

*Be the Best that you can be!
Be independent, creative and persevere!*

Pen-y-Fai Church in Wales Primary School

Anti-Bullying Policy

This policy is written because Roxy - Our Rights Respecting Schools
Mascot - says that;

"You should not be harmed but looked after and kept safe"
Article 19

CHURCH IN WALES
PRIMARY SCHOOL



We are a Rights Respecting School

Be Honest, Show Respect, Act with Kindness and Spread Joy

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Our Statement of intent;

We have a duty of care to protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children in order to protect them from those who wish to deliberately hurt them either physically or emotionally. We believe all our safeguarding procedures are in line with current legislation and advice and that we promote the welfare of all children in our care.

We believe 'bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences'. (DfE)

We work hard to eliminate all forms of bullying, to keep records of all incidents of bullying and the different types of bullying that occur in this school.

We acknowledge that if bullying is left unaddressed it 'can have a devastating effect on individuals. It can be a barrier to their learning and have serious consequences for their mental health' not only in childhood but also into adulthood.

We are aware that bullying can cause anxiety, depression, hyperactivity and behavioural problems but the results from recent research that anxiety and depression caused by childhood bullying decreases over a period of time. Bullying does cause suffering but the impact on mental health decreases over time, so that children are able to recover in the medium term. Research results also show the potential for resilience in children exposed to bullying.

We work hard to prevent bullying from happening and to support children who have been bullied by having in place resilience processes in order to help their recovery.

We believe it is our moral and legal duty to protect lesbian, gay, bisexual, and transgender pupils and school personnel from all forms of bullying and to educate all pupils about the important role that lesbian, gay, bisexual, and transgender people play in society. All forms of homophobic and transphobic bullying must be challenged, dealt with and recorded.

We believe by creating a safe, secure and caring school environment we will encourage all pupils to report any incident of bullying to a member of the school personnel.

We are aware that under Sections 90 and 91 of the Education and Inspections Act 2006 that we have the power to discipline pupils for misbehaving off the

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school premises such as on school or public transport, outside local shops or in a town or village centre. All reported incidents of bullying outside school will be investigated and acted on.

Under no circumstances will we tolerate any form of bullying and all incidents of bullying will be dealt with promptly and effectively as we wish to promote the wellbeing of all pupils.

We work hard to demonstrate the effectiveness of this policy by ensuring all incidents of bullying are investigated, are dealt with and the outcome of each incident.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Our School Aims;

- To protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all children.
- To look out for all signs of bullying and to take the appropriate action to stop it.
- To develop a school environment that is both safe and secure for all pupils.
- To have in place established systems that will deal with incidents of bullying.
- To develop confident children who will notify staff of any incident of bullying.
- To inform everyone connected with the school of the school's anti-bullying policy.

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- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

How will we achieve this? Who needs to do what?

What the Governor will do;

The Governing Body will not condone any bullying and has:

- appointed a member of staff (Headteacher – Mr Street) to be responsible for promoting positive pupil behaviour;
- delegated powers and responsibilities to the Headteacher to eliminate all forms of bullying, to keep records of all incidents of bullying and the different types of bullying;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor (Chair of Governors – Mr Bater) to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- worked with the School Council, school personnel and parents to agree a definition of bullying (See appendix 1);
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body.
- nominated a link governor (Peter Lee) to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator (Mrs Matthewson);
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.

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- responsibility for the effective implementation, monitoring and evaluation of this policy

What the Headteacher will do;

The Headteacher will:

- encourage good behaviour, the respect for others and endeavour to prevent all forms of bullying among pupils as outlined in Section 157 of the Education and Inspections Act 2006;
- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- implement this policy;
- work to create a safe, secure, caring and friendly school environment for all children;
- ensure school personnel have a clear understanding of the extent and nature of bullying that may take place in school;
- work hard with school personnel to create an ethos of good behaviour;
- encourage school personnel to 'proactively gather intelligence about issues between pupils which might provoke conflict and develop strategies to prevent bullying occurring in the first place';
- ensure that personal and social education curriculum and the religious education curriculum helps to deal with anti-bullying;
- investigate all reported incidents of bullying;
- ensure that all pupils understand that bullying is wrong;
- ensure that all parents are aware of this policy and that we do not tolerate bullying;
- raise awareness of bullying with pupils, parents, school personnel and governors on the grounds of protected characteristics;
- consult with pupils and parents to identify the extent and nature of bullying in the school;
- inform parents of any incident of bullying and how it has been dealt with;
- ensure school personnel report and record incidents of bullying;
- ensure records of all incidents of bullying are:
 - stored in a secure place;
 - kept for a specific period of time;
 - kept in a central log in order to build up a picture of concerns of individual pupils and in identifying patterns of behaviour;
 - kept in a uniform and systematic way
 - kept as well as specific types of bullying and their outcomes;
 - are categorised according to the protected characteristics which gives a clear picture of patterns of behaviour over each term / academic year;
 - used to effectively track pupils through school;
- ensure counselling and support mechanisms are in place to help those who have been bullied;

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- ensure all perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong;
- discuss with the school council:
 - A definition for bullying (appendix 1).
 - Are pupils aware of this policy?
 - How can bullying be effectively dealt with?
 - How good are school personnel in dealing with incidents of bullying?
 - How good are school personnel in identifying the symptoms of bullying amongst pupils?
- support any pupil who has been bullied;
- encourage any bully to change their behaviour;
- impose sanctions on any pupil who continues to bully;
- consider permanent exclusion in the most serious incidents of bullying;
- make effective use of relevant research and information to improve this policy;
- work closely with external agencies to support pupils who experience bullying;
- work with anti-bullying organisations when dealing with certain forms of bullying;
- ensure effective supervision is in place between lessons, break times and lunchtimes;
- work with the wider community to deal with bullying that takes place outside school;
- deal with any form of bullying that takes place to and from school;
- proactively work with the police, parents/carers and the local community to help reduce local tensions;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by monitoring:
 - the number of recorded incidents in an academic year;
 - the types of bullying that occur in an academic year;
 - how swiftly incidents of bullying are dealt with
- report termly the number of incidents of bullying and the outcomes to the Governing Body;
- annually report to the Governing Body on the success and development of this policy.

What the Coordinator will do;

The coordinator will:

- lead the development of this policy and all linked policies throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all school personnel to understand the signs or behaviour of someone being bullied;

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- work with children to determine those parts of the school where they do not feel safe;
- have in place good systems at playtime and lunchtime to reduce the risk of bullying such as:
 - friendship stops
 - playground buddies
 - peer mentors
 - safe places for vulnerable groups
- organise an anti-bullying week;
- plan age-appropriate opportunities in the curriculum to discuss issues related to the protected characteristics;
- build pupils' resilience to bullying;
- work closely with external agencies to support pupils who experience bullying;
- collaboratively work with other schools to identify common issues related to the protected characteristics;
- display posters of national and local help lines and where help is available in school;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- provide training for all staff on induction and when the need arises;
- help counsel children who have been bullied and those who use bullying behaviour;
- meet with parents to help with concerns that have been passed on from the a class teacher;
- Pass concerns on to members of the Senior Leadership team should they be unable to resolve issues in the first instance;
- review and monitor;
- annually report to the Governing Body on the success of this policy.

What School Personnel will do;

School personnel will:

- comply with this policy;
- be aware of all other linked policies;
- be aware of the signs of bullying in order to prevent bullying taking place;
- report all incidents of bullying;
- investigate all reported incidents of bullying;
- take all forms of bullying seriously;
- make sure that all pupils know what to do if they are bullied;
- encourage pupils to report any incidents of bullying to any member of the school personnel;
- support any pupil who has been bullied;
- raise awareness of the wrongs of bullying through personal and social education and religious education;
- use preventative strategies such as circle time and buddy systems;
- undertake the appropriate training;

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- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

What Pupils will do:

Pupils will:

- be aware of and comply with this policy;
- report if they are being bullied;
- report if they see someone being bullied;
- discuss ways of preventing bullying through the school council;
- follow the following instructions if they are bullied:
 - get away from the situation as quickly as you can
 - report what happened to you to one of the school personnel by telling them:
 - what has happened to you
 - how you feel
 - if you have been bullied before
 - who bullied you
 - where the incident happened
 - when it happened
 - tell your parents or another family member
 - ask for counselling if you are really upset
- treat others, their work and equipment with respect;
- follow the Pen-y-Fai Way at all times – Be Honest, Show Respect, Act with Kindness and Spread Joy;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

What Parents will do:

Parents will:

- be aware of and support this policy;
- be involved in agreeing a definition for bullying with pupils, school personnel and the Governing Body;
- report to the school any concerns they have of their child being bullied;
- be assured that the school will deal with all incidents of bullying;

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- be assured that they will be informed of incidents and will be involved in discussions;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Training for Personnel at the School:

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - What is bullying?
 - How to identify, prevent and manage bullying.
 - Types of bullying such as Cyberbullying, bullying, bullying of children with special educational needs, homophobic bullying and bullying around race, religion and culture.
 - Recognising bullying.
 - Anti-bullying strategies.
 - How to deal with a bullying incident.
 - Counselling the bullied and the bullies.
 - Anti-bullying week.
 - Tackling Homophobia
 - Building pupils resilience to bullying.
 - Working and co-operating with parents and carers
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Raising awareness of this policy:

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as Class Dojo, Parent Mail and half termly newsletters;
- reports such annual report to parents and Headteacher reports to the Governing Body

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Monitoring the effectiveness of this policy:

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Acceptable Internet Use Agreement
- Anti-Cyber Bullying
- Internet Social Networking Websites
- Pupil Behaviour and Discipline
- Safeguarding and Child Protection

Documents that this policy is based on;

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- School Standards and Framework Act 1998
- Education Act 2002
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- Education (Independent School Standards) (England) Regulations 2014

The following documentation is also related to this policy:

- Action on Bullying (Estyn 2014)
- Bullying: Effective Action in Secondary Schools (Ofsted)
- Cyberbullying: Supporting School Staff (DCSF)
- No Place for Bullying (Ofsted 2012)
- Preventing and Tackling Bullying - Advice for School Leaders, Staff and Governing Bodies (DfE)
- Safe from Bullying: Guidance for Local Authorities and Other Strategic Leaders on Reducing Bullying in the Community (DCSF)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2014)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Behaviour and Discipline in Schools Guidance (DfE)
- Counselling in schools a blueprint for the future: advice for school leaders and counsellors (DfE)

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- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We acknowledge the School Standards and Framework Act 1998 that clearly states that all maintained schools must have in place an Anti-Bullying Policy that outlines procedures in order to prevent bullying among pupils.

Equality Impact Assessment:

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.



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Appendix 1;

A definition of bullying;

The definition of bullying used at Pen-y-Fai Church in Wales Primary School is as follows;

Bullying can mean many things to many people and we have the responsibility to ensure that all concerns are taken seriously. However, it can be defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

The above definition is based on UK government research.

If any member of our school community wishes at any time to suggest any amendments to this definition then we will be extremely pleased to receive this feedback which will then be brought before members of our senior leadership team, school council, parent council and finally the governing body for their input.

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Appendix 2:

A parents guide to raising your concerns;

If you are worried about anything to do with your child's schooling or your child expresses concerns to you and you feel that you would like to share these with someone at the school, then please telephone (01656 815930) or email (admin.penyfai@bridgend.gov.uk) the school office who will arrange a meeting or phone call with the relevant member of staff or Governor as soon as possible. Below is the suggested flow of who to contact;

1. The class teacher;
2. The anti-bullying coordinator (if your concerns relate to others being unkind to your child)
3. A senior leader (normally the Headteacher)
4. The link governor
5. The Chair of governors
6. The Governing Body Complaints Committee

If you are not satisfied that your complaint has been dealt with effectively, please complete the complaints form (appendix 3) and return it to the school office who will then pass it on to the relevant person on your behalf.

Please note that all members of staff and governors will always attempt to;

Be Honest;

Show Respect;

Act with Kindness; and

Spread Joy when dealing with any issues that you discuss.

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You have the right to say what you think should happen and to be listened to (Article 12)

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Appendix 3:

You have the right to say what you think should happen and to be listened to (Article 12)

Complaints form (this is available to download from our website)

1. Name of pupil	2. Name of adult completing this form on behalf of this child (relationship to the child)
1.	2.
3. Date of correspondence	4. Who would you like to address your concerns to? (see appendix 2 for a suggested flow of concerns)
3.	4.
5. Give a brief description of concerns (use bullet points if necessary)	
5.	
6a. Have you raised these concerns with a member of staff previously? (if no, go straight to 7)	6b. Were you happy with the way that it was dealt with? (If yes, go straight to 7)
6a.	6b.
6c. If you were unhappy with how this was dealt with, please explain why.	7. What would you like to see happen next? (use bullet points if necessary)
7.	6c.
8. How would you best like to be contacted?	9. If you would like to meet or be telephoned, is there an appropriate time to do so?
8.	9.

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Appendix 4:

Staff's guide to dealing with concerns:

If you have any concerns at all about the way that children are treating each other, it is your responsibility to ensure that these concerns are passed on to the correct person.

If the problem persists after you have reported the problem then feel free to go back to the member of staff to ask them what the next steps may be. If you are not satisfied that the issue is being dealt with effectively, please make sure that you tell another member of staff what has happened. A child's safety and wellbeing is always the utmost priority!

Here is a suggested flow of who to speak to;

1. The class teacher;
2. The anti-bullying coordinator (if your concerns relate to others being unkind to your child)
3. A senior leader (normally the Headteacher)
4. The link governor
5. The Chair of governors
6. The Governing Body Complaints Committee

Please note that where there are safeguarding concerns about a pupil, please report immediately to the school's safeguarding officer (the Headteacher). In the absence of the safeguarding officer, please contact the deputy safeguarding officer (the deputy Headteacher). If your safeguarding concerns are about the Headteacher, then please report to the Chair of Governors (Details of how to contact the Chair of Governors can be found on the school website or by asking at the school office)

Please note that all members of staff and governors must always attempt to;

Be Honest;

Show Respect;

Act with Kindness; and

Spread Joy when dealing with any issues that you discuss.



You have the right to say what you think should happen and to be listened to (Article 12)

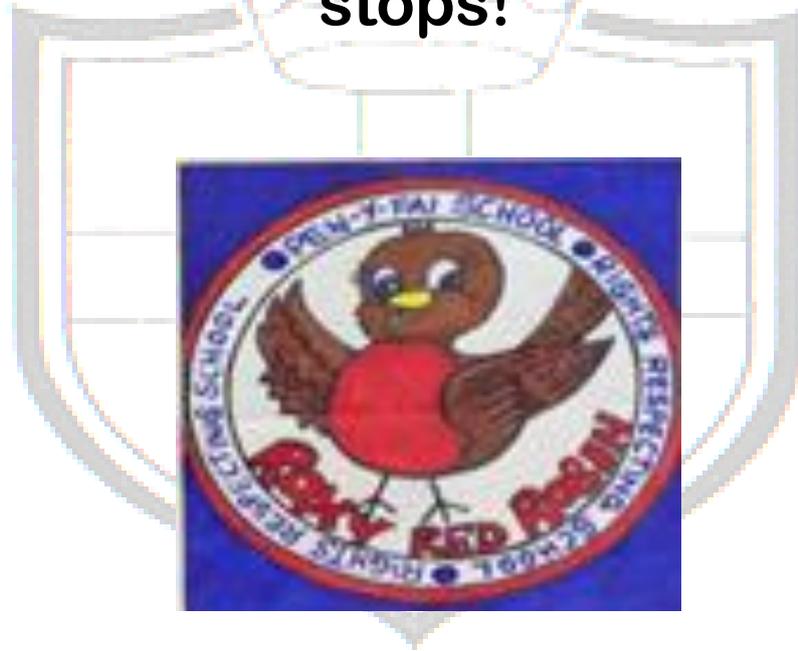
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Appendix 5:

Children's guide to dealing with concerns;

If anyone is unkind to you or you see someone being unkind to someone else – always make sure that you tell an adult. If it doesn't stop, tell another adult. Keep telling someone until it stops!



Roxy says that

**“You should not be harmed but looked after
and kept safe”**

Article 19

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