



## Copnor Primary School Breakfast/After-School Clubs Anti Bullying Policy.

### Definition

Bullying is not tolerated at Copnor Primary School's Breakfast Club/After School Clubs. We believe bullying to be a *pre-meditated and repeated* act to hurt someone either physically or mentally. This may be directed towards an individual or to a group and will include all forms of pre-meditated racist, sexist and homophobic behaviour. It encompasses physical forms of aggression, threatening behaviour and attempts to undermine the victim's self-esteem. It is every staff member's duty to follow all safeguarding policies and procedures, which are in line with "KCSIE" Sept 2018 and the "Prevent Strategy June 2015.

### Rationale

This policy should be read in conjunction with the behaviour policy but is not to be confused with it. The behaviour policy deals with isolated incidents of behaviour whereas the anti-bullying policy deals with repeated, pre-meditated incidents. It should also be read in conjunction with KCSIE Sept 2016, and the Prevent Strategy, June 2015.

It is important when an incident occurs that the correct policy is applied. This will be decided by determining the level of pre-meditation and the level of repetition.

This policy will be reviewed each year by the governing body. When changes are made the staff will receive training and it will be included in the induction programmes for all members of staff.

### Aims

1. Ensure immediate physical safety for victim while at school
2. Ensure physical acts of aggression immediately cease at school
3. Ensure any name calling and acts of isolation cease at school
4. Improve feeling of physical safety for victim over short-term (weeks)
5. Improve feeling of involvement for victim over short-term (weeks)
6. Improve self-esteem of victim over long-term (months)
7. Counsel bully to modify their behaviour

### Curriculum Support

1. The school takes part in the national anti-bullying week each year

### Provision

1. An appropriate adult will be chosen to speak with the victim
2. During that conversation the adult and victim will discuss what form the bullying is taking, who is involved, whether there are any on-lookers, how often the incidents are occurring and if there is any peer they specifically trust.
3. During that conversation the adult and victim will discuss the feelings the victim is experiencing.
4. The victim is then given the choice to express their feelings in writing or pictures at that time or overnight, and the parents of the victim are informed and the Headteacher or Deputy/Assistant Head.
5. The following day a group of 6 children are selected which will include the bully, any on-lookers and two children who the victim trusts. (If the child cannot name two children the adult will select two appropriate children.) The victim's feelings are then shared.
6. At no point is the bully named and it is made very clear that no punishment will occur.
7. Suggestions are collected as to how the victim could be made to feel better.
8. The adult explains to the group that he/she will be talking to the victim regularly for the next two weeks.
9. The adult explains separately to the victim that they will be reviewing regularly over the next two weeks and then next half-term. However in the interim if there any problems the victim should immediately approach the adult to inform them.

10. If the situation re-occurs with a different bully the same process above will be re-initiated
11. If the situation re-occurs with the same bully then the bully will be referred to the Inclusion Manager who will decide and create an appropriate intervention programme. At this point the parents of the bully will be informed.
12. The parents of the bully are then required to meet with the Inclusion Manager and the Headteacher or Deputy Headteacher. Isolation will be considered.
13. If the situation is still not rectified then the parents are required to meet with the Headteacher or Deputy Headteacher again at which point the help of outside agencies will be considered.
14. If the situation is still not rectified and is considered serious enough then the Headteacher will exclude the child.

### **Allegations against employees**

If a bullying complaint is made against an employee, whether the victim is a child or an adult colleague, the Headteacher will deal with the allegations as a disciplinary procedure. If the allegation is made against the Headteacher the matter will be referred to the governing body.

### **Record-Keeping**

1. Once it has been decided that the incident constitutes bullying rather than a behaviour incident a blue proforma will be inserted in both the victim's and bully's files and dated accordingly.
2. If the incident is a racist one then a separate racist incident form will also be completed and inserted into both the victim's and the bully's files.
3. Records will be kept until year 6. At that point a decision will be made whether the records are passed on to secondary school or not.

### **SEN**

In cases where the victim or bully have special educational needs the Inclusions Officer for the school will always be notified so that we review whether the victim and bully are accessing the help. If necessary the help will be modified to ensure this.

If the Inclusions Officer identifies that the victim or bully would benefit from a programme to develop their emotional intelligence then a programme will be developed.

Agreed by staff and Governors: Sept 2018

Review Date: Sept 2019