



Ark Conway  
Primary Academy

# Anti Bullying Policy

<b>Date of last review:</b>	January 2016	<b>Review period:</b>	1 year
<b>Date of next review:</b>	January 2017	<b>Owner:</b>	Headteacher
<b>Type of policy:</b>	School	<b>LGB or Board approval:</b>	LGB

To achieve our ambitious vision of inspiring excellence in all, it is of utmost importance that our community is one in which all feel safe both emotionally and physically. This policy outlines how this will be achieved.

### **1. Statement of Intent**

At ARK Conway Primary Academy we have a policy of prevention. Preventing bullying makes it easier to respond to incidents when they occur. It also enables us to create an ethos in which the whole school community is clear that bullying is completely unacceptable and will not be tolerated.

### **2. 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, staff, parents and carers, ARK trustees and ARK Schools' Management Board.

Data from the monitoring and recording of incidents (including 'nil' returns) will also inform policy review and will be seen by governors/trustees/management board once a term/quarterly.

### **3. Definition of Terms**

#### **What is Bullying?**

**Deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.**

**Bullying is when one person or a group of people keep doing things or saying things that deliberately upset or hurt others.**

#### **Bullying is not:**

It is important to understand that bullying is not odd occasion falling out with friends, name calling, arguments or when the occasional 'joke' is played on someone. Children do sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

#### **4. Aims and Objectives**

##### **The aim of our Anti-Bullying Policy**

- To assist in creating an ethos in which attending ARK Conway Primary Academy is a positive experience for all members of our community.
- To make it clear that all forms of bullying are unacceptable at ARK Conway Primary Academy
- To enable everyone to feel safe while at ARK Conway Primary Academy and encourage pupils to report incidents of bullying.
- To deal with each incident of bullying effectively, 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 displaying bullying behaviour to change their attitudes and understand why it needs to change.
- To liaise with parents and other appropriate members of the school community.
- To ensure all members of our community feel responsible for helping to reduce bullying

##### **The Objectives of our Anti-Bullying Policy**

- Our whole community can evidence ownership of the school anti-bullying policy (ARK Schools Anti-bullying Charter)
- To maintain and develop effective listening systems for children and staff within ARK Conway Primary Academy
- To involve all staff in dealing with incidents of bullying effectively and promptly
- To equip all staff with the skills and information necessary to deal with incidents of bullying
- To involve the wider school community (e.g. midday supervisors, part-time staff/volunteers) in dealing effectively with, and if necessary referring, bullying incidents
- To communicate with parents and the wider school community effectively on the subject of bullying

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- To acknowledge the key role of every staff member in dealing with incidents of bullying
- To ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate sharing it with relevant organisations
- To promote emotional health and wellbeing across the whole school/setting and for all members of our community to role-model this in all situations

## 5. Practice and Procedures

### What we do to prevent bullying

Everyone involved in the life of the school must take responsibility for promoting a common anti-bullying approach. We aim 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 rules and shared values of ARK Conway Primary Academy
- 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

All members of the school 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.

All ARK Conway Primary Academy Staff will:

- Provide children with a framework of behaviour including rules which support the whole school policy
- Emphasise and behave in a respectful and caring manner to children and colleagues, to set a good tone and help create a positive atmosphere
- Raise awareness of bullying through activities, stories, role-play, discussion, peer support, school council, PSHE etc.

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- Through the head teacher/senior staff member, keep the governing/trustee/managing body well informed regarding issues concerning behaviour management
- Provide a key staff member who is responsible for the monitoring of the policy

**Governors/Trustees/Management Board** 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/trustee/manager to lead on anti-bullying within school leadership

**Through the development and implementation of this policy, ARK Conway Primary Academy trusts that all children, parents/carers and staff will:**

- Feel confident that everything is being done to make ARK Conway Primary Academy a safe and secure environment
- Know who can be contacted if they have any concerns about bullying
- Feel supported in reporting incidents of bullying
- Be reassured that action regarding bullying will take place

## 6. Reacting to a Specific Incident

### Recording

All incidents will be recorded by the school on the electronic recording system. 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 of all children 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/behaviour log.

### Dealing with an Incident

Whenever a bullying incident is discovered, the school 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.

i) The school community need to be made aware that when a bullying incident has come to the attention of adults in the school, it has been taken seriously and action has resulted

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We will 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
- Discussing which rule(s) have been broken
- Discussing strategies for making amends

ii) Measures will be in line with the school's behaviour and discipline policy, and may include:

- Explanation why the inappropriate behaviour is unacceptable
- Reparation of damaged relationships
- Time away from an activity
- Meeting with staff, parent and child
- Missing another activity
- Formal letter home from the senior staff member/head teacher expressing concerns
- Time out from the classroom
- Pastoral support plan
- Detention after school
- Fixed term exclusion
- Permanent exclusion

iii) Safeguarding procedures will be followed when child protection concerns arise.

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### Support

At ARK Conway Primary Academy, we will continue to support this policy in the following ways:

1. We continue to address staff training needs, by organising regular training to tackle all forms of bullying, through behaviour management training, homophobia and e-safety training.
2. By providing information and support for pupils, by making age-appropriate information about services and support available to all pupils. We can refer pupils to services including Child Line for additional support.
3. We incorporate addressing bullying in curriculum planning, by trying to include teaching about homophobia as well as other forms of discrimination, prejudice and stereotyping in an age-appropriate way and in accordance with curriculum subject frameworks and guidance so that pupils understand and appreciate diversity. This is done formally in lesson times.

We feel able to use outside expertise. People working in external agencies (such as our Family Support Workers, CAMHS Worker, Educational Welfare Officer, Educational Psychologist, Youth Workers or Local Telephone Help Lines) can offer support, both outside and inside the classroom, in addressing bullying.