**OLD WARREN PRIMARY SCHOOL**

**Anti-Bullying Policy**

Bullying is usually repeated behaviour that intentionally harms or adversely affects the rights and needs of another and others

Chair of Governors:

Ratification Date by Governors:

Review Date

# Introduction

The Anti-bullying policy reflects the school mission statement with a view to providing a safe and enriched environment where success is celebrated and the pursuit of excellence is emphasised.

The school aims to foster values of tolerance and mutual respect through promoting the self-esteem of all members of the school community.

## Aims

The aims of the policy are to:

* Prevent or reduce bullying
* Adopt a consistent approach to dealing with bullying
* Create an emotionally safe environment where positive relationships can develop
* Ensure that all stakeholders are aware of the policy and their roles and responsibilities

**The Legislative Context:**

* [The Addressing Bullying in Schools Act (Northern Ireland) 2016](http://www.legislation.gov.uk/nia/2016/25/contents)
* [The Education and Libraries Order (Northern Ireland) 2003](http://www.legislation.gov.uk/nisi/2003/424/contents/made) (A17-19)
* [The Education (School Development Plans) Regulations (Northern Ireland) 2010](https://www.education-ni.gov.uk/sites/default/files/publications/de/annex-a-school-development-plans-regulations-2010.pdf)
* [The Children (Northern Ireland) Order 1995](http://www.legislation.gov.uk/nisi/1995/755/contents/made)
* [The Human Rights Act 1998](https://www.legislation.gov.uk/ukpga/1998/42/contents)
* [The Health and Safety at Work Order (Northern Ireland) 1978](https://www.legislation.gov.uk/nisi/1978/1039)

**The Policy & Guidance Context**

* The Addressing Bullying in Schools Act (Northern Ireland) 2016 Statutory Guidance for Schools and Boards of Governors (DE, 2019)
* [Pastoral Care in School: Promoting Positive Behaviour (DE, 2001)](https://www.education-ni.gov.uk/sites/default/files/publications/de/pastoral%20care%20in%20schools.pdf)
* [Safeguarding and Child Protection in Schools: A Guide for Schools (DE, 2017)](https://www.education-ni.gov.uk/sites/default/files/publications/education/Safeguarding-and-Child-Protection-in-Schools-A-Guide-for-Schools.pdf)
  + [Co-operating to Safeguard Children and Young People in Northern Ireland (Dept. of Health, Social Services and Public Safety, 2016)](https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland)
  + [Safeguarding Board for Northern Ireland Policies and Procedures (SBNI, 2017)](https://www.proceduresonline.com/sbni/)

**The International Context**

* [United Nations Convention on the Rights of the Child](https://downloads.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_united_nations_convention_on_the_rights_of_the_child.pdf?_ga=2.109765637.1827233515.1552648186-274690600.1552648186) (UNCRC)

# Addressing Bullying in Schools Act 2016

## Our Ethos

* Old Warren Primary School is committed to a society where children and young people can live free and safe from bullying.
* We believe in a society where bullying is unacceptable and where every child and young person is safe and feels safes from bullying.
* We believe that every child and young person should be celebrated in their diversity.
* We are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school.
* We value the views and contributions of children and young people, we will actively seek these views and we will respect and take them into account.
* We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

***Consultation and Participation***

The policy has been developed in consultation with registered pupils and their parents/carers, in compliance with the Addressing Bullying in Schools Act (NI) 2016.

**Consultation with Pupils**

* School council meetings
* Class-based activities – Anti Bullying Week
* Whole school questionnaires distributed to all pupils

**Parents/carers**

* Consultative workshops with parents/carers
* Questionnaires distributed to all parents/carers
* Engagement with parent groups, eg. PTA

**The School Community**

* Staff survey for all staff, teaching and non-teaching
* Engagement activity for all staff, teaching and non-teaching

# 

## Definition of Bullying

***Addressing Bullying in Schools***

**Definition of “bullying”:**

1 “Bullying” includes (but is not limited to) the repeated use of—

(a) any verbal, written or electronic communication,

(b) any other act, (This includes omission) or

(c) any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.

**Bullying is usually repeated behaviour however there are instances of one-off incidents that the school will consider as bullying. The criteria for one off incidents is as follows:**

**One off Incidents**

When assessing a one-off incident, to make a decision on whether to classify it as bullying, the school shall consider the following criteria:

* severity and significance of the incident
* evidence of pre-meditation
* impact of the incident on individuals (physical/emotional)
* impact of the incidents on wider school community
* previous relationships between those involved
* any previous incidents involving the individuals

Any incidents which are not considered bullying behaviour will be addressed under the Positive Behaviour Policy.

**Types of Bullying**

**The following unacceptable behaviours, when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour:**

* verbal or written acts
* saying mean and hurtful things to, or about, others
* making fun of others
* calling another pupil mean and hurtful names
* telling lies or spread false rumours about others
* try to make other pupils dislike another pupil/s
* physical acts
* hitting
* kicking
* pushing
* shoving
* material harm, such as taking/stealing money or possessions or causing damage to possessions
* omission (Exclusion)
* leaving someone out of a game
* refusing to include someone in group work

Electronic Acts

* using online platforms or other electronic communication to carry out many of the written acts noted above
* impersonating someone online to cause hurt
* sharing images (eg. photographs or videos) online to embarrass someone

Where such lists are included in the policy it should be stressed that the list is not exhaustive and that other behaviours which fit with the definition may be considered bullying behaviour.

**Old Warren Primary School acknowledges the various motivations behind bullying, including those named in the Act. These include, but are not limited to:**

* Age
* Appearance
* Breakdown in peer relationships
* Community background
* Political affiliation
* Gender identity
* Sexual orientation
* Pregnancy
* Marital status
* Race
* Religion
* Disability / SEN
* Ability
* Looked After Child status
* Young Carer status

**Responsibilities**

All members of the school community have a key role in the promoting, implementing and supporting the Anti-Bullying policy of Old Warren Primary School. It is important that there is a collaborative whole school approach to address any difficulties which may be encountered. Everyone should work together to create a safe, happy and anti-bulling environment.

Everyone has the responsibility to work together to:

* + foster positive self-esteem
  + behave towards others in a mutually respectful way
  + model high standards of personal pro-social behaviour
  + be alert to signs of distress and other possible indications of bullying behaviour
  + inform the school of any concerns relating to bullying behaviour
  + refrain from becoming involved in any kind of bullying behaviour, even at the risk of incurring temporary unpopularity.
  + refrain from retaliating to any form of bullying behaviour
  + intervene to support any person who is being bullied, unless it is unsafe to do so.
  + report any concerns or instances of bullying behaviour witnessed or suspected, to a member of staff.
  + emphasise the importance of seeking help from a trusted adult about bullying behaviour when it happens or is observed
  + explain the implications of allowing the bullying behaviour to continue unchecked, for themselves and/or others.
  + listen sensitively to anyone who has been bullied, take what is said seriously, and provide reassurance that appropriate action will be taken
  + know how to seek support – internal and external
  + resolve difficulties in restorative ways to prevent recurring bullying behaviour and meet the needs of all parties

### Duty of Board of Governors to secure measures to prevent bullying

The Board of Governors of Old Warren Primary School must:-

A must ensure that policies designed to prevent bullying involving a registered pupil at the school are pursued by the school

B Determine the measures to be taken at the school with a view to preventing bullying involving a registered pupil at the school.

* On the premises of the school during the school day
* While travelling to or from school during the school term
* While the pupil is in the lawful control or charge of a member of the staff of the school
* While the school is receiving educational provision arranged on behalf of the school and provided elsewhere than on the premises of the school

C Review these measures at intervals of no more than 4 years

***Duty to Keep a Record of Incidents.***

The Board of Governors must ensure that a record is kept of all incidents of bullying or alleged bullying involving a registered pupil at the school that occur.

### Record Contents

The record must contain:-

* State what, from all the circumstances, appears to be the motivation of the incident
* State the method of bullying
* Include information about how the incident was addressed

***Reporting a Bullying Concern***

Pupils, parents and anyone else with concerns can make these known to the school.

**Pupils Reporting a Concern**

Pupils are encouraged to raise concerns with any member of staff, including teaching and non-teaching staff.

Pupils can raise concerns in the following ways. :

* Verbally- talking to a member of staff
* By writing a note to a member of staff (eg. in a homework diary)
* By sending a message via See Saw to a member of staff
* By posting a comment in a ‘worry box’

ANY pupil can raise a concern about bullying behaviour, not just the pupil who is experiencing this behaviour. The focus is on ‘getting help’ rather than ‘telling’. As such, all pupils should be encouraged to ‘get help’ if they have a concern about bullying that they experience or is experienced by another.

**Parents/Carers Reporting a Concern**

Parents and carers should raise concerns about alleged bullying behaviour with the school at the earliest opportunity. Parents/carers should encourage their children to react appropriately to bullying behaviour and to not do anything to retaliate or to ‘hit back’.

Process for Reporting Incidents

* Work in partnership with the school.
* Advise their children to report any concerns to a member of staff.
* Discourage behaviours which might be considered as bullying.
* In the first instance, all bullying concerns should be reported to the Class Teacher
* Where the parent is not satisfied that appropriate action has been taken to prevent further incidents, or where further incidents have taken place, the concern should be reported to the Vice-Principal or Principal
* Where the parent/carer remains unsatisfied that the concern has not been appropriately responded to, the school’s complaints procedure should be followed. This usually involves making a formal, written complaint, to the Chair of the Board of Governors.
* Accept their role in dealing with bullying behaviours which occur outside the school so that they do not interfere with effective learning and teaching during the school day.
* Co-operating with the school, if their child/children are accused of bullying, try to ascertain the truth and point out the implications of bullying, both for the children who are bulled and for the bullies themselves.

All reports of bullying concerns received from pupils and/or parents/carers will be responded to in line with this policy and that feedback will be made to the person who made the report. However, no information about action taken in relation to a pupil can be disclosed to anyone other than the pupil and his/her parents/carers.

***Responding to a Bullying Concern***

Every child can make mistakes and can behave in ways that are hurtful to others. In most cases a quiet word and an explanation of how others feel is sufficient to make a difference. Children can and do learn over time how to care for themselves and for others. We believe that learning from mistakes and being genuinely sorry for them is part of growing up to be a socially well adjusted person. We believe much can be achieved by taking with the perpetrator and the victim to achieve a resolution and reconciliation. In some cases, however, talking things through will not make enough of a difference and in these cases we reserve the right to apply a range of sanctions.

**The processes outlined below provide a framework for how the school will respond to any bullying concerns identified. Using the NIABF Effective Responses to Bullying Behaviour resource, the member of staff responsible shall…**

* Clarify facts and perceptions
* Check records (SIMS)
* Assess the incident against the criteria for bullying behaviour
* Identify any themes or motivating factors
* Identify the type of bullying behaviour being displayed
* Identify intervention level
* Select and implement appropriate interventions for all pupils involved, including appropriate interventions, consequences and sanctions not listed in the Effective Responses to Bullying Behaviour resource
* Track, monitor and record effectiveness of interventions
* Review outcome of interventions
* Select and implement further intentions as necessary

**When responding to a bullying concern, school staff shall implement interventions aimed at responding to the behaviour, resolving the concern and restoring the wellbeing of those involved. Where appropriate, school staff may implement sanctions for those displaying bullying behaviour.**

**Information regarding any action taken regarding a pupil cannot be disclosed to anyone other than that pupil and his/her parents/carers.**

**In Old Warren Primary School if any type of bullying is highlighted, the following strategies will be implemented by staff in two stages;**

**Stage 1**

All staff will:

* If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
* Reports will be taken seriously and attempts will be made to resolve the situation quickly.
* Steps will be taken to ensure the child feels safe and secure.
* Each pupil will have the opportunity to talk. The discussion will focus on finding a solution and stopping the bullying from recurring.
* Significant incidents will involve further investigation and recording. A clear account reported to the appropriate members of staff i.e., class teacher / head of Key Stage / Vice Principal / Principal / Designated Teacher for Child Protection. Staff will remain neutral and avoid direct, closed questions.
* A log of the incident will be made using SIMS. (Bullying Concern Assessment Form) This will include records for both the pupil experiencing and the pupil displaying bullying behaviour
* Information included will be type of intervention, success criteria, action taken by whom and when and outcome of intervention.
* A review will be carried out at a later date to ensure the bullying behaviour has ceased.
* Significant or repeated incidents will require parents to be informed.
* Disciplinary measures / sanctions, which are proportionate and clearly set out in the Positive Behaviour Policy, will be explained and used.

## Stage 2

If the problem is not resolved staff will:

1. Monitor the situation and follow procedures as agreed.
2. Record details as appropriate
3. Contact parents if necessary at any stage of the procedures, depending on the seriousness of the bullying e.g. phone call, letter or request for interview by class teacher / Vice Principal / Principal.
4. Contact outside network of support at any stage of the procedures e.g. Education Welfare Officer, Behaviour Support Team, PSNI.

**Recording**

**Old Warren Primary School, as set out in the Addressing Bullying in Schools Act (NI) 2016, is legally responsible maintain a record of all incidents of bullying and alleged bullying behaviour.**

The information held will be as follows:

* how the bullying behaviour was displayed (the method)
* the motivation for the behaviour
* how each incident was addressed by the school
* the outcome of the interventions employed.

Records will be kept on the online SIMS Behaviour Management Module, which is part of the C2k system in schools. Access to these records will be restricted and only provided to those members of school staff with a legitimate need to have access.

All records will be maintained in line with relevant data protection legislation and guidance and will be disposed of in line with the school’s Retention and Disposal of Documents Policy. Collated information regarding incidents of bullying and alleged bullying behaviour will be used to inform the future development of anti-bullying policy and practice within the school.

# Strategies to Prevent or Reduce Bullying

**Old Warren Primary School has established and will maintain the following strategies to prevent and reduce bullying behaviour:**

Proactive Strategies to ensure awareness is raised.

* Promote School Ethos at all times (as regards Bullying – be a TELLING / LISTENING / RESPONDING school).
* Raising awareness and understanding of the positive behaviour expectations, as set out in the Positive Behaviour Policy
* Provision and promotion of extra- and co-curricular activities, aimed at supporting the development of effective peer support relationships and networks. For example sporting activity, creative arts, leisure and games, etc.
* Involvement in meaningful and supportive shared education projects, supporting pupils to explore, understand and respond to difference and divrsity.
* Through the preventative curriculum actively promote positive emotional health and wellbeing (eg. mindfulness training)
* Use of creative learning to enhance social and emotional skills
* Ensure that all staff (teaching and non-teaching), parents and pupils and all members of the school community are aware of the school code of conduct as set out in the Positive Behaviour Policy.
* School assemblies – addressing Bullying and providing Anti-Bullying Strategies.
* Vigilant supervision – playground / general school environment.
* Consultation with School Council.
* Awareness of national Anti-Bullying Week (in November each year).
* Use of outside agencies – NSPCC, Childline, PSNI, Behaviour Support Team.

**Old Warren Primary School will also use preventative measures to prevent bullying behaviour on the way to and from school.** This includes:

* Development of a culture where pupils take pride in their school and are viewed as ambassadors for their school within the community. This includes regular reminders of the positive behaviour expectations of pupils whilst travelling to and from school.
* Measures to empower pupils to challenge inappropriate and unacceptable behaviour of their peers during the journey to and from school.
* Appropriate deployment of staff to support the transition from school day to journey home (eg. staff duty at school gate where appropriate)

**Electronic Communication**

Old Warren Primary School seeks to raise awareness of the nature and impact of online bullying and support our pupils to make use of the internet in a safe, responsible and respectful way. This includes:

* Addressing key themes of online behaviour and risk through PDMU including understanding how to respond to harm and the consequences of inappropriate use.
* Participation in Anti-Bullying Week activities.
* Engagement with key statutory and voluntary sector agencies (eg. C2k, PSNI, Public Health Agency) to support the promotion of key messages.
* Participation in annual Safer Internet Day and promotion of key messages throughout the year.
* Development and implementation of robust and appropriate policies in related areas (eg. Acceptable Use of the Internet Policy)

## Teaching about Bullying

This will be delivered and reinforced through various areas of the curriculum:

In Foundation and Key Stage 1 classes (P1-P4) children will be taught to be aware of different forms of bullying and how to develop personal strategies to resist unwanted behaviour.

This message will be reinforced in Key Stage 2 classes (P5-P7) when children will be encouraged to recognise, discuss and understand the nature of bullying and the harm that can result from it.

**Professional Development of Staff**

Old Warren Primary School recognises the need for appropriate and adequate training for staff, including teaching and non-teaching school staff. This includes:

* ensuring that staff are provided with appropriate opportunities for professional development as part of the school’s ongoing CPD/PRSD provisions
* noting the impact of the training given on both the policy and its procedures - e.g. any amendments made, inclusions added etc.
* ensuring that opportunities for safeguarding training are afforded to Governors and all staff – teaching and non-teaching

# Resources for the Prevention of Bullying

We encourage a whole school approach in which adults and children work together to create an environment where everybody gets a clear message that bullying is wrong and will not be tolerated, that bullying behaviour of all kinds must be challenged.

* All school staff must be aware of the Anti-Bullying Policy
* Awareness raising posters are displayed in classrooms and corridors and on our child protection notice board.
* Appropriate letters and leaflets will be provided for children.
* Children will be encouraged to understand their roles in preventing bullying.
* Parents will be issued with a copy of the schools anti bullying policy once every two years.

## Race Equality and Equal Opportunities

All children have equal access to the curriculum regardless of their race, gender, disability or ability. Teachers plan work that is differentiated so that all groups and individuals can achieve their potential and are committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment.

## Useful Websites and Telephone Numbers

Department of Education [www.deni.gov.uk](http://www.deni.gov.uk)

Child line 0800 1111

NSPCC 0808 800 5000

***Links to Other Policies***

In the development and implementation of this Anti-Bullying Policy, the Board of Governors has been mindful of related policies, including:

* Positive Behaviour Policy
* Pastoral Care Policy
* Safeguarding and Child Protection Policy
* Special Educational Needs Policy
* Health and Safety Policy
* Relationships and Sexuality Education
* E-Safety Policy & Acceptable Use of Internet Policy
* Mobile Phone Policy
* Educational Visits
* Staff Code of Conduct