



# *Anti-Bullying Policy*

**Policy updated: November 2023**  
**To be reviewed by: September 2024**  
**Policy reviewed by: Barbara Rodel; to LGB**

## **Version Control**

<b>Date</b>	<b>Change</b>
March 2014	Anti- Bullying policy written as a separate document (rather than being a section of Behaviour Policy). Accepted by staff and governing body.
December 2018	Policy reviewed, minor amendments made.
November 2021	Policy reviewed, minor amendments made e.g. Inclusion of reference to CPOMS and new Racial Incident Form
November 2022	Policy reviewed to include new vision and to include reference to measures in place to prevent discriminatory bullying e.g. disabilities/SEND.
November 2023	Policy reviewed, re-ordered and reformatted

**At All Saints' we are 'Children of God'.  
We wear our crowns with pride.  
Together, we are Included, Involved and Inspired.**

- 24 Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize.
- 25 Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.
- 26 So I run with purpose in every step.

*1 Corinthians 9: 24-26*

### **Vision Statement**

*At All Saints' everyone is welcomed and **included**. Each individual is acknowledged and valued as an equal member of our school family and we form a community where we worship God together freely. We celebrate our inclusivity and are respectful of our differences.*

*Our emblem is a crown; we wear it with pride because it reminds us that we are working for a purpose. This means that we are **involved** in our learning and are determined to take whatever action is needed for us to be the best that we can be.*

*We seek a clearer understanding of the world and confidently imagine a better future. With our eyes fixed on this prize, we are **inspired** to be life-long learners and we want to inspire others too to make a difference in this world.*

**Together · Included · Involved · Inspired**



**St Edmundsbury and Ipswich**  
Diocesan Multi Academy Trust

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## 1. Introduction

Bullying in any form is unacceptable at All Saints' CE Primary school. Children learn most effectively in an environment in which they feel safe, secure and happy. We recognise that all adults and children in school have a responsibility to help create such an environment. At All Saints' CE Primary school we aim to provide an education of the highest quality, within the context of Christian beliefs, values and practice, and this provides a context for our approach to behaviour and dealing with bullying.

### 1.1 What is Bullying?

At our school, bullying is defined as a persistent, deliberate attempt to hurt or humiliate someone. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures, harassment or intimidation etc.).
- **Physical:** pushing, kicking, hitting, punching or any use of violence.
- **Racial:** racial taunts, graffiti, gestures, etc.
- **Sexual:** unwanted physical contact or sexually abusive comments.
- **Homophobic:** because of, or focussing on, the issue of sexuality.
- **Verbal:** name-calling, sarcasm, spreading rumours, teasing, etc.
- **Cyber:** all areas of internet use, such as email & chat room misuse.
- **Telephone:** threats by text messaging & calls.
- **Gender- or Sexual Orientation-based:** negative comments/ taunting or physical abuse regarding gender or sexual orientation.
- **Misuse of associated technology:** i.e. tablet, camera & video facilities.
- **Racial or Religious:** negative comments/taunting or physical abuse because of Race or Religion.
- **Discriminatory:** bullying because of difference including disabilities, SEND.

One-off incidents, whilst they may be very serious and will always be dealt with, do not fall within the definition of bullying. Bullying is repetitive, meaning that an individual or group conducts the same pattern of bullying behaviour and targets their behaviour towards one child or children. After 3 recorded incidents this will be reported as bullying.

### 1.2 Statutory Duty of Schools

Headteachers have a legal duty to draw up procedures to prevent bullying among pupils, and to bring these procedures to the attention of staff, parents and pupils.

### 1.3 Our School's Commitment to Anti-bullying

We believe the prevention of bullying is important and we aim to equip children with the skills needed to deal with unacceptable behaviour and bullying. We will use a variety of methods for helping children to prevent bullying and to ensure that children know how to get help when they need it, so that all members of our school community are aware of their responsibility to create a safe environment. Curriculum time (mainly through PSHE, special days and collective worship) is used to raise awareness of bullying and to develop personal skills, as well as school strategies for dealing with bullying.

We strive to:

- create an environment where children can talk confidently to the adults in school in the knowledge that their concerns will be taken seriously.
- support children who may have been bullied and try to ensure that they feel safe.
- listen sympathetically to the concerns of parents/carers.

- respond positively to all instances of bullying to ensure that they are dealt with satisfactorily.
- work to change bullying behaviour.

## 2. Objectives & Aims of this Policy

- All governors, teaching and non-teaching staff, pupils and parents will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will know the school policy on bullying, and accept collective responsibility for its implementation.
- All pupils and parents will know the school policy on bullying, and what they should do if bullying arises.
- As a school we will take bullying seriously. Pupils and parents will be assured that they will be supported when bullying is reported.
- We will ensure we promote a positive and safe learning environment where bullying will not be tolerated.
- We will promote inclusion, tolerance, mutual respect and self-worth amongst all.

## 3. Procedures for dealing with bullying incidents

The following steps will be taken when dealing with incidents:

1. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached and reported to the class teacher (if not the class teacher). This same person will be responsible for recording the incident (see 3 below). The victim will be reassured that their concerns are being taken seriously. At this point it will be established whether it is bullying (persistent or deliberate attempt to hurt or humiliate) or a one-off incident of unacceptable behaviour.
2. Any persons involved will then be listened to, to establish fully what has happened.
3. One-off incidents of unacceptable behaviour and suspected or reported incidents of bullying will be recorded on CPOMS or, if this is not possible, using the relevant **Behaviour Incident Form**, an **Incident of Bullying Form** or **Racial Incident Form**, all of which are kept in the Office (see Appendices 2, 3 & 4). One-off incidents of unacceptable behaviour must be reported and dealt with appropriately to prevent further incidents of such behaviour, which may lead to bullying.
4. The Head or Deputy Head teacher will be informed electronically if an incident has been recorded on CPOMS and they will be given any paper documents of recorded information. This information recorded on paper will then be entered onto CPOMS by the Head / DH and the paper copies will be destroyed. In serious cases, suspension or even exclusion will be considered.
5. If possible, the pupils will be reconciled. The person(s) who conducted the bullying behaviour will be asked to make a genuine apology. Other consequences may also take place depending on the individual case.
6. Parents of the victim will be informed and assured that the incident is being dealt with and monitored. In serious cases of one-off behaviour incidents and all incidents of bullying, parents of the person(s) who is conducting the bullying will be informed to discuss the problem.
7. If necessary and appropriate, the Police will be consulted.

8. If necessary, appropriate support will be provided for the victim or/and the person(s) who conducted the unacceptable behaviour, in the form of social skills work or involvement of the school counsellor, family support work etc.

9. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

#### **4. Monitoring, Evaluation and Review**

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

This Anti-Bullying Policy has clear links with other school policies including:

***PSHE Policy***

***Behaviour Policy***

***Online-Safety Policy***

***Health and Safety Policy***

***Safeguarding Policy***

***Equality Policy***

***Teaching and Learning Policy***

#### **Appendix 1: Recognising Bullying**

All staff need to be proactive in observing pupils who could be vulnerable. These children could include those who:

- are new to a class or our school
- are different in appearance, speech, or background from their peers
- have low self-esteem
- demonstrate "entertaining" reactions when bullied e.g. tantrums, loss of control, other strong reactions.
- are nervous or anxious

Some potential victims are identifiable as individuals, some are identifiable as members of a group. Characteristics of these groups might include racial background, social status, gender, intelligence.

#### **Possible signs of a child who is being bullied**

- being frightened of walking to or from school
- being unwilling to go to school
- changing their route to school
- beginning to do poorly in their school work / attainment at school dropping.
- going home regularly with books/clothes damaged
- erratic attendance
- being unwilling to go out to play
- going home hungry (packed lunch/money was taken)
- becoming withdrawn
- becoming easily distressed
- eating less or in a very different way

**Appendix 2: Behaviour Incident Form (only used if no access to CPOMS)**

Child's Name:		Class:	
Date of Incident:		Time of Incident:	
Names of those directly involved:			
Account of Incident:			
Action taken at the time of the incident and by whom:			
Action agreed by Child:			
Action agreed by Parents/Carers (if applicable):			
Action agreed by School:			
Signed by School:			
Signed by Child:			
Signed by Parents/Carers:			
Date of next meeting (if required):			

### Appendix 3: Bullying Incident Form (only used if no access to CPOMS)

Child's Name:		Class:	
Date of Incident:		Time of Incident:	
No. of previous incidents		Involved racism (if yes, please attach racial incident report form)	Yes/No
Names of those directly involved:			
Account of Incident:			
Action taken at the time of the incident and by whom:			
Action agreed by Child:			
Action agreed by Parents/Carers (if applicable):			
Action agreed by School:			
Signed by School:			
Signed by Child:			
Signed by Parents/Carers:			
Date of next meeting (if required):			

## Appendix 4: Racial Incident Form, Parts 1 & 2

<b>RACIAL INCIDENT REPORTING: PART 1</b>			
<b>SECTION 1: Victim</b>			
Name(s) of victim:		Male	Female
Address:			
Tel. No.			
If pupil	Class:	Name of Parent/Carer:	
If Employee	Job Title:		
<b>SECTION 2: Incident Details</b>			
Date:		Time:	
What happened? Give brief details of incident:			
What support was given by school?			
<b>SECTION 3: Perpetrator</b>			
Name(s) (if known):			
If pupil	Class:	Parent/Carer:	
		Tel no:	
What action was taken by school?			
Did this incident form part of a pattern?		Yes	No



<b>RACIAL INCIDENT REPORTING: PART 2</b>						
All Saints' CE Primary School, Newmarket				CB8 8AN		
<b>SECTION 1: Your Details</b>						
Name:			Date of Incident:			
Job title:			Time:			
<b>SECTION 2: Victim Details</b>						
If Pupil:	Male		Age:	If Staff Member:	Male	
	Female				Female	
Ethnic group (please tick)	Bangladeshi		Indian		Traveller	
	Black African		Irish		White	
	Black Caribbean		Middle Eastern		Other:	
	Chinese		Pakistani			
Language if not English:				Refugee		
<b>SECTION 3: Incident Details</b>						
Physical assault			Racist graffiti			
Derogatory name calling, ridicule, insults, racist jokes			Inciting others to behave in a racist manner			
Verbal abuse			Attempts to recruit to racist group			
Bringing racist material such as leaflets, badges, comics or magazines to school			Refusal to co-operate with other people because of their race, colour, ethnicity or language			
Racial comments during discussion in lessons						
<b>SECTION 4: Location Details</b>						
In lesson			Elsewhere in school (field)			
On way to/from school			Playground			
School Outing			Away from School			
<b>SECTION 5: Perpetrator's Details</b>						
Ethnic group (please tick)	Bangladeshi		Indian		Traveller	
	Black African		Irish		White	
	Black Caribbean		Middle Eastern		Other:	
	Chinese		Pakistani			
How many? (state number)	Male(s)		Background (please tick)	Pupil		If pupil(s), age:
	Female(s)			Outside perpetrator		
<b>SECTION 6: Action Taken</b>						
Reported to Head			School policy on toleration explained to perpetrator			
Parents/carers informed			Material/graffiti confiscated and/or removed			
Involvement of external agencies (please specify which)						
Other action:						

**Record further details on a separate sheet if you feel it is necessary or helpful.**