



Potten End Church of England Primary School

ANTI-BULLYING POLICY
Potten End Church of England Primary School

Policy Review

This policy was agreed by the Governing Board on 21/10/2024

It is due for review in Sept 2027.

Signature Date

Head Teacher

Signature Date

Chair of Governors



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Objectives of this Policy

This policy outlines what Potten End Cof E Primary School will do to prevent and tackle bullying. We are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated.

This is linked to our motto:

Rooted in faith, we nurture, grow and flourish

(Parable of the Mustard Seed)

Our school will:

- Discuss, monitor and review our anti-bullying policy and practice on a regular basis.
- Support all staff to promote positive relationships to prevent bullying and will
- intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensure that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.
- Report back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- Seek to learn from good anti-bullying practice elsewhere and utilise support from the Local Authority and other relevant organisations when appropriate

Definition of bullying

Bullying is “Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally”.

At Potten End C of E Primary, we help the children understand the above by using the acronym of STOP.

S- Several

T- Times

O- On

P- Purpose

Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.



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This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through websites and social media sites and apps, and sending offensive or degrading images by mobile phone or via the internet.

Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers, children in care or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.
- Bullying via technology (cyberbullying)

Preventing, identifying and responding to bullying

Our school will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all.
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience.
- Provide a range of approaches for pupils, staff and parents/carers to access support and report concerns.
- Challenge practice which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Consider appropriate opportunities for addressing bullying in all forms throughout the curriculum and supported with a range of approaches (such as through displays, assemblies, peer support and our school council).
- Regularly update and evaluate our approaches to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour (Online safety policy).
- Enable all staff to play an active role in the positive dealing with bullying and the prevention of bullying.
- Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring (see CPOMs)



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- Actively create “safe spaces” for vulnerable children and young people which can be accessed when appropriate (for example, our lunchtime nature).
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Work with other agencies and the wider school community to prevent and tackle concerns.
- Celebrate success and achievements to promote and build a positive school ethos.

Involvement of pupils

At Potten End CE Primary, the children are encouraged to use the ‘3 Steps’.

Step 1: Say, “I don’t like that. Please stop!”

Step 2: Say, “If you do that again I shall tell an adult.”

Step 3: Tell an adult.

We will:

- Talk to children about the extent and nature of bullying.
- Ensure that all pupils know how to express worries and anxieties about bullying.
- Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve pupils in anti-bullying campaigns (including anti-bullying week)
- Publicise the details of help lines/ internet agencies on our website (eg Childline)
- Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.

Liaison with parents and carers

We will:

- Make sure that key information about appropriate contacts in school is easily accessible.
- Ensure all parents/carers know about our complaints procedure and how to use it effectively.
- Ensure all parents/carers know that they can use our website to access support information.
- Ensure that parents work with the school to role model positive behaviour for pupils, both on and offline.

Responsibilities

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy.



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- Governors, the Headteacher, Teaching and Non Teaching staff to be aware of this policy and implement it accordingly.
- The Headteacher to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- Staff to support and uphold the policy
- Parents/carers to support their children and work in partnership with the school
- Pupils to abide by the policy.

The Headteacher has the responsibility of monitoring incident logs. When an incident has occurred, it is the responsibility of the teacher/ TA to deal with it appropriately. Key information must then be given to the Headteacher (including adding it to CPOMs). This includes:

- Name of child
- Name of recipient
- Key information about incident (actions/ words used, etc)
- How the incident was dealt with (both sets of parents informed/ consequences given)

The log (CPOMs) also includes how many times the child has been involved in such negative behaviour. Analysis of a number of factors can then be achieved.

The Headteacher will report the bullying incident analysis on a termly basis to the governing body. The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.

Supporting Pupils

At Potten End CE Primary, our staff are trained in dealing with anti-social behaviours in a therapeutic manner using the Hertfordshire 'Steps' approach. This focuses on understanding and then changing anti-social behaviours into pro-social behaviours.

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice. Ensure they are listened to.
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Agree next steps and ways forward
- Reassuring the pupil and providing continuous support
- Restoring self-esteem and confidence



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Pupils who have bullied will be helped by:

- Discussing what happened and establishing the concern and the need to change
- Informing parents/carers to help change the attitude and behaviour of the child
- Providing appropriate education and support
- If online, requesting content be removed and reporting account/content to service provider
- Speaking with police or local services

Supporting Adults

Adults (staff and parents) who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the headteacher
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the school's behaviour policy
- Reassuring and offering appropriate support
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

Adults (staff and parents) who have bullied will be helped by:

- Discussing what happened with a senior member of staff and establishing the concern
- Clarifying the school's official procedures for complaints or concerns
- If online, requesting content be removed and reporting account/content to service provider
- Instigating disciplinary, civil or legal action

Links with other school policies and practices

This Policy links with a number of other school policies, practices and action plans including:

- Positive behaviour policy
- Complaints policy
- Safeguarding and related child protection policies
- Online Safety policy



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Appendix:

Managing allegations of Bullying

Bullying is defined as being an action which is persistent, intends to harm or hurt and where there is an imbalance of power or strength

PARENTS – follow these steps	SCHOOL
<p>STEP ONE: If you feel your child is being bullied you should approach the class teacher and explain your concerns. Where a child reports bullying to a member of staff, the child's parents will be informed.</p>	<p>The class teacher will investigate and report back to you. If bullying is found to have taken place a number of actions will be taken. If bullying is not found to have taken place the teacher will speak to parents and child and explain the reasons for this decision.</p>
<p>STEP TWO: If the situation does not improve or repeats itself after a period of time you should take your concern to the Key Stage Leader</p>	<p>You may be asked to put your concerns in writing. The leader will investigate and report back to you.</p>
<p>STEP THREE: If you are still concerned the problem can be escalated to the Headteacher</p>	<p>The Headteacher will hold a meeting with you to discuss a plan of action as well as next steps.</p>
<p>STEP THREE: If you are still concerned that the problem has not been solved you may put your concerns in writing to the Chair of Governors.</p>	<p>The Chair of Governors will take the matter up with the school and report to you.</p>

All investigations will be undertaken following the school Positive Behaviour Policy, a copy of which can be found on the web-site or can be obtained from the school office.

Discussions will take place with the victim, the perpetrator, any witnesses and the parents of both victim and perpetrator. Parents and victim may be invited to a meeting with the perpetrator. Written notes will be taken at all meetings. Written reports will be taken from members of staff.

Actions which may be taken whilst investigations are in progress

The victim and the alleged perpetrator may be separated when possible.
An adult may be allocated to the victim to whom they can report any problems.
Work on bullying which is additional to the normal curriculum may take place.



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Actions which may be taken where bullying is found to have taken place

The perpetrator will be expected to take responsibility for the hurt caused.
Adult assigned to victim to report further incidents to and who will monitor for an agreed period.
Offer of counselling for victim.
Referral to an external service or exclusion (internal or external) for perpetrator considered.
Timely meetings for victim's parents with school

Actions which may be taken where allegation is unsubstantiated through lack of supporting evidence

Home-school diary issued to alleged victim to record incidents.
Named adult confirmed for alleged victim to report to and for parents to contact.
Monitoring to take place for an agreed period.

Actions which may be taken where counter-allegations are made

Offer home-school diaries to both families.
Identify adult to monitor behaviours of both children and for parents to contact.

In each of the above three cases senior members of staff will contact all parties at weekly intervals including the parents for their views on progress until the investigation is completed.