

# HOLY TRINITY PRIMARY SCHOOL



## ANTI BULLYING POLICY

Revised October 2015

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## Introduction and Rationale

### Bullying

The governors and staff of Holy Trinity Primary School are committed to creating and maintaining a safe, secure and happy environment for all our children and staff. Bullying is a highly distressing and damaging form of abuse which can cause emotional and physical distress and is not tolerated. We strive to create a positive and nurturing ethos where everyone is treated with mutual respect and positive relationships are promoted. From time to time pupils may be victims of bullying in spite of our caring ethos, our nurturing environment and effective discipline policy. All staff (teaching and non teaching) collectively work together to create an anti bullying culture and to ensure incidents of alleged bullying are investigated and dealt with swiftly and effectively.

This policy has been developed consistent with the 2003 Statutory Requirements (Education and Libraries NI Order) which requires Boards of Governors and Principals to consult with all stakeholders regarding positive behaviour and bullying prevention measures which must be in place.

The policy takes account of guidance provided in:

- DE Circular 2003/13
- Pastoral Care in Schools: Promoting Positive Behaviour 2001

The Policy should be read in conjunction with the Special Needs Policy, Pastoral Care Policy, Child Protection, Discipline, Nurture Unit Policy, Safe Handling and Acceptable Use of the Internet.

### AIMS OF POLICY

1. To protect the victim- their needs are paramount
2. Change the behaviour of the child who is bullying others
3. To promote a whole school approach to raising awareness of bullying
4. To ensure all children are free from fear and worry.
5. To create an atmosphere where children feel confident about speaking out if they feel they are being bullied by others.
6. To develop and implement a programme and strategies to prevent bullying taking place
7. Clarify procedures to be followed by all staff who work in the school, parents and pupils, in relation to a bullying incident.
8. Set down clear procedures to be followed in investigating bullying incidents.
9. Ensure children and parents know who they can talk to if they feel unsafe in school.

The anti bullying policy will be reviewed every two years and training for all staff will take place on a two year cycle also.

Training will be provided to all teachers, assistants, lunch time supervisors and office staff as part of Child Protection Training.

## **PRINCIPLES**

Principles and values which our school upholds:

- children have a right to learn in a safe and supportive environment, free from intimidation and fear
- the pastoral needs of all children are paramount and the children's needs, whether bully or victim, need to be separated from their behaviour
- when bullying concerns are identified the school will work in a positive way to achieve the necessary change
- children who are targeted will be reassured and supported
- children who engage in bullying behaviours will be supported and encouraged to accept responsibility to change their behaviour.
- Parents have a right to know their child is safe.
- Staff will treat all children fairly
- Staff will ensure school rules are implemented fairly and consistently.

## Definition of Bullying

Bullying behaviour is

“deliberately hurtful behaviour, repeated over time, where it may be difficult for the victim to defend him or herself” (DENI 1999)

It is the wilful, conscious, repeated, continuous behaviour which makes another feel uncomfortable, frightened or threatened

<p><b><u>Physical Bullying</u></b>            Kicking            Head butting            Hitting            Spitting            Pushing            Punching            Biting            Scratching            Tripping            Elbowing            Stealing            Nipping            Poking            Grabbing            Choking            Twisting arm or hand</p>	<p><b><u>Emotional Bullying</u></b>            Talking behind back            Leaving a child out            Threatening            Ignoring            Spreading rumours            Writing nasty notes            Spoiling their games/work            Not inviting them to an event            Turning back on them            Giving dirty/nasty looks            Glaring            Telling lies on them</p>	<p><b><u>Verbal Bullying</u></b>            Name calling            Calling a member of the family names            Laughing at them            Making inappropriate remarks            Making homophobic comments            Commenting on a person’s appearance            Teasing            Laughing at someone            Being sarcastic            Being cheeky            Swearing at them</p>	<p><b><u>Non Verbal Bullying</u></b>            Giving dirty looks            Glaring            Looking at a person for a long length of time            Physical abuse as mentioned above            Making signs behind their back            Writing something nasty            Cyber bullying            Leaving them out of games            Excluding            Sticking tongue out/making faces behind their back</p>
<p><b><u>Cyber Bullying</u></b>            Misusing technology to bully and harass- social media, text messages, etc</p>	<p><b><u>Racist Bullying</u></b>            Bullying related to race, colour or Religion</p>	<p><b><u>Homophobic</u></b>            Name calling related to gender or sexual orientation</p>	

### **Signs of Bullying**

Not all children will tell that they are being bullied for fear of reprisal, guilt, embarrassment or fear of not being believed. It is essential that all staff know the signs to be aware of

- being frightened to walk to and from school
- asking to be taken to school
- changing their usual route to school
- developing a pattern of headaches, stomach aches etc
- having possessions go missing
- damaged clothing
- unexplained bruising or cuts
- asking for/beginning to steal money
- crying for an unknown reason or crying themselves to sleep
- start wetting the bed
- having nightmares
- threatening/attempting suicide
- poor attention and concentration in class.
- change in behaviours
- change in mood- becoming quiet, withdrawn, anxious
- deterioration in behaviour as child tries to impress.
- work in class deteriorates.
- refusal to come to school
- increased absences from school
- starting to stammer
- starting to hit other children
- refusal to say what is wrong

### **Preventative Measures**

- The Principal/ Vice Principal, the co-ordinator responsible for developing anti bullying resources (Mrs Mc Areavey) along with all staff will proactively work towards reducing the number of bullying incidents in the school. They will be vigilant to signs of distress and bullying behaviour at all times.
- A Code of Behaviour- Positive classroom/school rules agreed by all pupils.
- Key staff to monitor and co-ordinate repetitive incidents- Principal/Vice Principal/Head of Key Stage/Year leader. Clear procedure where staff deal with first incident and if it persists it is reported to management.
- Proactive use of Playground Buddies and Peer Mediators
- Staff training on procedures for dealing with and monitoring incidents of reported bullying.
- Communicating the policy and procedures to everyone in the school community including non teaching staff, parents and pupils.
- Anti bullying month- November

- Encouraging children to speak out if they are frightened.
- Pupil Council- they are involved in developing the policy.
- Listening boxes in P5-P7
- Creation of the Fronter Room - Anti bullying resource
- Class visits by Childline to work with P7.
- November designated as Anti Bullying month- lessons taught and school assemblies where reporting is reinforced.
- Resilience programme – Barnardos All Stars Programme.

The theme of bullying will be specifically addressed across a number of subject areas;

- In Religious Education through the RE scheme and assemblies dealing with respect for others and Catholic / Christian values
- In Literacy through the use of stories, plays and poems
- In Drama through the use of role play
- In Art through illustrations
- In PDMU including the use of the Living Learning Together Programme and the Emotional Literacy Programme. Also through the use of Social stories. Circle Time will be used in all classes to enhance and encourage co-operation among children and to provide a safe and secure atmosphere in which children can raise issues of concern
- In incorporating the Nurturing Principles throughout the school.
- In rewarding children who have been kind/shared/generous/ a good friend/caring etc- their name will be called out at assembly for inclusion on the Friendship Tree.
- Star of the Month Merit system – the citations will include acts of friendship and kindness.
- UNICEF Rights Respecting School- each class has devised a class charter, informing children of their Rights, having a Right of the month which is reported to parents.
- Staff will include group work in their lessons developing and encouraging co-operation, sharing, turn taking and friendships.
- ICT- lessons on cyber bullying and Internet safety given by trained CEOP ambassadors
- At all times staff will actively promote relationships characterised by respect, tolerance, friendship and co-operation among and between children and staff.

## **Rights and Responsibilities of the Holy Trinity Community**

### **Rights of the Pupil**

*If a child is being bullied or is suspected of being bullied, he/she has the right to*

- be listened to
- be taken seriously
- be informed of actions that are possible to address their concerns
- be reassured that all possible steps will be taken to ensure their safety
- know that the school will contact parents if appropriate
- know that the situation will be monitored.

*When a child is suspected of bullying of other children he/she is entitled to;*

- be listened to
- be taken seriously
- be informed of what action the school will take to address the situation and ensure there is no re-occurrence
- be informed of the timescale of any investigation
- know that the school will contact parents
- know that the situation will be monitored.

### **Responsibilities of Pupils**

- Avoid any behaviour which could be construed as bullying.
- Tell if being bullied
- Show respect for each other
- Tell an adult before retaliating.

***Parents are entitled to expect that;***

- their child will be educated in an atmosphere which is safe and caring and not characterised by violence and intimidation
- they will be informed promptly of any incident of bullying regarding their child and that this will be dealt with confidentially
- the school will take all reasonable steps to prevent bullying occurring
- any bullying incident which is reported will be investigated according to the school's guidelines.
- Rules are implemented fairly and consistently by all staff.

Parents of our children are responsible for:

- ensuring that their child respects and co-operates with teachers, ancillary staff and other children
- signing and adhering to the School Behaviour Contract
- ensuring their children follow the school rules and follow the guidelines specified in the School Contract
- seeing that their child uphold the rules of the school
- listening to their child if they have any concerns or worries.
- contacting the school to report any concerns over bullying behaviour
- supporting all aspects of the school ethos.
- being vigilant in looking for signs that their child may be a victim of bullying.

Parents of bullied children and parents of children who bully are entitled to:

- know how to access the schools anti-bullying policy
- know what action the school will take when bullying is reported
- be included in discussions that outline appropriate action on the part of the parent
- know that the situation will be monitored.
- Parents should tell their children not to retaliate but to report any incident to a member of staff or their parent.
- Parents should inform the school immediately they are aware of a bullying incident.

**Staff Entitlement and Responsibility**

Teachers Responsibilities

- Aware of policy and procedures in dealing with bullying incidents
- Listen to children and take all reports seriously
- Attempt to deal with the issue and investigate
- Log all incidents
- Liaise with management in recurring incidents of bullying.
- Follow up and monitor the situation

All teachers and other adults in the school community have the right to:

- work in a positive environment where there is respect and fairness at all times
- truthfulness and honesty from children, parents and staff
- equal treatment from all staff and children
- co-operation from children and parents.
- be listened to
- be given support, time and help to complete their duties.

- be treated fairly and with understanding, compassion and respect
- carry out their duties without undue stress or pressure from parents or staff.

**The also have the right to advice and support from;**

- The Department of Education (statutory guidance)
- Education Authority
- Council for Catholic Maintained Schools
- Teaching Unions
- CARE CALL

Holy Trinity staff have access to counselling support which they are encouraged to avail of.

**Responsibility of all non teaching staff**

Non teaching staff are often on duty at unstructured times e.g playground and dining hall when most incidents of unacceptable behaviour occur. They should

1. be vigilant in looking for signs of bullying.
2. report any incident of bullying or suspected bullying to the class teacher or principal/vice principal immediately.
3. Follow all school rules and reinforce positive behaviour at all times.

During lunch times, supervisory staff will organise playground games and help maximise the use children make of the play equipment and playground markings to help give children focused activities to minimise the likelihood of bullying.

They should be vigilant for children in distress or children involved in inappropriate behaviour.

## RESPONDING TO INCIDENTS OF ALLEGED BULLYING

Staff should be vigilant in looking for signs of distress both within the classroom and while on supervision duty in the playground.

When staff suspect an incident of bullying or if an incident has been reported to them by a pupil, parent or other member of staff they should act immediately to protect the victim.

1. **Listen-** interview the victim, bully, any witnesses. Make notes. (5 'w' questions)
2. **Believe-** believe that a bullying incident has occurred until you can prove otherwise
3. **Reassure** –Reassure the victim that it is not their fault and you will investigate the matter fully. Reassure the person that has informed you that they were correct to inform the school, thank them and reassure them it will be investigated.
4. **Investigate-** in the first instance the teacher will discuss what happened with the children involved. If this was a one off incident the teacher may seek a reconciliation between both pupils where the bully will apologise and the teacher will monitor the situation. Classroom assistants and lunchtime supervisors may be informed to be extra vigilant at lunchtime.
5. **Action-** If a serious bullying incident occurs or if bullying occurs more than once the teacher should inform management who will investigate the incident and speak to the children involved. Parents of both parties will be informed. Sanctions and support (see below) will be put in place.
6. **Record** – make a record of the incident and action taken. Staff may use the proforma (appendix 1) or the discipline record to record incidents of alleged or actual bullying. A copy should be sent to the Principal.
7. **Monitor the situation.**

Parents should attend interviews with the class teacher or Principal if their child is involved in any incident of bullying- either the victim or the bully. Sanctions will be put in place where necessary to discourage further bullying behaviour. The situation should be continually monitored.

Any complaint by a parent that their child is, or may be, being bullied will be fully investigated to the teacher/management. This will usually include ensuring that another child or small group of children befriends and supports the child being bullied during the school day. A parent making a complaint about bullying will have a personal response from the teacher/management within one day of making the complaint, including the investigation which has been carried out and the action being taken.

### Post investigation

- Arrange care arrangements for the victim- buddy system.
- Break up possible “bully allies” where there is more than one person involved e.g do not allow them to sit, play or dine together
- Through Circle Time and Role Play discuss

- The effect on the victim
- The contribution bystanders can make to defuse a situation
- use role play to highlight the effects of bullying
- the notion of “telling” must be taught as a positive strategy as distinct from mere telling tales

- **Sanction the Bullying Behaviour**

This can be done without “bullying” the bully through the usual sanctions outlined in the School Discipline Policy. Sanctions will differ depending on the severity and frequency of the bullying These can include

- A quiet word and explanation of how the other child may be feeling
- Talking to the child who has been bullied and the child who was bullying and seek a resolution and reconciliation.
- A verbal/written apology
- Time out
- Lunch time detention
- Withdrawal from playtime/privilege.
- Exclusion from a trip/activity.
- Sent to another classroom/yard
- Sitting on their own
- Standing out at lunchtime
- Lines
- Informing parents
- Suspension

6. Support the bully- anger management, discussing why they selected that child, counselling or anger management support
7. Record incidents of bullying behaviour in the class discipline books
8. Parental Concerns- In the event of complaints coming to your attention via a parent, it is vital to inform / reassure parents of the outcome of your investigations / actions within a set time period. The Principal should be informed.
9. Monitor all incidents of bullying- talk to the victim and bully ensuring it is not reoccurring.
10. Parents of both the victim and the bully will be personally contacted if bullying behaviour is identified

### **Peer Mediation Programme**

In November all P7 children receive Peer Mediation training where they are taught the skills of observation, listening, identifying inappropriate behaviour, discussing, listening to both sides, reasoning, making judgements. The children apply and are interviewed for the prestigious position of Peer Mediator. The successful applicants patrol the school playground in the morning and lunchtime and mediate between minor disputes. They develop the skills of listening, mediating, rationalising, discussing, cajoling and intervening. It raises their self confidence and self esteem and also makes the yard a safer place as children will frequently report incidents to them. The Peer mediators report regularly to the co-ordinator They are aware that alleged bullying incidents must be referred to a teacher.

### **HOLY TRINITY'S ANTI BULLYING PROGRAMME**

The members of the Pupil Council consulted their peers and then met and discussed how the pupils would define bullying. They then discussed ways of dealing with bullying incidents and how to reduce it in the school. They devised a child friendly anti bullying policy which is displayed in every area of the school.

We have devised a structured scheme to deal with bullying from P1-P7 with accompanying worksheets. November is the designated month to address the topic of bullying and it will be done through assemblies and the six week anti bullying programme. The anti bullying programme is available on Fronter and includes a wide range of materials, links etc. This will be continue to be developed and supplemented.

## **CYBER BULLYING**

Mobile phones are not permitted in school. If a child has a phone in school it will be confiscated and the parent will be informed. Occasionally parents will request that a child has a phone for emergency use. On this occasion the phone will be given to the teacher for safe storage in the morning and it will be returned to the child at home time.

Unfortunately we are seeing an increase in cyber bullying e.g Social Media Sites, Play Station, Snapchat, Instant Messenger etc. Whilst these incidents always happen at home it will often lead to follow up incidents in school. Therefore all incidents of cyber bullying will be dealt with using the same procedures as mentioned above.

We will also give advice on the website to parents of the dangers of social media, bullying on phones/computers etc.

We will provide guidance and lessons on cyber bullying to children in P5-P7.

### **Useful websites on child protection**

- **Holy Trinity Fronter rooms**
- [www.deni.gov.uk](http://www.deni.gov.uk)
- [www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)
- [www.nspcc.org.uk](http://www.nspcc.org.uk)
- [www.belb.co.uk](http://www.belb.co.uk)
- [www.kidscape.org.uk/cyberbullying](http://www.kidscape.org.uk/cyberbullying)

### **Useful contacts**

- CCMS- Chief Designated Officer for Child Protection- Hollywood Tel: 90426972
- Childline – 08001111
- Kidscape 0207 7303300
- Northern Ireland Anti bullying forum
- Relate Northern Ireland- 0870 2426091

APPENDIX 1

## INCIDENT REPORT

Date: \_\_\_\_\_

Nature of \_\_\_\_\_

Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Individuals \_\_\_\_\_

Involved: \_\_\_\_\_

Action \_\_\_\_\_

Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

