



ALL SAINTS C. E. PRIMARY SCHOOL
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Policy Against Bullying and Harassment

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| Area: | Behaviour & Discipline |
| Approved by: | PPC Committee |
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INTRODUCTION

All Saints C. of E. Primary School upholds the right of everyone to be treated with dignity and respect, and to be valued for who they are and what they contribute to the school.

To this end, this policy outlines three approaches taken by the school:

1. Prevention – A number of actions are continuously undertaken, and reinforced by the school's strong Christian ethos.
2. Reporting Incidents - Providing a trusted and secure structure for children and adults to feel able to report incidents.
3. Intervention and Monitoring - Any behaviour which results in anyone feeling demeaned, threatened, intimidated or bullied by another person, will not be permitted, tolerated or condoned. The person targeted can expect that the school will respond to such behaviour decisively. Incidents will be dealt with as fairly and as quickly as possible. They will be recorded and monitored.

The diagram overleaf summarises the process once incidents are reported.

This policy is related to, and should be read in conjunction with, the All Saints Equality Policy which is available on the school website, or from the school office.

The legal position

Local Authorities and schools are obliged to act in accordance with the duties specified in the Race Relations and Sex Discrimination Acts. More details of these, plus definitions of key terms (harassment, bullying, racial harassment, sexual harassment, harassment against lesbian or gay pupils and harassment against people with disabilities) are given in Annex 1.

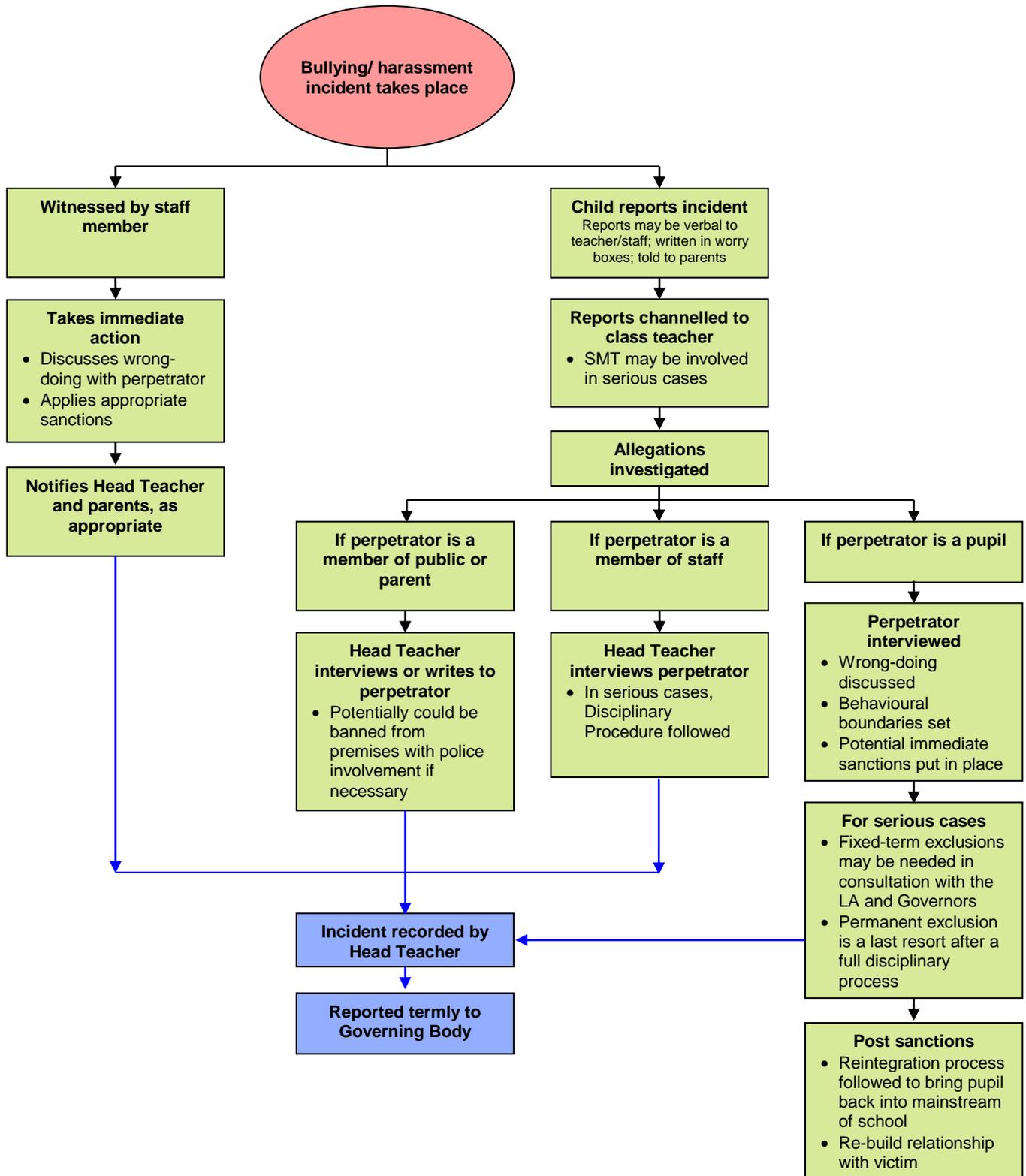
PREVENTION

All Saints School aims to create a community where bullying and /or harassment are not tolerated. We aim to ensure that the physical environment, through displays and curriculum materials, positively promotes a regard for individuals and shows a respect for different cultures and backgrounds.

The following strategies are implemented:

- Tackling issues related to bullying and harassment through the curriculum, in particular through the PSHE curriculum and in Circle times in order to prevent bullying issues and tackle them quickly when they arise.
- Pupils are taught about what bullying is and potential vulnerable areas such as on-line safety, physical, verbal, non-verbal bullying.
- Pupils know how to share their concerns and with whom.
- At briefing and staff meetings discuss pupils 'at risk' of being bullied or having problems with peers, ensuring that all staff are aware of sanctions and reporting procedures.
- Bullying /harassment issues recorded and analysed by SMT to identify any hotspots or patterns.
- Lunch times and playtimes are suitably manned and all staff on duty are aware of any issues and trained to deal with incidents appropriately.
- Involving parents and governors with the staff and pupils in maintaining good attitudes and discipline;
- Being prepared to apply the procedures to deal with incidents of harassment;
- Supporting the police in a programme of crime prevention in schools, including, at the appropriate level, discussions on the criminal nature of harassment, and that harassment will be effectively and sympathetically dealt with by the police in or outside the school.

- Making parents aware of the guidance issued by the DFE and the information on tackling school bullying at its website (<http://www.education.gov.uk/schools/pupilsupport/behaviour/bullying/f0076899/preventing-and-tackling-bullying>);
- Informing pupils, students, parents, staff and governors about these guidelines and how they link to other related school policies;
- Developing effective means of communication with parents who are not actively involved, especially those whose first language is not English, or are refugees/asylum seekers.



REPORTING INCIDENTS

A child may report any incident of bullying or harassment through a number of channels, whether the perpetrator is a child or an adult by: -

- Reporting it to the class teacher, or other member of staff. The school's Learning Mentor can support the child to describe the incident(s) as fully as possible;
- Telling a parent, carer or other trusted individual;
- Posting a message in the class 'worry box';
- Discussing it during 'circle time' in the classroom.

A member of staff may also witness an incident, in which case immediate steps will be taken: firstly to discuss the wrong-doing with all those involved; impose an immediate sanction such as time-out or loss of play-time; and then to notify the Head Teacher and parents if appropriate.

The role of governors

The governing body supports the Head Teacher in all attempts to eliminate bullying from our school. The governing body will not condone any bullying at all in our school, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately.

The governing body monitors any incidents of bullying, and reviews the effectiveness of the school's policy regularly. The governors require the Head Teacher to keep accurate records of all serious incidents of bullying, and to report to the governors on request about the effectiveness of school anti-bullying strategies.

A parent who is dissatisfied with the way the school has dealt with a bullying incident should contact the Head Teacher. Should they remain dissatisfied, they can write to the chair of governors (in line with the standing complaints procedure). The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases the governing body notifies the Head Teacher, and asks him/her to conduct an investigation into the case, and to report back to a representative of the governing body. It may be appropriate for the SENCO to be asked to give advice and support.

INTERVENTION

Dealing with incidents

In all incidents of harassment, whatever the nature, all staff will be expected to:

1. Investigate allegations immediately in order to establish the facts.
2. Submit a report to the class teacher or member of the senior management team as appropriate.

Dealing with alleged perpetrators of harassment

Pupil: The wrongdoing will be firmly explained to the pupil (this may then be repeated in the presence of the pupil's parents/carers). It will be made clear that it is their behaviour that is inappropriate not them. Pupils will be asked to consider why they might be bullying and what it might feel like to be bullied, using RULER Blueprint tool to help them understand and analyse their behaviour in conflict situations. We will try to find a restorative way they can make amends and rebuild the relationship with the harassed/bullied person if possible. Clear boundaries will be set within which the pupil must behave and work. The child may or may not be punished. In serious cases, exclusion may be considered.

Staff: The member of staff will be interviewed by the Head Teacher. The staff member has the right to be accompanied by a friend or union representative. A written record will be kept on the individual's personnel file (according to their terms and conditions of service). In serious cases, the Head Teacher may pursue the matter in accordance with the agreed Disciplinary Procedure after seeking advice from the Local Authority or LDBS.

Member of public or parent/carer: The Head Teacher may interview the alleged perpetrator, or write to them. At the discretion of the Head Teacher, and with guidance from governors/chair of governors, the perpetrator may be banned from the premises. Assistance from the police may be sought if necessary.

In all cases, parents are free to contact the Key Stage Manager, Head Teacher or Chair of Governors should they have any concerns or questions about the due process.

Sanctions

It may be appropriate to punish the perpetrator immediately, by sending them to the time-out room, the Head Teacher's office or by denying them playtime.

Other punishments may include: removal from the class; withdrawal of access to the school IT system (if the pupil misuses it); withholding participation in a school trip or sports event that is not an essential part of the curriculum; withdrawal of break or lunchtime privileges; or denial of any privilege to carrying out useful tasks in the school.

In serious cases, the Head Teacher may consider that a fixed-term (temporary) exclusion from school is warranted. Before any exclusions are applied, the Chair of Governors (or other designated member of the Board) will be consulted; advice from the Local Authority or LDBS may also be sought.

Permanent exclusions are extremely rare and the last resort after a long disciplinary process. Permanent exclusions will only be enacted after full consultation with the Local Authority and Governing Body (the Pupil Exclusion Panel).

Victim Support

All Saints School will support victims by:-

- Listening to them in a supportive and active manner;
- Not implying that it is their fault;
- Discussing possible short-term strategies that could help them extricate themselves from bullying situations;
- Considering strategies to develop peer support for the victim;
- Offering support that is sensitive to their wishes and those of their parents/carers;
- Communicating with the parents/carers to explain what actions have been taken with respect to their child (information regarding steps taken with the perpetrator is confidential);
- Considering who else within the school needs to be aware of the incident/s in order that the victim feels secure and that the fears of others are allayed;
- Maintaining appropriate confidentiality. Victims will be listened to in confidence prior to steps being taken to understand and improve the situation.

It may be the case that more serious incidents have an impact upon the whole school. If this happens, the views of the victim will be taken into account before considering whether the information that should be relayed to the school community and the best means to do so. If there is a danger of distortion through rumour or speculation, teachers may be asked to explain the matter to their groups or classes.

Reintegration after Fixed-Term Exclusions

Should the perpetrator be excluded from school their return will be managed in such a way so as to secure the best interests of both the victim and the perpetrator. A reintegration plan will be drawn up by the Head Teacher and SENCO, in consultation with the class teacher(s). This plan will be shared with all concerned stakeholders.

MONITORING INCIDENTS

Incidents of harassment will be recorded in order to establish an overview of the pattern, frequency and type of incidents that occur. Records will be used to ensure consistency of approach in the methods used to deal with perpetrators of harassment and will provide the Hammersmith & Fulham Local Authority with a statistical base for analysing trends and acting upon these as appropriate.

At All Saints School a record will be kept of incidents of harassment on the following categories

- Non-verbal abuse, including derogatory gestures
- Verbal abuse e.g. spoken insults/name calling
- Damage to property (such as graffiti)
- Literature or other printed materials such as badges
- Bullying, threats or intimidation
- Physical assault or violence

Records will be kept by the Head Teacher, in order to provide reports termly to the governing body; annual reports will be submitted to the Local Authority of racist incidents. The Head Teacher will ensure follow up action is taken and be responsible for monitoring its implementation, seeking advice from officers of the Local Authority when necessary.

Annex 1: LEGAL OBLIGATIONS AND DEFINITIONS OF TERMS

The LEGAL POSITION

Section 17 of the Race Relations Act (1976) and Section 22 of the Sex Discrimination Act (1975) make it unlawful for bodies in charge of educational establishments to discriminate in the way they afford a pupil access to any benefits, facilities or services, or by subjecting the pupil to any other detriment. Failure to deal adequately with complaints or racial or sexual harassment may result in a school becoming liable under this provision if a child is, as a consequence of harassment, disadvantaged in their access to benefits, facilities or services compared to other children.

DEFINITIONS OF TERMS

Harassment

Harassment is here defined as: Any form of behaviour which has the effect of intimidating, ridiculing and undermining the confidence of a person/group because of their sex, racial or ethnic background, because of disability or because they are lesbian or gay. It includes:

- Offensive, derogatory gestures
- Name-calling, insults or derogatory remarks
- Graffiti
- The wearing of provocative badges or insignia
- Dissemination of material that is racist, sexist, homophobic or offensive to people with disabilities
- Bullying, threatened or actual physical assault
- Cyber-bullying

Bullying

Bullying is a form of harassment and will be treated seriously. A working definition states: Bullying is violence (physical, verbal or psychological) conducted by an individual or group and directed against an individual or group, defenceless in the actual situation.

Cyber-bullying is a form of bullying which is carried out through an internet service such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short message services (SMS).

Characteristics of bullying include:

- Bullies relying on power or domination, often with group support
- Name-calling
- The isolating of victims
- Prolonged or repetitive bullying
- Social ostracism, malicious gossip, exclusion, mental cruelty as well as physical abuse
- Intimidation and rude gestures
- Threats and extortion
- 'The look' – referred to by children as a form of non-verbal bullying
- Social codes making victims feel they should not tell
- Others may be aware that bullying is taking place, but feel unable to report it or to intervene
- Victim's distress caused by anxiety about future attacks

Racial Harassment

Racial harassment may be defined as any hostile or offensive act - or any incitement to commit such an act - by a person of one racial and ethnic group against a person of another racial or ethnic group¹. In line with the Local Authority's recommendation, and according to the Stephen

Please also refer to the schools Equality Policy, Spring Term 2009.

Lawrence inquiry, a racist incident is defined as Any incident, which is perceived to be racist by the victim or any other person.

Sexual Harassment

Sexual harassment is defined as making or inciting others to make unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminating remarks which are offensive, threatening or humiliating.

Harassment against lesbian or gay pupils

Harassment against lesbian and gay pupils may be defined as making or inciting hostile or offensive acts or statements, which are derogatory to their sexuality.

Harassment against people with disabilities

Harassment against people with disabilities may be defined as making or inciting others to make any hostile or offensive act or remark because of a person's disability. Specific examples of such behaviour include ridiculing or taunting people with disabilities.

References

Preventing and tackling bullying Advice for head teachers, staff and governing bodies, 2012 (<http://media.education.gov.uk/assets/files/pdf/p/preventing%20and%20tackling%20bullying%20012.pdf>)