

St Mary's School

47 Fitzjohn's Avenue
Hampstead
London
NW3 6PG

ST. MARY'S SCHOOL, HAMPSTEAD

ANTI-BULLYING POLICY

Also See BEHAVIOUR and DISCIPLINE

2011-2012



Original: 2004

Revised by: Angela Rawlinson 2005/6/7/8/9/10/11

Review Date: August 2012

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Anti-Bullying Policy

MISSION STATEMENT

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of every child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage and active partnership between home, school, parish and the wider community.

BACKGROUND

It is a Government requirement that all schools have an anti-bullying policy. In 2003 Ofsted published *Bullying: effective action in secondary schools*. This was followed by DfES guidance for schools under two headings: *Don't Suffer in Silence* and *Bullying – A Charter for Action*. Following this the DCSF has now published a document entitled " *Safe to Learn – Embedding anti-bullying work in Schools.*" Recently the DfE guidance "*Preventing and tackling Bullying – Advice for school leaders, Staff and Governors,*" has been published. St Mary's school community has regard to all of the above guidance.

DCSF guidance defines bullying as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (for example, being ignored or not spoken to). Cyber bullying may also take place through social websites, mobile phones, text messages, photographs and emails. Bullying can take many forms and may occur due to a persons race, religion, culture, sex, sexual preferences, special educational needs and/or disability.

Bullying can take place among children, staff and parents.

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AIMS AND OBJECTIVES

Bullying is wrong and damages individual children. If not dealt with immediately and effectively it can cause psychological damage. We regard bullying as very serious at St Mary's School. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to reduce the likelihood of bullying.

This policy aims to produce a consistent school response to any bullying incidents that may occur.

We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

Please see *Appendix A* for definitions of bullying and clear steps for dealing with bullying at St Mary's School.

THE ROLE OF GOVERNORS

The Governing Body supports the Headmistress in all attempts to eliminate bullying from our school. The governing body will not condone any bullying at all in our school, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately.

The Governing Body, through the Education and Staffing sub committee, monitors incidents of bullying that do occur, and reviews the effectiveness of this policy annually. The governors require the Headmistress to keep accurate records of all incidents of bullying, and to report to the governors on request about the effectiveness of school anti-bullying strategies.

A parent who is dissatisfied with the way the school has dealt with a bullying incident can ask the Chair of Governors to look into the matter. The Governing Body responds as soon as possible to any request from a parent to investigate incidents of bullying. In all cases the Governing Body notifies the Headmistress, and asks him/her to conduct an investigation into the case, and to report back to a representative of the Governing Body.

THE ROLE OF THE HEADMISTRESS

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It is the responsibility of the Headmistress to implement the school anti-bullying strategy, and to ensure that all staff (both teaching and non-teaching) are aware of the school policy, and know how to identify and deal with incidents of bullying. The Headmistress reports to the Education & Staffing Committee about the effectiveness of the anti-bullying policy on request.

The Headmistress ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Headmistress draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Headmistress may decide to use an assembly as the forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished. Other educational elements such as projects, drama, stories, literature, historical events and current affairs may be used to address bullying and related issues.

The Headmistress ensures that all staff, including lunchtime staff, receive sufficient training to be equipped to identify and deal with all incidents of bullying.

The Headmistress sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

THE ROLE OF TEACHERS AND SUPPORT STAFF

All the staff in our school take all forms of bullying seriously, and seek to prevent it from taking place.

Teachers keep their own records of all incidents that happen in their class, and that they are aware of in the school. If teachers witness an act of bullying, they will either investigate it themselves or refer it to the Headmistress. Teachers and support staff do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the Headmistress, the teacher informs the child's parents.

There is an anti-bullying logbook in which staff record all incidents of bullying that occur both in and out of class. This allows patterns of bullying to be identified. Any adult who witnesses an act of bullying should record it in the logbook.

When any bullying is taking place between members of a class, the teacher will deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and punishment for the child who has carried out the bullying. Time is spent talking to the child who has bullied: explaining why his/her action was wrong, and that child is encouraged to

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change his/her behaviour in future. If a child is repeatedly involved in bullying other children, the Headmistress is informed. The child's parents may be invited into the school to discuss the situation. Persistent offenders or those involved in perpetrating severe bullying may be excluded from activities, excluded from school for a fixed period or asked to leave the school permanently. At all times the procedures and sanctions laid out in the schools Behaviour and Discipline Policy are taken into consideration to ensure that all involved receive clear and consistent messages about the high expectations of behaviour at St Mary's School.

All members of staff routinely attend training, which equips them to identify bullying and to follow school policy and procedures with regard to behaviour management. Records of this training are kept by the Deputy Head and the Key Stage 1 and Early Years Leader.

Teachers use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They use drama, role-play, stories, assemblies, projects, reference to historical events and current affairs etc., within the formal curriculum, to help pupils understand the feelings of bullied children, and to practise the restraint required to avoid lapsing into bullying behaviour. Circle time is used to praise, reward and celebrate the success of all children, and thus to help create a positive atmosphere. The PSHCE curriculum contains a topic aimed at raising awareness of bullying issues and providing children with strategies for dealing with all forms of bullying. This is taught annually. The school aims for this topic to coincide with National Anti-Bullying week.

THE ROLE OF PARENTS

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately. If they are not satisfied with the response, they should contact the Headmistress. If they remain dissatisfied, they should follow the school's Complaints Procedure.

Parents have a responsibility to support the school's anti-bullying policy, actively encouraging their child to be a positive member of the school.

THE ROLE OF PUPILS

Pupils are encouraged to tell anybody they trust if they are being bullied, and if the bullying continues, they must keep on letting people know.

Pupils are invited to tell us their views about a range of school issues, including bullying, in regular pupil questionnaires.

Our School Council has developed its own anti-bullying code.

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Pupils can talk to a trusted adult at any time, or record their concerns in writing and put them in the class comments box.

MONITORING AND REVIEW

This policy is monitored on a day-to-day basis by the Headmistress, who reports to governors in the Education and Staffing Committee on request, about the effectiveness of the policy.

This anti-bullying policy is the governors' responsibility, and they review its effectiveness on a regular basis. They do this by examining the school's anti-bullying logbook, where incidents of bullying are recorded, and by discussion with the Headmistress. Governors analyse information for patterns of people, places or groups. They look out in particular for racist bullying, religious bullying, cultural bullying, sexual/sexist bullying, homophobic bullying, cyber bullying or bullying directed at children with disabilities or special educational needs.

This policy will be reviewed in two years, or earlier if necessary. It should be read in conjunction with the schools Behaviour and Discipline Policy.

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Appendix A

Procedures for dealing with bullying at St Mary's School

Bullying of any sort is reported immediately to either the Headteacher or Deputy or any other trusted adult and is dealt with promptly by those in charge. All staff are responsible for dealing with any bullying or behaviour issues.

Bullying is the intentional hurting of one person by another, where one person in the relationship is more powerful than the other.

Bullying is usually repetitive or persistent. But just one incident can have a continuing harmful effect on the victim and cause psychological damage.

Bullying can take many forms and may occur due to a persons race, religion, culture, sex, sexual preferences, special educational needs and/or disability.

Some bullying involves:

- excluding people from groups
- deliberately ignoring people
- gossiping, spreading rumours

Some bullying is verbal:

- name-calling
- taunting, mocking
- making offensive comments
- making threats

Some bullying is physical:

- kicking, hitting, pushing
- taking and damaging belongings

Some bullying (cyberbullying) takes the form of

- Inappropriate use of the internet, social websites
- Inappropriate use of interactive and digital technologies
- Inappropriate use of mobile phones

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Consequences of bullying

- The child/ren will be spoken to by an adult and asked to stop. He/she will be told why his/her behaviour is inappropriate.
 - As soon as an adult becomes aware of bullying any child/ren involved will be sent immediately to the Head/Deputy.
 - The child/ren will be asked to re-tell what happened and in some case all involved will be asked to write an account of what happened.
 - The headteacher will record the incident in the Anti-bullying record book kept in her office.
 - The Head will decide on what further action will be taken depending on the severity of the incident. This may result in the child being withdrawn from their lunch play for e.g., or having other rewards withdrawn.
 - The child may be asked to call their parents to inform them of what they have done wrong.
 - If the child repeats the bullying parents are contacted immediately and invited to come to school.
 - A letter will be sent home if parents can not be reached by phone or are not informed at the end of the day.
 - An agreed strategy for dealing with the bullying will be decided between parent and school.
 - This will be shared with the child by the parents and school.
 - This will be monitored by the school and feedback will be given to the parent.
 - Children will be praised if they cease bullying
 - The school reserves the right to withdraw a child's place if bullying or any other unacceptable behaviour does not improve following action.
- (see parent contract)

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ST. MARY'S SCHOOL, HAMPSTEAD

EQUAL OPPORTUNITIES STATEMENT

St. Mary's School, Hampstead is an equal opportunities school.

As an equal opportunities school we will not discriminate (directly or indirectly), harass or victimise any individual or groups of individuals on the grounds of:

Ethnicity
Ability
Special needs and disability
Race
Gender
Religion or belief
Culture
Home language
Family background or
Sexual orientation

The school is committed to the advancement of equality of opportunity.
