



ANTI BULLYING & RACIST INCIDENTS POLICY

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STATEMENT OF INTENT

We are committed to providing a caring, friendly, and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying or racism of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. Any racist incidents must also be reported. We follow the Local Authority Policy on reporting these incidents.

We will not tolerate bullying of any kind and will stop it if and when it occurs.

NB: Staff, parents and carers may find it useful to additionally refer to: Seadown School's 'Equality and Diversity' Policy; the 'Complaints and Representation Policy' and the 'Staff Discipline, Conduct and Grievance Policy.'

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures, cultural discrimination
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: Name-calling, sarcasm, spreading rumours, teasing
- Cyber: All areas of internet, such as e-mail and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology i.e. camera and video facilities

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All directors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All directors, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

SIGNS AND SYMPTOMS

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from school.
- Doesn't want to go on the school/public 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
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Begins to do poorly in school work
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or "go missing"
- Asks for money and starts stealing money (to pay bully)
- Has dinner or other monies continually "lost"
- Has unexplained cuts or bruises
- Comes home starving (money/lunch has been stolen)
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses if any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber- message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated. If any of the signs and behaviour persist over time parents should TELL the class teacher.

RESPONSIBILITIES

It is the responsibility of every member of the school staff to report any suspicion of bullying to the class teacher. The class teacher will then inform the headteacher who together will investigate. Where bullying is found to exist the Headteacher must be informed.

It is the responsibility of every member of the school staff to report any incidence of racism. The Class teacher must be told who will then inform the phase leader. Together they will investigate. If a racist incident is confirmed staff must then inform the Headteacher who will log the incident in the Racism Log.

Children will be encouraged at all times to TELL if they or another child are being bullied. Children can talk to any member of staff they feel comfortable to tell and that member of staff has a duty to report it to a lead staff member as outlined above.

Company Directors

- The directors support the Head teacher in all attempts to eliminate bullying and racism from our school. This policy statement makes it very clear that the Directors does not allow bullying and racism to take place in our school, and that any incidents of bullying and racism that do occur are taken very seriously and dealt with appropriately.
- The directors monitor the incidents of bullying and racism that occur, and reviews the effectiveness of the school policy regularly. The directors require the head teacher to keep accurate records of all incidents of bullying and racism and to report to the governors on request about the effectiveness of school anti-bullying and racism strategies.
- The directors respond within ten days to any request from a parent to investigate incidents of bullying and racism. In all cases, the governing body notifies the head teacher and asks him/her to conduct an investigation into the case and to report back to a representative of the governing body.

Headteacher

- It is the responsibility of the head teacher to implement the school anti-bullying and anti-racism strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying and racism.
- The head teacher reports to the directors about the effectiveness of the anti-bullying and anti- racism policy on request.
- The head teacher ensures that all children know that bullying and racism is wrong, and that it is unacceptable behaviour in this school. The head teacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the head teacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and the ways everyone can prevent it happening again.
- The head teacher ensures that all staff receive sufficient training to be equipped to deal with all incidents of bullying and racism.
- When an allegation is made of bullying and racism the head teacher (or company director/s) will investigate immediately and incidents will be entered in the appropriate section of the Management Information System (MIS). Additionally, if it is felt appropriate to do so an additional report sheet can be completed (see 'Forms'). The situation will be monitored and discussed with parents if necessary.
- The head teacher sets the school climate of mutual support and praise for success, so making bullying and racism less likely. When children feel they are important and belong to a friendly and welcoming school, bullying and racism is far less likely to be part of their behaviour.

Teachers

- Teachers in our school take all forms of bullying and racism seriously, and intervene to prevent incidents from taking place. They complete written records of any incidents that happen in their class and that they are aware of in the school.
- If teachers witness an act of bullying and racism, they do all they can to support the child who is being bullied. They will also report the incident immediately to the head teacher.
- We record all incidents of bullying and racism that occur inside/outside lesson time, either at break times, near the school or on the children's way home or to school. If any adult witnesses an act of bullying and racism, they should record the event.
- If, as teachers, we become aware of any bullying and racism taking place between members of a class, we deal with the issue immediately. This may involve counselling and support for the victim of the bullying and racism, and sanction for the child who has carried out the bullying and racism.
- We spend time talking to the child who has bullied: we explain why the action of the child was wrong, and we endeavour to help the child change their behaviour in future. If a child is repeatedly involved in bullying and racism other children, we inform the head teacher. We could then invite the child's parents into the school to discuss the situation. *In more extreme cases, for example where these initial discussions have proven ineffective, the head teacher may contact external support agencies such as the social services.*

Parents

Parents and Carers, who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying and racism, should contact their child's class teacher immediately.

- Parents have a responsibility to support the school's anti-bullying and racism policy and to actively encourage their child to be a positive member of the school.

PROCEDURES

1. If bullying is seen in school, staff should report it to the class teacher (if he/she is not the person who has witnessed the bullying). The class teacher must then report it to their line manager.
2. In cases of serious bullying, the incidents must be reported directly to the Headteacher.
3. In serious cases of persistent bullying parents will be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.

OUTCOMES

1. The bully (bullies) may be asked to genuinely apologise. The parents of the bully/ies will be requested to meet with the Class Teacher or Headteacher. Other consequences may take place.
2. In serious cases, suspension or even exclusion may be considered.
3. If possible, the pupils will be reconciled.
4. The Headteacher must be made aware of the incidents.
5. Incidents will be logged.
6. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

PREVENTION

We will use KIDSCAPE methods of helping children to prevent bullying.

As and when appropriate, these strategies may include:

- Writing a set of school rules
- Whole school Anti- Bullying sessions as part of the PSHE curriculum and Safeguarding.
- Signing a behaviour contract.
- Writing stories or poems or drawing pictures about bullying.
- Regular circle times in class.
- Peer buddying where appropriate.
- Reading stories about bullying or having them read to a class or assembly.
- Making up role-plays (or using KIDSCAPE role-plays)
- Having discussions about bullying and why it matters.

Advisory Centre for Education (ACE)	020 7354 8321
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Buying Online	www.bullying.co.uk

Visit the KIDSCAPE website www.kidscape.org.uk for further support, links and advice.

Seadown School is working with West Sussex Police to raise awareness of Hate Crime.

What is a hate crime?

Hate crimes are any criminal offence which is perceived by the victim or any other person, to be motivated by (because of) hostility or prejudice towards that person's:

- Disability or perceived disability
- Race or ethnicity or perceived race or ethnicity
- Religion or belief, or perceived religion or belief (this also includes those who have no religion or belief)
- Sexual orientation or perceived sexual orientation
- Transgender identity or perceived Transgender identity
- This can be committed against a person or property.

A victim does not have to be a member of the group at which the hostility is targeted. In fact, anyone could be a victim of a hate crime. For example, if someone shouts homophobic abuse at you, you are still the victim of a homophobic hate crime, whatever your sexual orientation.

Reporting hate crime

To report hate crime, call the Sussex Police Contact Centre on 101 or visit your local police station.

In an emergency, call 999 immediately. It's an emergency:

- If life is threatened
- If people are injured
- If offenders are nearby
- If immediate action is required.

What is a hate incident?

Hate incidents are any non-crime incidents which are perceived by the victim or any other person, to be motivated by hostility or prejudice towards that person's:

- Disability or perceived disability
- Race or ethnicity or perceived race or ethnicity
- Religion or belief, or perceived religion or belief (this also includes those who have no religion or belief)
- Sexual orientation or perceived sexual orientation
- Transgender identity or perceived Transgender identity

Hate incidents can feel like crimes to those who suffer them and often escalate to crimes or tension in a community. For this reason the police are concerned about incidents and you can use this site to report non-crime hate incidents. The police can only prosecute when the law is broken but can work with partners to try and prevent any escalation in seriousness.



Incident Report No:	Date
Time	Location
Supervising Staff Present	
What happened (liaison person's report)	
Pupil's comment	

Parent / carers comment	
Action agreed	File for Reference
	Contact liaison
	Arrange meeting
	Date

Map of Problem area

You may want to outline feature(s) in the playground, or the seating area in the classroom etc.

Date	Time
Location	Present
Agreed at meeting	
Decision	
Review Date	Continue monitoring