



## Bullying, Racism and Sexual Harassment (BRASH) Policy

Last Reviewed: July 2018 N. Moores Assistant Head for Behaviour and Attendance

### Statement of Intent

In Aylestone School, Broadlands Primary School and Withington Primary School we are committed to providing a caring, friendly and safe environment for all our students and staff so they can learn and work in a relaxed and secure atmosphere. We believe every member of the federation community has the right to be treated with respect. Bullying of any kind is unacceptable. If bullying does occur, all students or adults should be able to discuss and know that incidents will be dealt with promptly and effectively. We are a **TELLING** federation. This means that **anyone** who knows that bullying is happening is expected to tell the staff. People involved in bullying will be supported to learn different ways of behaving. We recognise that often people who bully have also been affected by bullying themselves.

### What Is Bullying?

ABA defines bullying as *the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power*. Bullying can be physical, verbal or psychological. It includes behaviour such as name calling, spreading hurtful rumours, excluding someone from groups, taking possessions or money, hitting, pushing or kicking and unwanted sexual touch. Cyberbullying has the same effect as face to face bullying but takes place over the internet or through social media platforms. Bullying is often driven by prejudice and can be targeted at someone's gender, culture, religion or perceived sexuality. Children and young people may also find themselves a target because of a disability, disfigurement or illness.

Bullying can be:

Emotional	Being unfriendly, being left-out or excluding, tormenting (e.g. hiding books, threatening gestures)
Physical	Pushing, kicking, hitting, punching or any use of violence
Racist	Racial taunts, graffiti, gestures
Sexual	Unwanted physical contact or sexually abusive comments
Homophobic	Because of, or focussing on the issue of sexuality
Verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber	All areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology such as camera & video facilities

### Objectives of this Policy

The whole federation community should:

- Have an understanding of what bullying is
- Know the federation policy on bullying and follow it when incidences of bullying are reported
- The person affected by bullying should be assured they will be supported when bullying is reported.

## Signs and symptoms

The whole federation will be vigilant in looking for signs of bullying which may include any of the examples below:

- Showing concern about the journey to school
- Appearing unwilling to go to school or begins truanting
- Becomes withdrawn, anxious or lacking in confidence
- Has difficulties sleeping
- Comes home with clothes torn or possessions 'missing' or damaged
- Dinner or other money continually 'lost'
- Unexplained cuts or bruises
- Appears afraid to use the internet or mobile phone

These signs and behaviours could indicate other problems but bullying should be considered a possibility and should be investigated.

## Aylestone School procedures

### How staff will respond to reports of bullying:

- Let the student or adult know you are prepared to give time to listen
- Agree a time to meet with the person reporting bullying if it seems more appropriate
- Skills for effective listening include:
  - Making eye contact
  - Sitting at student level
  - Repeat and clarify what the student tells you
  - Be comfortable with silence
  - Summarise the problem
  - Resist advising and interpreting
- Use the restorative justice question format:
  - *What happened?*
  - *What were you thinking?*
  - *How were you feeling?*
  - *Who do you think has been affected?*
  - *What do you need to happen now?*
- Inform the person of the school procedures on responding to reported incidents of bullying (see school procedure flow chart in this policy)
- A member of staff should start to complete the BRASH incident sheet or a BRASH allegation form (adapted as necessary for an adult referral).

### Parents - What to do if your child is being bullied:

1. Talk calmly to your child about the situation. Let them know that something can be done to try to stop the bullying.
2. Note down what your child says:
  - Who was involved?
  - How often it has occurred?
  - Where it is happening?
  - What has happened?
3. Reassure your child that they have made the right choice in telling you.
4. Let your child know that they should report any further incidences of bullying to a teacher and yourself.
5. Make an appointment to talk to your child's Form Tutor or Achievement Co-ordinator.
6. College will investigate the allegation promptly and take all steps possible to ensure your child feels safe.
7. You are welcome to request a copy of our college BRASH policy.

8. Keep a diary of any further incidents of bullying reported by your child.
9. If you are not satisfied with our response and believe we are not following our college policy, you can request a meeting with the Head Teacher.
10. If you feel this has not resolved your concerns you can speak to a Governor.
11. You may also request a copy of the college's complaints policy by writing to the Head Teacher.

#### **Outcomes:**

- Reports of bullying will be investigated by the Form Tutor, Achievement Co-ordinator (AC) or Senior Leader (SLT).
- At Aylestone School we have chosen to adopt a Restorative Justice approach to handling incidents of bullying. This approach involves supporting people to express their thoughts, feeling and ideas of how they would like to move the situation forward so there is no further harm between those involved.
- This approach involves all parties meeting to discuss the incident. Any meetings will be risk assessed to ensure all parties feel safe for the meeting to occur.
- Parents/carers will be informed of any reports of bullying.
- All contact with students and parents/carers will be recorded by the school.
- People involved in bullying will be supported to learn different ways of behaving.
- Sanctions will be considered according to the seriousness of the incident. These may include fixed term exclusion or even permanent exclusion as a last resort.
- Cases will be monitored to ensure there are no reoccurring incidences of bullying.
- The school keeps records of bullying incidents and reports this to the local authority as required.
- People are asked to complete an evaluation form following the restorative justice meetings.
- Staff complete a BRASH incident log and/or a BRASH incident sheet, following which the AC or SLT member will consider further investigation or sanctions if appropriate.

## **Broadlands Primary School**

Every child has a right to personal safety and the issue of bullying will be taken seriously at school. At Broadlands Primary School we treat all aspects of bullying equally seriously. Our children get one chance with their education. Events in their education stay with them for life. It is, therefore, our aim to create positive experiences for our children and to make their primary school days memorable for all the right reasons.

However, in order to do this effectively we all need to understand the definition of bullying. It is just as important to understand what bullying is and what it is not, as the words "bully" and "bullying" can often be used inappropriately. Bullying is not a single unpleasant incident in the playground.

There is one simple, overriding aim of this policy – to protect all our children, allowing them to flourish.

Parents of both parties are informed of what has happened when necessary and how it has been dealt with. It is vital that everything that happens is carefully recorded in a clear and factual way.

If the bullying continues and counselling has not worked, then sanctions follow. It is important that counselling is maintained for both parties, even when sanctions have been applied.

The assistance of external agencies may be sought.

#### **As pupils:**

If you are being bullied or you know that someone else is, please tell us straight away and it will be dealt with. Not telling means that the victim will continue to suffer and the bully will carry on, probably with others too. We all have a responsibility to make sure that bullying is NOT allowed to continue in our school.

### **As Parents:**

If you think your child may be being bullied, or they tell you that they are, please let us know straight way. Please reassure them that we will deal with it sensitively but firmly. If your child tells us they are being bullied, or we discover that they are bullying others, we will contact you, when necessary and will discuss together how the situation can be improved.

### **As Staff:**

If you think the bullying is happening, talk to the pupil concerned and ask them what has been happening. Either ask them to write it down, or do so yourself, so that it can be passed to the appropriate member of staff. We need to be particularly vigilant at break times. These are times when victims are more vulnerable and bullying is not easily seen.

### **Strategy for Dealing with Bullying**

The following is a list of strategies available to staff, depending upon the perceived seriousness of the situation. The emphasis is always on a caring, listening approach as bullies are often victims too – that is why they bully.

- Discussions at length with the victim. This will require patience and understanding. Remember LISTEN – BELIEVE – ACT.
- Identify the bully / bullies. Obtain witnesses if possible. Advise the Assistant Head Teachers when this course of action is deemed appropriate.
- Discussion with the bully. Confront them with the details and ask them to tell the truth about the situation / incident. Make it clear that bullying is not acceptable at Broadlands Primary School.
- If they own up, follow the procedure outlined in the next section of this policy.
- If they do not own up, investigate further. If it is clear that they are not telling the truth, continue with the procedure. Children usually own up if presented with all the facts.
- Separate discussions with parents of bully and victim.
- Sanctions for the bully may include withdrawal from activities, loss of playtimes, exclusion from school during lunchtimes, exclusion from school, depending on the perceived severity of the incidents.
- Continue monitoring the situation by observing at playtimes / lunchtimes and having discussions with the victim, to ensure no repetition.
- As the behaviour of the bully improves, then sanctions can be relaxed and the child should be praised for good behaviour. This will rebuild the child's self-esteem, which may have been damaged after being caught bullying, or could have been low anyway, hence the bullying.

In order to be better placed to identify incidents of bullying and the identities of bullies at Broadlands Primary School, we have agreed to carry out the following:

- All staff watch for early signs of distress in pupils.
- All staff LISTEN – BELIEVE – ACT.
- The children will be continually advised to tell someone if they are unhappy at school and the Childline number will be displayed clearly in school.

If bullying is reported to any member of staff they will complete a Bullying Incident Form. Having completed the form appropriately, a copy will be taken for the class teacher's records and the original will be placed centrally in the file in the Head Teacher's Office.

The parents of victim and bully will be contacted and informed that an investigation is ongoing. They will be invited in to school. This will be done at separate times. Minutes/A record of the meeting will be taken. All parties will be informed of the outcomes of the investigations. The matter will be reviewed and monitored.

## Withington Primary School

- Withington Primary and Nursery complies with Herefordshire Council guidance on anti-bullying [http://www.herefordshire.gov.uk/docs/Education/anti-bully\\_policy\\_final\\_front\\_page.pdf](http://www.herefordshire.gov.uk/docs/Education/anti-bully_policy_final_front_page.pdf)
- Our school “Anti-Bullying” policy should be read in conjunction with our “Safeguarding Children”, “Behaviour” “Equal Opportunities” and Race Equality” policies

The school works hard to ensure that all pupils know the difference between bullying and simply “falling out”.

### Anti-Bullying Statement

Withington Primary School and Nursery actively promotes anti bullying. All classes and communal areas display information describing what bullying is and what the consequence of bullying will be.

They are for all staff, parents, children and visitors to read and understand that we view all aspects of bullying as unacceptable.

Awareness of anti-bullying is regularly promoted through the school year with an at least annual focus on anti-bullying through SEAL, circle time and involvement of the school council.

### How staff will respond to reports of bullying

- **Bullying Report Sheet Log** - All staff will record incidents of bullying and keep on files in the Head of Learning’s office.
- All reported incidents of bullying will be investigated and taken seriously by staff members. A record will be kept of incidents. The Class teacher of the victim will be responsible for this and will be required to give a copy of the report and the action taken to the Head of Learning. Older pupils may be asked to write a report themselves. In order to ensure effective monitoring of such occurrences, and to facilitate co-ordinated action, all proven incidences of bullying should be reported to the Head of Learning.
- If bullying includes racist abuse then it should be reported to the Head of Learning to be recorded in the Racial Incident Book.
- Upon discovery of an incident of bullying, we will discuss with the children the issues appropriate to the incident and to their age and level of understanding. If the incident is not too serious, a problem-solving approach may help. The adult will try to remain neutral and deliberately avoid direct, closed questioning which may be interpreted as accusatory or interrogational in style. Each pupil must be given an opportunity to talk and the discussion should remain focused on finding a solution to the problem and stopping the bullying recurring.
- Victims who are worried about openly discussing an incident when the aggressors are present can be encouraged to go the teacher with a piece of work, using this as a reason to speak to the teacher. Victims need to feel secure in the knowledge that assertive behaviour and even walking away can be effective ways of dealing with bullying. Using the buddy system possibly with pupils who already hold a position of responsibility, such as School Council members or playground monitors may also be beneficial.
- Any child being hit in any way by another will be encouraged to report this immediately to a teacher who will deal with the matter as soon as is possible.

### Parental Involvement

The parents of bullies and their victims will be informed of an incident and the action that has taken place and asked to support strategies proposed to tackle the problem.

## Outcomes

The bully will be reminded of the possible consequences of bullying and the sanctions for repeated incidents will be clearly explained to him/her. (See table below – Persistent bullies may be excluded from school). A monitoring tool/behaviour records sheet may also be used, usually incorporating a reward for achieving desired behaviours.

Parents are reminded regularly through letters and newsletters to inform their children that they must tell someone should they ever be bullied. Keeping information from the school, or from their parents will never help a problem to be solved, and will prolong the period a victim has to suffer.

## Sanctions – For the child displaying bullying behaviours

First time	Details of what you did will be written down and kept You will be told what you did wrong and told not to do it again You will lose at least five minutes of your weekly Golden Time or other privilege.
Second Time	Details of what you did will be recorded. You will be given a break time detention and lose at least five minutes of your weekly Golden Time or other privilege. A meeting will be set up to discuss what has happened with your parents/carers.
Third time	Details of what you did will be recorded and your parents/carers asked to come to school again. Your behaviour will be recorded for a week using a wave 3 booklet One week later your parents/carers will be asked to come into school to talk about how you have improved
<b>If the bullying is very serious or you do not stop</b>	<ul style="list-style-type: none"><li>• The chair of Governors will be informed</li><li>• You could be excluded from school</li></ul>

## Outside Agencies

Whilst there is little history of bullying at Withington Primary, we believe that one case is one case too many and we believe it is essential to constantly review this policy to ensure we are in a position to strengthen our approach to this issue. Where necessary we have and will call on outside resources such as the Behaviour Support Service and NSPCC to provide advice and support. This policy is seen as an integral part of our Behaviour and Safeguarding Children Policies.

## HELP & SUPPORT ORGANISATIONS:

Advisory Centre for Education (ACE)  
Children's Legal Centre  
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)  
Parentline Plus  
The Bullying Helpline  
Bullying Online  
Beat the Bully

0808 800 5793  
0845 345 4345  
0845 1 205 204  
0808 800 2222  
0800 1111  
[www.bullying.co.uk](http://www.bullying.co.uk)  
<http://www.beatbullying>