WEST DEAN C OF E PRIMARY SCHOOL

BEHAVIOUR AND ANTI-BULLYING POLICY

Policy Review Information	
Reviewed By	Head Teacher, Staff and Governor Working Party
Ratified By	Governing Body
Review Frequency	5 years
Policy Reviewed and Agreed	September 2015
Next Policy Review Due	Summer 2020

West Dean CE Primary School
Behaviour and Anti Bullying Policy

Aims and Expectations – Our 'Behaviour Statement'

At West Dean School we aim to 'help pupils to take responsibility for their own behaviour and learning'. We foster respect for all, including ourselves.
We aim;

- For every member of the school community to feel valued and respected, and that each person is treated fairly and well. We are a caring Christian community, whose values are built on mutual trust and respect for all.
- To support the way in which all members of the school can live and work together, respecting one another's rights, during the school day and outside school hours.
- To promote a happy, safe and secure environment which helps children to become positive, responsible and increasingly independent members of the school and the wider community.
- For every member of the school community to be polite and considerate towards others and to be responsible for their actions.
- For all pupils to be encouraged to make the right choice with their behaviours.
- For all children to be treated fairly and consistently, with responses tailored to individual needs, cultural, religious and social backgrounds.
- For all children to approach any member of staff with their concerns, knowing that their concerns will be listened to and acted on appropriately.
- To promote and value good behaviour, as this will develop an ethos of kindness and co-operation, rather than merely deterring poor behaviour.
- To carefully investigate any allegations or suspicions of bullying quickly, and to take appropriate action to stop it, where necessary. The Headteacher is always involved.
- For the school's approach to responding to behavioural issues to be multi-layered, from gentle reminders to exclusion.

School Charter and Rules
The School Charter and Rules exist for the health, safety and wellbeing of children and adults alike and are kept to a minimum.

- Clear routines and expectations for lesson times, play-times, lunch-times and the beginning and end of the school day; including travel to and from school.
- The School Charter is reviewed by staff and pupils at the beginning of each academic year. The Headteacher and pupils review, re-work or add to this in a whole school assembly. The agreed School Charter is displayed throughout the school. Each class teacher discusses the School Charter with their class and reinforces the principles.

Rewards/Positive Reinforcement
As a school we believe that recognising, praising and rewarding good behaviour and effort is more important and effective than any sanctions.

- The school adults congratulate children and recognise their achievements and good behaviour.
- School adults award children team points or 'stickers' etc in line with their class routine.
- Where behaviours have been identified as exceptionally good for any reason, other school adults may celebrate this with the child or class, and may inform parents as appropriate.
- Significant achievement or effort is rewarded by our weekly Acorn Awards after our Worship on a Friday. Certificates are sent home to these pupils and their names, photographs and achievements

are displayed on our Oak tree in the Entrance Area. These achievements are also celebrated in our newsletters.

Sanctions

We employ a number of sanctions to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation and child.

The emphasis is on the child understanding why certain behaviour is unacceptable and on the child taking responsibility for themselves and their actions. Whenever possible the class teachers and teaching assistants will deal with situations, only involving the Headteacher when really necessary.

- If a child's behaviour is mildly disruptive:
  - Staff may give a quiet warning, sometimes merely by making eye contact.
  - Staff may discuss the behaviour, giving the child a choice.
  - Children may miss part of a playtime.
  - Depending upon the choice the child makes, the member of staff may employ a further sanction, such as removal from the situation etc.
- Staff have the legal right to ask children to 'empty their pockets', bags, drawers, pencil cases etc and confiscate any inappropriate items from pupils, for example – music players, phones, dangerous items etc.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the school adult stops the behaviour and takes action to ensure it does not recur.
- If a child threatens, hurts or upsets another pupil, the school adult deals with the situation in the first instance. The incident is noted, if appropriate, and discussed with the Headteacher where necessary. In any case of bullying, the Headteacher is informed.
- If a child repeatedly acts in a way that disrupts or upsets others, the Headteacher becomes actively involved.
- If necessary, school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- Temporary or permanent exclusion are available as a last resort if behaviours are persistently disruptive to learning despite all other sanctions, or of a nature which is severely dangerous to self, others or property. In these cases, West Sussex County Council's guidelines for exclusion, record keeping and the involvement of parents are followed.

The Role of School Adults

- It is the responsibility of the school adults to ensure that the School Charter is enforced throughout school.
- The school adults have high expectations of the children in terms of behaviour, and they strive to ensure that all children behave their best.
- The school adults teach the children to set examples of good behaviour, support other children with their behaviour and to understand the difficulties some children may have.
- The school adults treat each child fairly, with respect and understanding and enforce the School Charter consistently.
- School adults will risk assess activities to reduce the likelihood of behavioural issues occurring.
- We expect parents to support children's behaviour, and to co-operate with the school, as set out in the home-school agreement. We aim to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour. We encourage parents to inform school of their concerns.

- Where behaviours are reported 'after the event', school adults will listen and investigate carefully, taking appropriate action.
- All school adults will listen to children's concerns about other children's behaviours and respond appropriately in line with this policy.
- All members of staff are aware of the legal powers for them to use 'reasonable force' set out in the Education and Inspections Act 2006 to prevent pupils from committing a crime or causing injury, damage or disruption. Staff only intervene physically to restrain children if a child is in danger of hurting him/herself or others: this is as a last resort and not a punishment. The actions that we take are in line with government guidelines on the restraint of children appropriate to the needs of each individual child.
- If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concerns about the way that their children have been treated, they should initially contact the class teacher or Headteacher. If the concern remains, they should contact the school Chair of Governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.
- In cases where a child has additional needs (SEN) in terms of behaviour, (eg: continuous disruptive behaviour), the SEN team will involve outside agencies to support the child and school community.
- Where behaviours raise Safeguarding concerns, the Headteacher will be involved in taking appropriate action, in line with the school Safeguarding policy.

The Role of the Governors

- The governors support the Headteacher and all school adults in following this policy.
- The Headteacher has the day-to-day authority to implement the school behaviour policy, but governors may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.
- The governing body has the responsibility to review this policy and its effectiveness through regular monitoring.
- The governing body reviews this policy every five years, but may review or amend it at any time in the light of new government regulations or as the result of recommendations received.

Bullying Behaviours

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors, 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 towards any member of the school community be they a child or adult.

West Dean CE Primary School's Definition of Bullying.

Bullying is when you as an individual or as part of a group intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion.

It can include

- Bullying related to race, religion or culture
- Bullying related to special educational needs

- Bullying related to appearance or health
- Bullying related to sexual orientation
- Bullying of young carers or looked after children, or related to home problems
- Sexist or sexual bullying
- Cyber bullying

The school works hard to ensure that all pupils know the difference between bullying and simply "falling out". Friendship fallouts occur at times and occasionally there will be conflict between pupils. Bullying occurs where there is an imbalance of power.

Bullying of any kind is unacceptable at our school. West Dean CE Primary School will not tolerate bullying between any members of its community be they staff, pupils or the wider community. 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. Bystanders have a responsibility to tell an adult in school or a peer/friend if they are concerned that bullying is occurring.
Where bullying exists the targets must feel confident to speak up to end the bullying. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti bullying ethos in the school.

Who can you tell?
Any teacher, Teaching Assistant, Rev Kev, a governor, parents and friends.
Adults in our school should talk to the Headteacher or a governor if they feel they are the target of bullying or harassment.

Who has responsibility?
- Everyone
- Governors will review the policy and outcomes
- Headteacher will review any incidents and report to governors
- Teaching staff will deal effectively with any bullying incidents they are aware of and report to the Headteacher
- Pupils will tell an adult if they see or hear any bullying actions towards any member of the school community
- Parents will support the pupils by ensuring that the pupils communicate any concerns that they have as soon as possible
- Everyone will take care to know the difference between occasional fall outs and bullying

Prevention is better than cure so we will be vigilant for signs of bullying and always take reports of incidents seriously. Staff are on duty around the school at social times to prevent any incidents of bullying. We use the PSHE curriculum, assemblies and theme weeks to reinforce the ethos of the school and help pupils to develop strategies to combat bullying type behaviour. We seek best practice form other agencies to support our work on promoting equality and celebrating diversity.

Tiered Response to Bullying at West Dean CE Primary School

1. Friendship Fallout or Isolated Incident between Pupils – Not Bullying
   Restorative Conversation / Apology - Actioned by teacher (Parents not necessarily informed)

2. Repetition of behaviours towards others which causes upset or distress – **Potentially** Bullying Behaviour

First Instance – Restorative Justice / Apology / restate expectations about acceptable behaviour towards other (Tolerance and Respect: school charter) – Actioned by teacher (Parents may be informed)

Repetition towards same person or another person – Restorative Justice / Apology AND Sanction (Parents informed)

3. Continuation of behaviours towards others which fit the West Dean CE Primary School definition of Bullying – Bullying Behaviour

Bully Meeting Actioned by teacher, Headteacher may be involved and possibly parents
Actions agreed to support the bully in changing behaviours

4. Persistent behaviours towards others which fit the West Dean CE Primary School definition of Bullying – Bullying Behaviour

Second Bully Meeting Actioned by teacher, Headteacher may be involved. Parental involvement required
Actions agreed to support the bully in changing behaviours

5. Continued persistent choices which fit West Dean CE Primary School definition of Bullying – Bullying Behaviour

Outside agency support sought – moves towards exclusion if this is extreme

At West Dean, we never intend to have to use any physical force with any other person. We accept, however, that there may be rare instances when this is necessary, and so include this in our policy:

Reasonable force
The guidance states that there is no legal definition of when it is reasonable to use force. However, to be judged lawful the force used must be in proportion to the consequences it is intended to prevent.

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:
a) committing an offence
b) causing personal injury or damage to the property of any person (including the pupil himself); or
c) prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

Section 95 advises on whom these powers apply to:

A teacher who works at the school. Any person whom the head has authorised to have control or charge of pupils. This includes support staff whose job normally includes supervising pupils such as teaching assistants, learning mentors and lunchtime supervisors. This can include people to whom the head has given temporary authorisation to have control or charge over pupils such as paid members of staff whose job does not normally involve supervising pupils (for example, catering or premises-related staff). Unpaid volunteers (for example, parents accompanying pupils on school organised visits). These powers can be used when pupils are on school premises or on school visits (including pupils from other schools who are visiting the school).

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Appendix: School Charter
Relevant Sections of the Education and Inspections Act 2006
West Dean Anti Bullying Charter

West Dean CE Primary School Anti-Bullying Charter

Bullying is when you as an individual or as part of a group intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion.

As a school we will:

- Take bullying seriously when it is reported
- Support the victims of bullying and help them to feel safe within school
- Take action against the bully/s and support them in changing their behaviour
- Work with parents/carers of any pupil who is involved in bullying to support and encourage the student/s in finding solutions

As a pupil I will:

- As part of West Dean CE Primary School community I have a responsibility to help combat bullying by supporting other pupils
- I will not gang up on other students
- I will not join in when students are making fun of another student, even if I feel I cannot stop it
- I will not turn a blind eye to victimisation or bullying, I will tell someone
- I will follow the acceptable language guidance

If I see someone being bullied I will:

- Tell my teacher or find another member of staff who I can speak to and report it

If I am being bullied:

- I will report it to my teacher or another member of staff who will listen and support me
- I know that I can speak to friend who will listen and support me
- I know action will be taken against the person who is bullying me

If I display bullying behaviour:

- I accept that my behaviour will have to change straight away
- I will be listened to and helped to find out why I am behaving in this way and how I can stop
- I will accept support and encouragement to change my behaviour
- I accept if I continuously bully people I will be punished and my parents will need to know

Our School's Charter:

1. I will always do my best in everything I do.

2. I will ask for help when I need it.

3. I will treat people in the way I would like to be treated myself.

4. I will respect and look after our school and everything in it.

Reviewed and agreed with children and adults in school September 2015