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**Anti-Bullying Policy**

**September 2022**

Members of staff responsible: Mrs Emma Fearn

Governor Committee: Teaching and Learning

Date approved: September 2022

Date to be reviewed: September 2023

**HAVANNAH PRIMARY SCHOOL**

**Anti-Bullying Policy**

**1 What is bullying?**

**1.1** Bullying is aggressive, harmful behaviour which is targeted repeatedly at one and the same individual or group of individuals. We recognise that bullying can take many forms.

**2 Aims and objectives**

**2.1** We aim, as a school, to produce a safe and secure environment where all can learn without anxiety.

**2.2** We aim to do all we can to develop a school ethos in which bullying is regarded as unacceptable and all stakeholders take a responsibility for influencing the school ethos using effective and sustainable bullying interventions.

**2.3** 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.

**2.4** As such we have a consistent school response to any bullying incidents that may occur and run a structured and recognised anti-bullying programme called KiVa; this programme not only tackles bullying but also has numerous beneficial effects on the general well-being and motivation of all our children and stakeholders.

**2.5** We are a No Outsiders School which is inclusive education, promoting community cohesion to prepare young people and adults for life as global citizens.

2.6 “**Kiva Kate”** (a cuddly teddy) is present on the playground with a team of children, helping children who need a helping hand.

2.7 A friendship bench is on the playground to sit at and make a friend.

**3 What is KiVa?**

**3.1** KiVa is an anti-bullying programme specifically designed for the school environment and it promotes each pupil’s responsibility for the common well-being of members of the school community. As such the programme provides key universal actions which empower the school staff with

information about bullying and how to tackle it, and simultaneously supports our commitment to anti-bullying work through structured lessons and whole school activities.

**3.2** Key child-centred lessons are taught throughout the year in all classes, including a modified programme for Key Stage One and Early Years. Pupils are taught to recognise bullying and to understand their role in tackling bullying (see Appendix); the key message is to prevent bullying and to empower children to develop social skills and find solutions to experiential exercises, which will then support them should they encounter similar situations themselves. We continue the themes from KiVa such as tolerance and celebrating cultural diversity in our curriculum, learning through debates and discussions on British Values and via our PSHE programme – Go-Givers.

**3.3 The role of the KiVa team**

The KiVa lead teacher takes overall responsibility for the implementation of the programme in the school and works as a key member of the KiVA team. The main purpose of the team is to tackle specific bullying cases together with the class teacher. Indicated actions are used when a bullying has occurred.

These actions are targeted specifically to the children who are involved in bullying as perpetrators or victims. The aim is to stop bullying from occurring and the school take a non-confronting approach to intervention. This means that a feeling of concern is evoked in the bully, which is followed with a

discussion on how the situation could be changed in the future. Havannah closely follows the KiVa format for these discussions; records are kept and stored in a secure place.

**4 The Role of the Board of Governors**

**Havannah Primary School**

The Board of Governors supports the Head teacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the Board of Governors does not allow bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with

appropriately.

**4.1** The Board of Governors monitors the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly. The trustees require the Head teacher to keep accurate records of all incidents of bullying and to report to the board of trustees on request about the effectiveness of school anti-bullying strategies.

**4.2** The Board of Governors responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the Board of Governors notifies the Head teacher and asks her to conduct an investigation into the case and to report back to a representative of the Board of Governors. The board

receives regular feedback at the termly meetings.

**5 The role of the Head teacher/Deputy Head teacher/SLT**

**5.1** It is the responsibility of the Head teacher/Deputy Head teacher/SLT 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 deal with incidents of bullying. The Head teacher/Deputy Head/SLT teacher reports to the Board of Governors about the effectiveness of the anti-bullying policy on request.

**5.2** The Head teacher/Deputy Head teacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Head teacher/Deputy Head teacher draws the attention of children to this fact at suitable moments.

**5.3** The Head teacher/Deputy Head teacher ensures that all staff receive sufficient training to be equipped to deal with all incidents of bullying and that the school policy is in line with practices and current thinking.

**5.4** The Head teacher/Deputy Head teacher sets the school climate of mutual support and praise for success, so making bullying less likely.

**6 The role of the teacher**

**6.1** Teachers in our school take all forms of bullying seriously, and intervene to prevent incidents from taking place. Teachers are trained to identify signs of bullying (see Appendix) and to respond appropriately and sensitively to the victim and perpetrator. They deliver the KiVa programme under direction of the KiVa team leader. They report incidents of potential bullying to the KiVA team for investigation and work with the team to resolve any issues. They also clear records of all incidents that happen in their class and anywhere else in the school are recorded on KiVa documentation and kept in a KiVa file in the main office area.

**6.2** If teachers witness an act of bullying, they do all they can to support the child who is being bullied. After consultation with the KiVa team and the Head teacher, the teacher informs the child’s parents and talks them through the KiVa intervention process. The class teacher may then do additional KiVa

support lessons for the whole class to support resolution of the problem, whilst the KiVa team may be working to support the victim and the perpetrator.

**6.3** A record of any bullying incidents outside the classroom, near the school, on the children’s way home or to school is kept by the Head teacher. If any adult witnesses an act of bullying, they should pass on this information to the Head teacher.

**6.4** If, as teachers, we become aware of any bullying taking place between members of a class, we deal with the issue immediately through KiVa and PSHE lessons. This may involve dramatisation and support for all those involved in the incident as part of our approach to conflict resolution. The KiVa team spend time talking to the child who has bullied: we explain why the action of the child was wrong, and we endeavour to help the child change their behaviour in future. If a child is repeatedly involved in bullying other children, we inform the Head teacher, the KiVa team lead and where appropriate the special needs coordinator.

We then invite the child’s parents into the school to discuss the situation. In more extreme cases, for example where these initial discussions have proven ineffective, the Head teacher may contact external support agencies.

**6.5** Teachers routinely discuss any issues of bullying and when appropriate may attend training, which enables them to become equipped to deal with incidents of bullying and behaviour management. As a school we regularly timetable KiVa activities to raise the profile of anti-bullying and our school ethos.

**6.6** Teachers attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

**6.7** In school training for staff on KiVa and anti-bullying strategies as part of our Continued Professional Development is planned and linked to the school development plan. KiVa is a regular discussion during staff meetings as a means to support colleagues and disseminate good practices.

**7 The role of parents**

**7.1** All parents are informed of the school approach to anti-bullying via our KiVa leaflet, school policy and school events. The school policy gives them signs to look for and where they can see additional advice but we ask them to work with the school first and foremost to find a solution to their child’s concern

and the reported incident. We encourage any 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.

**7.2** Parents have a responsibility to support the school’s anti-bullying policy and to actively encourage their child to be a positive member of the school. By working as a team we can prevent bullying and support all members of the school community.

**7.3** Where a case of bullying has been identified the KiVa team is the first point of call and once the issue has been acted upon by the team then the parents become involved with an incident the parents of the perpetrator and victim will be kept informed of the outcome of the intervention work. This may take some time.

**8 Monitoring and review**

**8.1** This policy is monitored on a day-to-day basis by the Head teacher, who reports to governors about the effectiveness of the policy on request.

**8.2** This anti-bullying policy is the governors’ responsibility and they review its effectiveness annually. They do this by accessing records and by discussion with the Head teacher. Governors analyse information with regard to gender, age and ethnic background of all children involved in bullying incident.

**8.3** An annual survey is carried out by the KiVa lead teacher in June. The results are analysed and reported to the Teaching and Learning Governors Committee every autumn term. Class teachers are fed back to and areas for extra teaching are identified.

**Reviewed; September 2022**

Next Review date; September 2023

**Anti-Bullying Policy Appendix**

**Bullying can be:**

Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).

Physical pushing, kicking, biting, hitting, punching or any use of violence.

Racial racial taunts, graffiti, gestures.

Sexual unwanted physical contact or sexually abusive comments.

Homophobic because of, or focussing on the issue of sexuality.

Direct or indirect Verbal name-calling, sarcasm, spreading rumours and teasing.

Cyber bullying All areas of internet ,such as email and internet chat

Twitter, Facebook misuse Mobile threats by text messaging and calls Misuse of associated technology , i.e. camera and video facilities, Ipad and games consoles

**Bullying may be related to:**

• Race

• Gender

• Religion

• Culture

• SEN or disability

• Appearance or health condition

• Home circumstances (incl Young carers and poverty)

• Sexual orientation (sexism, or sexual bullying, homophobia)

**Preventing Bullying**

Children are involved in the prevention of bullying as and when appropriate, these may be part of a KiVA lesson or a PSHCE lesson and may include activities such as:

• writing a set of school or class rules

• writing a personal pledge or promise against bullying, signing the KiVA contract

• writing stories or poems or drawing pictures about bullying

• reading stories about bullying or making up role-plays about what to do through scenarios of bullying

• having discussions about bullying and why it matters that children who use unacceptable behaviour towards others are dealt with quickly

If a child feels that they are being bullied then there are several procedures that they are encouraged to follow: (not hierarchical)

• Tell a friend

• Tell your School Council rep or a member of the KiVA Team

• Tell a teacher or adult whom you feel you can trust

• Write your concern and post it in a Worry Box

• Tell a parent or adult at home whom you feel you can trust

• Discuss it as part of your PSHE time

**Signs and Symptoms For Parents and Staff**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

• is frightened of walking to or from school

• begs to be driven to school

• changes their usual routine

• is unwilling to go to school (school phobic)

• begins to truant

• becomes withdrawn anxious, or lacking in confidence

• starts stammering

• attempts or threatens suicide or runs away

• cries themselves to sleep at night or has nightmares

• feels ill in the morning

• begins to do make less effort with school work than previously

• comes home with clothes torn or books damaged

• has possessions which are damaged or " go missing"

• asks for money or starts stealing money • has dinner or other monies continually "lost"

• has unexplained cuts or bruises • comes home hungry (money / lunch has been stolen)

• 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

• is afraid to use the internet or mobile phone

• is nervous and jumpy when a cyber message is received

• lack of eye contact

• becoming short tempered

• change in attitude to people at home.

These signs and behaviours could indicate other social, emotional and/or mental health problems, but bullying should be considered a possibility and should be investigated.

**Advice to Parents**

As the parent of a child whom you suspect is being bullied-

1. Report bullying incidents to the class teacher or KiVA Anti-Bullying Co-ordinator

2. In cases of serious bullying, the incidents will be recorded by staff and the Principal notified.

3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem

4. If necessary and appropriate, police will be consulted

5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly

6. An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

**Do Not:**

1. Attempt to sort the problem out yourself by speaking to the child whom you think may be behaving inappropriately towards your child or by speaking to their parents.

2. Encourage your child to be ‘a bully’ back.

**HELP ORGANISATIONS:**

Advisory Centre for Education (ACE) 020 7354 8321 Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204

Parentline Plus 0808 800 2222Bullying Online www.bullying.co.uk

Visit the Kidscape website www.kidscape.org.uk for further support, links and advice.

Parent leaflet on KiVA

**What can you do if you see someone else being bullied?**

(The role of the bystander)

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger. The children discuss this question in class and strategies to show they are against bullying:

• Don’t smile or laugh at the situation.

• Don’t rush over and take the bully on yourself.

• Don’t be made to join in.

• If safe to do so, encourage the bully to stop bullying.

• If you can, let the bully know you do not like his or her behaviour.

• Shout for help.

• Let the victim(s) know that you are going to get help.

• Tell a member of staff as soon as you can.

• Try and befriend the person being bullied.

• Encourage the person to talk to someone and get help.

• Ask someone you trust about what to do.

• If you don’t feel you can talk to someone about it, write it down and post it in the ‘Worry’ box.

• Call a helpline for some advice.