

Lote Tree Primary School



Anti-Bullying Policy

This policy outlines the school's views on bullying in line with the school's Behaviour Policy. It should also be considered alongside our Safeguarding policy, Peer on peer abuse policy, PSHE policy, SRE curriculum policy, Inclusion policy and Online Safety policy.

It aims to draw on the guidance given through the faith values that are sent to us from our Lord and to draws on the beautiful example of our beloved Prophet Muhammed (peace and blessings be upon him)

Abu Huraira reported: The Prophet, peace and blessings be upon him, said, **"Verily, Allah is gentle and He loves gentleness. He grants reward for gentleness what is not given for harshness."**

Source: Ṣaḥīḥ Ibn Ḥibbān 486

Jabir reported: The Messenger of Allah, peace and blessings be upon him, said, **"The believer is friendly and befriended, for there is no goodness in one who is neither friendly, nor befriended. The best of people are those who are most beneficial to people."**

Source: al-Mu'jam al-Awsaṭ 5937

The Prophet of Allāh ﷺ said: **"There should be neither harming nor reciprocating harm."** [Sunan ibn Majah, 3:2340]

Purpose and aim of policy

This policy statement applies to anyone working on behalf of Lote Tree, including all staff, the management and Governors, paid staff, volunteers, sessional workers, agency staff and students.

Separate documents set out:

- our code of behaviour for pupils in the 'Behaviour Policy'
- our policies and procedures for preventing and responding to bullying and harassment that takes place between adults in the Staff 'Code of Conduct'

Everyone at Lote Tree Primary has the right to feel welcome, secure and happy. Only if this is the case will all members of the school community be able to achieve to their maximum potential.

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.

To prevent bullying from happening between children and young people who are a part of Lote Tree or take part in our activities with our pupils we aim to:

- To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- Where bullying has taken place the victims must feel confident to activate the anti-bullying

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- systems within the school to end the bullying.
- Aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti-bullying ethos in the school.
 - To provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This document outlines how we make this possible at Lote Tree Primary.

Legislation and Guidance

Head teachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among children and bring these to the attention of staff, parents and children.

This document has been informed by:

- Keeping Children Safe in Education 2021
- The Equality Act 2010

Schools are required to:

- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to them, which includes ensuring as far as possible that pupils are free from bullying and harassment; and
- All staff must apply the school rewards and sanctions lawfully.

Actions to Tackle Bullying

The Prophet ﷺ said, "Help your brother/sister, whether she/he is an oppressor, or she/he is an oppressed one." The people said: "O Messenger of Allāh ﷺ, it is right to help him/her if he/she is oppressed, but how should we help him/her if he is an oppressor?" He ﷺ replied: "By preventing him/her from oppressing others." [Ṣaḥīḥ al-Bukhāri, 3:624]

Prevention is better than cure so at Lote Tree Primary, we will be vigilant for signs of bullying and always take reports of incidents seriously.

- We will use the curriculum (including training days for staff) whenever possible to reinforce the ethos of the school and help pupils and staff to develop strategies to combat bullying-type behaviour.
- Positive action is taken to prevent bullying within PSHE, RSE, Islamic Studies, Assemblies, RE lessons and through cross curricular learning opportunities as well as e-safety in computing.
- Staff are made aware at induction and throughout the school calendar of the school's RESPECT values and how RESPECT underpins all aspects of behaviour and conduct within the school environment and school community.

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- Pupils are shown kindness and respect to model outstanding conduct to pupils, leading through example.
- Peer Mentors and Playground Buddies are trained in leading resolve and sorting minor conflict out in a friendly and appropriate manner. Working to encourage and ensure pupils are following the RESPECT values
- Pupils are told that they **must** report any incidence of bullying to an adult within school.
- When another pupil tells them that they are being bullied or if they see bullying taking place it is their responsibility to report their knowledge to a member of staff.
- "Bystander apathy" will not be tolerated and will be sanctioned accordingly
- There is provision for school members to report incidents anonymously.
- Pastoral Team - ensuring pupils have access to the Pastoral Support Team throughout the school day
- Any occurrence that cannot be simply sorted out and dealt with teachers should be discussed immediately with the anti-bullying officer Zubeda Khan.
- The school produce Anti-bullying incident sheets to include statements by the victim, the perpetrator, and witnesses and if appropriate, parents. Copies of the statements will be placed in the file of the pupil/s concerned.
- All staff are also encouraged to report any incidents of personal bullying, including incidents involving other staff members, pupils or parents, to senior staff.
- In very serious cases, the Head teacher in consultation with the Governing Body will take the final decision about how the matter is to be dealt with and resolved.

There are various strategies that can be applied if more than one pupil is involved in bullying another. This is facilitated by an experienced Pastoral Lead Team and the Anti Bullying Officer.

- Role-play and other drama techniques
- Circle Time - when held regularly, this can be an effective way of sharing information and provide a forum for discussing important issues such as equal rights, relationships, justice and acceptable behaviour. It can also be used specifically within the affected group to confront bullying that already exists.
- School will also ensure help and guidance is provided to pupils who bully others, through pastoral care.
- Victims who are worried about openly discussing an incident when the aggressors are present (e.g. taunting during a lesson) are encouraged to go to the teacher/one of pastoral team with a piece of work, using this as a reason to speak to the teacher.
- Victims need to feel secure in the knowledge that assertive behaviour and even walking away can be effective ways of dealing with bullying.
- Setting up a buddy system, or peer counseling possibly with pupils who already hold a position of responsibility, such as School Council members can also be beneficial.
- Staff will be offered training days which include case studies to help build discussions and methods for dealing with personal bullying.

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What is Bullying?

Bullying includes a range of abusive behaviour that is

- Repeated
- Intended to hurt someone either physically or emotionally.

It is deliberately hurtful behaviour that is repeated over a period of time, making it difficult for the person concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone.

It is the individual's responsibility to promote and safeguard the welfare of children and young persons she is responsible for, or comes into contact as specified in 'Keeping children safe in education' September 2021.

The school works hard to ensure that all pupils, parents and staff know the difference between bullying and simply "falling out".

Bullying is deliberate, offensive, intimidating, malicious, abusive or insulting behaviour which makes the individual feel upset, threatened, humiliated or vulnerable.

Some methods of bullying are obvious

- e.g. physical attacks on people, such as hitting, pushing, barging, and mobbing in a queue-all intended to hurt or upset the victim.

There is also non-physical bullying,

- e.g. verbal abuse making fun of someone's name, looks intelligence, size or race;
- taking someone's bag or possession:
- threatening someone:
- excluding someone from a particular group or event or activity:
- extorting someone's homework to copy:
- putting pressure onto someone to lend money.
- In addition to this, there is 'cyber-bullying' where attacks and threats are made through technology, the use of the internet and mobile phones etc.
-

There are also types of behaviour which are not so obviously 'bullying'; they may seem to be excusable as 'just having fun', but they can cause distress or pain, and so are unacceptable;

- e.g. 'gentle' ribbing,
- tripping up someone 'for fun',

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- throwing around someone's pencil case.

There is a very fine line between friendly teasing where the 'victim' shares the joke and the kind of teasing which upsets the victim even if he or she tries not to show it.

Pupils and staff maybe bullied for a variety of reasons. Specific types of bullying include:

- emotional - being unfriendly, excluding, tormenting (e.g., taking another's belongings, threatening gestures, abusive notes or graffiti)
- 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 focusing on the issue of sexuality
- transphobic -
- discriminatory - about disability, gender, age or other differences
- verbal - name-calling, sarcasm, spreading rumours, teasing
- cyber - all areas of internet, such as email and internet chat room misuse
- mobile - threats by text messaging and calls
- misuse of associated technology i.e., camera and video facilities.

Cyber Bullying

Technology gives children more ways to connect, socialise, and communicate than ever before. Unfortunately, some children use technology and mobile phone photos and text messages to embarrass or bully other children. Also, kids' digital messages can be edited to change the meaning then forwarded to other children to embarrass, intimidate, or insult.

According to research carried out for the Anti-Bullying Alliance in the UK 22 per cent of young people reported being the target of cyber bullying.

Some guidelines for children at Lote Tree Primary Mobile Phone Bullying:-

- Do not reply.
- Save incoming numbers/text messages to show an adult.
- Tell an adult straight away.
- Ask the adult to contact your network provider who may be able to change your number/block incoming calls/texts from that number.
- Do not tell everyone at school/home your mobile phone number, tell only close friends and family.
- Do not use a phone at school.

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- Do not take photographs or video footage on mobile phones to pass around as a form of bullying. If you receive any footage, save it and inform an adult, this practice is illegal and must be stopped.

E-Mail/social media Bullying

- Again, do not reply, save e-mails/messages/screenshots to show an adult.
- Keep a copy of any bullying message by using the "Print Screen" key on your computer keyboard and copying the message into your word processing program. It's important to help your child know where and how to report if they are the victim of cyber bullying. There is more information on www.childnet.com/digizen.
- Keep your e-mail address and logins private, tell only close friends and family.
- If it occurs in school, make sure you tell a member of staff immediately.

Social Media

As many networking sites have a minimum age requirement of 13, Lote Tree Primary School encourages children to not use social media sites. At Lote Tree, children are educated on how to remain safe while networking on child-friendly sites but we also discuss safe and appropriate use of social media sites in preparation for later life.

Who Does The Bullying?

- Sometimes there is one individual who hurts others, who may be younger, smaller or weaker.
- Sometimes a group of people may cause the problem - perhaps led by one dominant person with whom the others want to keep in favour.
- Often there is a regular victim who is teased by nearly everyone - even you.

Why Do People Bully?

- By making someone else feel or look small, you can feel more powerful or 'better' or 'bigger'.
- By making fun of someone, you get others laughing - so you feel 'clever' and approved of.
- You may want to keep in with an individual or a group and you think showing how 'big' you are will help you achieve this.
- You may simply not realise the hurtful effect your words or actions are having on someone.
- You may get involved in a conflict with someone else that gets out of hand.
- You may feel angry or hurt about something and take out your feelings on someone who irritates you or gets in your way.
- Rarely, there may be a 'victim' who seems deliberately and persistently to 'ask for' trouble who pushes you too far; one day.

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What Do You Do About Bullying?

- Don't be unpleasant to yourself! That means watching your own behaviour to make sure you are not guilty of any types of unpleasantness mentioned above - or any others.
- As far as you can, persuade others not to be unpleasant; don't join them.
- If you yourself are bullied, do not retaliate; that puts you in the wrong, and makes it easy for the bully to claim that the incident was as much as your fault as his.
- If you tend to be picked on, avoid the times and places where this is most likely to happen; try to always walk with a friend;
- If you find someone's behaviour unacceptable or threatening, whether to you or to someone else REPORT IT to someone in authority: a teacher, your parents. Persuade a friend to go with you to do this if you are worried about accusations of 'dobbing' or any other retaliation.
- **Remember: your silence makes it easier for bullies to bully.**

Most incidents of bullying can be quite easily sorted out if they are reported in time.

The school is committed as far as humanly possible to eliminating bullying; everyone will help.

Signs of Bullying

The behaviour of children, young people and adults is not always easily understood. Changes in behaviour may have many causes. Being bullied can be one reason why a child or young person's behaviour changes. Parents and teachers need to be able to recognise the signs which may indicate that a child is being bullied:

- Cuts, bruises or aches and pains that are not adequately explained.
- Clothes or possessions are damaged or lost.
- Child requests extra money or starts stealing.
- Child starts going to school, or returns from school, at earlier or later times.
- Child uses a different route to school.
- Child starts to refuse to go outside at break times
- Child requests to change classes or school.
- Reluctance or refusal to attend school or after school clubs. Any marked change in a child's behaviour may indicate that the child is under stress:
- Behaviour may become immature (reverts to thumb sucking or tantrums).
- Child may become withdrawn, clingy, moody, aggressive, uncooperative or non-communicative.
- Self harming
- Aggression
- Deterioration in school performance and ability.
- May have sleep or appetite problems

Some victims of bullying do not appear to reveal any outward signs. These signs can also be an indication of other problems and may not always be linked to bullying.

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The Role of the Staff Member

At Lote Tree Primary children are encouraged to talk about friends, how to be a good friend, what is not acceptable and to tell others if they are being hurt or upset in any way. They are taught about their role in society but also their role in the eyes of their Creator and how our Almighty views His creations and how we should treat one another.

Staff share with the children that Allah Created everyone and created them in different but in His sight all of creation is beautiful and worthy of kindness, honour and dignity.

- Staff in our school take all forms of bullying seriously, and intervene to prevent incidents from taking place.
- Teachers keep records (via early help files) of bullying incidents that happen in their class and pass this information on to the head teacher and Pastoral support team who will record necessary follow-up actions.
- If a member of staff witnesses an act of bullying, they do all they can to support the child who is being bullied.
- Parents (of all involved) will be informed where an act of bullying has occurred.
- If a staff member becomes aware of any bullying taking place between members of a class, they deal with the issue immediately.
- They spend time talking to the child who was bullied in order to provide reassurance and support to help restore their self-esteem and confidence.
- They also spend time talking to the child who has bullied.
- They discuss what has happened and explain why the action of the child was wrong, and they endeavour to help the child change their behaviour in future.
- If a child is repeatedly involved in bullying other children, they will invite the child's parents into the school.
- Sanctions are used, as appropriate, in consultation with all parties following the flow chart of procedures.
- In more extreme cases, for example where these initial measures have proven ineffective, the head teacher may contact external support agencies, via the EHAC.
- It is our aim to ensure all parties have an open dialogue and are satisfied with the outcomes reached.
- Staff members attempt to support all children in their care and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the difference successes of all children, we aim to prevent incidents of bullying.

The Role of the Head Teacher

It is the responsibility of the head teacher 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.

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- The head teacher reports to the *Governing Body* about the effectiveness of the anti-bullying policy on request.
- The head teacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school.
- The head teacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the head teacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong.
- The head teacher, the Pastoral Team and PSHE Co-ordinator arrange targeted lessons and assemblies/performances on an anti-bullying theme, focus weeks and Ahadith sessions
- Developing a code of behaviour that sets out how everyone involved in our school is expected to behave, in face-to-face contact and online, and within and outside of our activities
- Holding regular discussions with staff, volunteers, children, young people and families who attend our school about bullying and how to prevent it
- Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying
- Putting clear and robust anti-bullying procedures in place.
- The head teacher sets the school climate of mutual support and praise for success, so making 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.

The Role of Governors

The *Governing Body* supports the head teacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the governing body does not allow bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

- The *Governing Body* monitors the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly.
- The governors require the head teacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.

The Role of Parents/Guardians

The parents of bullies and their victims will be informed of an incident and the action that has taken place and asked to support strategies proposed to tackle the problem. The bully will also be reminded of the possible consequences of bullying and the sanctions for repeated incidents will be clearly explained to him/her. (Persistent bullies may be excluded from school). A monitoring tool may also be used, usually incorporating a reward for achieving desired behaviours.

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Parents are reminded regularly through letters and newsletters to inform their children that they must tell someone should they ever be bullied. Keeping information from the school, or from their parents, will never help a problem to be solved, and will prolong the period a victim has to suffer. Parents can approach the school if they believe their child is being bullied, and would like to discuss the matter with the child's tutor. Alternatively they may fill in a complaint form which is available on request.

Whilst there is little history of bullying at the school, we believe that one case is one case too many and we believe it is essential to constantly review this policy to ensure we are in a position to strengthen our approach to this issue. This policy is seen as an integral part of our Behaviour and Discipline Policy.

As a faith school we would refrain from promoting homosexuality however we would not tolerate or encourage any type of discrimination verbal or otherwise. Pupils cover this area in a cross curricular approach through Islamic Studies syllabus and are made aware of this.

Parents/guardians are expected to:

- Help their child behave properly
- Work cooperatively with their child's teacher in assisting his/her learning and in building positive attitudes towards learning and school
- Instill in their child a respect for others, and others' property
- Help develop a positive feeling about themselves.

When talking to either a victim or perpetrator of bullying:

- It is important to see and hear things from a child's perspective. Children can often detract from, or embellish, an account of a situation depending on their role in it and how they are feeling.
- It is important to be patient and possibly revisit the discussion more than once, when it is felt the child is in the best position to talk about things.
- It is also important to listen and ask open questions that are not leading.
- Reassure your child that they are loved and important. Children who are bullied often feel worthless and helpless.
- Try to find out when and why the bullying happened - is it bullying or just rough games or a child's squabble? Remember children do not always tell the teacher or the parents. Sometimes they confide in a friend, another relative, or a friend's parent.
- Parents/guardians who are concerned that their child is being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately.
- 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.

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As a faith school we would refrain from promoting homosexuality however we would not tolerate or encourage any type of discrimination verbal or otherwise. Pupils cover this area in the RE syllabus and are made aware of this.

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Appendices:

1. Letter of complaint
2. Satisfaction for parents questionnaire
3. Flowchart
4. Information for parents
5. How to beat the bully poster
6. TELL Poster



Dear Parents

We strive to be a school where you are more than satisfied with what we do to support your child, especially in difficult situations. When you think we do this particularly well, please let us know. Staff work hard for the pupils and we all want to recognise that. But sometimes things may not go well. For example, you may feel that your child is being bullied and are not happy that the right things have been done to address this. We hope that good communication would solve such a problem. Our aim is that by careful listening, constructive discussion and sensible actions we can work together to solve problems, and so improve our school systems further. But if the problem persists, you may wish to make a complaint.

When should I complain?

If you believe that something is seriously wrong, then make a complaint. We will investigate it and base what we do on the governing body's agreed policy.

Whom do I contact?

That depends on the particular situation. Often your child's class teacher or form tutor will be able to deal with the matter. More serious problems might require the intervention of a senior member of staff or the head teacher. Most problems can be solved in this way. A complaint about the conduct of the head teacher should go to the chair of governors, addressed to the clerk to the governors at the school address.

Certain specific complaints (e.g. about school admissions) are dealt with separately. Staff at the school can advise you where to direct your complaint.

What if the matter is still unresolved?

You should write to the head teacher, in the first instance, if you are dissatisfied with the handling of a complaint. The head teacher will investigate the matter and may invite you to a meeting to talk about it. The school may arrange for a suitable mediator to be present.

After trying all other avenues, you may decide to make a formal complaint to the governing body by sending a letter to the governors at the school address. The governors will investigate and may invite you to meet them to discuss your concerns.

In cases where you believe that the school has acted unlawfully or unreasonably or failed to fulfil a statutory duty, you can take your complaint to the Secretary of State for Education and Skills.

If you want further information or support I commend Parentline Plus to you as a source of information and advice (0808 800 2222).

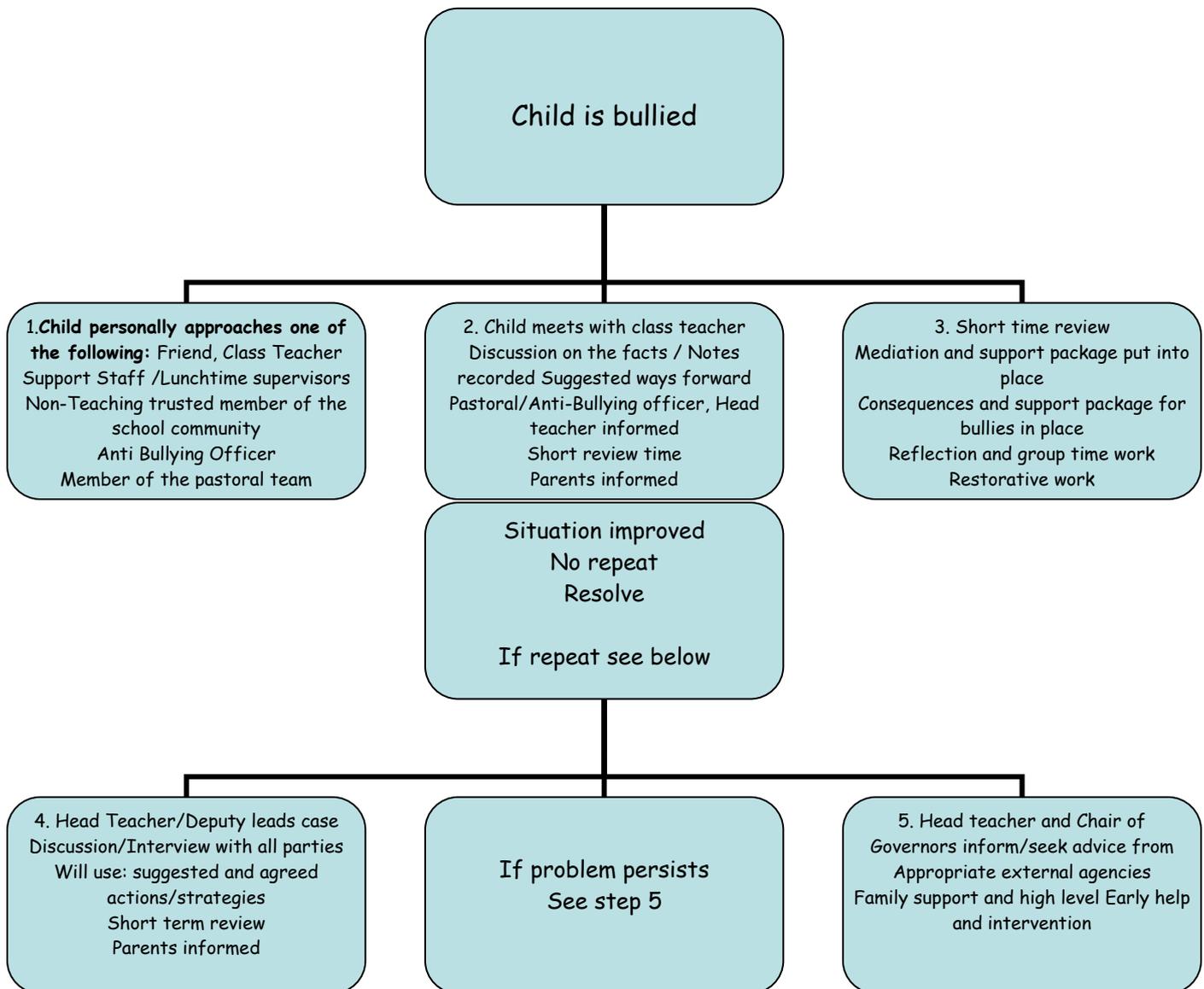
All this looks very formal, but very few problems have to go through such steps because we work hard to understand and resolve problems as quickly as possible. In this way pupils of the school get the best possible chance to succeed in their learning.

Yours sincerely

Chair of Governors



Possible Pathways of Help and Support



There are many pathways that the pastoral and safeguarding team use at Lote Tree. Each situation is carefully planned and discussed at every step



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Appendix 4

Anti-bullying information sheet for parents

Is it bullying?

It is if individuals or groups are:

- calling your child names;
- threatening him/her;
- pressuring your child to give someone money or possessions;
- hitting your child;
- damaging your child's possessions;
- spreading rumours about your child or your family;
- using text, email or web space to write or say hurtful things about your child (cyberbullying)

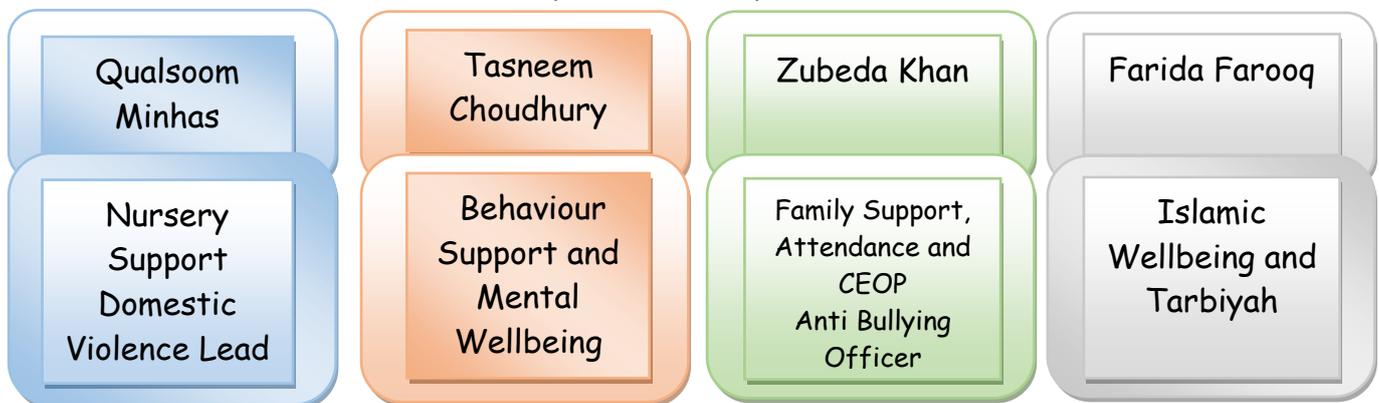
It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

What should you do if your child is being bullied?

Talk to school staff about the bullying.

At Lote Tree Primary School your first contact point to report concerns about bullying is your child's class teacher.

Our pastoral team deal with all areas of support, however below are key area that they champion in their specific area.



They are best contacted on 02476 261803, by email at admin@LoteTreePrimarySchool.com

It will help to sort out what action to take if you can bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.

- Be as specific as possible about what your child says has happened; give dates, places and names of other pupils involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child.
- Stay in touch with the school; let them know if things improve as well as if problems continue.

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What will Lote Tree Primary School do?

Lote Tree Primary School does not tolerate bullying. This is what we do about bullying:

- work to make sure that the person being bullied is safe;
- work to stop the bullying happening again;
- provide support to the person being bullied; and
- take actions to ensure that the person doing the bullying learns not to harm others.

Families who feel that their concerns are not being addressed appropriately by the school might like to consider the following steps:

- check with the school anti-bullying policy to see if agreed procedures are being followed;
- discuss your concerns with other parents;
- make an appointment to discuss the matter with the head teacher and keep a record of the meeting; and
- if this does not help, write to the chair of governors explaining your concerns and what you would like to see happening.
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If you need further support and information at any stage or the problem remains unresolved, ring the helpline at Parentline Plus (0808 800 2222) or contact other local and national support groups.

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HOW TO BEAT THE BULLY

SOME THINGS TO DO IF YOU ARE BEING BULLIED!

- ❖ Try not to show you are upset - which is difficult
- ❖ Tell yourself that you do not deserve to be bullied
- ❖ Tell an adult that you trust
- ❖ Get friends together and say NO to the bully
- ❖ Try to ignore the bully
- ❖ Fighting back may be worse. If you decide to fight back, talk to an adult
- ❖ If you are different in some way, be proud of it! It is good to be an individual
- ❖ Stay with people, even if they are not your friends, there is safety in numbers
- ❖ Try being assertive shout loudly. (Practise in front of the mirror to gain confidence)
- ❖ If you are in danger, get away. Do not fight to keep possessions
- ❖ Walk quickly and confidently even if you do not feel that way inside. Practise!
- ❖ Try to be careful about what you may say to other pupils, they may be personal remarks and they may not see the funny side of your remarks.



TELL

Use the tell process to report bullying

Tell

Talk to a trusted person about what is happening
Teacher, parents, friends, relatives, someone who
can help

Explain

Explain exactly what has been happening
Who is doing this
How it makes you feel

Let Them Help

Let them help you
They may tell your teacher
They may tell their trusted adult
Let them get help
Let them help STOP this

Let's Do This Together

We all have to work together to STOP bullying
Don't suffer in silence

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