

Anti-Bullying Policy

Rationale

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.

Where bullying exists the victims must feel confident to activate the anti-bullying systems within the school to end the bullying. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti-bullying ethos in the school.

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

Definitions of Bullying

Bullying 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 2023.

The law requires that **teachers** must:

- 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.

(Safe to Learn: Embedding anti-bullying work in schools).

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The older pupils should be encouraged to look after the younger ones, and in turn they should be encouraged to respect the older pupils and all the school staff. "Those that do not respect their elders, have mercy on the young ones, and hold in high esteem the Ulemas are not from amongst us "(Saying of the Prophet p.b.u.h.).

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

Actions to Tackle Bullying

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.

Pupils are told that they must report any incidence of bullying to an adult within school, and that 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.

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 will 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 the event that other staff are being bullied, colleagues are encouraged to report this to senior staff. "Bystander apathy" will not be tolerated, and will be sanctioned accordingly. Senior staff will deal with any incidents and fill in Anti-bullying incident sheet to include statements by the victim, the perpetrator, and witnesses and if appropriate, parents which will be kept in the personal record of staff.

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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. Role-play and other drama techniques can be used as well as 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) can be encouraged to go to the teacher 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.

Bullying: Advice to pupils, parents and staff

The school aims to create a friendly, happy environment where all pupils, parents and staff can feel safe from any abusive, threatening or unpleasant behaviour. You can help us to achieve this by doing all you can to watch out for, avoid report and even prevent BULLYING.

WHAT IS BULLYING?

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

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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.

But 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', 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
- 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 email, IM, 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.

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Parents should ensure their children know they must guard even the most casual text message and watch their own written words. They should never retaliate back to the bully, and they should always tell you if and when they are being cyber bullied. 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.

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.**

Parental Involvement

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.

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.

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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 the RE syllabus and are made aware of this.

Appendices: DfES: "Bullying: Don't Suffer in Silence."

Dcsf "safe to learn: Embedding Anti-Bullying work in schools"

Dfe "Working together to safeguard children" 2020

"Keeping Children Safe in Education" 2020

"Children Missing education" 2020

Letter of complaint, satisfaction survey for parents Anti Bullying information sheet for parents, Incident Report Form

Letter of complaint

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.

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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

Satisfaction survey for parents

Lote Tree Primary School



1 (Not satisfied)	2	3	4	5 (Very satisfied)
Comment if we could improve:				

Thank you for your help in completing this. We will use this information to think about what we do to tackle bullying and make Lote Tree Primary School one where pupils and parents are confident that we are honest about problems which happen, confident that we do not tolerate bullying behaviour and confident that our systems support children.

Yours sincerely

Mariam Ashique
Head teacher

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.

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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.

They are best contacted on 02476 261803, by email at

admin@LoteTreePrimary.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.

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.

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.

Bullying Incident Report Form

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Name of Pupil

Year Group

Date

Details of incident

Incident reported to

Action taken

Signed by

Lote Tree Primary School



Pupil

Classteacher

Record of the Support Given to the Student being Bullied

Name: _____ Date: _____

Signature: _____

Record of the Support Given to the Student who Bullies

Name: _____ Date: _____

Signature: _____

HOW TO BEAT THE BULLY

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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.**

IMPORTANT NOTICE

TO ALL STAFF MEMBERS

What May Constitute Bullying Things to look for

Name Calling

Dirty Looks

Personal Insults

Being left out from groups

Being the butt of constant jokes

Racial Insults

Family Insults

Sexist Insults

Hitting

Pushing

Touching

Being Hurt

Destruction or removal of possessions without permission

If you witness any of the above, please do NOT ignore it, or cast aside, or think it is not your problem and it does not concern you..... It is your duty to protect the students at all times!!!!

REMEMBER.....IT'S YOUR JOB!!!!



YOUR

**Anti-Bullying
Officer**

At present is;

Zubeda khan