HARTBURN PRIMARY SCHOOL

Hartburn Primary School

Anti-Bullying Policy

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1. Our approach

1.1 Every child at Hartburn has the right to feel safe, respected and happy at school. Bullying gets in the way of all three, so we do not accept it, in lessons, on the playground, online or on the way to and from school.

1.2 We prevent bullying by teaching children to respect each other and by making it easy to speak up. When it does happen, we take it seriously, we listen, and we act.

1.3 This policy follows the Department for Education advice *Preventing and tackling bullying* (July 2017) and takes account of the Equality Act 2010, the Children Act 1989, *Keeping Children Safe in Education* and the Human Rights Act 1998. It sits alongside our Behaviour Policy and Safeguarding Policy.

2. What we mean by bullying

2.1 Bullying is behaviour by one person or a group that is repeated over time and deliberately hurts someone else, physically or emotionally. There is often an imbalance of power, which makes it hard for the person on the receiving end to defend themselves.

2.2 Bullying can take many forms, including:

- hitting, kicking, pushing or damaging belongings
- name-calling, teasing, threats or spreading rumours
- leaving someone out on purpose
- unkind messages, images or comments online

2.3 Bullying is often driven by prejudice, or by real or perceived differences. This includes race, religion or belief, sex, sexual orientation, gender reassignment, disability, special educational needs and family circumstances such as being in care, adopted or a young carer. Prejudice-based language is never acceptable at Hartburn.

2.4 A one-off argument or falling out between friends is not bullying, but we still help children to put it right. Unkind behaviour that happens once can still be serious, and we deal with it under our Behaviour Policy.

3. Online bullying

3.1 Online bullying (cyberbullying) means using technology to harass, threaten, embarrass or target someone. It can include hurtful comments, spreading rumours, sharing private information or images without consent, and threatening messages, on social media, messaging apps or games.

3.2 Online bullying can happen at any time and can reach a lot of people quickly, so it can feel very hard to escape. We take it very seriously and will not tolerate it in any form.

3.3 We act on online bullying that involves our pupils, whether it happens in or out of school hours. Depending on what has happened, we may involve parents and carers, remove access to technology, issue a suspension or refer to outside agencies. If a child's behaviour could be a crime, we will involve the police.

3.4 We encourage children to tell a trusted adult straight away about anything online that upsets them, and to keep the message or picture so we can see what happened.

4. How we prevent bullying

4.1 We work to build a positive culture of support at every opportunity. At Hartburn:

- we teach respect, kindness and difference through our curriculum and assemblies, including RSHE and computing
- our school council is actively involved in this work
- our Playground Friend system helps children who are alone or upset on the playground
- children can share a worry privately using our Worry Monsters
- adults on duty at break and lunchtime watch for children who are left out or upset
- every adult in school is expected to act whenever they see or hear bullying

5. What to do if you are being bullied or you see it happen

For pupils

5.1 Always ask for support. Your happiness is very important, and telling an adult is the right thing to do.

- You can tell any member of staff.
- You can bring a parent or carer, or a friend, with you.
- You can use the Worry Monsters to share a concern.
- A member of staff will help you decide what to do.
- If you see or hear another child being bullied, or bullying someone, tell a member of staff. Telling is not tattling. It helps keep everyone safe.

5.2 Together, you may choose one or more of these options:

- talk to your class teacher
- think of ways to deal with it yourself
- ask the teacher to talk to you and the person upsetting you together
- ask the teacher to talk to the person upsetting you on their own
- ask the teacher to talk to the class about the problem without naming anyone
- report it to the Headteacher

For parents and carers

5.3 If you think your child is being bullied, or is bullying someone, please tell us. You can speak to your child's class teacher, or contact the school office, who will pass your message on. If you are still worried, please ask to speak to the Headteacher. We will listen, and we will tell you what we are doing.

5.4 It helps if you talk privately with your child first and, if you can, write down what has been happening: what, when and who. Please do not approach the other child or their family yourself. Let us deal with it. If you are not happy with how we have handled your concern, you can use our Complaints Procedure.

6. How we respond

6.1 When bullying is reported or suspected, the Headteacher decides what action to take. This will usually involve:

- listening carefully to the child who has been bullied, and to the child who has been bullying
- recording the incident on CPOMS, and telling the staff who need to know
- speaking to the parents and carers of the children involved
- putting a sanction in place where needed, in line with our Behaviour Policy, applied fairly and consistently
- helping the child who has been bullying to understand the effect of what they have done, and to put it right
- monitoring the situation, and checking back with the child who was bullied to make sure it has stopped

6.2 **Supporting the child who has been bullied.** Support depends on the child. It may be a quiet word with a trusted adult, a regular check-in, extra supervision at break and lunchtime, or help from outside services. We will make sure the child knows who to go to.

6.3 **Supporting the child who has been bullying.** We also look at why it happened. A child who bullies may need help too, and we will give it. We will think about any special educational needs or other circumstances.

6.4 **Safeguarding.** If we have reason to think a child is suffering, or is likely to suffer, significant harm, we will deal with the bullying as a child protection concern. The Designated Safeguarding Lead will be involved and, where necessary, children's social care.

6.5 **Prejudice-based incidents.** Racist incidents and other prejudice-based bullying are recorded and followed up within one week. This supports the equality objectives published on our website.

6.6 We will make time to follow things up later and check whether the problem has been resolved.

7. Children who may find it harder to speak up

7.1 Some children are more likely to be bullied, or find it harder to tell someone. This can include children with special educational needs or disabilities, children who are in care or adopted, young carers, and children who are new to the school or the country.

7.2 We make sure these children know who to talk to, and that there is more than one way to tell us. Staff watch for changes in behaviour or mood, and the SENCo will be involved where a child has special educational needs.

8. Bullying outside school

8.1 We respond to bullying that affects our pupils outside school, for example on the way to and from school, in the local area or online, where it is reasonable for us to do so. If we are told about it, we will look into it and act. Where an incident may be criminal or puts someone at risk, we will tell the police.

9. Roles and responsibilities

Governors

9.1 Governors approve this policy, make sure it is being followed, and ask the Headteacher how well it is working.

The Headteacher

9.2 The Headteacher is responsible for putting this policy into practice, for deciding what action to take when bullying is reported, and for reporting to governors.

All staff

9.3 All staff take every report seriously, act on bullying they see or hear, record incidents on CPOMS and pass concerns on to the Headteacher or the Designated Safeguarding Lead.

Pupils, parents and carers

9.4 Pupils are asked to treat others with respect and to tell an adult about bullying. Parents and carers are asked to support the school in teaching respect and to let us know about any concerns straight away.

10. Monitoring and review

10.1 The Headteacher looks at records of bullying incidents to see whether there are patterns, and reports to governors on how the policy is working.

10.2 This policy will be reviewed every two years, or sooner if the law or guidance changes. The next review is due in September 2028.