

# **TERRINGTON ST. CLEMENT COMMUNITY SCHOOL** **ANTI-BULLYING POLICY**

## **THE SCHOOL'S APPROACH**

Terrington St. Clement Community School aims to help all pupils and their families understand what bullying really is. We teach pupils bullying is deliberately hurtful behaviour; it is repeated over time and there is usually an imbalance of power, which makes it hard for those being bullied to defend themselves. Bullying is a **persistent, deliberate attempt to hurt or humiliate someone.**

Parents and carers of the victim(s) and perpetrator(s) are encouraged to work closely with the school staff in reaching a satisfactory conclusion to incidents of bullying.

We aim to achieve this, in partnership with pupils, parents and carers, in the following ways:

- taking a firm and public stand against bullying in our school
- raising awareness of the problem through Personal, Social and Health Education and communications to parents
- raising awareness with pupils through lessons, school rules and assemblies
- implementing anti-bullying strategies
- taking part in national anti-bullying events
- listening to pupils and their parents
- staff training
- increasing awareness of pupils to act as an extra 'set of eyes and ears' to identify and report bullying

We recognise bullying exists in every school. Pupils are encouraged to care for one another through following the whole school code of conduct – Good to be Green.

Terrington St. Clement Community School takes the concerns of our pupils seriously and at the earliest possible opportunity. Staff follow the agreed procedure:

1. When a pupil says they are being bullied, or if a pupil reports seeing or hearing bullying, staff must acknowledge this. Staff will be made aware of possible signs of bullying and react accordingly in line with this policy.
2. All disclosures of bullying will be taken seriously and where allegations of bullying are against the child's own family, staff will not investigate but will record this on the CPOMS system and the Senior Designated Person for Child Protection will take over the matter. If necessary, a referral to Children's Services will be made.
3. All other incidents will be investigated: all parties concerned will be spoken to individually to gather all perspectives.
4. The incident is logged on CPOMS (*see following paragraph*)

5. If normal school procedures do not achieve a satisfactory solution, all parties meet and agree a method of following up the incident and a means to communicate the results to parents/carers – ie: email, phonecall, letter. At this point a follow up date is also agreed. Notes are taken at any meeting and circulated to all present. A copy is also uploaded onto CPOMS to ensure all records are stored electronically,
6. Where a problem has not been resolved, the school's strategy will be reviewed and further advice sought from Norfolk Children's Services Anti-Bullying Advisor.
7. Incidents are reported to governors as part of the headteacher's report so governors are able to judge the effectiveness of the school's approach to managing bullying.

### **LOGGING AN INCIDENT**

All incidents of bullying are logged on CPOMS. The report must include the following information and all linked pupils must be added and any staff who have regular contact with the pupils:

- date, time and location of alleged incident
- date and time incident reported and acknowledged
- nature of the alleged incident
- details of any injury to the victim(s)
- member of staff to whom the incident was reported and acknowledged
- alleged victim's name. year, form / group & alleged perpetrator's name. year, form / group
- details of witnesses and their report of the incident
- parents of victim(s) informed
- parents of perpetrator(s) informed
- details of immediate action taken
- details of follow-up

### **CONCLUSION**

By following this policy, we at Terrington St. Clement Community School seek to maintain a high profile for the anti-bullying policy and build a strong ethos of anti-bullying in our school.

Reviewed August 2018