Kirkinriola Primary School

Anti-Bullying Policy

Developed: 2019-2020

Ratified by Board of Governors:

Kirkinriola Primary School

Anti-Bullying Policy

Section 1 – Introduction and Statement

At Kirkinriola Primary School we believe all forms of bullying behaviour are unacceptable. We believe that all pupils have the right to learn in a safe and supported environment.

Section 2 – Context

This policy has been developed in context with legislation, policy and guidance from government departments and the international conventions. These include:

The Legislative Context:

- ✳ [The Addressing Bullying in Schools Act (Northern Ireland) 2016](#)
- ✳ [The Education and Libraries Order (Northern Ireland) 2003](#) (A17-19)
- ✳ [The Education (School Development Plans) Regulations (Northern Ireland) 2010](#)
- ✳ [The Children (Northern Ireland) Order 1995](#)
- ✳ [The Human Rights Act 1998](#)
- ✳ [The Health and Safety at Work Order (Northern Ireland) 1978](#)

The Policy & Guidance Context

- ✳ The Addressing Bullying in Schools Act (Northern Ireland) 2016 Statutory Guidance for Schools and Boards of Governors (DE, 2019)
- ✳ [Pastoral Care in School: Promoting Positive Behaviour (DE, 2001)](#)
- ✳ [Safeguarding and Child Protection in Schools: A Guide for Schools (DE, 2017)](#)
  - ○ [Co-operating to Safeguard Children and Young People in Northern Ireland (Dept. of Health, Social Services and Public Safety, 2016)](#)
  - ○ [Safeguarding Board for Northern Ireland Policies and Procedures (SBNI, 2017)](#)

The International Context

✳ [United Nations Convention on the Rights of the Child](#) (UNCRC)

The key points to note are:

✳ The Addressing Bullying in Schools Act (Northern Ireland) 2016:
  ○ Provides a legal definition of bullying.
  ○ Places a duty on the Board of Governors to put in place measures to prevent bullying behaviour, in consultation with pupils and parents.
  ○ Requires schools to record all incidents of bullying behaviour and alleged bullying incidents.
  ○ Sets out under which circumstances this policy should be applied, namely:
    ! In school, during the school day
    ! While travelling to and from school
    ! When under control of school staff, but away from school (eg. school trip)
    ! When receiving education organised by school but happening elsewhere (eg. in another school in the ALC)
  ○ Requires that the policy be updated at least every four years.
✳ The Education and Libraries Order (NI) 2003, requires the Board of Governors to:
  ○ 'Safeguard and promote the welfare of registered pupils' (A.17)
✳ The United Nations Convention on the Rights of the Child (UNCRC) sets out every child's right to:
  ○ Be protected from all forms of physical or mental violence, injury or abuse, maltreatment or exploitation. (A.19)
  ○ Be protected from discrimination. (A.2)
  ○ Express their views, in a supported and accessible way, on issues that affect them, and to have their opinions taken seriously. (A.12)
  ○ Education. (A.28)

Section 3 – Ethos & Principles

At Kirkinriola Primary School we:

✳ are committed to a society where children and young people can live free and safe from bullying.
✳ believe in a society where bullying is unacceptable and where every child and young person is safe and fees safes from bullying.
✳ believe that every child and young person should be celebrated in their diversity.
✳ are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school.
✳ value the views and contributions of children and young people, we will actively seek these views and we will respect and take them into account.
✳ understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

Section 4 – Consultation and Participation

This section should include information on how the policy has been developed in consultation with registered pupils and their parents/carers, in compliance with the Addressing Bullying in Schools Act (NI) 2016.

Pupils were consulted in the development of this policy through:

✳ Class-based activities
✳ Whole school questionnaires distributed to all pupils
✳ Regular meeting of the School Council

Parents were consulted in the development of this policy through:

✳ Information events with parents/carers
✳ Questionnaires distributed to all parents/carers
✳ Engagement with parent groups, eg. PTA

The school community was consulted in the development of this policy through:

    ✳ Staff survey for all staff, teaching and non-teaching
    ✳ Engagement activity for all staff, teaching and non-teaching
    ✳ Representative members of staff involved in writing anti-bullying policy

Section 5 – What is Bullying?

The Addressing Bullying in Schools Act (NI) 2016 Definition of "bullying":

(1) In this Act "bullying" includes (but is not limited to) the repeated use

Of:

(a) any verbal, written or electronic communication,

(b) any other act, or

(c) any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.

(2) For the purposes of subsection (1), "act" includes omission.

Therefore, we define that:

Bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.

On occasions it may be appropriate to consider if a one of incident involves bullying behaviour.

When assessing a one-off incident, to make a decision on whether to classify it as bullying, the school shall consider the following criteria:

* *severity and significance of the incident*
* *evidence of pre-meditation*
* *impact of the incident on individuals (physical/emotional)*
* *impact of the incidents on wider school community*
* *previous relationships between those involved*
* *any previous incidents involving the individuals*

Any incidents which are not considered bullying behaviour will be addressed under the Positive Behaviour Policy.

The following unacceptable behaviours, when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour:

- ✳ *Verbal or written acts*
  - ○ *saying mean and hurtful things to, or about, others*
  - ○ *making fun of others*
  - ○ *calling another pupil mean and hurtful names*
  - ○ *telling lies or spread false rumours about others*
  - ○ *try to make other pupils dislike another pupil/s*

- ✳ *Physical acts*
  - ○ *Hitting*
  - ○ *kicking*
  - ○ *pushing*
  - ○ *shoving*
  - ○ *material harm, such as taking/stealing money or possessions or causing damage to possessions*

- ✳ *Omission (Exclusion)*
  - ○ *Leaving someone out of a game*
  - ○ *Refusing to include someone in group work*

- ✳ *Electronic Acts*
  - ○ *Using online platforms or other electronic communication to carry out many of the written acts noted above*
  - ○ *Impersonating someone online to cause hurt*
  - ○ *Sharing images (eg. photographs or videos) online to embarrass someone*

Please note: This list is not exhaustive and other behaviours which fit with the definition may be considered bullying behaviour.

Bullying is an emotive issue, therefore it is essential that we ensure we use supportive, understanding language when discussion these matters. For that reason we will not refer to a child as 'a bully', nor will we refer to a child as 'a victim'. Instead, we will refer to the child b describing the situation surrounding that child, for example:

* A child displaying bullying behaviours
* A child experiencing bullying behaviours

We encourage all members of the school community to use this language when discussion bullying incidents.

In determining 'harm' we define:

* Emotional or psychological harm as intentionally causing distress or anxiety by scaring, humiliating or affecting adversely a pupil's self-esteem.
* Physical harm as intentionally hurting a pupil by causing injuries such as bruises, broken bones, burns or cuts.

Section 6 – Preventative Measurers

Kirkinriola Primary School promotes a strong anti-bullying ethos within the school and the wider school community.

Under the legislation, the focus for all anti-bullying work should be on prevention. As such, this section is the key lynchpin of this policy document.

To preventing bullying and creating a safe learning environment we:

* Promote positive, inclusive relationships where everyone is listened to and supported.
* Raise awareness and understanding of the positive behaviour expectations, as set out in the Positive Behaviour Policy
* Promote anti-bullying messages through the curriculum eg. inclusion of age-appropriate material specific to individual subject areas related to bullying, positive behaviour and inclusion
* Address issues such as the various forms of bullying, including the how and why it can happen, through PDMU and Global Learning Sessions.
* Are involved in meaningful and supportive shared education projects, supporting pupils to explore, understand and respond to difference and diversity.
* actively promote positive emotional health and wellbeing through the preventative curriculum.
* Participate in the NIABF annual Anti-Bullying Week activities.
* Engage in key national and regional campaigns, eg Safer Internet Day, Good Relations Week, Fairtrade Fortnight etc.
* Hold regular School Council meeting and use Class / Playground Buddies to support the delivery and promotion of key anti-bullying messaging within the school
* Have developed effective strategies for playground management, eg. training for supervisors, zoning of playgrounds, inclusion of specific resources, including displays of agreed friendship rules and a friendship bench.
* Hold regular focused assemblies to raise awareness and promote understanding of key issues related to bullying and friendship strategies.
* Have developed effective strategies for the management of unstructured times (eg. break time, lunch)
* Promote and provide extra- and co-curricular activities, aimed at supporting the development of effective peer support relationships and networks.
* Provide and observe informal opportunities for talk and sharing in play based learning sessions.

- ✳ Promote responsibility roles in our classrooms and share these amongst our pupils equally.
- ✳ Hold 1:1 or group pupil conferences regularly.
- ✳ Each class has a system for sharing concerns e.g. worry boxes, feelings diaries etc.

We also take preventative measures to prevent bullying behaviour on the way to and from school. These include:

- ✳ Developing a culture where pupils take pride in our school and are viewed as ambassadors for the school within the community. This includes regular reminders of the positive behaviour expectations of pupils whilst travelling to and from school.
- ✳ Promotion of key anti-bullying messages and awareness of behaviour expectations of pupils amongst the local community (eg. local shops, cafes, service providers, residents, etc), including information on how to raise any concerns with the school.
- ✳ Appropriate deployment of staff to support the transition from school day to journey home (eg. staff duty at school)

To raise awareness of the nature and impact of online bullying and support our pupils in using of the internet safely, in a responsible and respectful way we:

- ✳ Address key themes of online behaviour and risk through PDMUincluding understanding how to respond to harm and the consequences of inappropriate use.
- ✳ Participate in Anti-Bullying Week activities.
- ✳ Engage with key statutory and voluntary sector agencies (eg. C2k, PSNI, Public Health Agency, Safeguarding Board for NI e-Safety Forum) to support the promotion of key messages.
- ✳ Participate in annual Safer Internet Day and promote the key messages throughout the year.
- ✳ Have developed and implemented robust and appropriate policies in related areas (eg. Acceptable Use of the Internet Policy etc.)

We will continue to monitor and update our messages around Anti-Bullying online with those being promoted by statutory agencies.

Section 7 – Responsibility

Everyone at Kirkinriola Primary School has responsibility for creating a safe and supportive learning environment for all members of our school community.

Everyone in the school community, including pupils, their parents/carers and the staff of the school are expected to respect the rights of others to be safe.

Everyone has the responsibility to work together to:

 * foster positive self-esteem
 * behave towards others in a mutually respectful way
 * model high standards of personal pro-social behaviour
 * be alert to signs of distress* and other possible indications of bullying behaviour
 * inform the school of any concerns relating to bullying behaviour
 * refrain from becoming involved in any kind of bullying behaviour, even at the risk of incurring temporary unpopularity.
 * refrain from retaliating to any form of bullying behaviour
 * intervene to support any person who is being bullied, unless it is unsafe to do so.
 * report any concerns or instances of bullying behaviour witnessed or suspected, to a member of staff.
 * emphasise the importance of seeking help from a trusted adult about bullying behaviour when it happens or is observed
 * explain the implications of allowing the bullying behaviour to continue unchecked, for themselves and/or others.
 * listen sensitively to anyone who has been bullied, take what is said seriously, and provide reassurance that appropriate action will be taken
 * know how to seek support – internal and external
 * resolve difficulties in restorative ways to prevent recurring bullying behaviour and meet the needs of all parties

Section 8 – Reporting a Bullying Concern

<u>Pupils Reporting a Concern</u>

Whilst Mrs Crabbe leads the Safeguarding Team as Designated Teacher, pupils are encouraged to raise concerns with any member of staff, including teaching and non-teaching staff.

Pupils can report bullying concerns by:

✳ Verbally- talking to a member of staff
✳ By writing a note to a member of staff (eg. in a homework diary)
✳ By sending an email to a member of staff or to a dedicated email address
✳ By posting a comment in a 'worry box'

Please note that during the current Bubble structures, pupils will be reminded of the Safe Star system used to report concerns or seek help from a trusted adult outside of their class bubble. A socially distanced meeting can be arranged with any staff member of the child's choosing on receipt of a Safe Star.

ANY pupil can raise a concern about bullying behaviour, not just the pupil who is experiencing this behaviour. Through the preventative work taken forward under Section 6, the message should focus on 'getting help' rather than 'telling'. As such, all pupils are encouraged to 'get help' if they have a concern about bullying that they experience or is experienced by another.

<u>Parents/Carers Reporting a Concern</u>

Parents and carers have a responsibility to raise concerns about alleged bullying behaviour with the school at the earliest opportunity. Parents/carers should encourage their children to react appropriately to bullying behaviour and to not do anything to retaliate or to 'hit back'.

Parents and Carers should follow the process below when reporting their concerns:

✳ In the first instance, all bullying concerns should be reported to the Class Teacher
✳ Where parents / carers are not satisfied that appropriate action has been taken to prevent further incidents, or where further incidents have taken place, the concern should be reported to Mrs McCaffery (Principal) or Mrs Crabbe (Designated Teacher for Child Protection).

Where parents/carers remains unsatisfied that the concern has not been appropriately responded to, the school's complaints procedure should be followed.

Please make a formal, written complaint, to the Chair of the Board of Governors.

While the majority of reports of bullying concerns will come from pupils and their parents/carers, Kirkinriola Primary School is open to receiving such reports from anyone.

Bullying concerns received from pupils and/or parents/carers will be responded to in line with this policy and feedback will be made to the person who made the report. However, it must be noted that no information about action taken in relation to a pupil can be disclosed to anyone other than the pupil and his/her parents/carers.

Section 9 – Responding to a Bullying Concern

Kirkinriola Primary School takes all concerns raised about bullying very seriously and responses concentrate on preventing any further incidents. The focus of any intervention will be on responding to the bullying concern and restoring the wellbeing of those involved.

Using the NIABF Effective Responses to Bullying Behaviour resource, the member of staff responsible shall…

* *Clarify facts and perceptions*
* *Check records (Pupil Progress Files / Behaviour Logs / SIMS)*
* *Assess the incident against the criteria for bullying behaviour*
* *Identify any themes or motivating factors*
* *Identify the type of bullying behaviour being displayed*
* *Identify intervention level*
* *Select and implement appropriate interventions for all pupils involved, including appropriate interventions, consequences and sanctions not listed in the Effective Responses to Bullying Behaviour resource*
* *Track, monitor and record effectiveness of interventions*
* *Review outcome of interventions*
* *Select and implement further intentions as necessary*

Kirkinriola Primary School advocates a restorative approach to responding to bullying.

Northern Ireland's Anti-Bullying Forum's, 'Effective Responses to Bullying Behaviour' resource as this focuses on responding to the behaviour, resolving the concern and restoring the wellbeing of those involved.

When responding to a bullying concern, school staff shall implement interventions aimed at responding to the behaviour, resolving the concern and restoring the wellbeing of those involved.

Where appropriate, school staff may implement sanctions for those displaying bullying behaviour.

Pupils and parents are reminded that Information regarding any action taken regarding a pupil cannot be disclosed to anyone other than that pupil and his/her parents/carers.

Section 10 – Recording

As a school, we have a legal requirement, as set out in the Addressing Bullying in Schools Act (NI) 2016, to maintain a record of all incidents of bullying and alleged bullying behaviour.

The school will centrally record all relevant information related to reports of bullying concerns, including:

- ✳ *how the bullying behaviour was displayed (the method)*
- ✳ *the motivation for the behaviour*
- ✳ *how each incident was addressed by the school*
- ✳ *the outcome of the interventions employed.*

Records will be kept within the locked Safeguarding Record System. Access to these records will be restricted and only provided to those members of school staff with a legitimate need to have access.

All records will be maintained in line with relevant data protection legislation and guidance and will be disposed of in line with the school's Retention and Disposal of Documents Policy. Collated information regarding incidents of bullying and alleged bullying behaviour will be used to inform the future development of anti-bullying policy and practice within the school.

Section 11 – Professional Development of Staff

Kirkinriola Primary School recognises the need for appropriate and adequate training for staff, including teaching and non-teaching school staff. This may include:

* ensuring that staff are provided with appropriate opportunities for professional development as part of the school's ongoing CPD/PRSD provisions
* noting the impact of the training given on both the policy and its procedures - e.g. any amendments made, inclusions added etc.
* ensuring that opportunities for safeguarding training are afforded to Governors and all staff – teaching and non-teaching
* Staff Profiles with CPD records will be kept and updated regularly

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Section 12 – Monitoring and Review of Policy

Monitoring

It is the responsibility of the Board of Governors, in liaison with the Principal, to monitor the effectiveness of the Anti-Bullying Policy.

To appropriately monitor the effectiveness of the Anti-Bullying Policy, the Board of Governors shall:

* *maintain a standing item on the agenda of each meeting of the Board where a report on recorded incidents of bullying will be noted*
* *identify trends and priorities for action*
* *assess the effectiveness of strategies aimed at preventing bullying behaviour*
* *assess the effectiveness of strategies aimed at responding to bullying behaviour*

Review

It is a legal requirement that the Anti-Bullying Policy be reviewed at intervals of no more than four years. However, the policy should be reviewed following any incident which highlight the need for such a review. It must also be reviewed when directed to by the Department of Education and in light of new guidance.

This Anti-Bullying Policy shall therefore be reviewed as required, in consultation with pupils and their parents/carers, on or before the 1ˢᵗ Sept 2023.

Section 12 – Links to Other Policies

In the development and implementation of this Anti-Bullying Policy, the Board of Governors has been mindful of related policies, including:

* *Positive Behaviour Policy*
* *Pastoral Care Policy*
* *Safeguarding and Child Protection Policy*
* *Special Educational Needs Policy*
* *Health and Safety Policy*
* *Relationships and Sexuality Education*
* *E-Safety Policy & Acceptable Use of Internet Policy*
* *Mobile Phone Policy*
* *Educational Visits*
* *Staff Code of Conduct*