



# Woolgrove School Anti-Bullying and Hurtful Behaviour Policy



**Policy Date: November 2018**

**Date for Review: November 2019**

*Equal opportunities lie at the heart of all that we do at Woolgrove School. We are committed to ensuring that every member of the school community, whatever their position, race, gender, disability or religion is given the same chance as any other to access the services and support of the school*

## **Parents/Carers: Chain of Communication**

At Woolgrove we are committed to ensuring that our pupils feel safe and happy at school. If you are concerned about an incident involving your child or another child please contact the school as outlined below:

1. Class Teacher: All class staff are trained in the first instance to give priority to pupil/parent concerns and to record and pass on appropriate information, if needed to senior staff/parents.
2. If you wish to take matters further then you may wish to contact a head of department or designated member of the Senior Leadership team:

**Vicky Litchfield: Deputy Headteacher and Head of Infants**

**Sue Pitchers: Head of Juniors**

**Michelle Swift: Deputy Headteacher**

**Lisa Hall: Headteacher**

If the matter is still not dealt with to your satisfaction, then the school's Chair of Governors, **John Hayes**, can be contacted through the school office.

If the situation remains unresolved, having gone through the school's normal procedures, parents/carers may wish to contact the Hertfordshire school complaints team or a relevant independent agency such as Hertfordshire's Mediation or Advocacy Services.

## **Aim**

Woolgrove School is committed to working with staff, pupils, parents and carers to create and maintain a school community where bullying is not tolerated. The school anti-bullying policy has been developed with due regard for our duties and obligations under existing legislation and public sector duties for the safeguarding and wellbeing of all our staff and pupils. We will always endeavour to take steps to ensure their safety.

At Woolgrove School we believe that bullying is hurtful behaviour. We do not condone unkind or cruel behaviour in our school but recognise not all hurtful behaviour is bullying. The aim of the anti-bullying and hurtful behaviour policy is to ensure that staff and pupils learn and work in a supportive, caring and safe environment, without fear.

## **Definitions - What is Bullying?**

Bullying is any hurtful behaviour by an individual or group, **repeated over time**, that intentionally hurts another individual or group either physically or emotionally. (Safe to Learn, DCSF 2007)

It should be noted that racist incidents are required to be defined by all schools as 'any incident which is perceived to be racist by the victim or any other person.' Some incidents may constitute racist bullying. Each potential case of racist bullying will be investigated.

**Child Friendly Definition of Bullying:**

'People doing nasty or unkind things to you on purpose, more than once, which it is difficult to stop.' (Safe to Learn, DCSF 2007)

**Bullying behaviour**

Bullying can take place between pupils, between pupils and staff or between staff, and can include:

- name-calling, taunting, mocking and making offensive comments
- offensive graffiti
- excluding people from groups
- gossiping and spreading hurtful or untruthful rumours
- kicking, hitting, pushing
- taking belongings
  - out of school bullying
- cyberbullying – including sending inappropriate, offensive or degrading text messages, emails or instant messages via the internet, setting up websites designed to embarrass or upset individuals or excluding them from social networking sites.

Pupils and staff may be bullied for a variety of reasons including:

- ethnic background, religion or culture
- disability, special educational needs or being particularly able, gifted and talented
- sexual orientation
- gender (including sexualised bullying)

**The Difference between Bullying and Hurtful Behaviour**

At Woolgrove School we cater for pupils with a wide and complex range of educational and emotional needs. Sometimes pupils can present challenging and hurtful behaviour towards each other or towards a member of staff. As a school we take all incidents of unkind behaviour seriously and these should be recorded and monitored using the school incident form.

The effect of behaviour on the recipient – not just the intention of the perpetrator – is significant in deciding whether or not to treat an incident as bullying. Single incidents of hurtful behaviour may still leave the targeted pupil fearful of repetition and should always be addressed.

### **Roles and Responsibilities Across the School**

At Woolgrove we believe that everyone should contribute towards maintaining a safe and happy atmosphere whilst ensuring that we fulfil our statutory safeguarding duties. **As such all members of our school community have a role play in preventing instances of bullying.**

### **Preventing bullying**

At Woolgrove we strive to promote an anti-bullying ethos in the following ways:

**1. Staff Training:** Key staff are trained to work with small groups and individual pupils in the delivery of Protective Behaviours, Bereavement and Loss, delivery of SEAL (Social and Emotional Aspects of Learning Programme) Wave 2/Silver Set etc. All staff receive training in behaviour management techniques to include identifying and monitoring pupil behaviour. Lunchtime/MSA staff are offered training to support them in the delivery of playground activities.

**2. Pupil Training:** Our pupils are encouraged to become actively involved in promoting anti-bullying through offering playground buddy training, Circle of Friends groups, use of the friendship bench etc

**3. Curriculum Opportunities:** using curriculum opportunities e.g. PSHCE, Citizenship, Literacy, Religious Education, Circle Time, Assemblies and 'Anti-Bullying Week'. These opportunities will help and support our pupils to develop knowledge and skills in relation to:

- understanding the nature of bullying and its links to discrimination and prejudice
- strategies for responding to bullying directed at themselves and others
- choosing not to be involved in bullying behaviours
- the promotion of emotional health and wellbeing, resilience and self-esteem
- the development of empathy and relationship skills.

**4. Working with Parents and Carers:** Parents are offered the chance to attend workshops/coffee mornings and nurture/support groups throughout the year that provide the opportunity for input and training. At Woolgrove we have a designated **Family Link Worker** who is responsible for liaising with parents.

## **Intervention and Dealing with Incidents of Bullying and Hurtful Behaviour**

All reports of bullying and hurtful behaviour should be taken seriously and investigated. It is essential that pupils and staff who have experienced bullying, and their parents/carers, are made aware that incidents have been addressed and followed up following school guidance and procedures.

At Woolgrove we will take action in order to deliver positive outcomes for:

- the individuals directly involved
- others indirectly involved (e.g. witnesses, bystanders, peer supporters)
- the whole school community.

### **Support for pupils**

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a class teacher or member of staff of their choice or if appropriate being given space, time and support in articulating their feelings.
- reassuring the pupil that they have done the right thing by telling a member of staff and that the school will be responding
- offering support
- ensuring safety
- working to restore self-esteem and confidence.

Pupils who have bullied will be helped by:

- discussing what happened
- discovering why they became involved
- exploring different perspectives as appropriate
- establishing all hurtful behaviour and the need to modify their behaviour in response to this
- informing parents or carers in order to support change in the pupil.

## **Recording and Reporting Incidents of Bullying, Hurtful Behaviour and Racism**

All incidents should be recorded using the schools online reporting system. The following steps should be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with promptly by the member of staff who has been approached.
- Staff should record the incident using the school's online reporting system.
- If necessary, the Headteacher/Head of Department will interview all concerned and record the incident.
- Class teachers and Heads of Department will be kept informed
- Parents / carers will be kept informed if appropriate.
- Appropriate sanctions will be put in place, in line with the schools Positive Behaviour Policy.

Key principles are:

- All incidents should be recorded and reported to relevant form tutors/class teachers and if appropriate parents/carers
- Senior management should be copied into all reports
- Governors should receive regular updates and reports
- Where minor incidents have been dealt with by adults who witnessed them, the pupils involved should be observed to ensure that the behaviour is not repeated over time.
- Serious or repeated incidents – and any which involve discriminatory language or behaviour – will be formally followed up with the children or young people involved.
- All incidents are monitored and analysed by SLT