



Pocklington Community Junior School

Anti Bullying Procedures

Policy Into Practice

Allegations of Bullying:

If an allegation of bullying is made by a child, the following procedures must be followed:

- Tell the child that we take bullying very seriously at our school and we will listen to their allegation
- Talk to the child as soon as possible after the allegation is made and **write down what they say ensuring that the date and time of talking to the child is included in the notes.**
- Ascertain through careful questioning the following information:
 - What is happening
 - Who is responsible
 - When it is happening
 - Where it is happening
 - When it started
- Once the information has been acquired, talk through with the child the difference between rude, mean and bullying behaviour (see prompt sheet displayed in all classrooms).
- Is it definitely potential bullying?
- If it does not appear to be bullying, give the child advice as to how to deal with the rude or mean behaviour. It may be that the other child(ren) need to be involved in the discussion or spoken to separately.
- **If it is potential bullying** then follow the procedures below:
 - Tell the child that the incident is going to be fully investigated and that they have done the right thing by reporting it.
 - Inform Mrs Carlisle/ Mrs Gray **without delay. Delay could mean that the child is bullied at the next opportunity by the perpetrator(s).**
 - Ensure all notes made at the interview are immediately entered into CPoms.
 - If an allegation of bullying is made by a parent or carer, invite the parent/ carer into school to talk to Mrs Carlisle or Mrs Gray who will follow the above procedures(as for 'the child').

It may be appropriate to talk to the child before the parents come into school as at this point, if it appears that it is not bullying, but mean behaviour, then parents can be satisfied at the initial meeting that bullying is not taking place.

Actions Taken by the Investigator

- The person investigating the bullying will:
 - Interview the alleged bully(ies) and take a written statement
 - Interview witnesses and take written statements
 - Interview the victim(s) and take any further written statements if necessary
 - Talk to class teachers to gain any further relevant information
 - Use the information gained to assess whether bullying is taking place

- If it is still uncertain whether bullying is taking place, the investigator :
 - Will put the children on I spy watch on the playground. **It is vital all staff are vigilant in completing the I Spy forms when they are issued on the clipboard as this will help to determine whether bullying is taking place and/or continuing.**

- **If bullying is found to be taking place, the following procedures will be followed:**
 - Parents of the bully will be asked to come into school to be informed of the situation and to be made aware of the school sanction issued. It will also be desirable to discuss further strategies for prevention in the future. This will vary depending on where the bullying is taking place, the severity of the bullying and the reasons behind the bullying.
 - If required, the bully(ies) will be put onto a restorative programme in school run by the school's ELSA.
 - Parents of the victim will be asked to come into school to be made aware (if they are not yet) of the situation and to be informed of the way the school has dealt with the bullying and what support we are offering their child. It may be appropriate to have the child present or not depending on the child's wishes. If not, then the child should also be informed of the outcome of the investigation and reassured that it will be carefully monitored from then on.
 - Both perpetrator and victim will be placed on the I Spy system in school in order to monitor and be vigilant against any further actions.
 - The anti bullying log will be completed.
 - Class teachers and any other adults working directly with the child(ren) will be informed and asked to be vigilant in preventing any further opportunities for the bullying to continue in school.
 - A weekly check will take place by the investigator by - talking to the victim, checking the I Spy log and talking to the class teacher. This information will be added onto the anti bullying log.
 - Once the bullying has stopped, the pupils can be removed from the I Spy log. At this point, the anti bullying log will be signed off as 'Case closed'. Parents of all parties will be informed that this is the case.
 - The victim(s) will have a 'Closure' meeting to establish whether they need any further support and to remind them how to report any future concerns without delay.

- **Sanctions against Bullying:** A range of approaches should be used so that each case is dealt with individually, rather than in a mechanistic manner. Possible courses of action are:
 - Loss of privileges e.g. banned from clubs or trips.
 - Sanctions, detention, fixed term exclusion (escalating according to seriousness),

involvement with external agencies.

- Restorative support and practice will be used with the school's ELSA

- **Supporting victims of Bullying**

The school prioritises support for those suffering bullying.

Once again a flexible approach is seen to be important, as well as the early involvement of Parents/carers.

Support can be one of or a combination of the following:

- "Sanctuary" - either by providing a safe place or alternative ways of spending lunchtimes e.g. supervised 'drop in' room.
- Involve peers, tutor, staff and peer mentors in buddying programmes.
- Limiting opportunities for bullying by making colleagues aware of times when an individual has been bullied.
- Victims and bullies may also be helped by our multi-agency partners or programmes of support delivered within school e.g.
 - EWO where bullying or fear of bullying is affecting attendance.
 - Youth & Family Services
 - CAMHS.
 - Peer Mentoring.
 - ELSA work to help with: Anger Management, Social Skills Group, Building On Self Esteem.
- Any cases of bullying will be kept on the file of both victim and perpetrator and this information will be passed to any future school.

How do we ensure that people are aware of school procedures?

- These procedures will be presented to the Governing Body.
- The Governing body will be informed of any cases of bullying via the Head teacher bulletin.
- These procedures will be issued to staff annually as part of a training day.
- These procedures will be made available to **all** staff, parents and pupils and other investors on the website.
- Anti bullying work is a key strand in our PSHCE programme and is also delivered via assemblies. Pupils will be made aware of the procedures through these media.
- Parents will also be informed via the Prospectus, the School Newsletter or letter.

Date : September 2018

To be reviewed September 2019