

**ANTI-BULLYING POLICY**  
**St Thomas More's Catholic Primary School**

**The mission of St Thomas More's School is 'to educate and inspire every child to fulfil their unique giftedness in a loving Catholic community'.**

**RATIONALE**

**'My command is this: Love each other as I have loved you'**  
**John 15:12-13**

We believe that bullying is the deliberate use of words or actions to upset or hurt others. All children have the right to feel safe and secure at school as stated in our schools aims:

**'We aim to provide a loving, Catholic environment by ensuring that everyone feels happy, secure and valued'**

These are derived directly from our Mission Statement.

The school has in place many strategies for dealing with unacceptable behaviour and this includes bullying. Circle time has been incorporated into our timetable. Children are given regular opportunity to discuss their feelings and responses to situations. See also Personal, Health and Social Education Policy.

**AIMS**

1. to prevent bullying by any member of the school
2. to encourage children to tell an adult about any incidents of bullying they have experienced or witnessed
3. to help members of the school to feel positive about themselves
4. to help the children be assertive and non-aggressive
5. to involve all members of the school community in adopting our anti-bullying policy

**PROCEDURE FOR DEALING WITH COMPLAINTS OF BULLYING**

- 1 The Class teacher will interview victim and alleged perpetrator and reach an agreed resolution.
- 2 If this does not resolve the issue then also interview witnesses.
- 3 The Headteacher will record any instances referred directly and then discuss with class teacher.
- 4 Any incident will be recorded on a standard proforma which should be copied and sent to the Headteacher.

- 5 Confirmed cases of bullying will be dealt with in the first instance by detention, second by contacting the parent.
- 6 After the initial investigation has been completed, the parents of the complainant will also be informed that the sanctions have been put in place. Alternatively, they will be informed that there was no substance to the complaint and the situation will continue to be monitored.
- 7 Further sanctions apply as stated in the behaviour policy – See **Strategies for dealing with persistent or extreme behaviour** section
- 8 Duty Teacher or Lunchtime play assistant will be informed of any confirmed reports so that there can be 'bully watch' at playtimes. Any incidents to be reported to the class teacher and item one of the procedure is put into operation.
- 9 The name of any pupil, who is on "bully watch", will be disseminated to all staff via a memo so that everyone can be vigilant.

### **Monitoring**

This Policy to be monitored by the SENCo and leadership team through scrutiny of the incident sheets who will support colleagues with classroom resources and strategies.

Approved at Admissions and Pastoral Committee: 13<sup>th</sup> February 2017

Review: Bi-annually

Review date: November 2018

### **Guidelines**

- All incidents to be fully investigated and recorded in the same way as all behaviour incidents (see Behaviour Policy)
- Relevant staff to be informed – class teacher, Headteacher, teaching assistant
- All reported incidences of bullying to be recorded in the bullying file – separate proforma for parents and children. This is kept in the school office.
- If the complaint is upheld the child will be placed on 'bully-watch' – this involves informing all relevant staff. At the end of each period of the day, playtimes especially, the child has to report to the adult on duty in order to have their card signed.
- Name to be recorded on staff room notice board.
- Parent to be informed that their child has been bullying, and the sanctions to be put in place
- Teacher to use professional judgement as to whether they need to be seen in school at this stage or just contacted in the usual manner
- Victim's support to be discussed with relevant personnel
- Parents of victim to be informed and assured that the policy is being followed – it may be useful at this stage to offer the parents a copy of the policy, pointing out where we are in the process – confidentiality regarding bully must be maintained
- If concerns continue, discuss with SENCo about offering outside agency support
- Situation to be constantly reviewed
- Summary of incidents to be reported to Admissions and Pastoral Committee annually.

**RECORD SHEET IN RESPONSE TO BULLYING COMPLAINT**

Reported to:	Date:
Incident:	
Victim's viewpoint:	
Perpetrator's viewpoint:	
Independent witnesses:	
Action:	
Parents informed: Yes/No	
Follow-up required: Yes/No	
Outcome:	