

ANTI-BULLYING POLICY

This policy was approved by Governors on 3rd July 2025 and will be reviewed annually in line with the school's Behaviour Policies.

1 Aims and expectations

1.1 Statement of intent

At Navenby CE Primary School we aim to provide a safe, caring and friendly environment for all our children and young people to allow them opportunities to learn effectively, improve life chances and help them maximise their potential. We will strive to ensure children and young people feel safe, including understanding the issues relating to safety, such as bullying and that they feel confident to seek support should they feel unsafe.

1.2 Aims

- It will be made clear that bullying behaviour is not acceptable
- Preventative measures will form part of our overall anti-bullying strategy
- All *staff* will have read this policy and therefore have an understanding of what bullying is
- All *staff* will know about, and follow, this policy
- All our children and young people and their parents should be aware of what to do if bullying occurs. There should be no "hierarchy" of bullying – all forms of bullying should be taken equally seriously.

1.3 Objectives

Preventing bullying

The most effective way of preventing bullying is to create effective environments in which:

- the contributions of all children and young people are valued
- all children and young people can feel secure and are able to contribute appropriately
- stereotypical views are always challenged, and children and young people learn to appreciate and view positively differences in others whether arising from race, culture, gender, sexuality, ability or disability
- children and young people learn to take responsibility for their actions and behaviours both in school and in the wider community
- all forms of bullying and harassment are challenged
- children and young people are supported to develop their social and emotional skills

2. What is Bullying?

The Lincolnshire Children's Services' Anti Bullying Strategy defines bullying as:

Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally

Bullying can take place between individuals or groups; face to face, indirectly or using a range of cyber bullying methods, the recognised categories are:

- **DIRECT PHYSICAL BULLYING:** Hitting, kicking, pushing, taking or hiding/damaging belongings including money
- **DIRECT VERBAL BULLYING:** Name calling, teasing, insulting, using verbal threats
- **INDIRECT BULLYING:** Looks, social exclusion, spreading rumours, gossiping, and graffiti

Cyber bullying is a more recent problem that has come about through the increased use of mobile phones and the Internet. It can be an extension of face-to-face bullying, with technology providing the person who bullies another route to harass their target. However it differs in several significant ways from other kinds of bullying: the invasion of home and personal space; the difficulty in controlling electronically circulated messages; the size of the audience and the perceived anonymity. It may also involve the misuse of associated technology such as cameras and video facilities.

Cyber Bullying can be defined as: *The use of Information and Communication Technology (ICT), particularly mobile phones and the Internet, deliberately to upset someone.*

3. Why are children bullied?

Children and Young People are bullied for a variety of reasons; vulnerable groups are particularly at risk of bullying. Specific types of bullying include bullying related to:

- Race, religion or culture.
- Special Educational Needs or Disabilities (SEND).
- Appearance or health conditions.
- Sexual orientation.
- Young carers or looked-after children or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.

4. Signs, Symptoms & Effects

Children and young people who are being bullied may show changes in behaviour, such as:

- Becoming shy and nervous
- Feigning illness
- Taking unusual absences
- Clinging to adults

All *staff* must be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy.

Effects can be

- Changes in work patterns
- Lacking concentration
- General unexplained behaviour.

5. Reporting

Clear and well publicised systems for reporting bullying are in place for all; this includes those who are the target of bullying or who have witnessed bullying behaviour (bystanders).

5.1 Reporting incidents of bullying from the children – see appendix A

5.2 Reporting incidents of bullying for the Parents/carers - see appendix B

5.3 Incidents of bullying witnessed by staff will follow the dealing with misbehaviour as outlined in the Behaviour Policy. Serious concerns will be reported to the Deputy Headteacher and/or the Headteacher.

5.4 Bystanders who witness bullying will know the school's policy and follow this accordingly (eg as part of circle time as explained in the Behaviour Policy). Children are encouraged to tell the truth and report any behaviours that they are not comfortable with.

6. Responding

The following steps may be taken when dealing with incidents (example):

- If bullying is suspected or reported, the incident should be dealt with immediately where

appropriate by the member of staff who has been approached

- A clear account of the incident must be recorded
- The Deputy and/or Headteacher will be kept informed
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned
- The Police should be notified if appropriate

6.1 Children and young people who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with an adult of their choice who listens and takes the situation seriously
- Reassuring the child / young person
- Offering continuous tailored support as appropriate
- Restoring self-esteem and confidence.

6.2 Children who have displayed bullying behaviour will be helped by:

- Discussing what happened
- Discovering why they became involved
- Establishing the wrong doing and their need to change and identify available support
- Informing and supporting parents or carers to help change the child's attitude
- Maintaining ongoing communication with parents or carers

6.3 When all other responses have been exhausted the following disciplinary steps can be taken:

- Official warnings to cease offending
- Withdrawal of privileges
- Exclusion from certain areas of premises at certain times
- Placed on the school's SEN register
- Internal exclusion
- Minor fixed-term exclusion
- Major fixed-term exclusion
- Permanent exclusion
- Police involvement

6.4 If parents are not content with the outcome of any bullying matter they have the right to complain. The steps for this process are outlined in Appendix C

6.5 Support groups to help deal with bullying are available in Appendix E (although this list is not advocated by the school nor is it exhaustive).

7. Evaluation

The policy should be reviewed annually to assess the effectiveness of its implementation through discussion with all stakeholders. The policy will be promoted and implemented throughout the year.

Policy Approved: Full Governors meeting 3rd July 2025

Signed:

Chair of Governors: Mrs H Jerstice

Headteacher Mr C Elliott

Appendix A: Anti-bullying information sheet for pupils:

Is it bullying?

It is if you feel hurt because individuals or groups are over a prolonged period of time:

- calling you names
- threatening you
- pressuring you to give someone money or possessions
- hitting you
- damaging your possessions
- spreading rumours about you or your family
- using text, email or web space to write or say hurtful things (cyber bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

We do not tolerate bullying. This is what we do about bullying:

- make sure that the person being bullied is safe
- work to stop the bullying happening again
- provide support to the person being bullied.

What should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying. If you feel you are being bullied:

- try to stay calm and look as confident as you can
- be firm and clear — look them in the eye and tell them to stop
- get away from the situation as quickly as possible
- tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell a friend.

If you have been bullied:

- tell a teacher or another adult in your school
- tell your family
- if you are scared to tell a teacher or an adult on your own, ask a friend to go with you
- keep on speaking until someone listens and does something to stop the bullying
- don't blame yourself for what has happened.

When you are talking to an adult about bullying be clear about:

- What has happened to you, how often it has happened, who was involved, who saw what was happening, where it happened, what you have done about it already.

If you find it difficult to talk to anyone at school or at home, ring ChildLine on **freephone 0800 1111**. This is a confidential helpline. If you are hard of hearing you can use the **textphone 0800 400 222**. You can also access the website for further information at www.childline.org.uk

Appendix B: Anti-bullying information sheet for parents

Is it bullying?

It is if individuals or groups are over a prolonged period of time:

- calling your child names
- threatening him/her
- pressuring your child to give someone money or possessions
- hitting your child
- damaging your child's possessions
- spreading rumours about your child or your family
- using text, email or web space to write or say hurtful things about your child (cyber bullying).

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

What should you do if your child is being bullied?

- Talk to school staff about the bullying. At Navenby your first contact point to report concerns about bullying is your child's class teacher.
- In addition we also have a Learning Mentor in school who will be able to help resolve any issues and offer advice for further support. She is best contacted by making an appointment to see her in school.
- It will help to sort out what action to take if you can bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened; give dates, places and names of other pupils involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child.
- Stay in touch with the school. Let them know if things improve as well as if problems continue.

What will Navenby School do?

Navenby School does not tolerate bullying. This is what we do about bullying:

- work to make sure that the person being bullied is safe
- work to stop the bullying happening again
- provide support to the person being bullied
- take actions to ensure that the person doing the bullying learns not to harm others.

Families who feel that their concerns are not being addressed appropriately by the school might like to consider the following steps:

- check with the school anti-bullying policy to see if agreed procedures are being followed
- make an appointment to discuss the matter with the Headteacher and keep a record of the meeting
- if this does not help, write to the Chair of Governors explaining your concerns and what you would like to see happening.

If you need further support and information at any stage ring the helpline at Parentline Plus **0808 800 2222** or contact other local and national support groups.

Appendix C: Complaints

When should I complain?

If you believe that something is seriously wrong then make a complaint. We will investigate it and base what we do on the Governing Body's agreed policy.

Whom do I contact?

That depends on the particular situation. Often your child's class teacher will be able to deal with the matter. More serious problems might require the intervention of a senior member of staff or the Headteacher. Most problems can be solved in this way. A complaint about the conduct of the Headteacher should go to the Chair of Governors, addressed to the Clerk to the Governors at the school address.

Please see the school's complaints policy and the parent code of conduct policy for more guidance and information.

What if the matter is still unresolved?

You should write to the Headteacher, in the first instance, if you are dissatisfied with the handling of a complaint. The Headteacher will investigate the matter and may invite you to a meeting to talk about it. The school may arrange for a suitable mediator to be present. After trying all other avenues, you may decide to make a formal complaint to the Governing Body by sending a letter to the Clerk to the Governors at the school address. The Governors will investigate and may invite you to meet them to discuss your concerns. If you are still dissatisfied, after an investigation by the Governing Body, you may appeal to the LA. In cases where you believe that the school has acted unlawfully or unreasonably, or failed to fulfil a statutory duty, you can take your complaint to the Secretary of State for Children, Schools and Families. If you want further information or support Parentline Plus is recommended as a source of information and advice (telephone: 0808 800 2222).

All this looks very formal, but very few problems have to go through such steps because we work hard to understand and resolve problems as quickly as possible. In this way pupils of the school get the best possible chance to succeed in their learning.

Appendix D: Satisfaction survey for parents

This may be sent to parents approximately two months after a bullying enquiry has taken place at the school to test out satisfaction with school systems. **It should not be used if there is an ongoing complaints procedure.**

Navenby School

Dear Parent/Carer,

Two weeks ago your child was the subject of bullying behaviour. I am writing to seek your views on how well the school dealt with the problem. We will use this information confidentially within the school to inform our review of policy and practice. The individual details will not have any wider use unless we ask for, and you give, your specific permission.

How easy was it for your child/you to report the bullying? (circle one)

1 2 3 4 5

(1: not easy, 5: very easy)

Comment if we could improve:

How satisfied are you with what we did to make your child feel safe? (circle one)

1 2 3 4 5

(1: not satisfied, 5: very satisfied)

Comment if we could improve:

How satisfied are you with the support your child has had since the bullying incident from the school?
(circle one)

1 2 3 4 5

(1: not satisfied, 5: very satisfied)

Comment if we could improve:

Overall how satisfied are you with the way in which Navenby School deals with bullying incidents?
(Circle one)

1 2 3 4 5

(1: not satisfied, 5: very satisfied)

Comment if we could improve:

Thank you for your help in completing this. We will use this information to think about what we do to tackle bullying, and make Navenby CE School one where pupils and parents are confident that we are honest about problems which happen, confident that we do not tolerate bullying behaviour and confident that our systems support children.

Yours sincerely,

C Elliott

Headteacher

Appendix E: Organisations that can offer support

The DfE or school does not necessarily endorse all the views expressed by these organisations.

Act Against Bullying

A national charity which highlights new forms of bullying, particularly bullying through social exclusion.

www.actagainstbullying.org.uk

Advisory Centre for Education

Advice line for parents on all procedural matters concerning schools.

www.ace-ed.org.uk

Anti-Bullying Alliance (ABA)

Brings together over 60 organisations into one network with the aim of reducing bullying and creating safer environments in which children and young people can live, grow, play and learn.

www.anti-bullyingalliance.org.uk

Beatbullying: CyberMentors

This is a unique programme to tackle cyberbullying. Cyber Mentors are an army of young people who help, assist and support their peers in an online virtual community, as well as on mobiles, helping to safeguard themselves and act as mentors and guides to young people they meet online when chatting, surfing and just generally having fun.

www.need2know.co.uk/relationships/bullying/article1589

Bully Free Zone

Provides a peer-mediation service, written and telephone advice, and provides training for children and young people, parents, teachers, youth workers and other professionals.

www.bullyfreezone.co.uk

Bullying Online

Provides an email advice service for children and young people, as well as online help and information for schools and pupils.

www.bullying.co.uk

ChildLine

Offers a free 24-hour helpline and counselling service for children in distress or danger.

www.getconnected.org.uk/Bullying

Kidscape

Provides training for professionals, courses for bullied children, a helpline for parents of bullied children, and books, videos, free booklets and leaflets about the prevention of bullying, many in several languages.

www.kidscape.org

Miss Dorothy.com

Provides a programme which offers an approach to learning about personal behaviour and safety for 4 to 11-year-olds.

Telephone: 0870 759

3388

National Society of Prevention of Cruelty to Children (NSPCC)

NSPCC aims to end cruelty to children. The society works with children and families, as well as influencing public policy and attitudes.

www.nspcc.org.uk

Parentline Plus

Offers help and support through a range of free, flexible and responsive services by working for and with anyone who is parenting a child.

Telephone: 0808 800 22