



# Northwood Community Primary School

## ANTI-BULLYING POLICY

NCPS is committed to creating a learning environment in which the needs of children are central and emotional wellbeing is at the heart of productive learning.

The aim of this policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school. This policy operates in conjunction with our school Emotional Regulation Policy.

Northwood is a **TELLING** school. This means that **anyone** who knows that bullying is happening is expected to tell the Headteacher, the teacher of the child in question or another adult. We practice a zero-tolerance approach.

**Northwood will NEVER support the view of any parent / carer who instructs their child/ren that it is morally right to return violence with violence or verbal abuse with verbal abuse**

### What is Bullying?

*Bullying is deliberately hurtful behaviour, repeated regularly over a period of time, where it is difficult for those being bullied to defend themselves. Bullying results in some form of suffering and distress to the victim.*

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on, the issue of sexuality
- Disablist using discriminatory language associated with disabilities
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology i.e., camera & video facilities



# **Whether with children, parents/carers or staff, bullying will not be tolerated at Northwood Community Primary School**

## **Signs and Symptoms:**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- begs to be driven to school
- Self harming
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn, anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in schoolwork
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Staff at Northwood Community Primary recognise that there may be many reasons why children bully other children, for example:

- they may themselves be bullied, or be victims of violence, at home or in the local neighbourhood
- they may be copying behaviour they've seen at home or on TV
- they may have difficulty understanding and dealing with their own emotions, eg. fear, jealousy and low self-esteem

Whatever the underlying reasons for bullying behaviour, all children at Northwood Community Primary need to know that it is unacceptable and, as a consequence, it is the exception rather than the norm.



### HOW DO WE PRE-EMPT BULLYING AT NORTHWOOD COMMUNITY PRIMARY?

The Anti-Bullying Policy reflects the principles laid down in the School's core policy documentation:

- The School's Mission Statement
- The Emotional Regulation Policy
- Emotion Coaching Strategies
- The PSHEE and Citizenship Policy
- The Inclusion Statement
- Home-School Agreement
- Equality Objectives

The designated staff responsible for bullying incidents at the School are the Deputy Head Teachers and the Assistant Headteacher.

Staff invest a great deal of time in nurturing a positive school climate in which children can grow and learn and be helped to understand and talk about their own as well as others' emotions and needs, without fear of failure or ridicule.

Whilst maintaining very high expectations of children's behaviour, staff at the School build in a great deal of structure and support throughout the school day in order to facilitate success and pre-empt difficulties arising. The Behaviour Policy details the routines and procedures which all staff follow, both in class time, but also in lunch and playtimes, to actively supervise children and to follow-up on problems as and when they arise. Nevertheless, instances of bullying can, and do, arise.

### Cyber Bullying

Children are not allowed to use mobile phones in school. The School raises awareness and promotes an understanding of cyber bullying through class discussion, special assemblies with pupils and parents/carers and within the curriculum. Learners, parents/carers and staff are all aware of the procedures and sanctions for dealing with cyber bullying (See Acceptable Use Policy).

### HOW DO WE ENSURE THAT THE SCHOOL CONTINUES TO OFFER A SAFE AND WELCOMING ENVIRONMENT FOR ALL?

Many of the systems and structures that support the positive climate at Northwood are well documented in the associated policies referred to above. All teaching staff, as they join the school, follow a period of induction, which takes as its starting point the philosophy and ethos which underpins our approach. Staff are expected to work as a team, not only within classes, but throughout the day, in informal as well as formal lesson times, to support each other and to provide children with a consistent set of expectations.

Staff treat all children with courtesy and respect and are readily available. Some of the children in the school experience difficulties in understanding and dealing with their own and others' emotions and feelings, and staff invest time to listen to, and talking with, children about such issues. Children are encouraged to speak out and seek adult help if they have a problem.

Equally, when children *have* been involved in aggressive or bullying behaviour, staff take care to put across the message that it is the behaviour, not the child, that is *not* wanted. Children are provided with opportunities to put things right and move on.



## Northwood Community Primary School Anti-Bullying Policy

We recognise that, as a staff, we cannot be complacent about bullying. Nor can we tackle it alone, since in some instances, it arises from factors outside school. We have a policy of working closely with parents and carers, to celebrate children's achievements and to be familiar and trusted co-partners in the educational process, so that it is easier to work together if and when difficulties arise.

The responsibility for the implementation of this policy ultimately rests with the Head and the Governors. However, the strength of the school lies in the co-operative working relationships that exist between all parties charged with the education and well-being of the children; teachers, teaching assistants, non-teaching assistants, school transport-drivers, escorts and parents/carers. Such adults, along with the children themselves, will make the policy work.

This Anti-bullying Policy is not, of course, an end in itself. Its purpose is to contribute towards the nurture of a positive and threat-free environment in which each child can learn and grow and reach his/her potential.

### Procedures Summary:

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases parents/carers should be informed and will be asked to come into a meeting to discuss the problem
4. If necessary and appropriate, Police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

### Outcomes:

- 1) The bully (bullies) may be asked to genuinely apologise. Other consequences may take place in line with the Emotional Regulation Policy
- 2) In serious cases, exclusion may be considered
- 3) If possible, the pupils will be reconciled
- 4) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place
- 5) Parents/carers will be informed of any action the school has taken and its impact

### Aims and Objectives:

**All governors, teaching and non-teaching staff, pupils and parents/carers should have an understanding of what bullying is, know what is in the school policy and follow it when bullying is reported.**

At Northwood, we believe that bullying is wrong and can damage children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

### Role of Headteacher



It is the responsibility of the Headteacher to implement the school anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying. The Headteacher reports to the governing body about the effectiveness of the Anti-bullying Policy on request and parental concerns are taken seriously.

The Headteacher ensures that all children know that bullying is wrong and that it is unacceptable behaviour in this school. The Headteacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Headteacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being supported to reflect on what they have done and could do differently next time.

The Headteacher ensures that all staff receive sufficient training to be equipped to deal with all incidents of bullying.

The Headteacher sets the school climate of mutual support and praise for success, this pupil culture makes bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

### **Role of Teacher**

All forms of bullying or accusations of bullying are taken seriously. Teachers record incidents of bullying on **Class Charts and CPOMS**. Teachers take a problem-solving approach through restorative practice, which helps children to reflect on their behaviour and they do their utmost to repair relationships alongside supporting children who are victims of bullying or anti-social behaviour. If bullying or anti-social behaviour continues, the teacher or Headteacher informs the child's parent(s)/carer(s) and a meeting is arranged.

Teachers use a range of teaching & learning styles to challenge bullying behaviour. Interventions aim to be the least intrusive and most effective. See Emotional Regulation policy for strategies and approaches.

### **Role of Learning Mentors**

At Northwood, we have four Learning Mentors. Their role involves working to remove barriers to learning and the negative impact of bullying could be one such barrier. They effectively aim to support the most vulnerable and have the skills & strategies to expose & eradicate bullying.

### **Role of Wellbeing Champions**

Children from years 1-6 in are identified as having the skills and sensitivity to be Wellbeing Champions. They are trained in the role and form an extra layer of support & vigilance when tackling issues of bullying, which can have an impact on their Emotional Wellbeing. Often these children are able to be the ears & eyes around school if any hidden bullying is going undetected.

### **Role of Governors**

The governing body supports the Headteacher in all attempts to eliminate bullying from Northwood. The governing body does not allow bullying to take place in our school and any incidents of bullying that do occur are taken very seriously and dealt with appropriately. The governors will review the effectiveness of the school policy regularly.



### Role of Parents/Carers

Parents/Carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, are able to contact their child's class teacher, or the school office, immediately. The school office will inform a member of the Senior Leadership Team (SLT). Parents have a responsibility to support the school's Anti-bullying Policy and to actively encourage their child to be a positive member of the school.

### Bullying Allegation Form (See Appendices)

If a parent/carer wants to make an allegation of bullying, full written details will be taken by the school office staff or completed by the parent/carer. This information will be passed on to the Headteacher or Deputy Headteachers who will investigate thoroughly.

When the Headteacher is satisfied that measures put in place to resolve any bullying have been successful, an **Anti-bullying Evaluation Form** (See Appendices) will be completed to gather the school, pupil and parent/carers voice. Two copies of this document will be sent to parents with an explanatory **letter** (See Appendices). One will be sent to school once signed. This evaluation will be used to constantly improve our practice.

### Curricular & Extra-Curricular Activities:

At Northwood, we regard bullying as a whole-school issue. Each class teacher deals with issues of bullying or anti-social behaviour sensitively and appropriately as they occur.

An awareness of anti-bullying issues are raised in the Personal, Social, Health & Economic Education (PSHEE) Curriculum (and other curriculum areas) and during class circle time in order to build an increased understanding for the **victim**, the **bully** and **bystanders**. This is a deliberate three-pronged approach. At Northwood, we teach pupils how to manage their relationships with others and to explore issues and controversies by considering different points of view. We teach children to be more tolerant of others, appreciate diversity and be active listeners.

Our 'Active Playground' activities provide activities for all children, being especially helpful for those in danger of bullying others and these have successfully reduced incidents of boredom that lead to teasing, fights or damage to the environment. We are constantly aiming to improve such activities and our use of space to maximise play time enjoyment and minimise bullying incidents.

Northwood's School Council is a platform to discuss bullying and anti-social behaviour if it should become necessary to do so.

### Procedures and Recording

Recording incidents is vital as it allows school staff to identify patterns of behaviour, as often what is perceived initially to be a trivial incident, may be part of a number of incidents which are serious for the individual child.

The following steps will be taken when dealing with any incident:

All reported incidents will be investigated as soon as possible by the member of staff who has been approached or witnessed the incident.



- Listen to the child reporting the incident and make sure that they feel that their concerns are being taken seriously.
  - Record the incident on **CLASS CHARTS & CPOMS**
  - Ask a member of the Safeguarding Team to check through records on **CLASS CHARTS & CPOMS** to establish if there are any previous incidents involving the same children.
  - If you feel that this is one of a number of incidents, or particularly severe, refer immediately to a member of the Senior Leadership Team (SLT) by completing the **Serious Bullying Incident Referral form** (See Appendices).
  - If the incident is 'minor' and does not merit a referral, we will make sure we deal with the incident effectively, thoroughly and with utmost discretion. Actions are recorded on **CLASS CHARTS & CPOMS**. Children must feel that their complaint has been dealt with properly.
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- Once a referral to the SLT has been made, a thorough investigation of the Incident involving all parties will be undertaken and recorded in writing in the appropriate section of the referral form.
  - The Headteacher should always be made aware of any incidents which have been dealt with by the SLT by simply photocopying the completed form.
  - After the investigation has taken place, a decision should be made as to whether a case of **persistent bullying** is taking place. If this is the case, the parents of the perpetrator will be invited to discuss the situation with the Headteacher or Deputy Headteacher, as appropriate.
  - Parents/Carers of the bullied child must be kept informed of the whole process and it is vital that they feel satisfied with the way the incident has been dealt with.
  - Information is kept on incidences (times / places / pupils involved etc)

### Support

The **victims** of bullying will be supported by:

- Being offered an opportunity to discuss the experience with a member of staff
- Reassuring the pupil
- Offering continuous support
- Restoring self-esteem and confidence

The **bully** will be helped by:

- Discussing what happened in detail through restorative practice scripts
- Discovering why the pupil acted the way they did
- Establishing the wrongdoing and discussing better choices
- Informing parents / carers to help change the attitude of the pupil and ensure school and home are in agreement

The **bystanders** will be challenged to:

- See their role in the incident
- Collectively take a stand against the bullying

### Incidents of Bullying Outside the School's Premises

Although schools are not directly responsible for bullying off the school premises, we would still encourage victims 'not to suffer in silence'. Actions the school could take, if deemed appropriate, include:



- Talking to the local Police about the problems within the Community
- Talking to the Headteachers of the schools whose pupils are involved in bullying off the premises

Bullying can also take place via text messages MSN and other means of 'cyber communication'. This often happens out of school hours but has implications for the parties involved when they are in school. We would always talk to pupils and parents about the issues and take their concerns seriously and have a programme of online safety education through Knowlsey CLC that seeks to support children and staff in this area.

## Adult Bullying

From time to time, adults behave inappropriately towards each other. If any parent feels that they are being treated inappropriately within our school community, they must report this to the Headteacher immediately.

On occasions, when a parent suspects another child of inappropriate behaviour towards their own child, they try to take matters into their own hands. This can result in:

- Parents approaching other parents in groups
- Inappropriate exchanges in front of pupils (verbal / physical)
- A breakdown in communication

If children are experiencing problems with other children, parents must not try to take matters into their own hands. Parents confronting other parents in the playground is not acceptable and could be viewed as adult bullying. The school should be informed immediately of any concerns so that we may intervene to resolve the problem to ensure our school community remains a happy, safe and enjoyable place where everyone is respected and intimidation given no footing.

**Monitoring, Evaluation and Review** of this policy will take place annually as part of the Safeguarding programme.

Signed: \_\_\_\_\_  
(Headteacher)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Chair of Governors)

Date: \_\_\_\_\_

**This policy will be reviewed Autumn 2024**



**NORTHWOOD COMMUNITY PRIMARY SCHOOL  
Parent/Carer **Bullying Allegation Form****

Date of Incident:	Concern reported by:
Concern reported to:	Position:

Children Involved	Year Group

Parent / Carer's brief summary of the allegation:

- *Where incident happened:*
- *Explanation of incident:*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of incident following investigation by a member of the SLT:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Checked for earlier incidents involving the same pupil	
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# Northwood Community Primary School Anti-Bullying Policy



Notified parents / carers	
Individual discussions with pupils involved	
Notified class teacher	
Medical treatment	
Specific support from staff	
Follow up date set	



## NORTHWOOD COMMUNITY PRIMARY SCHOOL

Roughwood Drive

Kirkby

L33 8XD

Email: Northwood.primary@knowsley.gov.uk

Headteacher: Ms S Murphy

Tel No: 0151 477 8630

## Anti-bullying Evaluation Form

### School Voice

What action has been taken to resolve the problem and how effective has it been?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Pupil Voice

How well did we deal with the problem? How do you feel now?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent / Carer Voice

How satisfied are you with the way in which the situation has been dealt with?





Brief summary of resulting action taken by SLT (e.g. call meeting with parents / carers)

**Follow-up Record** (Following *Serious Bullying Incident Referral*)

Date	Action Taken by	Brief Description of Action	Outcome

Bullying stopped?    Yes     No

Further Action to be Taken:

Any Other Comments:

# Northwood Community Primary School Anti-Bullying Policy



## NORTHWOOD COMMUNITY PRIMARY SCHOOL

Roughwood Drive

Kirkby

L33 8XD

Email: Northwood.primary@knowsley.gov.uk

**Headteacher: Ms S Murphy**

**Tel No: 0151 477 8630**

Dear \_\_\_\_\_,

Since you reported your concerns over bullying, we have been monitoring the effectiveness of the measures put in place to ensure that (insert child's name) feels safe in school, as discussed on (insert date here). (Insert name here) has reported that all is well and there have been no further incidents.

I am attaching two copies of the follow-up sheet, one for your information and the other to be completed and returned to school for our records.

The case is now being moved from the 'active' folder and I would ask that you make us aware of any further problems. The measures in place will continue and we will obviously keep a particular eye on (insert name) to ensure that he / she remains happy and feels safe.

Yours sincerely,

Ms S Murphy  
(Headteacher)



