



JUNIOR SCHOOL

Together we make a difference

Dobcroft Junior School Anti-Bullying Policy

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Statement of intent

Dobcroft Junior School believes that all pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. This policy outlines how instances of bullying are dealt with, including the strategies to prevent occurrences of bullying.

These strategies, such as learning about tolerance and difference as part of the school's curriculum, aim to promote an inclusive, tolerant and supportive ethos at the school.

The Education and Inspections Act 2006 outlines several legal obligations regarding the school's response to bullying. Under section 89, schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures are part of the school's Behaviour Policy, which is communicated to all pupils, school staff and parents.

All staff, parents and pupils work together to prevent and reduce any instances of bullying at the school. There is zero-tolerance to bullying at the school.

Our behaviour policy is separate from our anti-bullying policy, and we recognise that this can often cause confusion amongst parents and pupils, particularly as our children will usually talk about being "bullied" when the incident is being managed under the behaviour policy. We use the anti-bullying policy when we believe that behaviour is targeted or persistent by a child on one or more victims, and we use the behaviour policy to manage more "one off" incidents or where the behaviours are demonstrated by a child but not directed towards specific other children. This is because we think that it is more appropriate to manage these different situations in different ways, even though the negative behaviours identified as bullying in the anti-bullying policy may reflect any of the behaviours identified in this policy.

Where necessary staff will communicate to parents and carers which policy the behaviour incidents are being managed under.

Legal framework

When reviewing this policy, the governing board and head teacher have considered the impact of the scope of the policy on the whole school community. Specifically, they have taken account of the categories used by Sheffield City Council as a public authority to assess impact, as set out below.

Protected characteristics defined by the Equality Act 2010:

- age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation

Plus, additional equality groups and interests also recognised by the Council:

- armed forces, *care experience, health & wellbeing, poverty & financial inclusion, social cohesion, unpaid caring responsibilities and voluntary, community & faith sector

*(*note – care experience was added in December 2023 and recognises those who are, or who have been, looked-after children. It includes Children Looked After (CLA) who are under the care of the local authority; children and young people who are post-CLA adopted; and those who are leaving, or have previously left, care or adoption arrangements).*

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Equality Act 2010
- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Public Order Act 1986
- Communications Act 2003
- Human Rights Act 1998
- Crime and Disorder Act 1998
- Education Act 2011

This policy has been written in accordance with guidance, including, but not limited to:

- DfE (2017) 'Preventing and tackling bullying'
- DfE (2018) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and wellbeing provision in schools'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Online Safeguarding Policy
- Child Protection and Safeguarding Policy
- Health, Relationship & Education Policy

1. Definition

For the purpose of this policy, "bullying" is defined as persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group.

Bullying is generally characterised by:

Repetition: Incidents are not one-offs; they are frequent and happen over a period of time.

Intent: The perpetrator(s) means to cause verbal, physical or emotional harm; it is not accidental.

Targeting: Bullying is generally targeted at a specific individual or group.

Power imbalance: Whether real or perceived, bullying is generally based on unequal power relations.

Vulnerable pupils are more likely to be the targets of bullying due to the attitudes and behaviours some young people have towards those who are different from themselves.

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Vulnerable pupils may include, but are not limited to:

- Pupils with SEND.
- Pupils who are adopted.
- Pupils suffering from a health problem.
- Pupils with caring responsibilities.

2. Types of bullying

Many kinds of behaviour can be considered bullying and can be related to almost anything.

Teasing another pupil because of their appearance, religion, ethnicity, gender, sexual-orientation, home life, culture, disability, or SEND are some of the types of bullying that can occur.

Bullying is acted out through the following mediums:

- Verbally
- Physically
- Emotionally
- Online (Cyber)

Racist bullying: Bullying another person based on their ethnic background, religion or skin colour. Racist bullying is a criminal offence under the Crime and Disorder Act 1998 and Public Order Act 1986.

Homophobic bullying: Bullying another person because of their actual or perceived sexual orientation.

Transphobic bullying: Bullying based on another person's gender 'variance' or for not conforming to dominant gender roles.

Sexist bullying: Bullying based on sexist attitudes expressed in a way to demean, intimidate or harm another person because of their sex or gender. Sexist bullying may sometimes be characterised by inappropriate sexual behaviours.

Sexual bullying: Bullying behaviour that has a physical, psychological, verbal or non-verbal sexual dimension/dynamic that subordinates, humiliates or intimidates another person. This is commonly underpinned by sexist attitudes or gender stereotypes.

Prejudicial bullying: Bullying based on prejudices directed towards specific characteristics, e.g. SEND or mental health issues.

Relational (social) bullying: Bullying that primarily constitutes of excluding, isolating and ostracising someone – usually through verbal and emotional bullying.

3. Roles and responsibilities

The governing board is responsible for:

- Evaluating and reviewing this policy to ensure that it is not discriminatory.
- Holding the school to account for implementation of this policy.
- Ensuring that the school adopts a tolerant and open-minded policy towards difference.
- Ensuring the school is inclusive.
- Analysing any bullying data to establish patterns and reviewing this policy in light of these.

The headteacher is responsible for:

- Reviewing and amending this policy, accounting for new legislation and government guidance, and using staff experience of dealing with bullying incidents in previous years to improve procedures.
- Keeping a [Bullying Report Form](#) of all reported incidents, including which type of bullying has occurred, to allow for proper analysis of the data collected.
- Analysing the data in the bullying record at termly intervals to identify trends, so that appropriate measures to tackle them can be implemented.

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- Arranging appropriate training for staff members.
- Communicating to parents, carers and pupils their responsibilities under this policy on an annual basis as a minimum.

Assistant Head Teachers & the Deputy Head are responsible for:

- Corresponding and meeting with parents where necessary.
- Providing a point of contact for pupils and parents, when more serious bullying incidents occur.

Teachers are responsible for:

- Being alert to social dynamics in their class.
- Being available for pupils who wish to report bullying.
- Providing follow-up support after bullying incidents.
- Being alert to possible bullying situations, particularly exclusion from friendship groups, and informing the senior leadership team of such observations.
- Refraining from stereotyping when dealing with bullying.
- Understanding the composition of pupil groups, showing sensitivity to those who have been the victims of bullying.
- Following the process in Appendix 1 once they have been approached for support.
- Monitoring and supporting victims and perpetrators

The Pastoral family Liaison Officer is responsible for:

- Offering appropriate emotional support to victims and perpetrators of bullying.

Parents are responsible for:

- Informing their child's class teacher if they have any concerns that their child is the victim of bullying or involving in bullying in anyway.
- Being watchful of their child's behaviour, attitude and characteristics and informing the relevant staff members of any changes.

Pupils are responsible for:

- Informing a member of staff if they witness bullying or are a victim of bullying.
- Not making counter-threats if they are victims of bullying.
- Walking away from dangerous situations and avoiding involving other pupils in incidents.
- Keeping evidence of cyber bullying and informing a member of staff should they fall victim to cyber bullying.

4. Statutory implications

The school understands that, under the Equality Act 2010, it has a responsibility to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic (as defined by the act) and people who do not share it.

The school understands that, under the Human Rights Act (HRA) 1998, it could have charges brought against it if it allows the rights of children and young people at the school to be breached by failing to take bullying seriously.

The headteacher will ensure that this policy complies with the HRA; the headteacher understands that they cannot do this without fully involving their teaching staff.

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Although bullying itself is not a criminal offence, some types of harassment, threatening behaviour and/or communications may be considered criminal offences:

- Under the Malicious Communications Act 1988, it is an offence for a person to electronically communicate with another person with the intent to cause distress or anxiety, or in a way which conveys a message which is indecent or grossly offensive, a threat, or contains information which is false and known or believed to be false by the sender.
- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.
- Section 127 of the Communications Act 2003 makes it an offence to send, by means of a public electronic communications network, a message, or other matter, that is grossly offensive or of an indecent, obscene or menacing character. It is unlawful to disseminate defamatory information through any media, including internet sites.

These, and other forms of bullying which are illegal including violence or assault, theft, repeated harassment or intimidation and hate crimes may be reported to the police.

5. Prevention

- The school clearly communicates a whole-school commitment to addressing bullying in the form of a written statement which is regularly promoted across the whole school. This takes place in the form of assemblies and recognising and promoting anti-bullying week.
- All reported or investigated instances of bullying will be investigated by a member of the senior leadership team.
- Staff will encourage pupil cooperation and the development of interpersonal skills using group and pair work.
- All types of bullying will be discussed as part of the curriculum.
- Diversity, difference and respect for others is promoted and celebrated through various lessons.
- Seating plans will be organised and altered in a way that prevents instances of bullying.
- Potential victims of bullying are placed in working groups with other pupils who do not abuse or take advantage of others.
- Opportunities to extend friendship groups and interactive skills are provided through participation in special events, for example, drama productions, sporting activities and cultural groups.
- All members of the school are made aware of this policy and their responsibilities in relation to it.
- All staff members receive regular training on identifying and dealing with the different types of bullying.
- A safe place, supervised by a teacher, is available for pupils to go to during free time if they feel threatened or wish to be alone.
- The teacher supervising the area will speak to pupils to find out the cause of any problems and, ultimately, stop any form of bullying taking place.
- Pupils deemed vulnerable, as defined in section 1, will meet with their form teacher once per week to ensure any problems can be actioned quickly.
- All staff will adopt an 'open door' policy allowing pupils to discuss any bullying, whether they are victims or have witnessed an incident.
- Before a vulnerable pupil joins the school, the pupil's form teacher and the DSL will develop a strategy to prevent bullying from happening – this will include giving the pupil a buddy to help integrate them into the school.
- The school will be alert to, and address, any mental health and wellbeing issues amongst pupils, as these can be a cause of bullying behaviour.
- The school will ensure potential perpetrators are given support as required, so their educational, emotional and social development isn't negatively influenced by outside factors, e.g. mental health issues.

6. Signs of bullying

Staff will be alert to the following signs that may indicate a pupil is a victim of bullying:

- Being frightened to travel to or from school

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- Asking to be driven to school
- Unwillingness to attend school
- Truancy
- Becoming anxious or lacking confidence
- Saying that they feel ill in the morning
- Decreased involvement in school work
- Returning home with torn clothes or damaged possessions
- Missing possessions
- Missing dinner money
- Asking for extra money or stealing
- Cuts or bruises
- Lack of appetite
- Unwillingness to use the internet or mobile devices
- Becoming agitated when receiving calls or text messages
- Lack of eye contact
- Becoming short tempered
- Change in behaviour and attitude at home

Although the signs outlined above may not be due to bullying, they may be due to deeper social, emotional or mental health issues, so are still worth investigating.

Pupils who display any of these signs on a regular basis are reviewed by a member of staff, to determine the underlying issues, whether they are due to bullying or other issues.

In addition, staff will be aware of the potential factors that may indicate a person is likely to have bullying behaviours, including, but not limited to, the following:

- They have experienced mental health problems, which have led to the pupil becoming aggravated
- They have been the victim of domestic abuse
- Their academic performance has started to fall, which has meant they are stressed

If staff become aware of any factors that could lead to bullying behaviours, they will notify the pupil's class teacher, who will investigate the matter and monitor the situation.

7. Staff principles

- The school will ensure that prevention is a prominent aspect of its anti-bullying vision.
- Staff will treat reports of bullying seriously and they will not ignore signs of suspected bullying.
- Unpleasantness from one pupil towards another is always challenged and never ignored.
- Staff act immediately when they become aware of a bullying incident; this applies to all staff, not solely teaching staff.
- Staff always respect pupils' privacy, and information about specific instances of bullying are not discussed with others, unless it is in a setting that the victim has given consent to, or there is a safeguarding concern.
- If a member of staff believes a pupil is in danger, e.g. of being hurt, they will inform the DSL or DDSL immediately.
- Follow-up support is given to both the victim and bully in the months following any incidents, to ensure all bullying has stopped.

8. Preventing child on child sexual abuse

The school has a zero-tolerance approach to all forms of child on child sexual abuse, including sexual harassment and sexual violence.

Sexual harassment refers to unwanted conduct of a sexual nature that occurs online or offline.

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Sexual harassment violates a child's dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or offensive environment. If left unchallenged, sexual harassment can create an atmosphere that normalises inappropriate behaviour and may lead to sexual violence.

Sexual violence refers to the three following offences:

Rape: A person (A) commits an offence of rape if he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

The school's Child Protection and Safeguarding Policy outlines our stance on addressing child on child sexual abuse, and the procedures in place will be adhered to if any instances of sexual harassment or sexual violence be uncovered.

To prevent child on child abuse and address the wider societal factors that can influence behaviour, the school will educate pupils about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE lessons.

The school will also ensure that pupils are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in PSHE lessons, HRE and group sessions. Such content will be age and stage of development specific, and tackle issues such as the following:

- Healthy relationships
- Respectful behaviour
- Gender roles, stereotyping and equality
- Body confidence and self-esteem
- Prejudiced behaviour
- That sexual violence and sexual harassment is always wrong
- Addressing cultures of sexual harassment

All staff will be aware that pupils of any age and sex are capable of abusing their peers and will never tolerate abuse as "banter" or "part of growing up".

All staff will be aware that child on child abuse can be manifested in many ways, including sexting and gender issues, such as girls being sexually touched or assaulted, and boys being subjected to hazing/initiation type of violence which aims to cause physical, emotional or psychological harm.

All staff will be made aware of the heightened vulnerability of pupils with SEND, who are three times more likely to be abused than their peers.

Staff will not assume that possible indicators of abuse relate to the pupil's SEND and will always explore indicators further.

LGBT children can be targeted by their peers. In some cases, children who are perceived to be LGBT, whether they are or not, can be just as vulnerable to abuse as LGBT children.

The school's response to boy-on-boy and girl-on-girl sexual violence and sexual harassment will be equally as robust as it is for incidents between children of the opposite sex.

Pupils will be made aware of how to raise concerns or make a report and how any reports will be handled – this includes the process for reporting concerns about friends or peers.

If a child has been harmed, is in immediate danger or is at risk of harm, a referral will be made to children's social care services (CSCS).

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Managing disclosures

Victims will always be taken seriously, reassured, supported and kept safe.

Victims will never be made to feel like they are causing a problem or made to feel ashamed.

If a friend of a victim makes a report or a member of staff overhears a conversation, staff will act – they will never assume that someone else will deal with it. The basic principles remain the same as when a victim reports an incident; however, staff will consider why the victim has not chosen to make a report themselves and the discussion will be handled sensitively and with the help of CSCS where necessary. If staff are in any doubt, they will speak to the DSL.

The DSL will be informed of any allegations of abuse against pupils with SEND. They will record the incident in writing and, working with the SENCO, decide what course of action is necessary, with the best interests of the pupil in mind at all times.

Confidentiality

The school will only engage with staff and agencies required to support the victim and/or be involved in any investigation.

If a victim asks the school not to tell anyone about the disclosure, the school will not make this promise.

Even without the victim's consent, the information may still be lawfully shared if it is in the public interest and protects children from harm.

The DSL will consider the following when making confidentiality decisions:

- Parents will be informed unless it will place the victim at greater risk.
- If a child is at risk of harm, is in immediate danger or has been harmed, a referral will be made to CSCS.
- Rape, assault by penetration and sexual assaults are crimes – reports containing any such crimes will be passed to the police.

More information regarding the school's stance on preventing child on child sexual abuse is available in our Child Protection and Safeguarding Policy.

9. Cyber bullying

The school has an online safeguarding Policy in place, which outlines the school's zero-tolerance approach to cyber bullying.

The school views cyber bullying in the same light as any other form of bullying and will follow the sanctions set out in section 11 this policy if they become aware of any incidents.

The school will support pupils who have been victims of cyber bullying by holding discussions with the pupil about their feelings and whether the bullying has stopped, in accordance with section 12 and section 13 of this policy.

In accordance with the Education Act 2011, the school has the right to examine and delete files from pupils' personal devices, e.g. mobile phones, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.

If an electronic device is seized by a member of staff, and there is reasonable ground to suspect that it contains evidence in relation to an offence, the device must be given to the police as soon as it is reasonably practicable.

If a staff member finds material that they do not suspect contains evidence in relation to an offence, the headteacher will decide whether it is appropriate to delete or retain the material as evidence of a breach of the relevant policies.

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10. Procedures

Behavioural Incidents

Incidents which, on their own, may not be considered as bullying under this policy will be investigated and addressed in accordance with the School's Behaviour Policy. If an incident is raised with the class teacher and they feel it constitutes bullying it will be addressed under this policy.

When investigating a bullying incident, the following procedures are adopted:

All incidents of bullying will be investigated by a member of the senior leadership team

- If a pupil is injured, members of staff will follow the School's first aid policy
- The victim, alleged bully and witnesses are all interviewed separately
- Members of staff ensure that there is no possibility of contact between the pupils being interviewed, including electronic communication
- A room is used that allows for privacy during interviews
- A witness is used for serious incidents
- If appropriate, the alleged bully, the victim and witnesses, are asked to write down details of the incident; this may need prompting with questions from the member of staff to obtain the full picture
- Premature assumptions are not made, as it is important not to be judgemental at this stage
- Members of staff listen carefully to all accounts, being non-confrontational and not attaching blame until the investigation is complete
- All concerned pupils are informed that they must not discuss the interview with other pupils

Due to the potential for sexist, transphobic, sexual, etc bullying to be characterised by inappropriate sexual behaviour, staff members involved in dealing with the incident are required to consider whether there is a need for safeguarding processes to be implemented.

11. Sanctions

- If the headteacher is satisfied that bullying did take place, the pupil will be helped to understand the consequences of their actions and warned that there must be no further incidents.
- The headteacher informs the pupil of the type of sanction to be used in this instance and future sanctions if the bullying continues. The headteacher and perpetrator's class teacher will discuss and agree the nature of the sanctions on a case by case basis based on the severity of the incident and its context.
- If possible, the headteacher will attempt reconciliation and will obtain a genuine apology from the bully. This will either be in writing to the victim (and/or witnesses if appropriate), or face-to-face, but only with the victim's full consent. Discretion is used here; victims will never feel pressured into a face-to-face meeting with the bully.
- Parents of the perpetrator and the victim are informed of bullying incidents and what action is being taken. This will be respectful of confidentiality.
- The class teacher informally monitors the pupils involved over the next half-term. The class teacher reports to the headteacher the behaviour of the perpetrator at the end of the following half term.

12. Support

- If the pupil visits The Pastoral family Liaison Officer they will informally check whether the bullying has stopped.
- For 6 weeks after the initial complaint of bullying, the class teacher holds an informal discussion, on a weekly basis, to check whether the bullying has stopped (6 checks in total recorded on the anti-bullying investigation sheet).
- A member of the senior leadership team holds a formal meeting after this 6 week period, to check whether the bullying has stopped. Parents and carers of the victim and the perpetrator are contacted regarding the outcome. If it is felt that the bullying has stopped but further monitoring is necessary then we will continue to monitor weekly and hold another formal meeting after 6 weeks.
- If necessary, group dynamics are broken up by members of staff.
- The victim is encouraged to tell a trusted adult in school if bullying is repeated.
- The victim is encouraged to broaden their friendship groups by joining lunchtime or after-school club or activity.

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- The school, particularly the Pastoral family Liaison Officer will work with the victim to build resilience, e.g. by offering emotional therapy.
- The school will work with the perpetrator regarding any underlying mental health or emotional wellbeing problems.

13. Follow-up support

The progress of both the bully and the victim are monitored by their class teacher.

One-on-one sessions to discuss how the victim and bully are progressing may be appropriate.

Follow-up correspondence is arranged with parents 6 weeks after the incident.

Pupils who have been bullied are supported in the following ways:

- Being listened to
- Having an immediate opportunity to meet with a member of the senior leadership team, the Pastoral family Liaison Officer or an adult they feel comfortable with who works in their classroom.
- Being reassured
- Being offered continued support
- Being offered counselling, where appropriate

Pupils who have bullied others are supported in the following ways:

- Receiving a consequence for their actions
- Being able to discuss what happened
- Being helped to reflect on why they became involved
- Being helped to understand what they did wrong and why they need to change their behaviour
- Appropriate assistance from parents

Pupils who have been bullied will be assessed on a case-by-case basis and the DSL will, if necessary, refer the victim of bullying to CAMHS.

In cases where the effects of bullying are so severe that the pupil cannot successfully reintegrate back into the school, the headteacher and DSL will look to transfer the pupil to another mainstream school.

Where a child has developed such complex needs that alternative provision is required, the pupil who has been the victim of bullying, their parents, the headteacher and DSL will meet to discuss the use of alternative provision.

14. Bullying outside of school

The headteacher has a specific statutory power to discipline pupils for poor behaviour outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives the headteacher the power to regulate pupils' conduct when they are not on school premises, and therefore, not under the lawful charge of a school staff member.

Teachers have the power to discipline pupils for misbehaving outside of the school premises. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

Where bullying outside school is reported to school staff, it is investigated and acted on.

In all cases of misbehaviour or bullying, members of staff can only discipline the pupil on school premises, or elsewhere when the pupil is under the lawful control of the member of staff, e.g. on a school trip.

The headteacher is responsible for determining whether it is appropriate to notify the police, or the anti-social behaviour coordinator, of the action taken against a pupil.

If the misbehaviour could be of a criminal nature or poses a serious threat to a member of the public, the police are always informed.

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15. Monitoring and review

Monitoring Bullying at Dobcroft Junior School

Bullying reports and confirmed bullying cases are analysed termly by our senior mental health lead and Deputy Head Teacher. This allows for school to identify key trends and respond in a dynamic way:

- School staff receive key information – what behaviours to be alert to and what to do
- Addressing our whole school community in assembly, drawing attention to specific negative (and positive) behaviour
- Inform and adapt any key planning e.g. Personal Development coverage for specific year groups

Review of this Policy

This policy is reviewed every year by the full governing board

16. Appendices

1. Bullying Report Form
2. Bullying Investigation Form
3. Responding to Bullying incidents
4. Process diagrams

Appendix 1-Bullying Report Form

This form is intended to be completed by parents or carers with their child, or by an adult in school in consultation with the child or the parents/carers.



This form will be put on CPOMs upon completion, informing the headteacher.

Personal details	
Date:	
Name of person reporting incident:	
Name of pupil(s) being bullied:	
Gender:	
Year group/class:	
Class Teacher:	

Details of the most recent incident
What happened?
Where did the incident take place?
When did the incident occur?
Who has been suspected of bullying?

Did anyone else see the incident?

Details of previous incidents
What happened?
Where did the incidents take place?
When did the incidents occur?
Who has been suspected of bullying?
Did anyone else see the incident?

According to the victim, how often does the bullying take place?
According to the victim, how long has the bullying been going on?

Appendix 2

Bullying Investigation

This form will be completed by a member of the senior leadership and the class teacher



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- Investigation – completed by a member of the senior leadership team
- Monitoring & Support- completed by the class teacher

Key Information	
Date:	
Name and role of person completing this form and carrying out the investigation	
Names of adults consulted/attending any meetings	
Name of pupil(s) being bullied:	
Gender:	
Year group/class:	
Class Teacher:	
Name of the perpetrator:	
Names of people spoken to as part of the investigation	
Investigation details	

Outcome of the investigation- has bullying taken place? If so why, if not why does this not constitute bullying?	
Action to be taken as a result of the investigation	
Monitoring & Support	
Week 1 feedback (completed by the class teacher or pastoral worker)	<p>How is the victim feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p> <p>How is the bully feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p>
Week 2 feedback (completed by the class teacher or pastoral worker)	<p>How is the victim feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p> <p>How is the bully feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p>

Week 3 feedback (completed by the class teacher or pastoral worker)	<p>How is the victim feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p> <p>How is the bully feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p>
Week 4 feedback (completed by the class teacher or pastoral worker)	<p>How is the victim feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p> <p>How is the bully feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p>
Week 5 feedback (completed by the class teacher or pastoral worker)	<p>How is the victim feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p> <p>How is the bully feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p>
Week 6 feedback (completed by the class teacher or pastoral worker)	<p>How is the victim feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p>

	<p>How is the bully feeling on a scale 1-10 (with relation to the bullying incident)?</p> <p>What has happened (if anything)?</p>
<p>Details of conversation with the parents/carers of victim and perpetrator at the end of the monitoring period- completed by the class teacher</p>	

Appendix 3

Investigation Outcome

This form will be completed by a member of the senior leadership team



This form will be sent to the victim's parents/carers following completion of an investigation relating to bullying. It will be signed and returned to school.

Key Information relating to the investigation	
Name and role of person carrying out the investigation	
Name of pupil(s) being bullied:	
Year group/class:	
Class Teacher:	
Outcome of the investigation- has bullying taken place? If so why, if not why does this not constitute bullying?	
Action to be taken as a result of the investigation	

Name of person investigating the incident

Signed

Date

Name of pupil

Signed.....

Date.....

Name of parent/carer.....

Signed.....

Date.....

Appendix 4 – Process diagrams

The Following Describes Clearly the Process we expect to be followed in our school with regards to bullying incidents

1. A child may report bullying to an adult in school	A child may report bullying to their parent or carer	A parent or carer may report bullying to a member of staff in school	An adult may identify potential bullying in school
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2. **Appendix 1- A Bullying Report Form** is completed by either: the class teacher with the pupil, the parent or carer with the pupil, the parent or carer with the class teacher (this could be over the telephone or sent electronically). At this point 'bullying' is not used as a category on CPOMs.



3. **Appendix 1- The Bullying Report Form** is read by a member of the senior leadership team on CPOMs. The member of the senior leadership team speaks to any relevant adults in school and asks them to inform the victim's parents that the matter is being investigated or not investigated depending on the evaluation of form 1.



4. **Appendix 2- The Bullying Investigation Form** is completed by a member of the senior leadership team following a thorough investigation.

5. Outcome of the Investigation

If the incident is deemed to be bullying

1. Appendix 3- The perpetrator's parents/carers are informed by the member of SLT investigating.

The appropriate sanctions are put in place and future sanctions explained if the bullying continues.



2. Appendix 3- The parents/carers of the victim are informed of the outcome (appendix 3) of the investigation and the action that is to be taken as a result; including the follow up support and monitoring that will take place over the coming weeks.



3. The class teacher (and where appropriate the family pastoral support officer) will record the outcome of any weekly discussions or monitoring that has taken place in relation to the bullying incident on the investigation form (**appendix 2**) and save in staffshare/**anti-bullying forms**. In the event of further bullying the headteacher is informed and the parents/carers of the perpetrator invited into school for a further meeting and the appropriate next steps taken. The victim's parent/carers are informed of this meeting.



4. After a period of time (6 school weeks or more) of monitoring, if the head teacher, through discussion with relevant staff, is satisfied that the bullying behaviour has stopped, the investigation form (**appendix 2**) is completed and shared with the victim's parents/carers. The perpetrators parent/carers are also informed. **The senior leadership team will ensure this is completed through having bullying as a standing agenda on SLT meetings.**



5. All bullying incidents are reported to the full governing board at the **next head teacher's report meeting.**

If the incident is not deemed to be bullying

Appendix 3- The investigation outcome (appendix 3) is completed and shared with parent/carers of the victim, clearly outlining why not and any actions that need to be taken.

If parents/carers are not satisfied with the outcome then they are advised to proceed under the school's complaints policy.

Appendix 3 is placed on CPOMs.