsibility to:

- Eliminate unlawful discrimination, harassment, including sexual harassment, victimisation and any other conduct prohibited by the act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The school understands that, under the Human Rights Act (HRA) 1998, it could have charges brought against it if it allows the rights of children to be breached by failing to take bullying seriously. The Head of School and Executive Head Teacher will ensure that this policy complies with the HRA; they understand that they cannot do this without fully involving their teaching staff.

Although bullying itself is not a criminal offence, some types of harassment, threatening behaviour and/or communications may be considered criminal offences:

- Under the Malicious Communications Act 1988, it is an offence for a person to electronically communicate with another person with the intent to cause distress or anxiety, or in a way which conveys a message which is indecent or grossly offensive, a threat, or contains information which is false and known or believed to be false by the sender.
- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.
- Section 127 of the Communications Act 2003 makes it an offence to send, by means of a public electronic communications network, a message, or other matter, that is grossly offensive or of an indecent, obscene or menacing character. It is unlawful to disseminate defamatory information through any media, including internet sites.
- Other forms of bullying which are illegal and should be reported to the police include violence or assault, theft, repeated harassment or intimidation, and hate crimes.

6.   Prevention

The school will clearly communicate a whole-school commitment to addressing bullying and have a clear set of values and standards which will be regularly promoted across the whole school.

Our school's Behaviour Policy explains how we promote positive behaviour in school to create an environment where children behave well; we use our school's 'Code of Conduct' of RESPECT to promote a positive ethos and behaviour.

All members of the school will be made aware of this policy and their responsibilities in relation to it. All staff members will receive training on identifying and dealing with the different types of bullying.

All types of bullying will be discussed as part of the relationships and health education curriculum, in line with the Primary Relationships and Health Education Policy.

This curriculum will explore and discuss issues at age-appropriate stages such as:
- Healthy and respectful relationships.
- Boundaries and consent.
- Stereotyping, prejudice and equality.
- Body confidence and self-esteem.
- How to recognise abusive relationships and coercive control.
- Harmful sexual behaviour, the concepts involved and why they are always unacceptable, and the laws relating to it.

Wider opportunities within and beyond the taught curriculum to explore and tackle bullying include:
- A child-friendly anti-bullying policy displayed around school and in the home-school diary
- Anti-bullying week activities
- Internet Safety Day

- School assemblies which help raise children's awareness of bullying and use of derogatory language, but a much higher emphasis on promoting the values of respect, acceptance and celebration of difference and diversity
- Play leaders and "Special Friends" enable our older children to act as a buddy and offer support and friendship to other children, including those who may have been the target of bullying
- School Council weekly "caught you being kind" awards
- ChildLine posters around school

Staff will encourage cooperation and the development of interpersonal skills using group and pair work. Diversity, difference and respect for others will be promoted and celebrated through various lessons. Opportunities to extend friendship groups and interactive skills will be provided through participation in special events, e.g. drama productions, sporting activities and after school clubs.

Classroom seating will be organised and altered in a way that prevents instances of bullying. Potential victims of bullying will be placed in working groups with other children who do not abuse or take advantage of others.

A safe place, supervised by a teacher, will be available for children to go to during free time if they feel threatened or wish to be alone. The teacher supervising the area will speak to children to find out the cause of any problems and, ultimately, stop any form of bullying taking place.

Before a new child joins the school, particularly when this happens in-year they will, where possible come for a taster session prior to starting full time, and will be given a "buddy" in their class who will help them to settle in and establish friendships. Where a new child is deemed vulnerable, this strategy may involve further observation or intervention on the part of the DSL.

The school will be alert to, and address, any mental health and wellbeing issues amongst children, as these can be a cause, or a result, of bullying behaviour.

The school will ensure potential perpetrators are given support as required, so their educational, emotional and social development is not negatively influenced by outside factors, e.g. mental health issues.

7.   Signs of bullying

Staff will be alert to the following signs that may indicate a child is a victim of bullying:

- Being frightened to travel to or from school
- Unwillingness to attend school
- Repeated or persistent absence from school
- Becoming anxious or lacking confidence
- Saying that they feel ill repeatedly
- Decreased involvement in school work
- Leaving school with torn clothes or damaged possessions
- Missing possessions
- Missing dinner money
- Asking for extra money or stealing
- Cuts or bruises
- Lack of appetite
- Unwillingness to use the internet or mobile devices
- Lack of eye contact
- Becoming short tempered
- Change in behaviour and attitude at home

Although the signs outlined above may not be due to bullying, they may be due to deeper social, emotional or mental health issues, so are still worth investigating. Children who display a significant number of these signs will be approached by a member of staff to determine the underlying issues causing this behaviour.

Staff will be aware of the potential factors that may indicate a child is likely to exhibit bullying behaviours, including, but not limited to, the following:

- They have experienced mental health problems, which have led to them becoming more easily aggravated
- They have been the victim of abuse
- Their academic performance has started to fall and they are showing signs of stress

If staff become aware of any factors that could lead to bullying behaviours, they will notify the child's class teacher, who will investigate the matter and monitor the situation.

8.   Staff principles

The school will ensure that prevention is a prominent aspect of its anti-bullying vision.

Staff will treat reports of bullying seriously and will not ignore signs of suspected bullying. Staff will act immediately when they become aware of a bullying incident. Unpleasantness from one child towards another will always be challenged and will never be ignored.

Staff will always respect children's privacy, and information about specific instances of bullying is not discussed with others, unless the child has given consent, or there is a safeguarding concern. If a member of staff believes a child is in danger, e.g. of being hurt, they will inform the DSL immediately.

Follow-up support will be given to both the victim and perpetrator in the months following an incident to ensure all bullying has stopped.

9.   Child-on-child abuse

The school has a zero-tolerance approach to all forms of child-on-child abuse, including sexual harassment and sexual violence.

To prevent child-on-child abuse and address the wider societal factors that can influence behaviour, the school will educate children about abuse, its forms, and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE lessons, in line with the Prevention section of this policy.

All staff will:
- Be aware that children of any age and gender are capable of abusing their peers.
- Be aware that abuse can occur inside and outside of school settings.
- Be aware of the scale of harassment or abuse, and that just because it is not being reported does not mean it is not happening.
- Take all instances of child-on-child abuse equally seriously regardless of the characteristics of the perpetrators or victims.
- Never tolerate abuse as "banter" or "part of growing up", and will never justify sexual harassment, e.g. as "boys being boys", as this can foster a culture of unacceptable behaviours and one that risks normalising abuse.

- Be aware that child-on-child abuse can be manifested in many ways, including sexting, sexual harassment and assault, and hazing or initiation-type violence.
- Always challenge any harmful physical behaviour that is sexual in nature, such inappropriate touching. Dismissing or tolerating such behaviours risks normalising them.

Sexual harassment in particular can take many forms, including but not limited to:
- Telling sexual stories, making sexual remarks, or calling someone sexualised names.
- Sexual "jokes" or taunting.
- Deliberately brushing against someone.
- Displaying images or video of a sexual nature.
- Upskirting (this is a criminal offence).
- Online sexual harassment, e.g. creating or sharing sexual imagery, sexual comments on social media, or sexual coercion or threats.

Children will be made aware of how to raise concerns or make a report and how any reports will be handled – this includes the process for reporting concerns about friends or peers. If a child has been harmed, is in immediate danger or is at risk of harm, a referral may be made to children's social care services (CSCS) and potentially the police, where the DSL deems this appropriate in the circumstances.

All staff will be aware and sensitive towards the fact that children may not be ready or know how to tell someone that they are being abused. Children being abused may feel embarrassed, humiliated, scared, or threatened.

The school's Child-on-child Abuse Policy outlines the school's stance on addressing child-on-child abuse, including sexual abuse, and the procedures in place will be adhered to if any instances are uncovered or disclosed. More information on the school's approach to preventing and managing instances of child-on-child abuse can be found within this policy and the Child Protection and Safeguarding Policy.

10. Cyberbullying

Cyberbullying can take many forms and can go even further than face-to-face bullying by invading personal space and home life, and can target more than one person. It can also take place across age groups and target children, staff and others, and may take place inside school, within the wider community, at home or when travelling. It can sometimes draw bystanders into being accessories.

Cyberbullying can include the following:
- Threatening, intimidating or upsetting text messages
- Threatening or embarrassing pictures and video clips
- Disclosure of private sexual photographs or videos with the intent to cause distress
- Silent or abusive phone calls
- Using the victim's phone to harass others, to make them think the victim is responsible
- Threatening or bullying emails, possibly sent using a pseudonym or someone else's name
- Menacing or upsetting responses to someone in a chatroom
- Unpleasant messages sent via instant messaging
- Unpleasant or defamatory information posted to blogs, personal websites and social networking sites, e.g. Facebook

NB. The above list is not exhaustive, and cyberbullying may take other forms.

The school has a zero-tolerance approach to cyberbullying. The school views cyberbullying with the same severity as any other form of bullying and will follow the sanctions set out in section 12 this policy if they become aware of any incidents.

All members of staff will receive regular training on the signs of cyberbullying, in order to identify children who may be experiencing issues and intervene effectively.

Many of the signs of cyberbullying will be similar to those found in the 'Signs of bullying' section of this policy; however, staff will be alert to the following signs that may indicate a child is being cyberbullied:
- Avoiding use of the computer
- Being on their phone routinely
- Becoming agitated when receiving calls or text messages

Staff will also be alert to the following signs which may indicate that a child is cyberbullying others:
- Avoiding using the computer or turning off the screen when someone is near
- Acting in a secretive manner when using the computer or mobile phone
- Spending excessive amounts of time on the computer or mobile phone
- Becoming upset or angry when the computer or mobile phone is taken away

Parents will also be invited to training sessions in order to educate them on the signs and symptoms of cyberbullying, and will be advised to report to the Head of School if their child displays any of the signs outlined in this section.

During times when remote education is being utilised, the school will frequently be in contact with parents to make them aware of their activities online, but also to reinforce the importance of children staying safe online, and explaining how filtering and monitoring procedures work.

Staff will be aware that a cyberbullying incident might include features different to other forms of bullying, prompting a particular response. Significant differences may include the following:
- **Possible extensive scale and scope** – children may be bullied on multiple platforms and using multiple different methods that are made possible by virtue of the bullying taking place online
- **The anytime and anywhere nature of cyberbullying** – children may not have an escape from the torment when they are at home due to the bullying continuing through technology at all times
- **The person being bullied might not know who the perpetrator is** – it is easy for individuals to remain anonymous online and on social media, and children may be bullied by someone who is concealing their own identity
- **The perpetrator might not realise that their actions are bullying** – sometimes, the culture of social media, and the inability to see the impact that words are having on someone, may lead to children crossing boundaries without realising
- **The victim of the bullying may have evidence of what has happened** – children may have taken screenshots of bullying, or there may be a digital footprint that can identify the perpetrator

The school will support children who have been victims of cyberbullying by holding formal and informal discussions with the child about their feelings and whether the bullying has stopped, in accordance with section 13 and section 14 of this policy.

In accordance with the Education Act 2011, the school has the right to examine and delete files from children's personal devices, e.g. mobiles phones, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.

11. Procedures

Minor incidents will be reported to the victim's class teacher, who will investigate the incident, set appropriate sanctions for the perpetrator, and record the incident and action taken on CPOMS.

When investigating a bullying incident, the following procedures will be adopted:
- The victim, alleged perpetrator and witnesses are all interviewed separately
- Members of staff ensure that there is no possibility of contact between the children being interviewed, including electronic communication
- If a child is injured, first aid will be administered, and action taken as required
- A room is used that allows for privacy during interviews
- A witness is used for serious incidents
- If appropriate, the alleged perpetrator, the victim and witnesses are asked to write down details of the incident; this may need prompting with questions from the member of staff to obtain the full picture
- The Head of School will gather evidence of a cyberbullying incident; this may involve text messages, emails, photos, etc. provided by the victim
- Premature assumptions are not made, as it is important not to be judgemental at this stage
- Members of staff listen carefully to all accounts, being non-confrontational and not assigning blame until the investigation is complete
- All children involved are informed that they must not discuss the interview with other children

Due to the potential for some specific forms of bullying to be characterised by inappropriate sexual behaviour, staff members involved in dealing with the incident are required to consider whether there is a need for safeguarding processes to be implemented.

12. Sanctions

If the Head of School is satisfied that bullying did take place, the perpetrator will be helped to understand the consequences of their actions and warned that there must be no further incidents. The Head of School will inform the perpetrator of the type of sanction to be used in this instance, for example:
- isolation from peers at break time or lunchtime
- temporary withdrawal to another class
- withdrawal from clubs etc.
- withdrawal from off site visits
- Issuing a home/school behaviour contract or Individual Behaviour Plan
- Suspension or exclusion in the most serious cases, where all other attempts at modifying behaviour have failed

As behaviour improves then activities can be reinstated. This will rebuild the child's self-esteem which may have been damaged after being caught bullying or could have been low anyway – hence the bullying.

If possible, the Head of School will attempt reconciliation and will obtain an apology from the perpetrator. This will either be in writing to the victim, and/or witnesses if appropriate, or face-to-face, but only with the victim's full consent. Discretion will be used here; victims will never feel pressured into a face-to-face meeting with the perpetrator but in some cases, it might be appropriate for the perpetrator to engage in restorative action to re-build relationships and demonstrate changed behaviours.

Parents are informed of bullying incidents and what action is being taken.

All staff involved in managing instances of bullying will be aware that taking disciplinary action and providing support are not mutually exclusive actions, and should be conducted simultaneously to encourage more

positive behaviour in future. The school's focus when handling perpetrators will be supporting them to develop more positive behaviours and to refrain from abusive and bullying behaviours in the future.

Children involved in instances of bullying will be monitored closely until staff, parents and children involved as confident that the bullying has stopped.

The school will remain cognisant of the fact that continued access to school can be important for rehabilitation of harmful behaviour, and will not exclude children unless as a last resort – where there have been serious or consistent incidents of bullying, the school will act in line with the Suspension and Exclusion Policy.

13. Immediate support

In the event of bullying, victims will be offered the following support:
- Emotional support and reassurance from our school's Emotional Literacy Support Assistant (ELSA)
- Reassurance that it was right to report the incident and that appropriate action will be taken
- Liaison with their parents to ensure a continuous dialogue of support
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- Advice on aspects of online safety, in the event of cyberbullying, to prevent re-occurrence, including, where appropriate, discussion with their parents to evaluate their online habits and age-appropriate advice on how the perpetrator might be blocked online

The Head of School will carefully consider in each instance of bullying that is handled whether it is appropriate to split up the victim(s) and perpetrator(s), e.g. preventing them sharing classes or spaces where possible, and will split up other harmful group dynamics to prevent further occurrences where necessary. Victims will be encouraged to broaden their friendship groups by joining lunchtime or after-school clubs or activities.

Staff will work with the victim to build resilience, e.g. by offering emotional therapy.

The school will acknowledge that bullying may be an indication of underlying mental health issues. Perpetrators will be required to attend a mandatory counselling session to assist with any underlying mental health or emotional wellbeing issues. The school will work with the perpetrator regarding any underlying mental health or emotional wellbeing problems.

14. Follow-up support

The progress of both the perpetrator and the victim will be monitored by class teachers and senior leaders. One-on-one sessions to discuss how the victim and perpetrator are progressing may be appropriate. If appropriate, follow-up correspondence will be arranged with parents also.

Children who have been bullied will be offered continuous support, initially through peer support:

Step 1 - Talk with the victim
A nominated member of staff will talk to the victim to establish the impact that the bullying has had on them and they will be asked to produce a piece of writing or a picture to express how the bullying is affecting them.

Step 2 - convene a meeting of the group
The victim will be encouraged to suggest the names of children to form a group who should help solve the problem.

Step 3 - explain the problem
The nominated member of staff will explain that there is a problem and that the victim is experiencing certain difficulties. Without discussing specific incidents or accusations the facilitator explains how the child is feeling using the piece of writing from the victim to illustrate this.

Step 4 - share responsibility
It is made clear that the group has been convened to help solve the problem because there is a shared responsibility for the happiness of another child in their class.

Step 5 - Ask for ideas
The group is asked to suggest ways that they may be able to alleviate the suffering felt by the victim. Members of the group are encouraged to use "I" language (I will sit next to them in lessons, I will walk to school with them etc) so that they take ownership of the solutions. These ideas are not imposed on the group.

Step 6 - leave it up to them
The meeting ends by passing responsibility for the problem over to the group, thanking them for their support and arranging a meeting to see how things are going.

Step 7 - meet them again
Over a 2 week period initially, the designated member of staff meets with the victim and each member of the support group individually each day as an intensive monitoring period to check how things are going. The perpetrator will have similar support meetings The regularity of the meetings will then be reviewed, leaving gradually longer periods of time to see how things are going.

The perpetrator will also engage in a similar process of daily meetings to ensure that changes in behaviour are evident and that the bullying behaviours have stopped. This aims to support the child to reflect on their behaviour in the following ways:

- Receiving a consequence for their actions
- Being able to discuss what happened
- Being helped to reflect on why they became involved
- Being helped to understand what they did wrong and why they need to change their behaviour
- Appropriate assistance from parents

Senior leaders will continue to monitor the progress of the victim and perpetrator until all involved are confident the bullying has stopped. The victim will be encouraged to tell a trusted adult in school if bullying is repeated.

Children who have been bullied will be assessed on a case-by-case basis and the DSL will, if necessary, refer the victim of bullying to CAMHS.

In cases where the effects of bullying are so severe that the child cannot successfully reintegrate back into the school, the Head of School and DSL will look to transfer the child to another mainstream school with the consent and involvement of the child's parents.

Where a child who has been the victim of bullying has developed such complex needs that alternative provision is required, the child, their parents, the Head of School and DSL will meet to discuss the use of alternative provision.

15. Bullying outside of school

Staff will remain aware that bullying can happen both in and outside of school, and will ensure that they understand how to respond to reports of bullying that occurred outside school in line with the Child Protection and Safeguarding Policy and the Child-on-child Abuse Policy.

The Head of School and Executive Head Teacher have a specific statutory power to discipline children for poor behaviour outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives the Head of School and Executive Head Teacher the power to regulate children's conduct when they are not on school premises, and therefore, not under the lawful charge of a school staff member.

Teachers have the power to discipline children for misbehaving outside of the school premises. This can relate to any bullying incidents occurring anywhere off the school premises, e.g. on school or public transport, outside the local shops, or in a town or village centre.

Where bullying outside school is reported to school staff, it will be investigated and acted upon. In all cases of misbehaviour or bullying, members of staff can only discipline the child on school premises, or elsewhere when the child is under the lawful control of the member of staff, e.g. on a school trip.

The Head of School and Executive Head Teacher is responsible for determining whether it is appropriate to notify the police of the action taken against a child. If the misbehaviour could be of a criminal nature, or poses a serious threat to a member of the public, the police will be informed.

16. Record keeping

The DSL will ensure that robust records are kept with regard to all reported or otherwise uncovered incidents of bullying using CPOMS – this includes recording where decisions have been made, e.g. sanctions, support, escalation of a situation and resolutions.

The Head of School and DSL will ensure that all decisions and actions recorded are reviewed on a regular basis for the purposes of:

- Identifying patterns of concerning, problematic or inappropriate behaviour on the part of certain children that may need to be handled, e.g. with pastoral support.
- Reflecting on whether cases could have been handled better and using these reflections to inform future practice.
- Considering whether there are wider cultural issues at play within the school, e.g. whether school culture facilitates discriminatory bullying by not adequately addressing instances, and planning to mitigate this.
- Considering whether prevention strategies could be strengthened based on any patterns in the cases that arise.
- Responding to any complaints about how cases have been handled.

17. Monitoring and review

This policy is reviewed every year by the Head Teacher, Executive Head Teacher and the DSL. Any changes to this policy will be communicated to all relevant stakeholders.

Bullying incidents are reported to the Governors at Full Governors Meetings.

	Anti-bullying action log
	Child's Name :
	Child's DOB :

Male/Female :	Ethnic Origin :	SEN:	Disability Y/N :	Religion :

Date of initial concern:

Member of staff dealing with the initial concern:

How was the concern raised?

Concern passed to:

Record of discussion with the victim:

What happened?

Where did the incident take place?

When did the incident occur?

Who has been suspected of bullying?

Did anyone else see the incident?

According to the victim, how often does the bullying take place?

According to the victim, how long has the bullying been going on?

Dates parents were informed and summary of discussion:

Children chosen to be part of the support group:

Record of initial meeting with the group:	
Date:	Time:

Meeting 2	
Date:	Time:
Date:	Time:

Meeting 3	
Date:	Time:

Meeting 4	
Date:	Time:

Meeting 5	
Date:	Time:

End of week 1 parental update	
Date:	Time:

Meeting 6	
Date:	Time:

Meeting 7	
Date:	Time:

Meeting 8	
Date:	Time:

Meeting 9	
Date:	Time:

Meeting 10	
Date:	Time:
End of phase 1 review: has sufficient progress been made to reduce the frequency of meetings?	

End of week 2 parental update	
Date:	Time:

Log of further meetings / informal check-ins	
Date:	Time:
Date:	Time:
Date:	Time:
Date:	Time: