



Oxon OX5 2UT

Charlton-on-Otmoor CE Primary School
Fencott Road
Charlton-on-Otmoor
Kidlington

Headteacher:
Mrs Nadia Gosling

Phone: 01865 331239
Email: parents@charltonono.co.uk

ANTI-BULLYING

Definition

This policy refers to all forms of bullying - this includes bullying relating to race, religion and culture, homophobic bullying, bullying related to special educational needs and disabilities, sexist and sexual bullying, and the use of cyber technology to bully.

‘Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally’ (Preventing and Tackling Bullying, Advice for School Leaders, Staff and Governing Bodies, 2011, Department for Education)

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name-calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation, and the continual ignoring of individuals
- Racial taunts, graffiti, gestures
- Sexual comments, and/or suggestions
- Unwanted physical contact

We are aware that children from ethnic minorities, disabled children and those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.

Aims

As a school, we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

We believe that all governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is and should know what the school policy is on bullying, and follow it when bullying is reported. All pupils and parents should be aware of what the school policy is on bullying, and what they should do if bullying arises.

The aims of our anti-bullying policy are as follows:

- To create an ethos in which attending our school is a positive experience for all members of our community
- To make it clear that all forms of bullying are unacceptable at our school.
- To enable everyone to feel safe while at school
- To encourage pupils to report incidents of bullying, including cyber bullying.
- To deal with each incident of bullying as quickly and as effectively as possible, taking into consideration the needs of all parties and of our community.
- To support and protect victims of bullying and ensure they are listened to.
- To help and support children/young people displaying bullying behaviour to change their attitudes and understand why it needs to change.
- To liaise with parents and other appropriate members of our community.
- To ensure all members of our community feel responsible for helping to eliminate bullying.

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

We believe that labelling young people as bullies or victims implies fixed roles rather than current behaviour. Labelling the behaviour rather than the child will promote change. This language also impacts on parents/carers. It is better to refer to the young person or child who is doing the bullying and the target of the bullying.

At Charlton-on-Otmoor C.E. Primary School we believe that bullying, including cyber bullying, is unacceptable, and that bullying is a problem to which solutions can be found. All members of our community will be listened to and taken seriously.

Everyone has the right to enjoy and achieve in an atmosphere that is free from fear. Pupils will be encouraged to talk to an adult if they are worried about bullying, including cyber bullying, and have a right to expect that their concerns will be listened to and treated seriously.

We ensure all staff address incidents of bullying, including cyber bullying, effectively and promptly, and that all adults who have contact with our children e.g. Teachers, TAs, part-time staff, volunteers, vicar, support staff etc... know how to respond if they witness or are told of a bullying incident. We ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate sharing it with relevant organizations, providing support and education for both the victim and the bully in order to affect future behaviour.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying to help both the victim and the pupil displaying bullying behaviours.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

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

Our approaches to dealing with bullying

Everyone

We believe that everyone involved in the life of Charlton-on-Otmoor C.E. Primary School must take responsibility for promoting a common anti-bullying approach. We agree to:

- tell
- be supportive of each other provide positive role models

- convey a clear understanding that we disapprove of unacceptable behaviour
- be fully involved in the development of the anti-bullying policy and support anti-bullying practice
- support each other in the implementation of this policy

Staff; including support staff and supply staff

All staff are expected to report incidents of bullying to the Headteacher. All staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of well-being. They have the closest knowledge of the children in their care, and should build up a relationship involving mutual support, trust and respect.

Staff will:

- Provide children with a framework of behaviour including rules which support the whole school policy
- Emphasise and behave in a respectful and caring manner to children/young people and colleagues, to set a good tone and help create a positive atmosphere
- Raise awareness of bullying, including cyber bullying, through the curriculum including activities, stories, role-play, discussion, peer support, school/children's council, etc.
- Through the Headteacher, keep the governing body well informed regarding issues concerning behaviour management.

Governors

Governors have a duty to:

- Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy
- Identify one governor to be the nominated 'link' within the leadership structure.

Our governor is Heather Phillips (Safeguarding Governor)

Investigating allegations of bullying

When parents have raised a concern about a potential bullying issue, it is important that they be assured that action will be taken. Our response will be as follows:

- The Headteacher/ Deputy or class teacher will contact the parent making the report about the concern within one school day.
- The Headteacher/ Deputy or class teacher will talk to all parties concerned to establish what has happened and if the incident is considered bullying.
- The Headteacher/ Deputy or class teacher will talk to the parents of the victim and the parents of the child displaying bullying behaviour (This would usually be done separately) within 5 working days.
- We will only discuss the child of the parents we talk to.

Procedure

1. Incidents will be recorded by staff using Checklist Appendix 1
2. We will follow the guidelines for interviews as set out in this policy Appendix 2
3. We will review and monitor the bullying incident.

Importance of monitoring and review

- How effective was your response?
- Has the bullying stopped?
- Does the target feel safe?
- Did the behaviour of the child doing the bullying change?
- What did we learn?
- Are current systems for responding effective?
- Do we need additional preventative measures in place?

Prevention

We will talk openly and often to help children in order to prevent bullying. As and when appropriate, these will include some or all of the following:

- writing a set of class and school rules
- signing a behaviour contract
- PSHCE work in class about bullying
- following SEAL programme of Getting on and Falling Out
- class or whole school assemblies
- taking part in Anti-Bullying Week
- involving children in decision-making about matters that concern them.
- tackling bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear.
- maintaining and developing effective listening for children and staff within our school. Eg., through PSHE and circle time, assemblies and constantly promoting the

message that all our children are important and have the right to be safe, happy, respected and listened to and supported.

- encouraging children to seek help and to have openness which we regard as signs of strength not weakness. We are a 'telling' school.
- promoting emotional health and wellbeing across the whole school and for all members of our community to role-model this in all situations.

Bullying outside of school

Bullying outside of school eg: journeys to and from school, extended services, cyberbullying will be dealt with by the school in accordance with The Education and Inspections Act 2006, which gives Headteachers the power "to such an extent as is reasonable to regulate the behaviour of pupils when they are off the school site (which is particularly pertinent to regulating cyberbullying)"

DfE cyberbullying guidance states that "All forms of bullying (including cyberbullying) should be handled as a community issue for the whole school". The guidance also states that "*where bullying outside school is reported to school staff, it should be investigated and acted on*" <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Monitoring, evaluation and review

Through the development and implementation of this policy, we at Charlton-on-Otmoor C.E. Primary School aim that all children, parents/carers and staff will:

- feel confident that everything is being done to make our school a safe and secure environment in which quality learning can then take place
- feel supported in reporting incidents of bullying, including cyber bullying
- remember that we are a 'telling' school and be reassured that if any member of our school 'tells', they will be listened to with sensitivity and respect, and action will be taken.

The school will review this policy every two years and assess its implementation and effectiveness. This policy will be promoted and implemented throughout the school.

This policy is part of our commitment to safeguarding children. It should be read in conjunction with our other safeguarding policies and procedures which promote safeguarding such as our E-Safety and Behaviour Policy.

All our policies are available on the school website or hard copies are available upon request.

Headteacher:

Chair of Governors:

Appendix 1: Checklist for Managing a Bullying Incident

	□
1. Young person tells you he/she is being bullied or incident is observed	
2. Report to a responsible member of staff	
3. Record incident following Oxon guidelines	
4. Ensure that an appropriate adult meets with the target of the bullying. Follow interview guidelines and record.	
5. Listen to other young people who may have observed the incident. Follow interview guidelines and record.	
6. Ensure that appropriate adult meets with the young person alleged to be responsible. Follow interview guidelines and record.	
7. If there is evidence or admission of bullying, issue appropriate sanctions following anti-bullying policy and behaviour policy. If you are using a restorative approach provide opportunity for young person to reflect and consider how they might make amends.	
8. If no bullying has taken place, or there is insufficient evidence, consider what further action is needed to reassure and meet the needs of those concerned	
9. Inform the target of outcomes and actions taken. Keep them informed throughout. Provide on-going support	
10. Inform the young person responsible of outcomes and actions taken, Keep them informed throughout. Provide on-going support	
11. Contact the parent/carers of the target of the bullying. Inform them of the incident and offer appropriate support. Keep them informed throughout.	
12. Contact the parent/carers of the young person responsible for the bullying. Inform them of the incident and offer appropriate support. Keep them informed throughout.	
13. Where a criminal offence has been committed, consider reporting the incident to the police or inform parents of the target that they may want to do so	
14. Consider what additional input is required in terms of: proactive work to address prejudice or promote diversity, work with class or year group, assembly, individual or group work with young people concerned, referral to outside agencies etc.	
15. Monitor the situation and review with all parties to ensure the bullying has stopped.	
16. Review how successful your approach has been. What additional preventative measures need to be in place?	

Oxfordshire has a recommended [prejudice related incident and bullying recording form](#) that can be accessed online.

Appendix 2: Guidelines for interview with all parties

We will:

- use a restorative approach to respond to the incident.*
- allocate sufficient time to listen
- take the incident seriously and reassure them

- take steps to make sure they feel safe.(particularly target and young people who may have observed the incident)
- offer confidentiality (with usual child protection exceptions)
- listen to the details of what happened and record.
- consult the target about how the incident should be dealt with as far as is appropriate. NB informed choice is an essential part of any restorative input involving the young person responsible.
- consult the young person responsible about how they might make amends. NB Informed choice is an essential part of any restorative work.
- inform and consult parents/carers of both parties about management of the incident including offer of appropriate support. **Ensure that the behaviour is labelled not the child.**
- keep everyone informed of the outcomes of action and discussions.

*[Full report – the use and effectiveness of anti-bullying strategies in schools \(.pdf format, 2Mb\).](#)

APPENDIX 3: ALL STAFF

Advice on when reacting to a specific incident

Before recording an incident it may be useful for staff to consider the following:

- Has the incident with the same person or people occurred several times within a reasonably short period of time?
- Is it a disagreement or the result of play which has got out of hand?
- Is it a 'falling out of friends' matter?
- Are you sure that the child has not had at least partial responsibility for the incident?
- Can you recognise a pattern to the incidents?
- Have you noticed any change in the child's behaviour?

Although incidents may not be bullying, they should always be followed up thoroughly in school and dealt with appropriately with timeliness and sensitivity.

All incidents of bullying (as defined in our policy) will be recorded by the school.

The Headteacher will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.

Parents/carers of all children/young people involved will be informed of what has happened, and how it has been dealt with.

All discussions and actions relating to the incident/investigation will be documented.

APPENDIX 4: ADDITIONAL INFORMATION FOR PARENTS

Whenever a bullying incident is discovered, we will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.

Before progressing it may be useful for parents/carers to consider the following:-

- Has the incident with the same person or people occurred several times within a reasonably short period of time?
- Is it a disagreement or the result of play which has got out of hand?
- Is it a 'falling out of friends' matter?
- Are you sure your child has not had at least partial responsibility for the incident?
- Can you recognise a pattern to the incidents?
- Have you noticed any change in your child's behaviour?
- (Although incidents may not be bullying they should always be followed up thoroughly in the school and dealt with appropriately.)

When a bullying incident has come our attention, it will always be taken seriously, investigated and actioned. However, we cannot report back to the parent/carer of any child except their own.

Charlton-on-Otmoor C.E. Primary School will:

- talk the incident through with all parties involved
- support the person who has been bullied to express their feelings
- support the person displaying the bullying behaviour to express their feelings
- explore the use of Restorative Approaches
- discuss which rule(s) have been broken
- discuss strategies for making amends

Actions will be in line with our behaviour policy, and may include:

- explanation why the inappropriate behaviour is unacceptable
- reparation of damaged relationships
- restorative Approaches
- time away from an activity
- meeting with staff, parents and child
- missing another activity
- formal letter home from the Headteacher expressing concerns
- time out from the classroom
- pastoral support plan
- (In serious cases) fixed term exclusion or permanent exclusion

Approved by: Nadia Gosling **Date:** 01.06.2021

Last reviewed on: 07.09.2022

Next review due by: 07.09.2025