



St. Francis Catholic Primary School

Headteacher: Mrs C. Ppear

ST. FRANCIS MISSION STATEMENT

Jesus said, "love one another as I have loved you."

Our aim is to make St. Francis School a loving community, respecting every child and every adult, caring for God's world and helping each other to do our best as we grow together in Christ.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

ANTI BULLYING POLICY

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At St Francis Catholic Primary School, we believe that every individual is made in the image of Christ and should be always treated with care and respect.

We know that all pupils and staff learn best in a secure and happy environment and as such we have a **zero tolerance** approach to bullying. St Francis Catholic Primary School recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals. It can create a barrier to learning and have serious consequences for mental well-being. By effectively preventing and tackling bullying, we can help to create a safe and disciplined environment, where pupils are able to learn and fulfil their potential.

As a 'TELLING School' ALL members of our school community have a duty to **REPORT** bullying to a member of staff so that it can be dealt with swiftly and effectively. Anyone being bullied needs to **TELL** at the earliest opportunity.

1. Aims of this policy

- To ensure all parties know what is meant by bullying, and have strategies to respond;
- To ensure that staff and parents recognise bullying and know how to deal with it;
- To deal with bullying swiftly when it occurs;
- To prevent bullying happening in school;
- To promote school values, which reject bullying behaviour and promote co-operative behaviour;
- To ensure all members of our community feel responsible for, and able to, help to reduce bullying.

2. Links with other school policies and practices

- Behaviour Policy;
- Complaints Policy;
- Child Protection Policy;
- Online safety and acceptable use policy and agreement.

3. Links to legislation

There are several pieces of legislation and guidance which set out measures and actions for schools in response to bullying, as well as relevant criminal and civil law. These include, but are not limited to:

- The Education and Inspections Act 2006;

- The Equality Act 2010;
- The Children Act 1989;
- The Protection from Harassment Act 1997;
- The Public Order Act 1986;
- Keeping Children Safe in Education;
- DfE guidance: *Preventing and Tackling Bullying*;
- DfE guidance: *Preventing and Tackling the Bullying and Harassment of School Staff*;
- The SEND Code of Practice: 0 to 25 years.

4. Responsibilities

It is the responsibility of:

- The Headteacher to communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably;
- Governors to take a lead role in monitoring and reviewing this policy;
- All staff, including governors, senior leadership, teaching and non-teaching staff to support, uphold and implement this policy accordingly;
- Parents/carers to support their children and work in partnership with the school;
- Pupils to abide by this policy.

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 act as the nominated link governor for anti-bullying.

Our link governor is: Mrs Katy Adams

5. What is bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Bullying is usually characterised by:

- **repetition** – the behaviour is repeated, or there is a serious risk that it will be repeated;

- **intentionality** - the behaviour is intended to cause harm, distress or upset;
- **an imbalance of power** - which makes it difficult for the person experiencing the behaviour to defend themselves.

Bullying is remembered by the acronym **S.T.O.P.** - **Several Times On Purpose.**

Not every disagreement, friendship difficulty, one-off unkind act or conflict is bullying. However, all incidents of unkindness, discriminatory behaviour or harmful behaviour will be taken seriously and dealt with appropriately.

A child-friendly definition:

"Being bullied is when someone keeps saying or doing something to hurt or upset you and you find it difficult to stop them."

Bullying may be:

- **Physical** - hitting, kicking, punching, spitting, pushing or any other form of physical violence.
- **Verbal** - name calling, threats, teasing, sarcasm, gossip, spreading lies.
- **Emotional** - deliberately excluding someone, giving dirty looks, hiding another person's belongings.
- **Prejudice-based or discriminatory** - bullying motivated by prejudice or negative attitudes towards another person because of an actual or perceived characteristic, or because they are seen as 'different'. This may include racist, religious or faith-based, cultural, homophobic, biphobic, transphobic, sexist or disability-related bullying. It may also include bullying relating to appearance, family circumstances or other aspects of a child's identity or background.
- **Online or cyberbullying** - the use of technology, including social media, messaging platforms, gaming platforms, mobile phones, email, images or video, to deliberately hurt, threaten, humiliate, intimidate or incite others to harm another person.

Bullying and individual needs

St Francis recognises that some pupils may be more vulnerable to bullying because of SEND, disability, communication difficulties, SEMH needs, protected characteristics or other circumstances.

Staff will take account of individual needs and reasonable adjustments when:

- supporting a pupil to report concerns;
- investigating an incident;
- communicating with pupils and parents/carers;
- deciding on appropriate support and consequences.

A pupil's SEND or other individual needs may affect how they communicate or understand an incident and will be considered carefully. However, individual needs do not mean that harmful behaviour is ignored.

6. What to do if being bullied

The person being bullied or anyone who is aware of bullying going on should:

- **TELL** an adult they trust.
- If worried/anxious about talking to someone, write down what the problem is and place it in the class 'worry box' (with a pictorial version available for children in EYFS/Key Stage 1) or give it to their teacher.

7. What happens next?

- Once the incident has been reported, a member of staff will talk to the victim, offer comfort, support and reassurance that action will be taken.
- The bully will be spoken to separately and asked to record in writing the account from their point of view. It will be made very clear that bullying is unacceptable and will not be tolerated.
- All allegations, concerns and incidents relating to bullying will be recorded and reviewed. At St Francis, bullying concerns and incidents will be recorded on CPOMS, including the allegation, investigation, actions taken, support provided, parental contact and outcome.
- The Headteacher and relevant staff will be informed, as appropriate.
- A concern should not be dismissed simply because it does not initially meet the definition of bullying. Repeated concerns will be reviewed to identify whether a pattern is developing.

- The parents/carers of pupils directly involved will be informed as soon as reasonably practicable and, where appropriate, invited to discuss the matter and agree a way forward. Meetings will usually be held separately. [Please be aware that the school cannot discuss the personal information, behaviour or sanctions relating to another child.](#)
- The school's Well-being Mentor, and other relevant members of staff such as Midday Supervisors will be informed of the situation and then monitor the individuals involved to ensure that bullying does not reoccur.
- Where appropriate, the Wellbeing Mentors may support restorative work or carefully planned opportunities for pupils to rebuild relationships. This will only take place where it is appropriate and safe to do so.
- Appropriate sanctions will be given depending on the nature and severity of the incident. This may take the form of missed playtimes, internal/external suspensions. The bully will be asked what they can do to make things right.
[*Sanctions will be in line with the school Behaviour Policy.](#)
- The pupil who has experienced bullying will be given the opportunity to take part in 'Restorative Justice' with the class teacher or member of Senior Leadership Team. Restorative Justice enables the victim to meet with the pupil who has engaged in bullying behaviour face to face in a safe and supervised setting and talk through the impact that bullying has had, or is having, on them. Restorative Justice is designed to empower the victims and to help the perpetrator understand the human consequences of their behaviour.

Restorative approaches will only be used where appropriate and where the pupil who has experienced bullying feels safe and willing to participate. A pupil will never be required to meet with, speak to or forgive another pupil as part of the school's response to bullying.

Restorative work does not replace appropriate consequences, safeguarding action or ongoing monitoring.

Meetings

When you meet with a child to talk about their behaviour make sure it is the best conversation possible by:

- Doing something active while you talk, never sitting across a table, it isn't an interview. Walk and talk, play with play dough, tidy the resources.
- The meeting isn't a prelude to an apology. Don't set it up to be so.

- Give the meeting the time it deserves, it can't be squeezed into a couple of minutes. Plan for 10 minutes.
- Choose 3-5 questions only and differentiate them for age.
- Often the most important questions for development are around who else has been affected, it teaches and encourages empathy.
- Don't mention the meeting or agreements that you made in a one-to-one meeting in front of the class.
- Give the pupil the questions before the meeting.
- Don't mix consequences into this meeting. Either the treat of them or discussion of them. It will taint the discussion and mean that it is never truly restorative.
- Be content that the conversation never seeks to question the teacher's authority. It is a search for reflection, understanding and a new start.

Restorative Questions

- What happened?
- What was unusual about today's lesson?
- What were you thinking at the time?
- How did you feel at the time?
- What have you thought since?
- Why do you think things went wrong?
- Who might have been affected by your actions?
- How have they been affected?
- What would make it easier for us to work together?
- What would make the next lesson go really well?
- How can we repair this?
- Where do we go from here?
- Who could help us with the next steps?
- If you had the lesson again, what would you change?

8. Supporting Pupils

Pupils who have been bullied will be supported by:

- Reassuring the pupil and providing continuous support;
- Offering an immediate opportunity to discuss the experience with their teacher, the designated safeguarding lead, or a member of staff of their choice;
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate;
- Working towards restoring self-esteem and confidence;

- Providing on-going support - this may include: working and speaking with staff, offering formal counselling, engaging with parents and carers;
- Organising a playtime buddy, if the child feels that this would be helpful;
- Considering any individual needs or reasonable adjustments that may be required to help the pupil communicate their concerns and feel safe;
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance. This could include support through Early Help or Specialist Children's Services, or support through Emotional Well-being and Mental Health Service (EWMHS).

9. What we will do to prevent bullying happening in school

- All pupils will be made fully aware of what bullying is and how such incidents will be dealt with.
- Anti-bullying posters will be on display around the school.
- Each classroom will have a STOP sign and regularly review the meaning of bullying, as well as how to report bullying.
- The annual whole school 'Anti-bullying' week/fortnight will be used to specifically raise awareness of bullying behaviour and strategies to prevent it happening, but the key messages will be reiterated throughout the year on a regular basis.
- Whole school or key stage assemblies about online safety and online bullying, behaviour and caring for one another will supplement this.
- We will also use a variety of other opportunities such as: Circle Time, RSHE lessons, drama/role-play, class discussions and one to one talks with buddies/members of staff.

The whole school community 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;
- Openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender, sexuality or appearance related difference. Also, children with different family situations, such as looked after children or those with caring responsibilities;
- Challenge practice and language, which does not uphold the values of tolerance, non-discrimination and respect towards others;
- Be encouraged to use technology, especially mobile phones and social media positively and responsibly;
- Celebrate success and achievements to promote and build a positive school ethos.

Pupils will be taught that:

- Bullying is unacceptable anywhere, inside or outside school.
- Bullying is **S.T.O.P** (Several Times On Purpose).
- As a **TELLING** School we are **ALL** responsible for reporting bullying to a member of staff. It means that even if the victim is too afraid to tell an adult, all bystanders know that it's their duty to do so and that they won't be accused of telling tales. It is a deterrent because the bully knows that he or she won't get away with it.
- All allegations or suspicions of bullying will be fully investigated.
- Bullying contravenes the mission statement of the school.
- Adults will aim to be consistent in the way they deal with bullying, using the agreed guidelines.
- There will be consequences for those who bully. * [Sanctions will be in line with the School Behaviour Policy.](#)

Children who feel they are being bullied should:

- If it is safe and appropriate to do so, say '**STOP!** I don't like it when you do that.'
- Move away from the situation where possible.
- TELL an adult as soon as possible.

A child should never be expected to confront another pupil if they feel unsafe, frightened or unable to do so.

If a child sees someone being bullied they should:

- TELL an adult/call for help.
- Support the person being bullied.
- Not stand by and watch.
- Not join in or provoke further bullying.

A bullying situation can be complex and demand handling in a sensitive and understanding manner. The effects of bullying can be longstanding and have a profound effect on those concerned. It is therefore imperative that all alleged incidents of bullying are followed up and dealt with promptly and effectively for the good of all concerned.

Pupils who have perpetrated the bullying will be helped by:

- Discussing what happened, 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 regarding their behaviour or actions;
- If online, requesting that content be removed and reporting accounts/content to service provider;
- Sanctioning, in line with school behaviour/discipline policy; this may include official warnings, exclusions, removal of privileges (including online access when encountering cyber bullying concerns).
- Online bullying will be taken as seriously as bullying which takes place face to face. The school may take action in relation to online behaviour where it affects the welfare of pupils or the orderly running of the school, whether or not the behaviour took place during school hours or on school premises.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance. This may include involvement from the Police or referrals to Early Help, Specialist Children's Services, or Emotional Well-being and Mental Health Service (EWMHS).

We are fully committed to the health and wellbeing of all our children and expect all members of our school community to support our **zero-tolerance** approach to bullying and our commitment to taking all allegations and concerns seriously.

10. Bullying and harassment of school staff

St Francis Catholic Primary School does not tolerate bullying, harassment, intimidation or abuse of school staff, whether this takes place in person or online.

Staff are expected to maintain respectful and professional relationships with colleagues, pupils and parents/carers. Pupils are expected to treat all members of staff with respect.

Parents and carers are expected to communicate with staff respectfully and to raise concerns through the school's agreed procedures.

Concerns regarding bullying or harassment of staff by colleagues, pupils or parents/carers will be dealt with under the appropriate school policy or procedure, including the Behaviour Policy, Staff Code of Conduct, Parental Code of Conduct, Complaints Policy, disciplinary procedures and safeguarding procedures.

Staff who experience bullying or harassment will be supported by the school.

11. Policy and Support

The School will:

- Regularly update and evaluate our practice 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;
- Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying brought to the school's attention, which involves or affects pupils, even when they are not on school premises; for example, when using school transport, online, on an educational visit etc.;
- Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable;
- Use a variety of appropriate techniques to resolve issues and repair relationships where this is safe and appropriate for all pupils involved.

Involvement of pupils

We will:

- Regularly canvas children and young people's views on the extent and nature of bullying. School Council will be involved in a regular review with the pupils;
- 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 in schools and embedded messages in the wider school curriculum;
- Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.

Involvement and liaison with parents/carers

We will:

- Take steps to involve parents and carers in developing policies and procedures, to ensure they are aware that the school does not tolerate any form of bullying;
- Make sure that key information about bullying (including policies and named points of contact) is available to parents/carers in a variety of formats;
- Ensure all parents/carers know who to contact if they are worried about bullying;
- Ensure that parents work with the school to role model positive behaviour for pupils, both on and offline;
- Ensure all parents/carers know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner.
- Ensure parents/carers are aware of the school's expectations for respectful communication with staff and the procedures for raising concerns.

12. Monitoring and Reviewing

Putting policy into practice

- St Francis Catholic Primary School will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied;
- Any issues identified will be incorporated into the school's action planning;
- The Head Teacher will be informed of bullying concerns, as appropriate;
- The Headteacher will provide governors with anonymised information, as appropriate, about the number and nature of bullying concerns and confirmed incidents. This information will include, where appropriate, patterns or trends, repeated incidents, prejudice-based bullying, online bullying and outcomes.
- The named link governor for anti-bullying will report to the Governing Body, as appropriate, on the effectiveness of the school's approach and any areas for improvement.
- Information gathered will be used to identify patterns, inform action planning and review the effectiveness of this policy.