



*Wealth in Wisdom*

Show Respect, Positive **A**ttitude, **F**ollow Directions, **E**ngage In Learning

## ANTI-BULLYING POLICY

**Approved and adopted:** January, 2021

This policy has been developed and implemented in consultation with the whole school community including students, parents/guardians, staff, Department of Education Services (DES) representatives and partner agencies.

**Review Date:** January, 2022

### Signatures:

**Student (via the Student Council)**

\_\_\_\_\_

**DES Officer**

\_\_\_\_\_

**School Leader (Anti-Bullying)**

\_\_\_\_\_

## Contents

1. Introduction	Page 3
2. Roles and responsibilities	Page 3
3. Definition of bullying	Page 3
4. What does bullying look like?	Page 3
5. Why are children and young people bullied?	Page 4
6. What are the signs and symptoms of bullying?	Page 4
7. How can we prevent bullying?	Page 4
8. Why is it important to respond to bullying?	Page 5
9. Recording of bullying incidents	Page 5
10. Responses to bullying	Page 5
11. Pathways of help	Page 6

## **1. Introduction**

At **West End Primary School** we aim to provide a safe, caring and friendly environment for all our students to allow them to learn effectively, improve their life chances and help them maximise their potential.

We expect students to feel safe in school and have an understanding of the issues relating to safety, such as bullying. We also want them to feel confident to seek support from school should they feel unsafe.

## **2. Roles and responsibilities**

The school leader has overall responsibility for the policy, its implementation and for liaising with the Ministry of Education, the Department of Education Services (DES) and parents/guardians and outside agencies. The school leader is also responsible for appointing an anti-bullying coordinator who will have general responsibility for handling the implementation of this policy.

The anti –bullying coordinator in our school is: Ms. Frauleen Brown (Deputy Principal).

Their responsibilities include:

- Policy development and review involving students, staff, DES officers, parents/guardians and relevant local agencies.
- Implementing the policy and monitoring and assessing its effectiveness in practice.
- 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/guardians where appropriate.
- Coordinating strategies for preventing bullying behaviour.

## **3. Definition of bullying**

“**Bullying**” means any repeated conduct by a student where the conduct is intended by that student to have the effect of, or that student ought to know that the conduct would likely have the effect of:

- Causing physical, emotional, psychological or social harm to another student.
- Placing another student in reasonable fear of physical, emotional, psychological or social harm.
- Placing another student in reasonable fear of damage to that student’s property.
- Creating an intimidating, threatening, hostile or abusive educational environment for another student.
- Disrupting the academic progress of another student.
- Damaging the reputation of another student.
- Infringing on the rights of another student to participate in school activities.

Although the primary focus of this policy is to address student on student bullying, at West End Primary School, we recognise that students may want to report incidents where they feel bullied by school staff. Therefore, when the term bullying is mentioned it is designed to include all types of bullying, including staff on student and student on staff bullying.

## **4. What does bullying look like?**

Bullying can include:

- Name calling
- Taunting
- Mocking
- Making offensive comments
- Physical assault
- Taking or damaging belonging
- 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
- 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'.

#### **5. 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
- Bullying relating to sexual orientation
- Bullying of children in care or otherwise related to home circumstances
- Bullying related to gender

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

Bullying can take place between:

- Young people
- Young people and staff
- Staff
- Individuals or groups

#### **6. What are the signs and symptoms of bullying?**

A person may indicate by signs or behaviours that they are being bullied. Everyone should be aware of these possible signs and should investigate if the person:

- Is frightened of walking to or from school or changes route
- Doesn't want to go on the school bus
- 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
- Becomes aggressive, abusive, disruptive or unreasonable

- Threatens or attempts suicide
- Threatens or attempts self-harm
- Threatens or attempts to run away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Performance in schoolwork begins to drop
- Comes home with clothes torn, property damaged or 'missing'.
- Asks for money or starts stealing money.
- Has dinner or other monies continually 'lost'.
- Has unexplained cuts or bruises
- Comes home 'starving'
- Is bullying others
- Is frightened to say what is wrong
- Is afraid to use the internet or mobile phone
- Becomes nervous or jumpy when a cyber-message is received
- Gives improbable excuses for their behaviour

#### **7. How can we prevent bullying?**

At West End Primary School we foster a clear understanding that bullying, in any form, is not acceptable. This is done by:

- Developing an effective anti-bullying policy and practice. The school will then become a safer and happier environment, with an emphasis on appropriate attitudes, behaviour, and relationships, which will also have a positive impact on learning and achievement.
- Regular praise of positive and supportive behaviour by all staff.
- Undertaking work in school which develops empathy and emotional intelligence.
- Ensuring that all incidents are treated seriously and dealt with immediately.
- Having an expectation that all staff will report incidents of bullying that have been witnessed.
- Having in place a clearly understood and accessible protocol for students, staff and parents to raise concerns on bullying.
- Undertaking a standardised bullying survey at least once a year.

- Reporting the results of the bullying survey and any aligned plan of action to the DES.

## **8. Why is it important to respond to bullying?**

### **Bullying Hurts!**

- Everybody has the right to be treated with respect.
- Everybody has the right to feel happy and safe.
- No-one deserves to be a victim of bullying.
- Bullies need to learn different ways of behaving.

### **Our school will respond promptly and effectively to reported incidents of bullying**

## **9. Recording of bullying incidents**

At West End Primary School all reported bullying incidents are entered into our school information management system (SIMS) within the behaviour incident module, along with corresponding information on the type of bullying incident and any outcomes.

## **10. Responses to bullying**

On receiving a report of an allegation of bullying or on witnessing conduct which appears to be bullying or retaliative action, staff at West End Primary School will, at the earliest possible opportunity, investigate the circumstances surrounding the conduct.

At West End Primary School, we shall notify:

- The parents of the students involved in bullying or retaliative conduct.
- The police, if the school leader is of the opinion that the conduct falls within the scope of the criminal law.
- Any other relevant agency.
- A school leader may also refer a bullying incident to the DES for directions.

## **11. Pathways of help – (see next page)**

*Wealth in Wisdom*

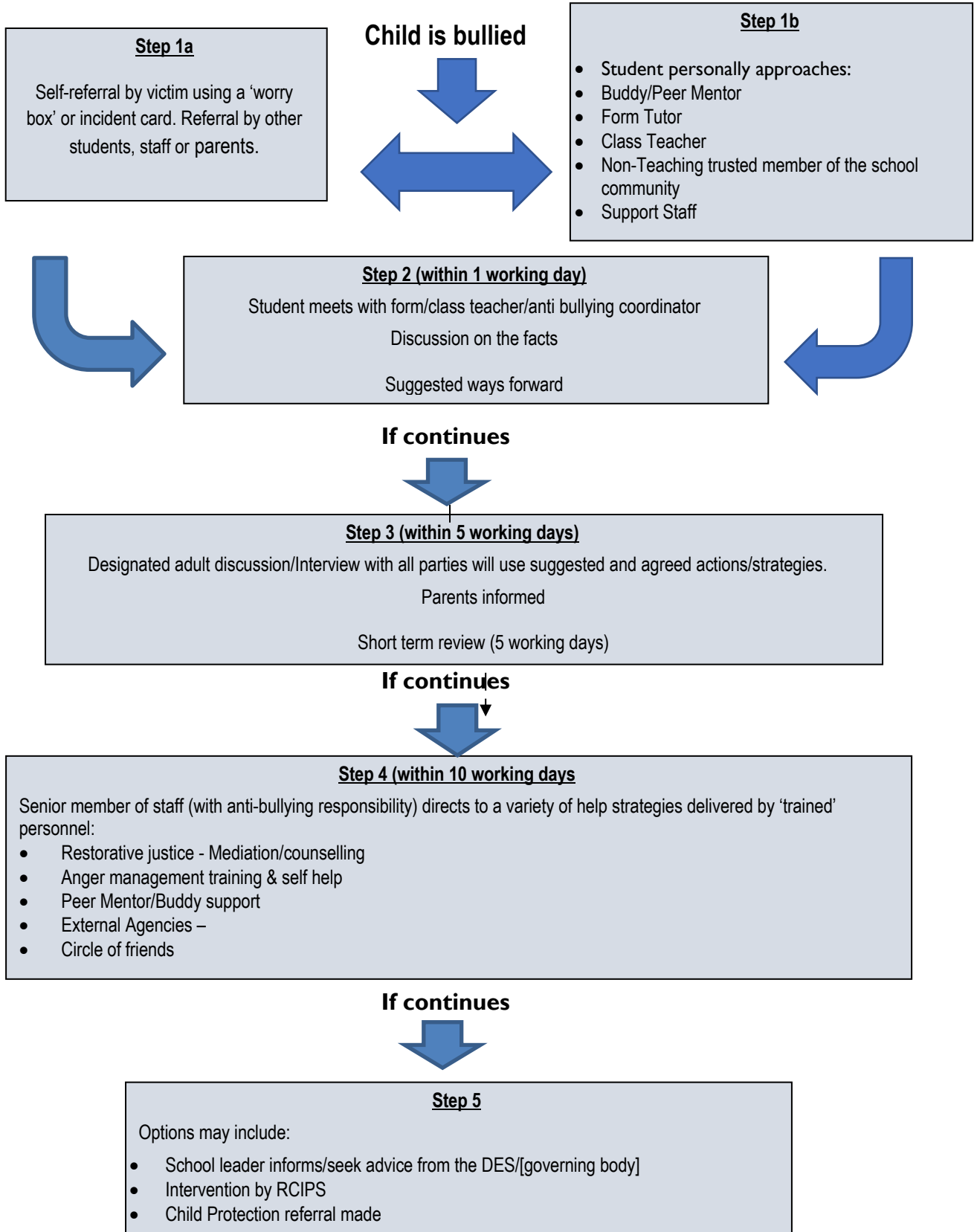
Show Respect, Positive **A**ttitude, **F**ollow Directions, **E**ngage In Learning

**PROCEDURES AT WEST END PRIMARY SCHOOL FOR REPORTING BULLYING**

(All schools are to record all aspects of bullying incidents separately within their own recording systems)

**PATHWAYS OF HELP**

(All schools will have their own referral procedures)



## Wealth in Wisdom

Show Respect, Positive **A**ttitude, **F**ollow Directions, **E**ngage In Learning

### School Operational Procedures

*An example of how schools can use an electronic data management system, such as SIMS, to record bullying incidents.*

#### INITIAL STEPS:

*FOCUS> BEHAVIOUR MANAGEMENT> MAINTAIN BEHAVIOUR INCIDENT> NEW*

#### STEP 1 - DETAILS OF INCIDENT

- *Fill in the box 'Type' with 'Bullying Major'.*
- *Select type of bullying from drop down menu.*
- *Fill in boxes Activity, Location of Incident, Date and Time.*
- *Give a description of incident in Comments box.*

#### STEP 2 - STAFF INVOLVED

- *The person making the report will automatically be entered.*
- *Add additional staff involved by left clicking on 'NEW'.*

#### STEP 3 - STUDENTS INVOLVED

- *Left click 'NEW'.*
- *Enter in the names of students involved in the incidents.*
- *Highlight and click on each individual student and complete the relevant student details on ROLE, ACTION TAKEN, DATE OF ACTION, PARENTS INFORMED and ACTIONED BY STAFF.*
- *IT IS IMPORTANT TO IDENTIFY THE ROLE OF EACH STUDENT, ESPECIALLY AS TO WHETHER THEY WERE THE TARGET OR AGGRESSOR.*
- *Also make any additional notes in relevant box.*

#### STEP 4 – FOLLOW UP STUDENT INVOLVED

- *Click 'Add Follow Up' and enter details for each individual student.*

**EXAMPLE OF SIMS BULLYING INCIDENT REPORT**

**1 Details**

Type: Bullying MAJOR Points Defined: 2

Type Of Bullying: Bullying-Appearance or Health

Additional Types:

Description	Points

Activity: Location of: Date: 12/04/2018 Time: Lesson Information: Comments: Recorded On: 12/04/2018 Status: Recorded By: Sean Cahill

**2 Other Staff Involved**

Name	Role
Cahill Sean	

**3 Students Involved**

Name	Role	Year	Reg	House	Points	Detention
		Y10	10L 2	Lady Sl...	2	No
		Y9	9C 2	Cimboco	2	No

**Edit Behaviour Student**

**Student Details**

Pupil: Points: 0 Role: Target

Action Taken: Referral To School Counsell Date of Action: 12/04/2018

Parents / Carers Informed: Email Actioned by: Select Staff

**Notes / Documents**

Attachment	Summary	Type	Owner	Last Modified On

Buttons: New, Open, Delete, OK, Cancel

**REPORTING PROCEEDURES FOR INCIDENTS WHERE STUDENTS FEEL BULLIED BY STAFF**

- Students need to be aware of the available option when reporting incidents where they feel bullied by a member of the school staff.
- When such incidents occur, students should be able to make a report as outlined in the 'Pathways of Help' chart outlined above.
- Students should also be aware that they can make a referral to the school Child Protection Officer, or to make a disclosure to any adult that they feel comfortable with.
- It is important to note that any person receiving a disclosure from a student about bullying by an adult will be required to make a referral to the Child Protection Officer.