OAKWOOD INFANT AND NURSERY SCHOOL

Anti-bullying Policy

Review Date	September 2025
Reviewed by	Governing Board
Review Cycle	2 years
Version no	2
Next review due	September 2027

Signed :.....

Name :.....
on behalf of the Governing Body of Oakwood Infant and Nursery School

Anti-bullying Policy

Statement

This school believes that:

- Bullying, including cyber bullying is undesirable and unacceptable
- bullying, including cyber bullying is a problem to which solutions can be found
- seeking help and openness are regarded as signs of strength not weakness
- all members of the school community will be listened to and taken seriously
- bullying prevents children achieving to their full potential and affects standards of achievement and aspirations
- everyone has the right to work and learn in an atmosphere that is free from fear
- all of us have a responsibility to ensure that we do not abuse or bully others
- children and young people should be encouraged to talk to an adult in school if they are worried about bullying, including cyber bullying and have a right to expect that their concerns will be listened to and treated seriously
- children and young people should be involved in decision making about matters that concern them
- we all have a duty to work together to protect vulnerable individuals from bullying, including cyber bullying and other forms of abuse
- We tackle bullying, including cyber bullying, best by encouraging an environment where individuality is celebrated and individuals can develop without fear.

  (Successful schools create an environment that prevents bullying from being a serious problem in the first place. School staff, headteachers and governors are best placed to decide how best to respond to the particular issues that affect their pupils. There is no single solution to bullying which will suit all schools. DfE 'Preventing and Tackling Bullying' March 2014)

Aims

- To assist in creating an ethos in which attending school is a positive experience for all members of the school community
- To make it clear that all forms of bullying, including cyber bullying are unacceptable at Oakwood Infant and Nursery School
- To enable everyone to feel safe while at Oakwood Infant and Nursery School and encourage children and young people to report incidences of bullying
- To deal with each incident of bullying, including cyber bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying.
- To support and protect victims of bullying and ensure they are listened to
- To help and support children / young people displaying bullying behaviour to change their attitudes as well as their behaviour and understand why it needs to change
- To liaise with children, parents and other appropriate members of the school community
- To ensure all members of the school community feel responsible for helping to reduce bullying
- To ensure consistency in practice within the school community

Definition of Bullying

Bullying can be defined in a number of ways. We follow the Preventing and Tackling Bullying Advice for Headteachers, Staff and Governing Bodies, March 2014, DfE guidance which defines bullying as:

> "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally".

Bullying can be direct or indirect and includes;

- **Verbal bullying** – name-calling, taunting, mocking, making offensive comments and teasing
- **Physical bullying** – kicking, hitting, punching, pushing and pinching,
- **Emotional bullying -** producing offensive graffiti, excluding people from groups, spreading hurtful and untrue rumours, being forced to do things against own will and taking belongings or money
- **Cyber bullying** – offensive text messaging and e-mailing and sending degrading images by phone or the internet

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Bullying can take place between children, children and staff, or between staff; by individuals or groups; face to face, indirectly or using a range of cyber bullying methods. It can happen in isolation or quite often in the presence of others.

People who are victims of bullying frequently, but not exclusively, are bullied as a result of:

- race, religion or culture
- special educational needs or disability
- appearance or health conditions
- sexual orientation
- gender
- home circumstance including looked-after-children and young carers

Statutory Responsibilities

Children have the right to be educated in an atmosphere which is free from fear. Headteachers and others responsible for running schools have a duty to do all that they reasonably can to protect children in their charge from intimidation, assault or harassment. Every school must have measures in place to prevent all forms of bullying. Section 89 of the Education and Inspection's Act 2006 provides that all maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst children. These measures should be part of the school's behaviour policy which must be communicated to all children, school staff and parents.

Every member of the school community is entitled to expect equality of protection from bullying as well as protection and support from school policies and procedures designed to ensure that the school remains a safe environment in which to teach and learn. Our school policy has given careful consideration to all areas of equality such as: race, ethnicity, gender, age, religion, disability and sexuality. This is to ensure that anti-bullying provision is provided in a sensitive and non judgemental way that will enable all young people, staff and the wider school community to feel valued and included in effective policy and practices.

Practice and Procedures

What we do to prevent bullying

Everyone involved in the life of the school/setting must take responsibility for promoting a common anti-bullying approach. Through the consultation process, all involved have agreed to:

- be supportive of each other
- provide positive role models
- convey a clear understanding that we disapprove of unacceptable behaviour
- be clear that we all follow the ground-rules of (insert setting name)
- be fully involved in the development of the anti-bullying policy and support anti-bullying practice
- support each other in the implementation of this policy

Strategies to Reduce Bullying

The school has adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour including:

- Co-operative group work.
- Circle Time.
- Circle of Friends.
- The support group approach/No Blame Approach.
- Peer mediation.
- Anti-bullying box.
- Midday supervisor training.
- Peer counselling.
- Buddy systems.
- PSHE programmes.
- Self-esteem workshops.

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All the members of the school/setting community are expected to report incidents of bullying.
All staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of well-being. They have the closest knowledge of the children in their care, and should build up a relationship involving mutual support, trust and respect.
Staff have agreed to:

- Provide children with a framework of behaviour, including rules, which support the whole school/setting policy
- Emphasise and behave in a respectful and caring manner to children/young people and colleagues, to set a good tone and help create a positive atmosphere
- Raise awareness of bullying, including cyber bullying, through the curriculum including activities, stories, role-play, discussion, peer support, school/children's council, etc.
- Through the head teacher/senior staff member, keep the governing body well informed regarding issues concerning behaviour management
- Provide a key staff member who is a responsible for the monitoring of the policy

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 be the nominated 'link' within the leadership structure

Through the development and implementation of this policy, Oakwood Infant and Nursery School trusts that all children, young people, parents/carers and staff will:

- Feel confident that everything is being done to make Oakwood Infant and Nursery School a safe and secure environment
- Know who can be contacted if they have any concerns about bullying, including cyber bullying
- Feel supported in reporting incidents of bullying, including cyber bullying
- Be reassured that action regarding bullying, including cyber bullying, will take place

Reacting to a specific incident

Dealing with an Incident
Whenever a bullying, including cyber bullying, incident is discovered, the school/setting will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.
Before progressing it may be useful for parents/carers to consider the following:-

- Has the incident with the same person or people occurred several times within a reasonably short period of time?
- Is it a disagreement or the result of play which has got out of hand?
- Is it a 'falling out of friends' matter?
- Are you sure your child has not had at least partial responsibility for the incident?
- Can you recognise a pattern to the incidents?
- Have you noticed any change in your child's behaviour?

(Although incidents may not be bullying they should always be followed up thoroughly in the school/setting and dealt with appropriately.)

The school community needs to be made aware that when a bullying,including cyber bullying, incident has come to the attention of adults in the school/setting, it has been taken seriously and action has resulted. Safeguarding procedures will be followed when child protection concerns arise.

School expects to support all involved by:

- Talking the incident through with all parties involved
- Supporting the person who has been bullied to express their feelings
- Supporting the person displaying the bullying behaviour to express their feelings
- Explore the use of Restorative Approaches
- Discussing which rules(s) have been broken
- Discussing strategies for making amends

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Recording an incident
Before recording an incident it may be useful for staff to consider the following:-

- Has the incident with the same person or people occurred several times within a reasonably short period of time?
- Is it a disagreement or the result of play which has got out of hand?
- Is it a 'falling out of friends' matter?
- Are you sure that the child has not had at least partial responsibility for the incident?
- Can you recognise a pattern to the incidents?
- Have you noticed any change in the child's behaviour?

(Although incidents may not be bullying, including cyber bullying, they should always be followed up thoroughly in the school/setting and dealt with appropriately.)
All incidents of bullying (as defined above) will be recorded by the school/setting. A senior member of staff will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.
Parents/carers of all children/young people involved will be informed of what has happened, and how it has been dealt with. All discussions and actions relating to the incident/investigation will be documented and added to the incident log.

Sanctions

It is important for all schools to be open and transparent in the sanctions used for bullying incidents. This school has set procedures to follow in implementing sanctions where a bullying incident has occurred as outlined in the behaviour policy. These sanctions are applied in appropriate proportion to the event. In the event of all other avenues being exhausted, or in particularly serious cases this may lead to exclusion.
However, governors would need to examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

Confidentiality

School staff cannot promise absolute confidentiality if approached by a child for help. Staff must make this clear to pupils. Child protection procedures must be followed when any disclosures are made – refer to the Confidentiality policy for more information.

It is very rare for a child to request absolute confidentiality. If they do, in situations other than those involving child protection issues, staff must make a careful judgement whether or not a third party needs to be informed. This judgement will be based upon:
The seriousness of the situation and the degree of harm that the child may be experiencing.
The child's age, maturity and competence to make their own decisions.

Where it is clear that a child would benefit from the involvement of a third party, staff should seek consent of the child to do so. If appropriate, staff might inform the third party together with the child. Unless clearly inappropriate, children will always be encouraged to talk to their parent/ guardian.

Links with other policies

This policy is linked with the following policies:-
Behaviour
Child protection and Safeguarding
Equality Act

Review of policy

In line with all policies, this policy will be reviewed after 2 years. It may also be reviewed and amended, in consultation with all stakeholders, in the light of events or experience. The Stakeholders of this policy are children and young people, staff, parents and carers, governors and people from other organisations involved with the life of Oakwood Infant and Nursery School.
Data from the monitoring and recording of incidents (including 'nil' returns) will also inform policy review and will be seen by governors.

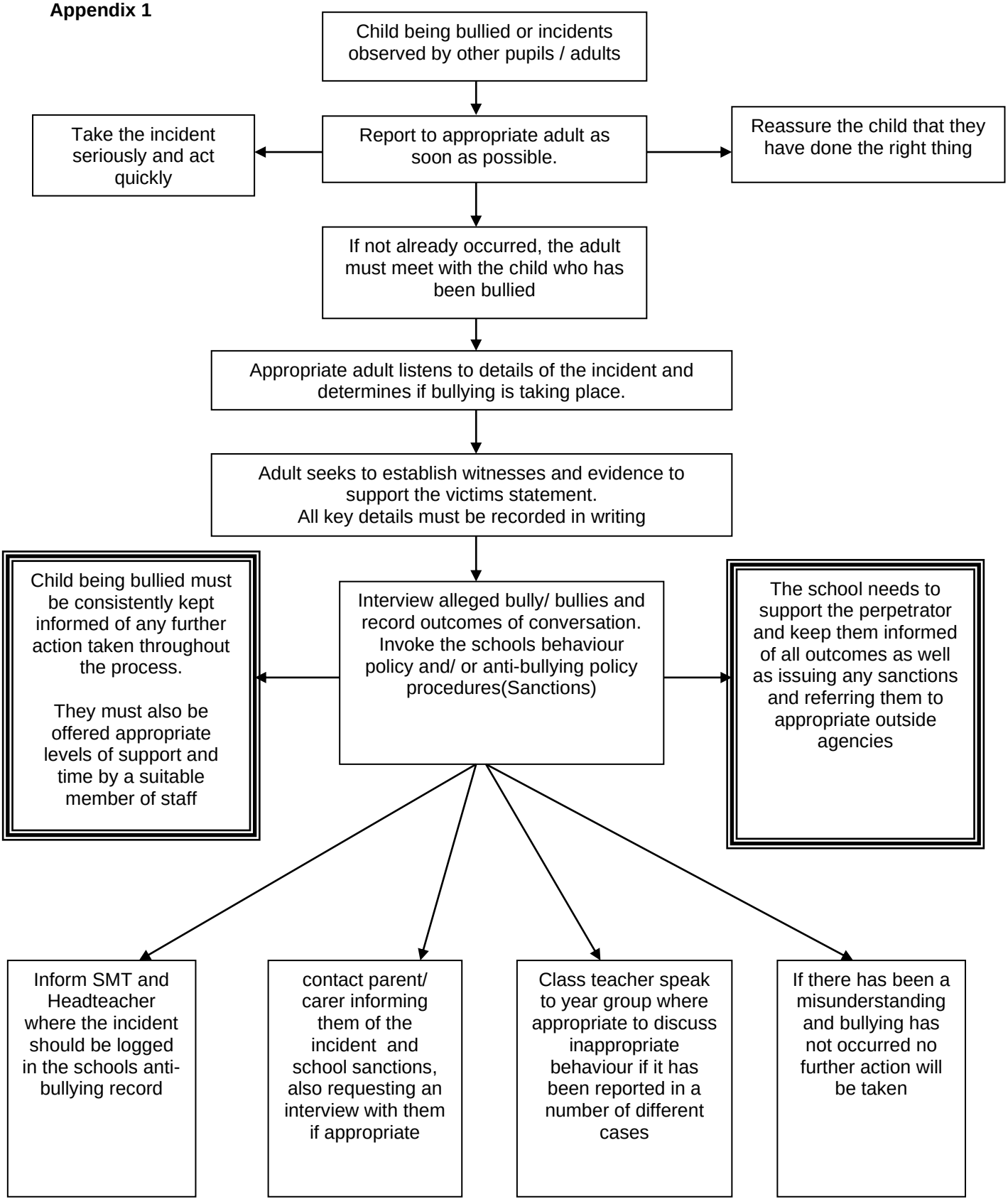
An underlying principle in supporting pupils in our school is that all children are listened to sensitively and objectively and all incidences of bullying will be taken seriously.

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Appendices

1. Anti-Bullying Immediate Response Chart
2. School Bullying Incident Form
3. A whole school approach to dealing with incidents

Appendix 1



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Appendix 2

School Bullying Incident Form
This report will be held in strict confidence and will not be made available to any outside persons or agencies.

Report from: ..... School Name: .....

Date of incident ..... Time of incident .....

Victim Ethnic origin	Perpetrator Ethnic origin .....
Gender ☐ Male ☐ Female	Gender ☐ Male ☐ Female

Indicate type of incident – please tick

Verbal		Cyber	
Name-calling		Offensive text messages	
Taunting/mocking/teasing		Offensive e-mails	
Making offensive comments		Other (please state)	
Other (please state)			
Emotional		**Physical**	
Offensive writing/pictures/graffiti		Kicking	
Being ignored or left out		Hitting	
Spreading rumours		Punching	
Being forced to do something		Pushing	
Taking possessions/money		Pinching	
Other (please state)		Other (please state)	

If you feel the bullying incident was in any way motivated by any of the following please indicate with a tick.

Appearance	☐	Disability	☐	Home circumstances	☐
Gender	☐	Race/ethnic origin	☐	Medical condition	☐
Religion	☐	Sexuality	☐		

Brief description of incident

Action taken

Did the incident lead to the perpetrator(s) being excluded? yes/no
Have you had contact with the victim's parent/carer? yes/no
Have you had contact with the perpetrator's parent/carer? yes/no
Have you reported this incident to any other agencies? yes/no
If 'yes' which agencies? .....

Signed ..... Designation.....

Return to..... (named senior manager within school)

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Appendix 3 A Whole School Approach to dealing with incidents

a) Role of children and staff in reporting and recording a bullying incident involving children

We take the view that everyone has a responsibility to report incidents of bullying or to share their concerns with a member of the school community. At this school we follow the school guide to reporting and dealing with bullying incidents -

b) Guidance for children

If you are being bullied;

- Remember it is not your fault
- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel

After you have been bullied:

- All bullying is wrong and you do not have to stay silent about it
- Tell an adult or somebody you trust about what has happened straight away. Adults in school have a responsibility to give you help and support around bullying
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you
- Keep on speaking until someone listens and does something to stop the bullying

When you are talking to an adult about bullying be clear about;

- What has happened to you
- How often it has happened
- Who was involved.
- Who saw what was happening
- Where it happened.
- What you have done about it already

If you experience bullying by mobile phone, text messages or e-mail;

- Don't retaliate or reply
- Save the evidence do not delete anything
- Make sure you tell an adult who you trust
- Contact your service provider or look at their website to see where to report incidents
- Be careful who you give your mobile phone number or e-mail address to
- Make a note of exactly when a threatening message was sent.

c) Guidance for parents/carers

If your child has been bullied:

- Calmly talk with your child about his/ her experiences
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened
- Reassure your child that he/ she has done the right thing to tell you about the bullying
- Explain to your child that should any further incidents occur he/she should report them to an adult in school immediately
- Make an appointment to see your child's class teacher
- Explain to the teacher the problems your child is experiencing

When talking with members of staff about bullying:

- Try to stay calm and bear in mind that the staff member may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school and let them know if things improve as well as if problems continue

If you are not satisfied:

- Check with the school anti-bullying policy to see if agreed procedures are being followed
- Discuss your concerns with the parent governor or other parents
- Make an appointment to discuss the matter with the Head teacher and keep a record of the meeting
- If this does not help write to the Chair of Governors explaining your concerns and what you would like to see happening
- If you require any further support then please contact the Local Authority

If your child is displaying bullying behaviour towards others:

- Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how he/ she can join in with other children without bullying.
- Make an appointment to see your child's class teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when he/ she is co-operative or kind to other people

If your child is experiencing any form of cyber bullying:

- Ensure your child is careful whom they give their mobile phone number and e-mail address to
- Check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages
- If the bullying involves a children from school contact the school to report this.
- Contact the service provider to report the incidents
- If the cyberbullying is serious and a potential criminal offence has been committed, you should consider contacting the police

d) Guidance for adults experiencing bullying

The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- Seek advice and information from your union
- Share your concerns with a trusted colleague
- Make a record of all incidents and date them
- If you feel your situation is not being resolved then you should follow the school's formal procedures as adopted by the governing body