

Tairgwaith Primary School



Anti-Bullying Policy

Statement of intent

It is our policy at Tairgwaith to provide for both staff and pupils a **safe working environment where they are free of harassment, intimidation and fear. Pupils and staff have the right to feel happy, safe and included.** 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 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 investigated fairly and dealt with promptly and effectively.

What is bullying?

Bullying is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves (remember STOP – it happens Several Times On Purpose). Bullying is mean and results in worry, fear, pain and distress to the victim/s.

Bullying can be:-

Emotional	being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures, comments towards SEN and disabled pupils)
Physical	pushing, kicking, taking other people's belongings, hitting, punching or any use of violence
Racist	racial taunts, graffiti, gestures, comments against Religion or culture
Sexual	unwanted physical contact. Sexist and sexually abusive comments
Trans phobic Homophobic	because of, or focusing on the issue of sexuality
Verbal	name-calling, sarcasm, spreading rumours, teasing
Cyber	All areas of internet , such as email and internet chat room misuse, Mobile threats by text messaging and calls Misuse of associated technology , i.e. camera and video facilities, all areas of social networking.

Bullying is not

It is important to understand that bullying is not the *odd occasion* of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose (STOP). Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank.

We all have to learn how to deal with these situations and develop social skills to repair relationships.

Where does bullying happen?

It can happen anywhere – in the classroom, in the corridor, in the toilets, in the dining hall, in the playground. Bullying may also happen on the way to and from school. In such cases, the Headteacher is empowered by law to deal with such incidents but must do so in accordance with the school's policy.

At Tai'rgwaith Primary School, we are concerned with our children's conduct and welfare outside as well as inside school and we will do what we can to address any bullying issues that occur off the school premises. The following steps may be taken:

- Talk to the local Community Police Officer about problems on the streets
- Talk to the transport companies about bullying on school buses and in school taxis
- Talk to the Head Teachers of other schools whose children may be involved in bullying off the premises
- Map out safe routes to school for children, linking them to the School Travel Plan
- Discuss coping strategies with parents
- Talk to the children about how to handle or avoid bullying outside the school premise

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.

We believe that we have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and 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 to run 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 or starts stealing money (to pay bully)
- has 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's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & 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

What can you do if you are being bullied?

Wherever you are in school, you have the right to feel safe. Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.

The children were all asked this question and we have included some of their strategies in the list below:

- Try not to let the bully know that he/she is making you feel upset.
- Try to ignore them.
- Be assertive - stand up to them, look at them directly in the eye, tell them to stop and mean it.
- Stay in a group, bullies usually pick on individuals.
- Get away as quickly as you can.
- Tell someone you can trust – it can be a teacher, a teaching assistant, a midday supervisor, a parent, a friend, a brother, a sister or a relative.
- If you are scared, ask a friend to go with you when you tell someone.
- If you don't feel you can talk to someone about it, write it down and post it in the school box
- When you tell an adult about the bullying give them as many facts as you can (What? Who? Where? When? Why? How?).
- Keep on speaking out until someone listens and helps you.

- Never be afraid to do something about it and quick.
- Don't suffer in silence.
- Don't blame yourself for what is happening.
- Call a helpline.

What can you do if you see someone else being bullied?

(The role of the bystander)

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger. The children have also discussed this question and some of the strategies they suggested are listed below:

- Don't smile or laugh at the situation.
- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Shout for help.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.
- Try and befriend the person being bullied.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and post it in the school box.
- Call a helpline for some advice.

Procedures for reporting and responding to bullying incidents

All staff will respond calmly and consistently to all allegations and incidents of bullying at Taigwaith Primary School. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved. The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:

1. Report all bullying allegations and incidents to staff.
2. Staff will make sure the victim(s) is and feels safe.
3. Appropriate advice will be given to help the victim(s).
4. Staff will listen and speak to all children involved about the incident separately.
5. The problem will be identified and possible solutions suggested.
6. Staff will attempt to adopt a problem solving approach which will move children on from them having to justify their behaviour.
7. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
8. Staff will reinforce to the bully that their behaviour is unacceptable.
9. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied

10. If possible, the pupils will be reconciled.
11. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
12. In cases of serious bullying, the incidents will be recorded by staff on an Incident Report Sheet. All reports will be kept in a file in the school Office.
13. In serious cases parents will be informed and will be invited to come into school for a meeting to discuss the problem.
14. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
15. Bullying incidents will be discussed regularly at staff meetings.
16. Reports on serious bullying incidents will be given to the Governors.
17. If necessary and appropriate, the Child Protection Officer in school, Social Services or police will be consulted.

The following sanctions may be used

The children have also discussed this question and some of the sanctions they suggested are included in the list below:

- Apologise to the victim(s) verbally or in writing
- Lose privileges
- Lose playtimes
- Spend playtimes and lunchtimes with an adult
- Parents will be invited in to school
- Report to the Headteacher or Deputy Headteacher
- Be withdrawn from participation in school visit, clubs and events not essential to the curriculum.
- Fixed term exclusion
- Permanent exclusion

Prevention

Whole school initiatives and proactive teaching strategies will be used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur. These can include:

- writing a set of school expectations
- signing a behaviour contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up role-plays
- having discussions about bullying and why it matters
- Anti bullying events e.g. assemblies, Anti bullying week etc
- Support from the School Council and Prefects
- Circle time 'counselling' sessions (whole class/ groups/ individual)
- Introducing playground improvements and initiatives
- Training Y5 or Y6 pupils to be Playground Pals

- Using praise and rewards to reinforce good behaviour
- Encouraging the whole school community to model appropriate behaviour towards one another
- Organising regular anti-bullying training for all staff
- PSE (Personal & Social Education) scheme of work from Nursery to Year 6 used to support this policy

Monitoring and evaluation of the policy

To ensure this policy is effective, it will be regularly monitored and evaluated.

Questionnaires completed by the whole school community, together with surveys, focus groups, children's and parents'/guardians' comments posted in the School Comment Box and bullying incident forms will be used to gauge the effectiveness of the policy.

Following an annual review any amendments will be made to the policy and everyone informed. An annual report will then be issued to governors and parents and the policy will be distributed to all parents.

Sources of further information support and help

There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support available that teachers, parents and children may find useful.

Act Against Bullying 0845 230 2560 www.actagainstbullying.com

Advisory Centre for Education (ACE) 0207 704 3370 www.ace-ed.org.uk

Anti-bully www.antibully.org.uk

Anti-Bullying Alliance (ABA) 0207 843 1901 www.anti-bullyingalliance.org.uk

Anti-bullying Network 0131 651 6103 www.antibullying.net

Beatbullying 0845 338 5060 www.beatbullying.org.uk

Bully Free Zone 01204 454 958 www.bullyfreezone.co.uk

Bullying Online 020 7378 1446 www.bullying.co.uk

BBC www.bbc.co.uk

Childline 0800 1111 (helpline for children) www.childline.org.uk

Kidscape 020 7730 3300 (general enquiry number) 08451 205 204

(Helpline for adults only) www.kidscape.org.uk

NSPCC 0207 825 2500 www.nspcc.org.uk

Neath Port Talbot LEA Pupil Parent Support 01639 763359

- It can be used to carry out all the different types of bullying; an extension of face-to-face bullying
- It can also go further in that it can invade home/personal space and can involve a greater number of people
- It can take place across age groups and school staff and other adults can be targeted
- It can draw bystanders into being accessories
- It includes threats and intimidations; harassment or 'cyber-stalking'; vilification/defamation; exclusion or peer rejection; impersonations; unauthorised publication of private information or images ('happy slapping'); and manipulation

Responding to Cyberbullying

- 1. Support for Parents**
- 2. When and how to contact service provider**
- 3. Mobile Phones**

All UK mobile operators have nuisance call centres set up and/or procedures in place to deal with such instances. The responses may vary, but possibilities for the operator include changing the mobile number of the person being bullied so that the bully will not be able to continue to contact them without finding out their new number. It is not always possible for operators to bar particular numbers from contacting the phone of the person being bullied, although some phone handsets themselves do have this capability. Action can be taken against the bully's phone account (e.g. blocking their account), only with police involvement.

Details of how to contact the phone operators

- O2: 08705214000 or ncb@O2.com
- Vodafone: call customer services on 191 from a Vodafone phone or on any other phone call 08700700191 for Pay Monthly customers or on 08700776655 for Pay As You Go customers
- T-Mobile: call customer services on 150 from your T-Mobile phone or on 08454125000 from a landline, or e-mail using the 'how to contact us' section of the T-Mobile website at www.t-mobile.co.uk

Social networking sites (e.g. Bebo, MySpace, Facebook, Snapchat, Twitter, Tumblr, Pinterest and Piczo)

It is normally possible to block/ignore particular users on social networking sites, which should mean the user can stop receiving unwanted comments. Users can do this from within the site.

Many social network providers also enable users to pre-moderate any comments left on their profile before they are visible by others. This can help a user prevent unwanted or hurtful comments appearing on their profile for all to see. The user can also set their profile to 'Private', so that only those authorised by the user are able to access the site. It is good practice for social network providers to make reporting of incidents of cyberbullying easy, and thus have clear, accessible and prominent reporting features.

Many of these reporting features will be within the profiles themselves, so they are 'handy' for the user. If social networking sites do receive reports about cyberbullying, they will investigate and can remove content that is illegal or breaks their terms and conditions in other ways. They may issue conduct warnings and they can delete the accounts of those that have broken these rules. It is also good practice for social network providers to make clear to the users what terms and conditions are for using the service, outlining what is inappropriate and unacceptable behaviour, as well as providing prominent safety information so that users know how to use the service safely and responsibly.

Contacts for some social network providers

- Bebo: reports can be made by clicking on a 'Report Abuse' link located below the user's profile photo (top left hand corner of screen) on every Bebo profile. Bebo users can also report specific media content (i.e. photos, videos, widgets) to the Bebo customer services team by clicking on a 'Report Abuse' link located below the content they wish to report. Users have the option to report suspicious online activity directly to the police by clicking the 'Report Abuse' link and then clicking the 'File Police Report' button
- MySpace: reports can be made via the 'Contact MySpace' link, which is accessible at the bottom of the MySpace homepage (<http://us.myspace.com>), and at the bottom of every page with the MySpace site
- Piczo: reports can be made within the service (there is a 'Report Bad Content' button at the top of every member page). At the bottom of the home page and on the 'Contact Us' page there is a link to a 'Report Abuse' page. The 'Report Abuse' page can be found at <http://pic3.piczo.com/public/piczo2/piczoAbuse.jsp>
- Facebook: there is a CEOP report abuse button on Facebook pages. Instant Messenger (IM) – it is possible to block users, or change Instant Messenger IDs so the bully is not able to contact their target any more. Most providers will have information on their website about how to do this. In addition, the Instant Messenger provider can investigate and shut down any accounts that have been misused and clearly break their terms of service. The best evidence for the

service provider is archived or recorded conversations and most IM providers allow the user to record all messages. It is also good practice for Instant Messenger providers to have visible and easy-to-access reporting features on their service.

Contacts of some IM providers

- MSN: when in Windows Live Messenger, clicking the 'Help' tab will bring up a range of options, including 'Report Abuse' and there is also an online feedback form at <http://support.msn.com/default.aspx?mkt=en-gb> to report on a range of products including MSN Messenger
- Yahoo!: when in Yahoo! Messenger, clicking the 'Help' tab will bring up a range of options including 'Report Abuse'.

E-mail providers (e.g. Hotmail and Gmail)

It is possible to block particular senders and if the bullying persists an alternative is for the person being bullied to change their e-mail addresses.

The e-mail provider will have information on their website and how to create a new account. Contacts of some e-mail providers:

- Hotmail: there is an online contact form at <http://support.msn.com/default.aspx?mkt=en-gb>
- Gmail: there is an online contact form at http://services.google.com/inquiry/gmail_security_4
- Yahoo!Mail: there is a 'Help' link available to users when logged in, which contains a reporting form.

Video-hosting sites

It is possible to get content taken down from video-hosting sites, though the content will need to be illegal or have broken the terms of service of the site in other ways. On YouTube, perhaps the most well-known of such sites, it is possible to report content to the site provider as inappropriate. In order to do this you will need to create an account (this is free) and log in, and then you will have the option to 'flag' content as inappropriate'. The option to flag the content is under the video content itself. YouTube provides information on what is considered inappropriate in its terms of service see www.youtube.com/t/termssection5c

Chatrooms, individual website owners/forums, message board hosts

Most chatrooms should offer the user the option of blocking or ignoring particular users. Some services may be moderated and then moderators will warn users posting abusive comments or take down content that breaks their terms of use.

Most cases of cyberbullying will be dealt with through the school's existing Antibullying Policy and Behaviour Policy. Some features of cyberbullying differ from other forms of bullying and may prompt a particular response. The key differences are:

- Impact: the scale and scope of cyberbullying can be greater than other forms of bullying
- Targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- Location: the 24/7 and anywhere nature of cyberbullying
- Anonymity: the person being bullied will not always know who is bullying them
- Evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence
- It is possible that a member of staff may be a victim and these responses apply to them too

Support for the person being bullied

- Offer emotional support; reassure them that they have done the right thing in telling
- Advise the person not to retaliate or reply. Instead, keep the evidence and take it to their parent or a member of staff
- Advise the person to consider what information they have in the public domain
- Unless the victim sees it as a punishment, they may be advised to change e.g. mobile phone number
- If hurtful or embarrassing content is being distributed, try to get it removed from the web. If the person who posted it is known, ensure they understand why it is wrong and ask them to remove it
- Alternatively, ask the parent to contact the host provider and make a report to get the content taken down
- Confiscate mobile phone, ask pupil to delete the offending content and say who they have sent it on to
- Contact the police in cases of actual/suspected illegal content
- On some cases, the person being bullied may be able to block the person bullying from their sites and services. Appendix 1 contains information on what service providers can do and how to contact them

Investigation

- Has a potential criminal offence been committed? If so, the police may have a duty to investigate. Police can issue a RIPA (Regulation of Investigatory Powers Act 2000) request to a service provider, enabling them to disclose the data about a message or the person sending a message. This may help identify the bully. Relevant criminal offences here include harassment and stalking, threats of harm or violence to a person or property, any evidence of sexual exploitation (for example grooming or inappropriate sexual contact or behaviour). A new national agency called the Child Exploitation and Online Protection Centre (CEOP) was set up in 2006 to deal with child sexual exploitation, and it is possible to report directly to them online at www.ceop.gov.uk However, it is important to note that it is the sexual exploitation of children and young people, not cyberbullying, which forms the remit of CEOP.
- Staff and pupils should be advised to preserve evidence and a record of abuse; save phone messages, record or save-and-print instant messenger conversations, print or produce a screen-grab of social network pages, print, save and forward whole e-mail messages. Parents should be encouraged to contact the police or service providers to have content removed from sites
- If images are involved, determine whether they might be illegal or raise child protection concerns. If so, contact the school's child protection officer
- Identify the bully
- Any allegations against staff should be handled as other allegations following guidance in Safeguarding Children and Safer Recruitment in Education

Working with the bully and applying sanctions

The aim of sanctions will be:

- To help the person harmed to feel safe again and be assured that the bullying will stop
- To hold the perpetrator to account, getting them to recognise the harm caused and deter them from repeating the behaviour
- To demonstrate to the school community that cyberbullying is unacceptable and that the school has effective ways of dealing with it, so deterring others from behaving similarly
- Sanctions for any breaches of internet/mobile phone agreements will be applied
- In applying sanctions, consideration must be given to type and impact of bullying and the possibility that it was unintentional or was in retaliation

- The outcome must include helping the bully to recognise the consequence of their actions and providing support to enable the attitude and behaviour of the bully to change
- Use the School council to hear the children's point of view regarding cyberbullying
- School staff may request a pupil to reveal a message or other phone content and may confiscate a phone
- Some cyberbullying activities could be criminal offences under a range of different laws including Protection from Harassment Act 1997

To Sum Up

Teachers are asked to be **ACTIVE, VIGILANT** and **SENSITIVE** in their classroom and wider supervisory duties and are reminded that

1. The damaging effects of bullying can be reduced by spotting incidents in their initial stages
2. Bullies are unlikely to operate if they know the risks of being caught are high
3. To ignore incidents can be interpreted by pupils as condoning and giving tacit approval to bullying behaviour