

## **Supervision of key areas/time in school**

All staff must be alert and observant at all times both inside and outside the classroom e.g. playground, the hall, corridors and toilet areas. The lunchtime period is a time when pupils are most at risk and could be exposed to bullying. Lunchtime supervisors, who also adhere to the school's Behaviour Recovery Policy, must communicate with class teachers or Senior Staff, as appropriate, in the event of unacceptable behaviour including possible bullying concerns. Any lunchtime incidents, however trivial, are logged in Lunchtime supervisor log books and will be given to the Deputy Head of both schools so that any pattern can be deducted.

At break times all staff must be vigilant at all times. Any incident involving bullying is to be reported straight away to the Assistant Head Teacher, Deputy Head Teacher, Executive Head Teacher.

In classrooms teachers need to be aware of hidden indicators of possible bullying e.g. body language, pupils who seem withdrawn or isolated, whilst the underlying cause may not be necessarily be bullying, all concerns must be discussed with the Deputy Head or Assistant Head Teacher who will feedback to the Executive Head Teacher.

## **Building on the school's existing policies**

The School's Aims, Behaviour Policy, Anti- Racist Policy, Equal Opportunities Policy and classroom code of conduct have very clear guidelines regarding what constitutes acceptable/unacceptable behaviour towards other people. The Anti-Bullying initiatives reflect the principles contained in these documents.

# **Albert Pritchard Infant and Wood Green Junior**

## **Federated Schools**



# **Anti-Bullying Policy**

## **What is Bullying?**

### **SEVERAL TIMES ON PURPOSE**

Bullying can take many forms. It can be *physical, verbal or psychological* intimidation.

Bullying is the conscious desire to hurt, threaten or frighten someone else. It is more than a one-off incident and it is a threat of future attacks.

There is an imbalance of power between the victim and the bully.

Bullying in the form of emotional or psychological aggression is less apparent but extremely painful and damaging to victims.

### **Preventing Bullying**

Bullying in school is everybody's problem. Silence and secrecy nurture bullying. All staff, parents and children must be aware that bullying exists and through recognition of this fact and the shared commitment to combat bullying, the school will become a happier place for everybody.

All parents, pupils and staff need to be very clear about the school's policy and procedures on bullying. The school's Behaviour Policy (using the 'Behaviour Recovery' approach) has been designed to enhance pupils' behaviour and to avoid any possible incidents of bullying.

### **Action to take if bullying (or an accusation) has taken place**

#### **First steps: do –**

- Remain calm; you are in charge. Reacting emotionally may add to the bully's fun and give the bully control of the situation
- Take the incident or report seriously
- Take action as quickly as possible
- Think hard about whether your action needs to be private or public; who are the pupils involved?
- Reassure the victim(s), don't make them feel inadequate or foolish
- Offer help, advice and support to the victim(s)
- Make it plain to the bully that you disapprove
- Encourage the bully to see the victim's point of view

#### **Who to inform: do –**

- Inform relevant staff in school; the Class Teacher and/or Deputy Head Teacher (and LSP/A if relevant)
- Inform colleagues if the incident arose out of a situation where everyone should be vigilant, e.g. unsupervised toilets
- Inform the Deputy Head Teacher, who will inform both sets of parents calmly, clearly and concisely; reassuring both sets of parents that the incident will not linger on or be held against anyone
- The Deputy Head Teacher will log the incident in the 'Bullying and Racist Incidents' log book in the Executive Head Teacher's office.

#### **Final steps: do –**

- Make sure the incident doesn't live on through reminders from you
- Try to think ahead to prevent a recurrence of the incident, if you uncover the trigger factor

### **If you have to deal with bullying, what should you avoid?**

#### **Don't –**

- Be over protective and refuse to allow the victim to help him/herself
- Assume that the bully is bad through and through; try to look objectively at the behaviour with the bully
- Keep the whole incident a secret because you have dealt with it, try to hide the incident from the parents of the victim or the bully

### **Supporting the pupils**

We must ensure that all pupils know that the school cares about bullying. Pupils need to know that they should speak out. Pupils will have the opportunity to write down any worries on paper and put it into a box provided in each classroom.

We must all work together through the curriculum, assemblies and displays in order to get the message across. The school SLT will play a vital role in monitoring the successful implementation of the policy.

Pupils will be given opportunities to talk about bullying in general – through PSHE, VALUES curriculum, Circle Time, Class/School Council, follow up to assemblies etc.