



Ascot Heath Primary School

"Preparing our children for all of their tomorrows"

Anti-Bullying Policy

At Ascot Heath Primary School we aim to provide a safe, caring and friendly environment for all our children to allow them to learn effectively, improve their life chances and help them maximise their potential. We would expect children to feel safe in school, including an understanding of the issues relating to safety, such as bullying. We also want our pupils to feel confident to seek support from school should they feel unsafe.

Statement of Intent

Ascot Heath Primary School staff and governors are committed to providing a caring, friendly and safe environment for all of our children so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school, whether from adults or from children. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively.

Policy Development

This policy was formulated in consultation with the whole school community with input from members of staff, governors, parents/carers and children.

Children contribute to the development of this policy through the school council, circle time, PHSE sessions and discussions.

The school council and anti-bullying ambassadors will develop a child friendly version to be displayed in each classroom.

Parents/carers will be encouraged to contribute by taking part in consultations.

Objectives of this policy

- All governors, teaching and non-teaching staff, children and parents should have an understanding of what bullying is.
- All governors, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All children and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.



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Roles and Responsibilities

The Head Teacher - has overall responsibility for the policy and its implementations and liaising with the governing body, parents/carers, local authority and outside agencies and appointing an anti-bullying lead who will have general responsibility for handling the implementation of this policy.

The anti-bullying lead in our school is: Heather Soares and is supported by Linda Mason.

Their responsibilities are:

- Policy development and review involving pupils, staff, governors, parents/carers and relevant local agencies.
- Implementing the policy and monitoring and assessing its effectiveness in practise.
- Ensuring evaluation takes place and that this informs policy review.
- Managing bullying incidents.
- Managing the reporting and recording of bullying incidents.
- Assessing and coordinating training and support for staff and parents/carers where appropriate.
- Coordinating strategies for preventing bullying behaviour.

Aims

Bullying is wrong and can be damaging to individual children. At Ascot Heath Primary School we do all that we can to prevent it by developing a school ethos in which bullying is regarded as completely unacceptable.

We aim, as a school, to provide a safe and secure environment where all can learn without anxiety. 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 anti-bullying procedures and to make clear each person's responsibilities with regards to this.

All children learn about their rights and the need to respect the rights of others' and their personal responsibilities. The school values; Hope, Respect and Courage are taught explicitly and are implicit in our school ethos.

What is Bullying?

'Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.'

Safe to Learn: embedding anti bullying work in schools (2007).



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How does bullying differ from teasing/falling out between friends or other types of aggressive behaviour?

- There is a deliberate intention to hurt or humiliate.
- There is a power imbalance that makes it hard for the victim to defend themselves.
- It is usually persistent.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent - if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of sexual, sexist, racist or homophobic bullying and when children with disabilities are involved. If the victim might be in danger then intervention is urgently required.

What does bullying look like?

Bullying can include:

- Name calling
- Taunting
- Mocking
- Making offensive comments
- Physical assault or threats
- Taking or damaging belongings
- Cyber bullying - inappropriate text messaging and e mailing; sending offensive or degrading images by phone or via the internet
- Producing offensive graffiti
- Gossiping and spreading hurtful and untruthful rumours
- Coercion
- Excluding people from groups.

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the 'bystanders' or 'accessories'.

Why are children and young people bullied?

Specific types of bullying include:

- Bullying related to race, religion or culture
- Bullying related to special educational needs or disabilities
- Bullying related to appearance or health



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- Bullying of young carers or looked after children or otherwise related to home circumstances
- Sexist or sexual bullying.

There is no hierarchy of bullying - all forms should be taken equally seriously and dealt with appropriately.

Bullying can take place between:

- Children
- Children/young people and staff
- Staff
- Individuals or groups.
- Certain groups are known to be particularly vulnerable to bullying by others: these may include children with special educational needs such as learning or physical disabilities; young carers, Looked After Children, those from ethnic and racial minority groups and those young people who may be perceived as lesbian, gay, bi-sexual, transgender or questioning their gender role.

The School's Responsibility

Bullying must not be tolerated. Ascot Heath Primary School accepts that it is our responsibility to respond promptly and effectively to issues of bullying. This starts with our staff; setting a model example to children is of paramount importance. In our staff handbook we describe a clear code of conduct where all staff are expected to model respect and trust to all school stakeholders and to use the clearly defined reporting structure.

Pupil Communication

With children we discuss the various forms of bullying in society and in schools and make it clear that bullying in any shape or form is totally unacceptable. We encourage openness and transparency; child communication, discussion and listening are reinforced in whole school assemblies, PSHE lessons and in our close relationships. However, the thread of bullying is also one that we integrate across the curriculum wherever possible to reinforce the message and to allow children to see that speaking up is the best policy in all cases.

- We have put in place a clear line of communication to ensure that children feel enabled and comfortable to speak to any member of staff about their concerns. In assemblies we promote the sharing of concerns, our school values of 'respect' forms an important part of our school life and culture. Children are expected to respect and uphold all of our school values and



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encouraged to speak up by reporting to staff any incidents of bullying that they may witness at any time.

Anti-bullying ambassadors

We have anti bullying ambassadors that are made up of year 5 and year 6 children. They have training throughout the year and work towards badges. It is their responsibility to check the anti-bullying boxes, run assemblies to build awareness, contribute to displays and are a point of contact for other children to speak to.

We are a TELLING school.

This means that anyone who knows that bullying is happening is expected to tell staff.

In our school, bullying of any kind is unacceptable, including via the use of communication technology.

If bullying happens, it will be dealt with quickly and effectively.

Reporting and Responding to Bullying

Our school has clear and well publicised systems to report bullying for the whole school community (including staff, parents/carers, children and young people). This includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders).

Reporting arrangements for:-

Children in our school

- Children are aware of who in school they can talk to if they feel they are being bullied. They are reminded of this through assemblies, PSHE lessons and general class discussions

Parents/carers

- At Ascot Heath Primary School we have an open door policy so parents are able to speak to the class teacher, teaching assistants or members of Senior Leadership at the start or end of the day. If this is not possible they can contact the school office on: 01344882631 or via email: secretary@ascotheathprimary.school to arrange to speak to an adult.

Staff



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- Staff use Safeguard my School to log poor behaviour. This triggers an immediate email to the Head teacher and Designated Safeguarding Leads.
- At weekly staff meetings there is a 'children update' where staff can discuss any concerns or incidents and share information. Any serious incidents are reported immediately to the class teacher and Head teacher.

Governors

- The governing body monitors any incidents of bullying that occur and reviews the effectiveness of the school policy regularly. The Headteacher keeps records of any incidents of bullying and reports to the governors termly about the effectiveness of school anti-bullying strategies.

Visitors/helpers

- Adult helpers or visitors report any incidents to the class teacher with whom they are working with

All reported incidents will be taken seriously and investigated involving all parties.

The steps the school will take:

- Interview all parties
- Inform parents
- Ensure all staff are aware of the situation
- A range of response appropriate to the situation - solution focussed, restorative approach, individual work with victim and/or perpetrator, referral to outside agencies if appropriate.
- Referral to Behaviour Policy and school sanctions and how these may be applied including what actions may be taken if bullying persists.
- Follow up especially keep in touch with the person who reported the situation, parents/carers
- Support for the victim and bully

Why is it important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying; everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving and we have a responsibility to respond promptly and effectively to issues of bullying.

Signs and Symptoms of Bullying

At Ascot Heath Primary School all staff recognise that bullying can affect a child's mental health, physical behaviour and academic progress. Staff are encouraged to stay vigilant to any such signs and to respond to them sensitively



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and rapidly. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to/from school
- Changes their usual routine
- Is unwilling to go to school
- Begins truanting
- Becomes withdrawn, anxious or lacking in confidence
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Bed wetting
- Feels ill in the morning
- Begins to make slow or little progress in their learning
- Has clothes that are torn or books that are damaged
- Has "missing" possessions
- Asks for money or starts stealing money
- Has unexplained cuts or bruises
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems but bullying should be considered a possibility and should be investigated.

How the school deals with bullying incidents:

When dealing with bullying incidents or the reporting of bullying incidents, Ascot Heath Primary School is committed to providing and ensuring:

- A secure environment should be provided in which incidents can be reported confidently.
- The child who has been bullied should be made to feel safe
- All children should be shown that bullying is taken seriously
- Teachers should respond calmly and consistently to incidents of bullying
- The school should protect and support all parties while the issues are resolved.
- The person who has done the bullying, and those who may have colluded, should be encouraged/guided in a more appropriate way



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- Interventions should be monitored and followed-up appropriately at the individual, group or whole school level

Staff should:

- **Be available** - break the code of secrecy. Make it known that you are ready to listen and provide immediate support
- **Listen to the child** - ask the bullied child who was involved and how she or he is feeling
- **Record** - ensure the incident is recorded and that reports are collated
- **Respond** - ensure that your response is non-aggressive and provides models of positive behaviour. Identify any children with long-term needs who require a development programme.
- **Follow up** - review progress and evaluate policies and intervention

Working with parents

It is essential to involve parents where bullying has taken place. The most effective emphasis in meetings with parents is on joint problem solving. The aim of such a meeting is to minimise the likelihood of further bullying regardless of whether one is talking about the child who has bullied or the one who has been bullied.

Careful planning is necessary to retain the joint problem-solving focus in the face of such an emotive subject.

Staff at Ascot Heath Primary School will ensure that:

- Parents are clear about the joint problem solving focus
- They have been given enough notice
- The meeting is informal but uninterrupted
- All relevant information is available
- Parents have an opportunity to have their say and express their feelings about the situation
- Minutes of the meeting to be recorded
- The meeting is purposeful and ends on a positive note

Procedures

1. Bullying incidents are reported to the class teacher(s) of all the children involved
2. In all cases, incidents are reported to the anti-bullying lead who informs all relevant members of staff, including LSAs and Lunchtime Supervisors
3. The bullying behaviour or threats of bullying will be investigated



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4. In all cases, parents of all the children involved should be informed and a discussion will take place
5. In all serious cases of bullying, a meeting may be required with all who are involved
6. Attempts will be made to help the bully (bullies) change their behaviour

Following a bullying report

Teachers need to take particular care that in following up a complaint of bullying they do not expose the bullied child to the risk of more bullying.

They should take all reasonable measures to ensure that the bullied child is supported and protected. Interventions which appear to be particularly sensitive to the needs of all children are those in which more general problem solving strategies are modelled. Where a bullied child is suffering prolonged or intense anxiety or distress, referral to outside agencies should be considered.

We will:

- Provide an opportunity for discussion with the child who has been bullied
- Avoid embarrassing and shaming the bullied child by focussing on a particular incident when the child is present
- Use 'supportive' children to ensure that the bullied child is befriended and protected, e.g. in going to and from school
- Consider the appropriateness of referring the bullied child for specialist help, having consulted and secured the agreement of parents. Outside agencies which may provide this expertise include the Educational Psychology Service, the Education Welfare Service, child and family guidance etc.

Parental Support

We encourage parents to come forward and share concerns they may have.

Some help organisations which parents may use are listed below:

Advisory Centre for Education (ACE)	0300 0115142
KIDSCAPE Parents Helpline	info@kidscape.org.uk
Family Lives	0808 800 2222
Youth Access	020 8772 9900

Strategies for Preventing Bullying



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As part of our on-going commitment to the safety and welfare of our children, we at Ascot Heath Primary School, have developed the following strategies to promote positive behaviour and discourage bullying behaviour.

- Class Charters
- Traffic light behaviour systems consistently applied
- Class rewards (marble jars)
- House Teams
- House Points
- Anti-bullying week annually in November
- PSHE sessions following the schools JIGSAW scheme
- Specific curriculum input on areas of concern such as Cyberbullying and internet safety
- School Council
- Bubble Time
- Playground Ambassadors
- Parents information events
- Staff training and development
- HSLW involvement
- ELSA
- Forest School
- Anti-bullying ambassador team

This policy cross references with other subject policies.

- Special Educational Needs
- Safeguarding
- E-Safety
- Behaviour
- Inclusion
- EYFS
- Single Equality Policy and Plan
- Complaints
- Confidentiality
- PSHE

Monitoring and review

This policy is implemented on a day-to-day basis by all staff and the effectiveness evaluated regularly, and reported to governors termly.

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Document Management and Control

Review Committee & Approval Date	FGB September 2023
Date of Next Review:	Autumn 2025
Amendments Made at Last Review:	Information about anti bullying ambassador team. Name change for lead and Linda Mason included.