



Milton Primary School

Anti-Bullying Policy

Statement

At Milton Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

Our Aim at Milton Primary School is to ensure that all pupils are free to enjoy an education free from the fear of being bullied.

“All children, whatever their race, sex, beliefs and abilities have the right to be safe and to be free from oppression, humiliation and abuse” (The children’s Act 2004)

Understanding Bullying – Definition

It is important to recognise what, in law, is defined as bullying. Bullying can be defined as:

A range of harmful behaviour, both physical and psychological. All bullying behaviour usually has the following four features:

1. It is usually repetitive and persistent
2. It is intentionally harmful
3. It involves an imbalance of power, leaving someone feeling helpless to prevent it or stop it
4. It causes feelings of distress, fear, loneliness and lack of confidence in those who are at the receiving end.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

Objectives

In order to fulfil our specific anti-bullying aims, Milton Primary School

- Ensures that governors, teaching and non-teaching staff, pupils and parents have an understanding of what bullying is.
- Reinforces the anti-bullying message with the whole staff community through regular and specific INSET, staff meetings and individual communication between staff.
- Equips pupils with strategies which enable them to respond to bullying behaviour

Milton Primary School Anti-Bullying Policy

- Reinforces the anti-bullying message with pupils specifically through PSE, class topics, assemblies and in general through the curriculum, using projects, drama, stories, literature, historical events, current affairs and daily interactions between staff.
- Reinforces the anti-bullying message through the school website, newsletter and informal communications which reinforce the schools aims and quick response to concerns as they are aired.
- Collates and listens to pupil opinions on incidents of bullying, in order to improve school policy and procedures
- Ensures that parents, staff and pupils are aware of the procedures to follow if they are the victim of alleged bullying or they feel they may be acting in bullying ways.
- Ensures parents, staff and pupils understand the signs of bullying.
- Provides support to those who are victims of bullying and those who are perpetrating bullying behaviours.
- Ensures that all pupils understand the behaviour policy and the sanctions which may be put in place to substantiated incidences of bullying
- It is up to everyone in the community to stop bullying by making it unacceptable for anybody to be a bully without being found out.
- Bullying can take a wide range of forms, but anything which is done to another person and is meant to hurt or embarrass them either as an individual or as part of a group, may be considered as bullying.

Milton Primary School does not tolerate any form of bullying.

Bullying can be:

Emotional	being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
Physical	pushing, kicking, hitting, punching or any use of violence
Verbal	name-calling, sarcasm, spreading rumours, teasing
Cyber	All areas of internet, such as email & internet chat room misuse. Mobile threats by text messaging & calls, Misuse of associated technology , i.e. camera & video facilities
Exclusion	Deliberately ignoring and refusing to allow someone to join in
Interference	with possessions, hiding, stealing or destroying belongings

Other types of bullying recognised by school include

Racial	Racial taunts, graffiti, gestures any bullying related to the persons perceived racial differences
Sexual and sexist	Unwanted physical contact or sexually abusive comments
Religious	Bullying done in the name of the victims perceived religious differences
SEN	Bullying done in the name of the victims perceived differences in terms of their Special Educational Needs and/or disability
Homophobic	Bullying done in the name of the victims perceived differences in sexuality. Research evidences that pupils may also experience homophobic bullying related to gender stereotyping e.g. sensitive boys, academic boys, sporty girls, boisterous girls.

Milton Primary School Anti-Bullying Policy

Appearance	Bullying done in the name of the victims perceived differences/ personal choices in terms of their appearance
Personal Hygiene	Bullying done in the name of the victims perceived differences in terms of their personal hygiene

Equality Act 2010

Bullying on the basis of the protected characteristics referenced in the equality Act 2010 (age, disability, gender reassignment, marriage/civil marriage partnership, pregnancy or maternity, race, religion and belief, sex and sexual orientation, Welsh Language) will be addressed in the same way as other forms of bullying. However, it will be seen in the context of the school's commitment to promoting an environment where all members of its community are respected, valued and celebrated equally for their differences. This aspect of the anti-bullying policy has a direct link to the school's equality policy.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Strategy for dealing with Bullying

In dealing with bullying at Milton Primary School staff will follow these fundamental guidelines:

- Never ignore suspected bullying

Milton Primary School Anti-Bullying Policy

- Do not make premature assumptions
- Listen carefully to all accounts – several children with the same version does not mean they are telling the truth.
- Adopt a problem solving approach to move the children forward
- Follow up proven cases to check bullying has not returned.
- Keep detailed records

Pupils guide to how to respond if you are being bullied:

If you are being bullied the following responses should help:

1. Explain to the bully that his/her words /actions are upsetting you. He /she may not be aware of this. However, if the bullying continues try not to show your feelings.
2. Walk away quickly and confidently, even if you don't feel that way inside.
3. If you are different in any way be proud of it – it's good to be an individual. We are all unique like everyone else!
4. The bully will not stop if he/she thinks they can get away with such behaviour. Discuss the problem with your friends.
5. Tell a member of staff or ask your friends to tell a member of staff on your behalf.

Pupil's guide to how you should respond if you think someone else is being bullied and how do you prevent bullying:

1. If the pupil being bullied is in any danger, fetch help. If they are not in danger, your presence may relieve the situation so stay together.
2. Show that you and your friends disapprove.
3. Give sympathy and support to the other pupil who may have been bullied.
4. Be careful about teasing or making personal remarks. If you think individuals may not find your comments funny do not say them.
5. If you know of bullying tell someone. The victim may be too scared or lonely to tell.

Remember it is helpful if allegations of bullying are supported with evidence. If bullying occurs via social networking sites or mobile technologies, copies should be printed and given to or forwarded electronically to a member of staff.

Parents' guide to bullying behaviours

Whenever a serious case of bullying is uncovered, parents of both victim and the bully need to be informed. The bully will be dealt with in school not by the parent if the bullying occurred in school time.

If your child is being bullied

Parents along with peers will probably be the first to hear about the bullying incident. Parents should contact their child's teacher or Headteacher. It is essential to stay calm, supportive and find out the facts of the situation, bullying can be complex to understand as it is possible that the parties involved will have varying perceptions of the events under investigation. Reassurance will be needed in order to persuade your child

Milton Primary School Anti-Bullying Policy

they have done the right thing by telling you. You may find it helpful to have the following checklist to ensure the correct information is passed to the school

- Who was involved?
- Where did it take place, when and how often?
- Why does it take place?
- What form did the bullying take?

When you inform the school of these details, you will be told how the school will proceed; this will normally begin with an investigation into the allegations. Be reassured that this will be handled sensitively with the needs of all pupils involved carefully considered. You will want to ask what can you do to support the schools actions to support your child. You will also want to make a note of the suggested strategies the school intends to take. Stay in touch with the school and inform the school of how things are improving. Establish further contact if necessary.

If your child is involved in the bullying

It is important to work with the school to modify the patterns of behaviour which are causing your son / daughter to bully. Do not panic and blame yourself. Acknowledge that these do happen and the school has mechanisms in place to deal with the issue. It is helpful to recognise some of the reasons why pupils behave in this way from time to time. Children sometimes bully others because:

- They are not aware how hurtful it is
- They are copying the behaviour of older siblings or the people they admire
- They have temporary difficulty integrating with their peers

In this instance:

- Discourage other members of the family from using aggressive behaviour in order to get what they want
- Suggest ways of joining in activities with other pupils without bullying
- Liaise with the school
- Make time to have regular chats about how things are going at school
- Check that your child has identified an adult at school to whom they can go to if they have a worry or problem of any kind.

Please note that the school will want to and need to take action if bullying behaviour occurs. The matter will be sensitively handled but it needs to be effective. Sanctions will link with those outlined in the school behaviour policy.

Prevention of bullying

The school aims to prevent bullying from becoming established. This is achieved by establishing a culture in which bullying is not tolerated and where it is seen as the responsibility of all members of the school community to report any instances of bullying.

- School Council provides a forum where children can raise general issues of concern

Milton Primary School Anti-Bullying Policy

- The curriculum is used as a vital means of teaching children how to manage these feelings and specific issues are addressed in PSE, assemblies and class time.

Procedures for investigating a case of suspected bullying

Bullying events may be identified in several ways:

- Disclosure to a member of staff by the individual being bullied
- Disclosure to another pupil by the individual being bullied
- Witness to specific bullying events
- Suspicion of bullying based upon the indicators listed above.

In all cases an allegation of bullying should be treated seriously, openly, fairly and investigated thoroughly. All members of staff have a duty to respond straight away if they suspect or are made aware of a case of discrimination or bullying. It may be possible for the member of staff involved to carry out the initial investigation; however, the preferred route is for staff to make a note of the date, time and nature of the incident and pass evidence onto the relevant class teacher for investigation of the matter, in conjunction with a member of the SMT.

An investigation of bullying will take time. There are no instant solutions. However, the member of staff investigating should take the following steps:

- Victim(s), aggressor(s) and witness(es) will be interviewed by the member of staff investigating. All parties will be reassured of the discretion of the school in dealing with such matters within the limits of our confidentiality policy. The victim(s) in particular should be reassured that the matter will be dealt with and is being treated seriously
- All pupils involved in the situation should be given a fair hearing and be permitted to tell their version of events without comment upon the nature of the behaviour described.
- A written summary of the information gathered should be made and agreed by the individuals involved. This is important as it will enable the victim and witnesses to feel reassured that action is being taken and the accused party to feel they have had a fair hearing.
- Remember it can be hard to establish the facts
- A problem solving approach which avoids blame can be more effective in clarifying the situation.
- All incidents of discrimination and bullying related to the protected characteristics, SEN, appearance and personal hygiene will be recorded and reported on using SIMS behaviour management system.

Action by School

If it is felt that bullying has taken place the victim will be told that action will be taken to prevent bullying continuing in line with the schools behaviour policy. The bully needs to understand the effects of their actions upon the victim and will be given support in order to modify their behaviour, including, if appropriate, counselling. If in spite of support the bullying continues there are a number of sanctions available to the school. These may include:

- A verbal warning, recorded in the perpetrators file / sims
- A letter of apology to the victim, with a copy to be kept on file. A verbal apology would be appropriate for children at foundation phase.
- Referral to the headteacher for action in the case of persistent or severe bullying (in cases of severe and persistent bullying this may include exclusion).

The victim of the bullying may receive support from the school counsellor or other supportive adults as required and their recovery will be closely monitored by a nominated adult who works closely in partnership with the victims parents.

Partnership with parents

Whenever a serious case of bullying is uncovered the parents or guardian of both the victim and the bully will be informed either in writing or by personal contact. This may involve class teachers, deputy head or headteacher.

Follow Up

The victim will be asked periodically whether the situation has resolved and has remained resolved (usually after a week with further follow up in several weeks). If any reprisals are reported the head must be informed immediately for further action to be taken.

Recording Incidents of discrimination and/or bullying and analysing the information

The school will maintain an electronic record of incidents of discrimination and bullying. They will prepare internal reports in order to analyse any specific patterns or trends which suggest either internal or external factors which can then be diminished in order to prevent further incidences of discrimination and or bullying. The headteacher will forward termly reports to the LA.

Milton Primary School is an inclusive school. We DO:

- Respect all children and their parents and believe that their integrity and self-esteem are paramount.
- Keep our mission statement, aims and behaviour and discipline policy at heart in all our dealings with children.
- Remember that children's opinions differ from those of adults. This means that they can be anxious or scared of someone one day and the best of friends the next: it means that their perceptions of the definition of bullying often differ from those of their parents, something that parents also need to be aware of. Remember that the children we are dealing with are just that – children.

Milton Primary School Anti-Bullying Policy

- Show great discernment and distinction between what IS bullying and what is described as “messaging around” or “horse play”.
- Punish the behaviour and not the child.
- Make sure that all children understand the sanctions that will be put in place for bullying behaviour as well as “mucking around” or “horse play”.
- Try to establish a “no blame” culture in which children can take responsibility for what they say and do.
- Adopt a problem solving approach which is positive and moves **all** the children forward, including the bully.
- State clearly what is right and what is wrong.
- Discourage parents from discussing bullying incidents and carrying these incidents with them outside of the school, where they develop into playground gossip.
- Remember changes in behaviour do not always happen overnight. This means informing the parents of both the bully and the victim that this may be the case and giving them reassurances that the situation will be monitored very carefully.
- Remember that schools are busy places. We cannot guarantee that bullying behaviour will not take place again, but **every effort** will be made to try to ensure that it does not.

At Milton Primary School we DO NOT:

- Ignore any incidents or situations
- Label or brand a child as a bully
- Whilst keeping records and being very mindful and watchful of previous incidents we do not dredge up previous incidents. We endeavour to move forward.
- Bear grudges.
- Jump to conclusions.
- Carry out public humiliation or degrading punishments.
- Discuss any incidents of bullying outside the school, other than necessary with the appropriate authority such as the LA for serious incidents.

In order to reduce incidents of bullying/ bullying behaviour at Milton School all staff watch for early signs of distress in pupils.

At Milton Primary School we LISTEN, BELIEVE, ACT.

At Milton Primary School we discuss frequently with the children the procedures to go through if they feel unhappy or sad. Children are encouraged to:

Tell someone you trust. This could be:

- Mrs Burke/ Miss Thomas
- A teacher
- A teaching assistant
- A midday supervisor

If no one seems to listen, all the children are told frequently that they can go to Mrs Burke and she will **always** listen. There is an open door policy to Mrs Burke's office.

Equal Opportunities

All children have the expectation of receiving an education of the highest possible quality in a bully free environment. At Milton School we value all children and will endeavour to ensure that all children in our care obtain a bully free environment regardless of ability, disability, gender, language or ethnicity.

- There is zero tolerance of bullying at Milton School.
- Bullying towards race, gender, sexual orientation or disability is not tolerated
- Racial bullying/harassment is not tolerated (incidents would be dealt with following procedures in the Race Equality Policy).
- All racist incidents and complaints of racial discrimination and harassment against staff and pupils are formally recorded.
- Active steps are taken to protect staff as well as children from bullying, racist bullying or harassment by pupils or parents.

Links with other policies

- Behaviour
- Additional Needs
- Child Protection
- Complaints
- Equality
- PSE

Welsh Government: Respecting Others: Anti Bullying Guidance 2011

This series of guidance materials offers further information and advice on all aspects of bullying
<http://wales.gov.uk/topics/educationandskills/publications/circulars/antibullying>

Milton Primary School Anti-Bullying Policy

Appendix 1 shows the form which should be completed to record bullying incidents.

Milton Primary School Anti-Bullying Policy

Milton Primary School Record of Incidents of Bullying and Discrimination

Date		Time	
Member of Staff dealing with the incident			
Name/s of Aggressor/s		Name/s of targets/s (victim)	
Type of Incident (Please tick incident/s)			
A perceived/one off incident		A bullying incident around	
Disability		Disability	
Age		Age	
Appearance / personal hygiene		Appearance / personal hygiene	
SEN		SEN	
Race		Race	
Religion / belief		Religion / belief	
Sex (gender)		Sex (gender)	
Sexual orientation		Sexual orientation	
Welsh language		Welsh language	
Transgender / gender reassignment		Transgender / gender reassignment	
Marriage / civil partnership		Marriage / civil partnership	
Pregnancy / maternity		Pregnancy / maternity	
Other (please state)		Other (please state)	

Activity		Location	
Journey to and from school		Playground/ yard	
Curriculum subject /area of learning (please state)		Dining hall	
Play/Break time		Classroom	
Lunch Break		Toilets	
Moving around school		Corridor	
Extra-curricular activity		Outside school premises	
Cyber bullying		Please state -	
Other (please state)		Other (please state)	

Milton Primary School Anti-Bullying Policy

Brief Comment on Incident

Action Taken	
Details of incident forwarded to class teacher / Senior management	
Discussion with pupils	
Reflective time out	
Telephone/ conversation with parents	
Letter to parents	
Follow up work through curriculum / assembly	
Mentoring / counselling	
Detention / school sanction (Please state)	
Other	

Status			
Resolved		Unresolved	
Further Information			

Action Taken by:

Milton Primary School Anti-Bullying Policy

Signed: