



## ANTI-BULLYING POLICY

School Name	Ysgol Porth y Felin
Policy Name	Anti bullying policy
Date Policy formally approved by Governing Body:	14.3.23
Date Policy becomes effective:	14.3.24
Review Date(s):	Spring 2024
Person(s) responsible for implementation of the policy:	Guto Rhys
Named Governor:	Gaynor Noon, Claire Cutts
Signed: (Head teacher)	Paul Thomas
Signed: (Chair of Governing Body)	Gaynor Noon

### 1. Aims and objectives of the policy

Everyone at Ysgol Porth y Felin has the right to feel welcome, secure and happy. Bullying of any sort prevents this being able to happen and prevents equality of opportunity. It is everyone's responsibility to prevent this happening and this policy contains guidelines to support this ethos.

Where bullying exists the children and parents must feel confident that the school will deal with it effectively. It is our aim to challenge attitudes about bullying behaviour, and educate and increase understanding about bullying, and how to prevent it from happening, building an anti-bullying ethos in the school.

### 2. Our Aims

- To eliminate all forms of bullying including prejudice-driven bullying at Porth y Felin
- Using the KiVa scheme, promote a common understanding of what bullying is and educating pupils on everyone's role when bullying occurs – be it a victim, bully or a bystander.
- To develop positive approaches and attitudes to the diverse needs of others and enable children to be responsible and active members of our diverse society.
- To fulfil the school's statutory responsibility to respect the rights of our pupils, to safeguard them and promote their welfare
- To protect the wellbeing of the whole school community and give appropriate messages to staff, pupils and parents/carers
- KiVa is based on three main elements: prevention, intervention and monitoring.

Objectives – how we plan to achieve our aims

- We will ensure that parents, staff and pupils know about the KiVa Anti-Bullying scheme, our Anti-Bullying Policy and understand the nature of bullying and its effects on individuals and communities
- We will promote a culture of respecting ourselves others through KiVa's whole school programme in the Foundation Phase and Key Stage 2
- We will maintain the focus on respecting ourselves and others through: fortnightly KiVa lessons, where pupils will be taking part in anti bullying activities and lessons.

- We will demonstrate that bullying behaviour is unacceptable through imposing sanctions and we will take action to safeguard targeted individuals and groups. This will happen through a framework of recording incidents and follow a step by step guide through the KiVa scheme.
- We will record all incidents of bullying and monitor for re-occurring themes and the effectiveness of strategies for preventing bullying
- We will challenge children who exhibit bullying behaviour in a firm and non aggressive way and provide them with support to change their problematic behaviour

### **3. Links to national guidance and other school policies**

This policy has been developed with reference to the following Welsh Government documents:

The 'Rights, Respect, Equality' Document, which was published in 2019

<https://gov.wales/sites/default/files/publications/2019-11/rights-respect-equality-statutory-guidance-for-governing-bodies-of-maintained-schools.pdf>

We also follow KiVa Guidelines for our Anti-Bullying procedures to deal with incidents, and we follow KiVa material to educate the pupils and staff. More information can be found below on their website

<https://www.kivaprogram.net/what-is-kiva/>

This policy should not be seen in isolation as it has clear links with the following school policies:

- School Behaviour
- Safeguarding Children
- Personal and Social Education (PSE)
- Equalities
- Staff Disciplinary
- Internet safety

### **4. Definitions and terminology**

Bullying can have many definitions, be deliberately hurtful behaviour, targeting an individual or group that is often repeated over a period of time, although we recognise that a one off incident which leaves a victim traumatised could be categorised as bullying.

Bullying can take the following forms:

- Physical – including: physical assault, taking or damaging belongings, sexual harassment and aggression
- Verbal – including: name calling, insulting, making offensive remarks and threatening
- Indirect – including: spreading nasty rumours or stories about someone and exclusion from social groups
- Discrimination or prejudice – based on children's appearance, religion, race, culture, sexuality and educational ability.
- Cyber bullying – including: using mobile phones and the internet (including social networking sites, e mail, video and instant messaging) to deliberately upset or threaten someone

### **5. Prevention of Bullying**

We use the KiVa Bullying Prevention Programme to help prevent all forms of bullying. The programme was developed in Finland and has been used in the UK since 2012. The programme has been shown in large scale studies to be highly effective in reducing bullying in schools. The KiVa 'curriculum' is taught to all classes in years 3-6. Each lesson lasts for approximately 45 minutes and is delivered once a fortnight.

During lessons the children typically learn about respecting others, including everyone, how to function in a group and how to help someone who is being bullied. The lessons are complimented by the KiVa computer game where students go into a virtual school and practice anti-bullying actions.

The goal of the curriculum work is to educate students about their role in stopping bullying. Instead of being 'silent approvers' or 'assistants to the bully', children start to support the victimised child, developing a shared sense of responsibility within the class. At the end of each lesson, each class develop and agree on an anti-bullying class rule.

In Reception, Year 1 and 2 classes we follow the KiVa strategies and messages. We teach lessons related to friendships and anti-bullying.

## 6. Dealing with incidents of bullying

We have a 'KiVa Team' to tackle bullying. The team consists the senior management team and the school's ALNCo.

When a parent or student reports a case of bullying the KiVa Team will decide if it is bullying or a conflict or fight between children. (Screening Form A). All cases that fulfil the criteria for bullying are dealt with in a systematic way by the KiVa Team and all children involved will be spoken to individually. (See KiVa flowchart and process in Appendices)

After this, all those children who were involved in the bullying (not the victim) meet together as a group where they agree on how they will change their behaviour. Support for the victim is also identified during their meeting with the KiVa Team. Follow up discussions with all students take place after an agreed amount of time to make sure that things are improving for the victim. All adults at the school have received basic awareness training about bullying and will report any concerns to the KiVa Team. Parents of all those involved in a bullying situation are notified by the KiVa Team. However, discussions are primarily held between adults at the school and the students.

Guidance:

### STAFF

- To ignore is to condone. Listen carefully and, if necessary, make a note of the incident.
- All staff to be aware of the times and areas, when and where bullying could happen e.g. cloakrooms; toilets; areas of the playground.
- Offer the victim immediate support and help.
- Ensure all pupils are aware that there are consequences to any anti-social behaviour and that incidents will be dealt with and the consequences made visible if necessary.
- Make the unacceptable nature of the behaviour, and the consequences of any repetition, clear to the bully.
- Stress that it is the "behaviour" and not the pupil that is unacceptable.
- Try to support the bully in changing the behaviour, by using practical, attainable targets.

### PUPILS

Children need to know and use "The Anti-Bullying Code"

1. Tell them - "Stop it I don't like it!"
2. Tell someone else about how you feel (friend / adult / parent etc)
3. Tell someone again if necessary

What to do if someone is being bullied:

When someone is being bullied, take action. Watching and doing nothing can suggest support for the bully. If you see someone else being bullied, tell an adult. (do not try to intervene)  
If you witness severe bullying (e.g. physical violence) then inform an adult immediately.

If a case of bullying has been confirmed by the KiVa team, we will work and support both the victim and the child who was showing bullying behaviour.

### **Working with pupils who are victims**

- Let the victim and their parents/ carer know there will be a determined effort to stop the bullying.
- Help him/her restore his/her self-esteem and confidence, eg. write down good things they think about themselves, especially those to do with the curriculum.
- Make sure that the victim does not believe that the bully is right.
- Help establish victim in a new peer group for play etc and ask other pupils to be supportive.
- Establish a nurture group with a trained adult e.g. Circle of Friends, Positive People etc
- Talk through individual strategies for that child e.g. keeping calm and walking away
- Ensure regular follow up after intervention has finished.

### Working with the child showing bullying behaviour

- Discuss with the parents / carers the issues
- Determine if there are issues at home that could be causing the behaviour
- Let the child and their parents know what the school plans to do
- The school will put in place appropriate strategies depending on the needs of the child e.g. Behaviour
- Chart / IBP / Positive People Group etc
- Refer to outside Agency if appropriate – Bullying Prevention Co-ordinator Cheshire East LA
- Ensure regular follow up after intervention has finished.

### PARENTS

Watch for signs of distress in your children, e.g. unwillingness to attend school, headaches, illnesses, missing personal items, requests for money, damaged clothes etc.

It may be manifested as stomach pains, sleeping problems and tiredness.

Listen when they talk to you about their social life, eg. friends, playtimes, walking to and from school.

Do not assume all they tell you is “bullying”. Bullying is persistent / repeated anti-social behaviour.

If you think your child is being bullied, inform the school immediately, using the KiVa screening form which you can find on the school website.

If necessary, keep a written record.

Do not encourage your child to “hit back”. It may make matters worse and not be in your child’s nature. Instead, encourage your child to make friends.

## 7. Key responsibilities

Implementation of policy and management of reported incidents or disciplinary procedures	Head teacher/KiVa Team (Governors if required)
Second named person in absence of the head teacher	Deputy Head
Anti Bullying education	KiVa Team/Class teachers
Safeguarding Children	Headteacher/Deputy
Dealing with Bullying Incidents	School KiVa Team

To comply with this policy, the Head teacher will:

- Oversee formulation and review of the policy and ensure that it is understood by the governors, staff, parents/carers and pupils
- Oversee and co-ordinate reporting incidents
- Monitor bullying incidents to identify whether further action is necessary
- Work with key partners to ensure that we promote an anti bullying ethos and respond appropriately to any emerging trends

The PSE coordinator will be responsible for

- Formulating programmes of study and liaising with colleagues to ensure provision across the school
- Coordinating periodic anti bullying campaigns
- Addressing the professional development needs of staff delivering the programme
- Liaising with outside agencies and coordinating their involvement with anti bullying initiatives
- Monitoring and evaluating the programme of study and the resources used
- Consulting with pupils about what they feel is needed to keep everyone safe and happy

## 8. Scope of the policy

This policy applies primarily to our school premises as the school does not have direct responsibility for incidents which take place outside school premises. However we have an enduring interest in the welfare and conduct of all our pupils and if we hear about bullying outside school which impacts on our pupils we will take appropriate steps to fulfil our duty of care. These could include:

- Talking to our School Police Liaison officer to identify an appropriate course of action
- Inform transport company of incidents on school buses
- Supporting children and their parents to contain the damage caused by cyber-bullying, e.g. by getting offensive messages and images removed from the web
- Talking to pupils about how to avoid and handle incidents which take place outside school and what they can do if they witness bullying
- Involving parents, members of the local community and/or appropriate outside agencies
- Talking to the head of another school where their pupils are involved in incidents
- Encouraging children not to suffer in silence

## **9. Who does the policy apply to?**

The policy applies to everyone on school premises including all staff, parents/carers, pupils and volunteers. We recognise that most bullying incidents will involve children bullying other pupils but we will use the principles of this policy to investigate and deal with incidents involving other groups on school premises. There is guidance in the staff disciplinary policy to cover incidents involving staff and the strategies outlined in our 'Safeguarding Children' policy will be implemented if children report serious incidents of bullying outside school

## **10. Promotion of the policy**

- Aspects of this policy will be included in our school prospectus, the school website, the staff handbook and governor handbook
- A pupil friendly version has been approved by our school council
- Outside agencies supporting anti bullying initiatives will be asked to work to this policy
- Full copies of the policy will be made available on request

## **11. Monitoring and evaluation**

- This policy will be reviewed every 3 years or more often if appropriate. This is in line with our school improvement plan.
- The KiVa coordinator are responsible for reviewing anti-bullying education regularly to ensure that programmes are responsive to the needs of pupils and that a supportive learning environment is maintained for all.
- The head teacher and governing body are responsible for monitoring incidents (e.g. the number, nature, outcomes of incidents and how many referrals were made to outside agencies) and reviewing incident management procedures.
- The head teacher will ensure that the findings from staff, parent/carer and pupil evaluations contribute to our school's self-evaluation process and to the policy review process.

# SCREENING AND DISCUSSIONS: DOCUMENTATION



## Screening

*To be filled out by the adult who is the first to know about the hurtful behaviour.*

### SCREENING: IS THIS BULLYING?

Hurtful behaviour was reported on \_\_\_\_\_

The person who has been contacted first was \_\_\_\_\_

The person who reported hurtful behaviour was

- the pupil targeted by hurtful behaviour
- a peer of the targeted pupil, name \_\_\_\_\_
- pupil's Mom / Dad, name \_\_\_\_\_
- a teacher, name \_\_\_\_\_
- someone else, name \_\_\_\_\_

The pupil who was targeted: \_\_\_\_\_ Class: \_\_\_\_\_

What has happened? Provide concrete examples of behaviours that were perceived hurtful.

How many times has hurtful behaviour occurred? \_\_\_\_\_

When was the last time it occurred? \_\_\_\_\_

For how long has the situation been going on? \_\_\_\_\_

Pupils who have taken part in the hurtful behaviour: \_\_\_\_\_

On the basis of the information acquired this is

- a conflict or a fight between children
- a case of hurt feelings due to misunderstandings
- a single case of an aggressive or a hurtful act
- continuous bullying → to be directed to the KiVa team.

## KiVa Guidelines

### FORM 2: Meeting with Victim

- Victim describes events including the form the bullying has taken
- To hear the victim's side of the story and their perception of it
- The adults show that they are on the victims side and that they will put an end to the bullying
- The follow up meeting is scheduled for 1 weeks' time
- The victim knows that something is being done and who to go to if things do not get better

### FORM 3: Short Individual Meetings with alleged Bullies

- 5-10 minutes each- a surprise. No chance for collusion between group
- To let them know the teachers are aware of the case that someone is feeling bad
- To agree that things have happened and cannot feel good
- To get the pupil to suggest what they could do about it to make a positive impact
- To agree to this & follow up meeting scheduled if just one person involved

### FORM 4: Group Discussion with alleged Bullies (if more than one involved)

- Same day as individual meetings
- Together as a group to strength decisions they have already made individually with the KiVa team
- To recognise concern and to commit to working together
- The follow up meeting is scheduled for 1 weeks' time Parents of those involved to be contacted at this point as the focus is on the pupils rather than parents dialogue with child being passive. When course of action has been set, then parents could be invited in or if after the follow-up phase, the bullying has not stopped.

### FORM 5- Follow up with Victim

- Has the bullying stopped?
- Has the situation changed for the better?
- Nothing justifies bullying but how could the victim help the situation to stay positive?
- What do you think should happen next?

### FORM 6- Follow up Group discussion

- All pupils who have taken part previously
- Bullied pupil may want to attend
- Has the bullying stopped?
- To ensure they have stuck to the agreements made ( and commended if they have)
- Acknowledgment that the change is permanent, bullying has stopped and will not start up again
- How can we make sure that bullying will not start up again?
- Execute sanctions if bullying has not stopped