

Waterthorpe Nursery Infant School



Anti-Bullying Policy Autumn 2018

Approved by: Steering Committee

Date: 4/12/18

Next Review Date: Autumn 2019

ANTI-BULLYING POLICY **(Linked with Behaviour Policy)**

At Waterthorpe Nursery Infant School we implement a positive Behaviour Policy, which encourages attitudes of self-discipline, caring and friendliness.

We work together to create a supportive environment where bullying is unacceptable regardless of how it is delivered or what excuses are given to justify it. We recognise the detrimental effect on children and adults who may be subject to bullying and will work actively to minimise the risks.

Definition of bullying

We have defined bullying as “deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, name calling), and indirect (e.g. spreading rumours). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).”

Aims

We aim:

- to promote the school Behaviour Policy
- to state clearly that “bullying is unacceptable behaviour”
- to encourage children, parents, school staff and helpers to report any incidents of bullying
- to reassure children and parents that action will be taken if bullying is suspected
- to deal with incidents of bullying immediately
- to support the victim and to help the bully to modify their behaviour
- to provide after-care should an incident of bullying occur

Dealing with bullying

We have agreed to combat bullying by:

- following the Behaviour Policy
- teaching and observing the School Rules
- providing the children with strategies to protect themselves i.e. “Stop it, I don’t like it,” moving away from the bully, asking for help
- Using the support of outside agencies e.g. MAST for staff training/pupil support as appropriate
- Dealing with all bullying concerns and allegations promptly

In specific instances of bullying the following steps may be taken

The Victim

- The victim will be reassured that action is being taken and be reminded of the strategies for self-protection
- Opportunity will be given to the child to discuss their feelings and possible future responses

- If bullying continues the parents/carers will be informed and may be invited to school to discuss the situation
- Staff will monitor the situation and try to give support

The Bully

- The perpetrator will be given the opportunity to discuss the problem
- They will be encouraged to make an appropriate apology
- They will be helped to understand why the behaviour is unacceptable
- Strategies will be given for dealing with their feelings in a more appropriate way
- If bullying occurs a warning will be given that parents/carers will be informed if the bullying continues
- If bullying continues the parents/carers will be informed and may be invited to school to discuss the situation
- Parents/Carers may be invited to meet the class teacher or Headteacher at a certain time each week to discuss progress
- The child may lose privileges
- In rare cases it may be necessary to exclude a child from school until they can agree to behave in a more safe and acceptable way

Any improvement in behaviour will be given positive re-enforcement.

Implications

Implications for the all school staff

All school staff will:

1. Give time to listen to children, in a quiet place if this would be helpful. Always take seriously any complaints of bullying and keep records. (see appendix)
2. Give all children regular opportunities to talk about their feelings in a safe, group situation.
3. Be aware and observant of potential bullying.
4. Take action immediately bullying is suspected.
5. Inform the Headteacher of any bullying.
6. Support other colleagues in any agreed action.
7. Recognise that we as school staff sometimes need help and ask for it if necessary.
8. All school staff should lead by example.

Implications for parents/carers

Parents/carers will:

1. Encourage children not to be aggressive, even in response to provocation, giving children alternative strategies.
2. Try to establish the facts and keep an open mind.
3. Help their child to feel able to talk to them about any fears or worries, and take seriously any talk of being bullied (they may not use the word 'bullied').
4. Be aware of what is happening in their child's life and discuss any awareness or suspicion of bullying with the class teacher.
5. Actively endorse and support the Anti-bullying policy.
6. Support the school in any agreed action.

Implications for governors

Governors will:

1. Be thoroughly conversant with the Behaviour and Anti-bullying Policies of the school.
2. Ensure that everyone is aware of the policy and his/her responsibilities.
3. Support staff in implementing the Anti-bullying policy.
4. Be active in the maintenance and review of the policy.
5. In the event of a complaint being made about the school's handling of alleged bullying conduct a formal investigation into the processes and procedures carried out by the school and ascertain the appropriateness of these.

Appendix

Bullying Incident Record

Bullying Annual Reporting Record

Next Review: Autumn 2019



Accident and Incident Report Form

(For Reporting Accidents, Violent Incidents, Work-related Ill Health, Near Misses & Hate Crime / Incident)

Name of School Waterthorpe NI School		Date & Time of Accident		Location of Accident School	
Print Name of Injured Person			Date of Birth		<input type="checkbox"/> Female <input type="checkbox"/> Male
Home Address of Injured Person			Telephone No.		
Employee <input type="checkbox"/> Yes <input type="checkbox"/> No	Pay Ref	Pay Point		Date & Time Accident Reported	
Job Title					
Service Area			Portfolio		
Non Employee	<input type="checkbox"/> Agency	<input type="checkbox"/> Contractor	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Work Placement	
<input type="checkbox"/> Service User	x Young Person/Pupil		<input type="checkbox"/> Member of Public		

About The Incident

<input type="checkbox"/> Accident	<input type="checkbox"/> Violent Incident	<input type="checkbox"/> Ill Health	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Hate Crime / Incident
If there was an injury, what was it, and what part of the body was injured? (e.g. fracture, laceration)				
Describe in detail what happened, including what the person injured or involved, was doing at the time of the incident, and any part played by other people involved.				
Describe the events that led up to the incident, including any unusual or contributory factors, such as adverse weather, lack of adequate training, new or inexperienced worker etc?				
Name & Type Of Any Machinery Involved NO		Serial No.		Was Machinery In Motion? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name Of Any Substances Involved NO				

Using the guidance on the intranet, decide if a further investigation is required taking into account how likely it is that a similar accident will happen and how seriously someone could be hurt. If a further investigation is required, e.g. for most RIDDOR accidents, complete the Corporate Accident/Incident Investigation Form. If you are unsure how to do this, contact your Health & Safety Adviser.

Is a further investigation required?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Manager, Supervisor, Head Teacher		Job Title:	
Print Name of Manager, Supervisor, Head Teacher:		Telephone No.	Date

Please send to Health & Safety Team, Moorfoot Building, Level 8, Zone 2 & 3, Sheffield S1 4PL

**School Governing Body – Bullying Reporting Template
Academic Year 2018 – 2019**

Name of School: Waterthorpe NI School

Name of Headteacher: Mrs Helen Stokes

	<i>Autumn 2018</i>	<i>Spring 2019</i>	<i>Summer 2019</i>	<i>Total</i>
Total number of bullying incidents	0	0	0	0
Number of these incidents that involved racism	0	0	0	0
Number of incidents that were homophobic	0	0	0	0
Total number of perpetrators involved in bullying were:				
Boys				
<i>Girls</i>	0	0	0	0
Total number of victims that were:				
Boys			0	
<i>Girls</i>	0	0	0	0
Location that incidents took place:				
Classroom				
	0	0	0	0
Corridors				
<i>Playground</i>	0	0	0	0
<i>Dinner Time</i>	0	0	0	0
<i>Toilets</i>	0	0	0	0
<i>To and from school and home</i>	0	0	0	0
Number of incidents that involved:				
Physical abuse	0	0	0	0

<i>Verbal abuse</i>	0	0	0	0
<i>New technology eg. texting, e-mail, mobile phone</i>	0	0	0	0

Other optional categories that could be analysed include: By age both for perpetrator and victim

If police were involved

Incidents that were resolved and those that were still outstanding

Please return this form to:

Email: timothy.ward@sheffield.gov.uk

Fax: 0114 250 6859

Post: Sheffield City Council, Inclusion and Learning Services, Bannerdale Centre, 125 Carterknowle Road, Sheffield, S7 2EX

Equality Impact Assessment Template

Name of policy or project being assessed?	Date
Anti-bullying	October 2018

Priority Level	
High	x
Medium	
Low	

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes
Others involved in the assessment (peer review/external challenge): Steering Committee

<p><u>What are the aims of the policy or project?</u></p> <ul style="list-style-type: none"> • to promote the school Behaviour Policy. • to state clearly that “bullying is unacceptable behaviour”. • to encourage children, parents, school staff and helpers to report any incidents of bullying. • to reassure children and parents that action will be taken if bullying is suspected. • to deal with incidents of bullying immediately. • to support the victim and to help the bully to modify their behaviour. • to provide after-care should an incident of bullying occur.
<p>Who is the intended customer/service user of this project or policy? Children and families</p>
<p><u>What are the desired outcomes from this project or policy?</u> To ensure that bullying is dealt with appropriately</p>
<p>List any other key policies, procedures, projects or strategies that this policy/project has implications on: Safeguarding, Behaviour, Equality, Race equality and SEN</p>

<i>What are the racial, disability and gender equality implications of the policy or project?</i>	
Does the policy or project have any significant positive impact for: <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	Yes all groups re: bullying linked to any one of these categories
Does the policy or project have any significant adverse impact for: <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	NO
Do you have any evidence?	Reporting of Bullying
Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?	N/A

Action to take			
If you have indicated there is a negative impact, can it be justified?	N/A	YES	NO
If you have indicated there is a negative impact and it cannot be justified, is it discrimination?	N/A	YES	NO
If you have answered YES, please list all the changes that you have made to eliminate this discrimination:			
Please state how will you monitor the policy or project?: Policy review (by staff/governors/IEB Members by dates on policy)			

Signed (Person completing the form): 	Date: 10/10/18
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