



Challenge, Nurture, Respect

ANTI-BULLYING POLICY

Ratified by: LGC

Date: March 2022

Review date: March 2025

Chorley New Road Primary Acadmey ANTI-BULLYING POLICY

These guidelines have been developed in light of current statutory responsibilities for Acadmeys and local authorities – Equality Act 2010, Education Act 2002 and Education and Inspections Act 2006, Section 21(5) as well as Acadmey’s Safeguarding Policy, Behaviour Policy, PSHE Policy and E-safety policy.

In this Acadmey bullying and other forms of unacceptable intimidation, including cyberbullying by internet or mobile phones will not be tolerated.

All will treat others with kindness and respect and all will care well for each other.

All will come to Acadmey without fear and they will be happy and safe in Acadmey.

Everyone will be vigilant and they will act promptly to intervene if there are any signs or reports of bullying.

The staff and Governing Body of Chorley New Road consider that bullying takes many forms and includes the following types of behaviour

Physical Bullying
Verbal Bullying
Indirect Bullying
Cyberbullying

What is Bullying?

There are many definitions of bullying, but most consider bullying to be:

“Deliberately hurtful behaviour repeated over a period of time and in circumstances where it is difficult for those being bullied to defend themselves.”

This definition recognised and accepted in case law (Hansen v Isle of White Council)

The Government defines bullying as:

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

Bullying is therefore:

Repetitive and persistent
Intentionally harmful
Involves an imbalance of power.

Due to the nature of bullying, it may also be classed as Hate Crime

Hate crime can be defined as:

“Behaviour that a victim or any other person thinks was caused by hatred of age, disability, gender identity, race, religion or sexual orientation.”

Cyberbullying can be defined as:

“Any cyber-communication or publication posted or sent by a minor online, by instant messenger, email, website, diary site, online profile, interactive game, handheld device, cell phone or other interactive device that is intended to frighten, embarrass, harass or otherwise target another minor.”

Objectives

To ensure that all children understand what bullying including cyberbullying is.

To build an ethos where children feel safe and free from threat and intimidation.

To promote good relationships where all are treated well and where children care for each other.

To act promptly and effectively at the first sign of bullying.

To encourage children and parents to report any alleged bullying.

To protect and reassure any victims of bullying.

To have effective sanctions to deter bullying and to have successful strategies to reform bullies.

To make this a happy Acadmey free from bullying.

Strategies

- At Chorley New Road we follow a Whole Acadmey Behaviour Policy, which rewards good behaviour choices and there is an ethos where bullying is unacceptable.
- All will be expected to be vigilant and to intervene immediately and effectively if any bullying is observed or reported.
- Co-operative, helpful behaviour will be rewarded. Pointing out examples and encouraging good behaviour.
- There is good supervision of children at all times in Acadmey.
- Training of Lunchtime Supervisors in Acadmey policies, games and strategies.
- Use of extended areas of the playground, playground equipment, quiet grass area, whenever possible.
- Children will be encouraged to report bullying and when they do they will be listened to and taken seriously. There are various ways in which to report incidents:
 - Report via the bully box within each class – Form A
 - KS2 classes each have their own peer mentor/bully buster.
 - Y5 & Y6 pupils trained as peer mentors to be available at break times.
 - Y5 & Y6 children trained as Activity Leaders to play with younger children.
- Every allegation of bullying will be investigated as per Local Authority guidelines for Dealing with Bullying, Harassment and Hate Crime in Acadmeys 2010 and relevant documentation completed to record incidents and actions taken.
- Any allegations of bullying will be reported to the Headteacher and reported to the Local Authority using Form E – LA Incident Reporting Form.
- Pupils and their parents will be made aware of this policy.

Prevention of Bullying

- At Chorley New Road we follow a Whole Acadmey Behaviour Policy, which rewards good behaviour choices.
- Co-operative, helpful behaviour will be rewarded. Pointing out examples and encouraging good behaviour.
- There is good supervision of children at all times in Acadmey.
- Training of Lunchtime Supervisors in Acadmey policies, games and strategies.
- Use of extended areas of the playground, quiet grass area, whenever possible.
- Pupils in each class in KS2 elect Bully Busters.
- Y6 & Y5 pupils trained as peer mentors, to play with younger children.
- Provision of playground equipment.
- Co-operation of parents on Acadmey policies

Curriculum

Bullying issues are dealt with via the PSHE Curriculum and Circle Time. Bullying issues are also dealt with in assemblies. Visiting groups for example drama, dance specialists are also invited into Acadmey to work with and perform for the children linked with bullying. Use of SEAL materials.

The role of the Governing Body

The Governing Body supports the Headteacher in all attempts to eliminate bullying from our Acadmey. The governors take seriously any incidents of bullying and will deal with them as appropriate.

Governors monitor incidents of bullying and review the anti-bullying policy regularly. They require the Headteacher to keep accurate records of all incidents. Following a request from a parent to investigate an incident the governors ask the Headteacher to conduct an investigation and report back to them.

The role of the Headteacher

The Headteacher must implement the Acadmey Anti-bullying strategy, ensure all staff are aware of the policy and how to deal with incidents of bullying, that they have sufficient training.

The Headteacher will ensure all pupils know that bullying is wrong and unacceptable behaviour. The Headteacher will investigate or delegate this to another senior member of staff when a child or parent makes a complaint about bullying.

The Headteacher will submit termly reports to the LA on the number of incidents reported including a nil return when applicable.

The role of the teacher

Teachers take all forms of bullying seriously, and intervene to prevent incidents taking place.

They keep their records of all behaviour incidents that happen in class in the class behaviour log, any incidents deemed to be bullying as per the definitions outlined in this policy will be logged using Form D – Acadmey Incident Recording Form alongside Forms B – Victim Reporting Form and Form C Witness Reporting Form and reported to the Headteacher who will complete Form E and report to the LA filing documentation in the Anti-Bullying Log.

Teachers support all children in their class and establish a climate of trust and respect for all. By praising, rewarding and celebrating success we aim to prevent incidents of bullying.

If an incident is not deemed to be a bullying incident on investigation Forms A, B, C will be filed in the class behaviour log and not the Anti-Bullying Log.

The role of the parent

Parents with concerns should contact their child's class teacher immediately. Parents should support the Acadmey's anti-bullying policy and actively encourage their child to be a positive member of the Acadmey.

Identification strategies

All classes have a 'Bully box' where children can write down concerns and put these in the box at anytime using Form A – Request for Support. They are checked on a regular basis by the class teacher.

Two 'Bully busters' are elected in each class, Year 3 to Year 6. These children are given training so they know what to do if a child approaches them. Bully busters can be approached by any child who feels unable to talk to an adult.

Bully Surveys also take place in classes where there is a suspicion of a problem as well as yearly as part of the Pupil and Parent Questionnaires.

Hierarchy for staff intervention

- Bully buster/Playground Leaders
- Mid-day Supervisors/Learning Assistants/Class Teacher
- Head of KS2, KS1 & Foundation Stage/Head of Extended Services and Safeguarding/Deputy Headteacher
- Headteacher

Strategies for dealing with Bullying

- Immediately involve the parents of both Bully and Victim.
- Set achievable targets for the bully.
- Report book/card system.
- Involve children in making a realistic set of rules for Acadmey/class.
- Close supervision of the bully at all times.
- Support the victim.
- Sessions with Learning Mentor
- Ensure all children know the difference between 'telling tales' and telling the teacher/adult things they must know.
- Build a positive relationship between the bully and victim.
- Apply ultimate sanction of exclusion after procedures have been exhausted
- Children with behavioural/emotional problems will follow SEN Code of Practice and will need and IBP and involvement from the Educational Psychologist.
- Use of multi-agency intervention support may be necessary.

Bullying/Harassment of Staff

If a member of staff at Chorley New Road finds they are being harassed at work they should follow the guidelines laid down by '**Bolton Code of Conduct**'.

1. Try to talk to the person who is harassing you, explain that you wish the behaviour to stop.
2. If this is too difficult ask a colleague to approach them on your behalf.
3. Discuss the problem with your Line Manager.
4. You may wish to contact your union at this point.
5. Contact a representative from Central Personnel.
6. Keep a full written record of events.
7. Make a formal written complaint to your Line Manager.
8. Line Manager to contact LA or SLT

Equality

We as a Acadmey community we have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Attachments

Appendix 1	Useful Websites	
Form A	Request for Support Form	
Form B	Victim Reporting Form	(Mandatory Acadmey Form)
Form C	Witness Reporting Form	(Mandatory Acadmey Form)
Form D	Acadmey Incident Recording Form	(Mandatory Acadmey Form)
Form E	LA Incident Recording Form	(Mandatory LA Form)
Form F	Review Sheet	(Use when appropriate)
Form G	Pupil Feedback	(Use when appropriate)

Form H
Flowchart

Parent Feedback

(Use when appropriate)

Further Reading

Documents referred to in this policy

Safeguarding Children Online – A guide for Acadmey leaders – BECTA – January 2008

Cyberbullying – Safe to Learn: Embedding anti-bullying work in Acadmeys – DCSF

Safe Children in a Digital World – DCSF 00334 – 2008 – Report of the Byron Review.

Useful Contacts

Websites

<p>http://www.teachernet.gov.uk/wholeAcadmeys/behaviour/tacklingbullying</p> <p>To view the new Department for Education website, please go to</p> <p>http://www.education.gov.uk</p>	<p>All statutory guidance and legislation published on this site continues to reflect the current legal position unless indicated otherwise.</p> <p><i>Safe to Learn: Embedding anti-bullying work in Acadmeys</i> is the overarching anti-bullying guidance for Acadmeys and was launched in September 2007. It can be ordered from TeacherNet's online publications site. The <i>Safe to Learn</i> package of guidance also includes specialist advice on cyberbullying, homophobic bullying and bullying involving children with SEN and disabilities. This is in addition to the existing guidance on tackling bullying related to race, religion and culture that was issued in 2006.</p> <p>The document <i>Guidance for Acadmeys on preventing and responding to sexist, sexual and transphobic bullying</i> was published 10 December 2009, forming part of the <i>Safe to Learn</i> suite.</p> <p>In April 2008, the DCSF issued the DVD and resource pack <i>Let's fight it together</i> for Acadmey staff working with pupils in assembly and classroom situations.</p>
<p>http://www.antibullyingalliance.org.uk</p>	<p>Anti-Bullying Alliance – (ABA) A unique collection of over 60 organisations, working together to stop bullying. ABA runs an 'anti-bullying week' focusing on Acadmeys, in mid-November each year. Full details on this website.</p>
<p>http://www.thinkuknow.co.uk</p>	<p>Thinkuknow is the website of the Child Exploitation and Online Protection (CEOP) Centre 5 sections 5-7 years, 8-10 years, 11-16 years, Parents & Carers, Teachers & Trainers. Great resources</p>
<p>http://www.beatbullying.org</p>	<p>Beatbullying – Including 'CyberMentors' & 'MiniMentors' Beatbullying works with children and young people across the UK to provide them with all-important opportunities to make positive and lasting changes to their lives and outlook. Lesson plans for teachers</p>
<p>http://www.nspcc.org.uk</p> <p>http://www.childline.org.uk</p>	<p>NSPCC/CHIPS/CHILDLINE CHIPS – National peer mentoring programme. News, Help & Advice, Training, Publications & Classroom Resources, Events PLAY – Games, watch videos EXPLORE – Bullying inside & outside of Acadmey, racism, online safety etc.</p>

	TALK – message boards, online chat-room, receive advice via text
http://www.kidscape.org.uk	Kidscape – Preventing Bullying, Protecting Children Advice for parents (including AB helpline) Advice also for professionals, children and young people, including resources to order and free downloadable information.
http://www.stonewall.org.uk	Stonewall Lesbian, gay & bi-sexual charity. Lots of free resources available for dealing with homophobic bullying.
http://www.clickcleverclicksafe.com	UKCCIS – UK Council for Child Internet Safety Over 140 organisations and individuals working together to help children and young people stay safe on the internet.
http://www.childnet-int.org	Childnet International's mission is to work in partnership with others around the world to help make the Internet a great and safe place for children.
http://www.antibullying.net	Anti-Bullying Network The Anti-Bullying Network was established at the University of Edinburgh in 1999 and gained a reputation for the high quality of the services it provided to Acadmey communities.
http://www.bullying.co.uk	Bullying Online This website is aimed at adults working with children under 11 years and for the children themselves.
http://www.therelationshipscentre.co.uk/talkdontwalk	Talk, Don't Walk A service for young people who may run away. This is a local, specialist service offering a range of information and advice, emotional and outreach support services, family mediation and innovative training and resources to support everyone to develop healthier relationships.

Helpful Organisations

* Advisory Centre for Education (ACE)	020 7354 8321
* Children's Legal Centre	0845 345 4345
* Kidscape Parent's Helpline (Monday - Friday, 10 - 4)	0845 1205 204
* Parentline Plus	0808 800 2222
* Youth Access	020 8772 9900
* Talk, Don't Walk	0800 085 2136
* Childline	0800 1111
* GLYSS	07747 473 829



Form A – Bullying/Harassment - Request for Support

You have a right to be safe and happy at this Academy. If you are not, we want to hear about it. Just fill in this form and put it in your class bully box.

The teachers/support staff you have named will send you back the tear-off slip at the bottom of this form, telling you when and where you can meet them.

Name: _____

Form: _____

Have you approached a peer helper? Yes/No

Which teacher/support staff do you wish to speak with?



Form B – Bullying/Harassment - Victim Reporting Form

Name: _____

Please describe what happened, what you saw and heard and how it made you feel.

When did it happen? Time: _____ Date: _____

Where did it happen?

Who was involved?

Do you think anyone else saw or heard it?

Has anything like this happened before?

If it has, were the same people involved?

What do you want to happen now?

Is there someone in Acadmey you would feel comfortable to talk to and to be supported by?

Signed: _____ **Dated:** _____



Form C – Bullying/Harassment - Witness Reporting Form

Name: _____

Please describe what happened, what you saw and heard.

When did it happen? Time: _____ Date: _____

Where did it happen?

Who was involved?

Do you think anyone else saw or heard it?

Has anything like this happened before?

If it has, were the same people involved?

Signed: _____

Dated: _____



Form D – Bullying/Harassment - Acadmey Incident Recording Form

Name of Acadmey:	
Acadmey Number:	
Name of Victim(s):	
Name of Perpetrator(s):	
Date reported:	
Date of Incident:	
Reported to:	
Reported by:	

Victim Profile (tick as appropriate):

Child in Care	<input type="checkbox"/>	Traveller child	<input type="checkbox"/>
Child Protection Register	<input type="checkbox"/>	Gifted/Talented	<input type="checkbox"/>
Learning disability	<input type="checkbox"/>	Young Carer	<input type="checkbox"/>
English as an additional language	<input type="checkbox"/>	Involved with EWO Service	<input type="checkbox"/>

Racial Origin (tick as appropriate):

White British	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>
Mixed White & Caribbean	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>
Mixed White & Black	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed White & Asian	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Gypsy	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Other _____	

Disability: _____
Religion: _____
Gender: _____

Perpetrator Profile (tick as appropriate):

Child in Care	<input type="checkbox"/>	Traveller child	<input type="checkbox"/>
Child Protection Register	<input type="checkbox"/>	Gifted/Talented	<input type="checkbox"/>
Learning disability	<input type="checkbox"/>	Young Carer	<input type="checkbox"/>
English as an additional language	<input type="checkbox"/>	Involved with EWO Service	<input type="checkbox"/>

Racial Origin (tick as appropriate):

White British	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>

Mixed White & Caribbean	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>
Mixed White & Black	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed White & Asian	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Gypsy	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Other _____	

Disability: _____
Religion: _____
Gender: _____

Details of incident (tick as appropriate):

Disability incident	<input type="checkbox"/>	Homophobic incident	<input type="checkbox"/>
Racist incident	<input type="checkbox"/>	Faith incident	<input type="checkbox"/>
Sexist incident	<input type="checkbox"/>	Other _____	

Bullying behaviours involved (tick as appropriate):

Physical behaviour	<input type="checkbox"/>	Spreading nasty rumours	<input type="checkbox"/>
Threats	<input type="checkbox"/>	Text message bullying	<input type="checkbox"/>
Taking belongings	<input type="checkbox"/>	Mobile phone calls	<input type="checkbox"/>
Extortion	<input type="checkbox"/>	Picture/video via mobiles	<input type="checkbox"/>
Causing damage to property	<input type="checkbox"/>	E-mail bullying	<input type="checkbox"/>
Name-calling	<input type="checkbox"/>	Websites/Social Networks	<input type="checkbox"/>
Taunting	<input type="checkbox"/>	Chat-rooms	<input type="checkbox"/>
Verbal abuse	<input type="checkbox"/>	Graffiti	<input type="checkbox"/>
Sending notes	<input type="checkbox"/>	Twitter	<input type="checkbox"/>

Location of Incident (tick as appropriate):

Classroom	<input type="checkbox"/>	Dining environment	<input type="checkbox"/>
On journeys to and from Acadmey	<input type="checkbox"/>	Home	<input type="checkbox"/>
Playing fields	<input type="checkbox"/>	Occurred outside Acadmey	<input type="checkbox"/>

Frequency and duration of bullying behaviour (tick as appropriate):

Reported after the first incident	<input type="checkbox"/>	Persisting throughout the term	<input type="checkbox"/>
Two or three times	<input type="checkbox"/>	Persisting for more than one term	<input type="checkbox"/>
Several times	<input type="checkbox"/>		

Details of action taken (tick as appropriate):

Checked for other known incidents involving the same pupils	<input type="checkbox"/>
Notified class teacher/form tutor	<input type="checkbox"/>
Individual discussion with those involved	<input type="checkbox"/>
Notified parent(s)/carer(s) or relevant contact person	<input type="checkbox"/>
Group discussion with those involved	<input type="checkbox"/>
CAF or Pre-CAF raised	<input type="checkbox"/>
If Hate Crime, have Police been informed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Other (please provide details)

Details of support systems/actions agreed with child/young person, parents/carers:

Details of sanctions applied in line with Acadmey's/setting's behaviours policy:

Follow-up date set:	
With whom:	
Location:	
Signed and checked by Head teacher or SMT Member	

Outcomes to follow-up:

Has the bullying stopped? Yes No

Details of further action to be taken if required:

Action:

By whom:

By when:

Further date to follow-up:

Was the targeted child/young person and his/her parents/carers satisfied with the outcome?

Yes No

Further Comments:

Signed (member of staff dealing with issue)	
Checked and signed by Head teacher or SMT Member	

PLEASE NOTE

This form is to record and retain both statutory and non-statutory information as part of the management of Bullying, Hate Crime and Harassment incidents

Form E – Bullying/Harassment - LA Incident Recording Form

In the event of an incident and to comply with the requirements on Acadmeys, as set out in the Education and Inspections Act 2006 Section 21(5)

Name of Acadmey:	
Date reported:	
Date of Incident:	
Gender of victim: Male/Female (please circle)	Gender of perpetrator: Male/Female (please circle)

Details of incident (tick as appropriate):

- | | | | |
|----------------------------|--------------------------|----------------------------|--------------------------|
| Disability incident | <input type="checkbox"/> | Homophobic incident | <input type="checkbox"/> |
| Racist incident | <input type="checkbox"/> | Faith incident | <input type="checkbox"/> |
| Sexist incident | <input type="checkbox"/> | Other _____ | |

(Bold – denotes a duty placed on education providers as set in the Equality Act 2010)

Bullying behaviours involved (tick as appropriate):

- | | | | |
|----------------------------|--------------------------|---------------------------|--------------------------|
| Physical behaviour | <input type="checkbox"/> | Spreading nasty rumours | <input type="checkbox"/> |
| Threats | <input type="checkbox"/> | Text message bullying | <input type="checkbox"/> |
| Taking belongings | <input type="checkbox"/> | Mobile phone calls | <input type="checkbox"/> |
| Extortion | <input type="checkbox"/> | Picture/video via mobiles | <input type="checkbox"/> |
| Causing damage to property | <input type="checkbox"/> | E-mail bullying | <input type="checkbox"/> |
| Name-calling | <input type="checkbox"/> | Websites/Social Networks | <input type="checkbox"/> |
| Taunting | <input type="checkbox"/> | Chat-rooms | <input type="checkbox"/> |
| Verbal abuse | <input type="checkbox"/> | Graffiti | <input type="checkbox"/> |
| Sending notes | <input type="checkbox"/> | Twitter | <input type="checkbox"/> |

Location of Incident (tick as appropriate):

- | | | | |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| Classroom | <input type="checkbox"/> | Dining environment | <input type="checkbox"/> |
| On journeys to and from Acadmey | <input type="checkbox"/> | Home | <input type="checkbox"/> |
| Playing fields | <input type="checkbox"/> | Occurred outside Acadmey | <input type="checkbox"/> |

Frequency and duration of bullying behaviour (tick as appropriate):

- | | | | |
|-----------------------------------|--------------------------|-----------------------------------|--------------------------|
| Reported after the first incident | <input type="checkbox"/> | Persisting throughout the term | <input type="checkbox"/> |
| Two or three times | <input type="checkbox"/> | Persisting for more than one term | <input type="checkbox"/> |
| Several times | <input type="checkbox"/> | | |

Details of action taken (tick as appropriate):

- | | |
|---|--|
| Checked for other known incidents involving the same pupils | <input type="checkbox"/> |
| Notified class teacher/form tutor | <input type="checkbox"/> |
| Individual discussion with those involved | <input type="checkbox"/> |
| Notified parent(s)/carer(s) or relevant contact person | <input type="checkbox"/> |
| Group discussion with those involved | <input type="checkbox"/> |
| CAF or Pre-CAF raised | <input type="checkbox"/> |
| If Hate Crime, have Police been informed? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Other (please provide details)

The information supplied on this form will be processed in accordance with the requirements of the Data Protection Act 1998. At all times, it will be treated as confidential and used only for the purpose of assessing, managing and monitoring bullying-related incidents.



Form F – Bullying/Harassment - Review Sheet

Date:	
Name of Reporter:	
Name of Child/Young Person involved:	
People present:	

How has the situation developed:

--

**What does the person who was targeted say they are feeling now?
Are they feeling safe and satisfied with the action taken?
If so, how has it helped?**

--

What is the attitude/view of the person(s) involved in the bullying behaviour?

--



**Form G – Harassment/Bullying Feedback - Tell us what you think –
Child/Young Person Form**

Name: _____

We want to make sure our anti-bullying policy is working properly. It would help us if you let us know your views by answering the following questions. This will enable us to improve support to everyone in Acadmey.

1. Were you happy with the support provided?

Yes No

2. What did you find most helpful?

3. Was there anything you found unhelpful which we could improve?

4. Did you feel you were fairly treated?

Yes No

Thank you for your time

Signed (optional)



Form H – Bullying/Harassment Feedback - Tell us what you think – Parent/Carer Form

Name: _____

We want to make sure our anti-bullying policy is working properly. It would help us if you let us know your views by answering the following questions. This will enable us to improve support to everyone in Acadmey.

1. Were you happy with the support provided?

Yes No

2. What did you find most helpful?

3. Was there anything you found unhelpful which we could improve?

4. Did you feel you were fairly treated?

Yes No

Thank you for your time

Signed (optional)

[Empty box]

The following flow chart can be used alongside the forms contained in this section to ensure that all relevant details related to bullying incidents are adequately recorded and monitored. Acadmeys should consider these forms and the flow chart below and integrate them into their existing practice.



