



## Shinfield St Mary's C of E Junior School

### Anti-Bullying Policy

#### Our Vision

Jesus said 'As I have loved you, so you must love one another.' John 13, 34

This commandment guides us all to love and value all members of the school community. Children and adults from all backgrounds will thrive in the belief that diversity is to be celebrated and respected. As well as loving those who are present in our lives they will interact in the world in ways that reflect their responsibilities as global citizens and custodians of our planet. Our children will make an impact in the wider world which will benefit future generations

#### Document History:

Version	Issue Date	Comments
1.0	January 2012	
	Reviewed Jan 2014	
	Reviewed Mar 2016	
	Reviewed Mar 2018	No changes
	Reviewed Feb 2019	No changes
2.0	Sept 2020	Additional forms of bullying under definitions of bullying.
3.0	January 2022	Changes to reflect KCSIE 21
4.0	January 2024	Vision Updated guidance KCSIE 23 Added Wokingham Well Being Hub and references to the school business manager
5.0	March 2026	

**Next Review January 2028**

## Introduction

This policy is based on DfE guidance "[Preventing and Tackling Bullying](#)" July 2017 and supporting documents. It also considers the DfE statutory guidance "[Keeping Children Safe in Education](#)" 2025 and "[Sexual violence and sexual harassment between children in schools and colleges](#)" guidance. The setting has also read [Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Schools"](#).

The ability to immediately address bullying by the implementation of robust policies is important for all schools who are driven by their values, as we are at Shinfield St Mary's C of E Junior School.

This document sets out the school's policy in relation to the issue of bullying. It reflects a belief that bullying is not acceptable under any circumstances (zero tolerance) and that it is best prevented through the development of a school ethos based on mutual respect, fairness and equality in line with our Church of England, human and British values. It also acknowledges that bullying behaviour is problematic for both victim and perpetrator and embodies support and management strategies that are pragmatic and non-oppressive.

## Principles

- All children have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm, degrade or abuse them.
- There is **no justification whatsoever** for bullying behaviour and it should not be tolerated in any form. Differences of race, religion, gender, sexual orientation, ability are absolutely repudiated as reasons for bullying, in line with our Statement on Equality.
- Bullying behaviour produces problems for both the bully and the victim and should be addressed in positive and constructive ways which provide opportunities for growth and development for both parties.
- Effective management of bullying is a shared responsibility and strategies should involve parents/carers, school staff and professionals involved with children who are the victims or perpetrators of bullying behaviour.
- It is important to invest time and resources in the prevention and management of bullying and staff require advice, training and support to manage it with confidence.
- Information about the school's policy and procedures should be readily available in 'user-friendly' form to children and their parents/carers.

## Aims

- To fulfil the School's vision in treating everyone equally and with respect;
- To fulfil Shinfield St Mary's Junior School's statutory responsibility to respect the rights of children and to safeguard and promote their welfare;
- To clarify Shinfield St Mary's Junior School's responsibility for responding to incidents of bullying, and to emphasise to staff, pupils and their parents and carers the school's zero tolerance attitude towards bullying behaviour;
- To eliminate intimidating behaviour and promote a school ethos, in which each pupil is safe and able to realise their full potential;
- To address any problem of bullying, and to bring it under control through the implementation of a whole-school policy and its procedures;

- To reassure parents and carers that Shinfield St Mary's Junior School takes their children's welfare seriously and that they are being educated in a safe and secure environment.

### **Responsibilities**

It is the responsibility of:

- The headteacher to communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- Governors to take a lead role in monitoring and reviewing this policy.
- All staff, including governors, senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.
- Parents/carers to support their children and work in partnership with the school.
- Pupils to abide by the policy.

### **Definition of bullying**

Bullying can be defined as 'behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally'. DfE 'Preventing and Tackling Bullying

- Bullying can include physical and emotional abuse such as name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, producing offensive graffiti, gossiping, peer isolation (e.g. excluding people from groups) and spreading hurtful and untruthful rumours.
- The same unacceptable behaviours can be expressed online; this is sometimes called online bullying or cyberbullying. Specifically, this can include sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Shinfield St Mary's CE Primary School recognise that bullying can be emotionally abusive and can cause severe and adverse effects on children's emotional development.
- Bullying is recognised by Shinfield St Mary's CE Primary School as being a form of child on child abuse; children can abuse other children.
  - Abuse is abuse and it should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up".
  - We recognise that even if there are no reports of bullying, it does not mean it is not happening and it may be the case that it is just not being reported.
  - All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place

### **Forms and types of bullying**

Bullying can happen to anyone. This policy covers all types and forms of bullying including but not limited to:

- Bullying related to physical appearance
- Bullying of young carers, children in care or otherwise related to home circumstances
- Bullying related to physical/mental health conditions

- Physical bullying
- Emotional bullying
- Sexualised bullying/harassment
- Bullying via technology, known as online bullying or cyberbullying
- Prejudiced-based and discriminatory bullying (against people/pupils with protected characteristics) which may include:
  - Bullying related to race, religion, faith and belief and for those without faith
  - Bullying related to ethnicity, nationality or culture
  - Bullying related to Special Educational Needs or Disability (SEND)
  - Bullying related to sexual orientation (homophobic/biphobic bullying)
  - Gender based bullying, including transphobic bullying

### **School Ethos**

Shinfield St Mary's CE Junior School has a school ethos founded on equality, fairness and respect for others in which individual differences are celebrated and seen as a source of enrichment. In order to help children, learn and develop appropriate responses to others, all staff at all times will treat each other (and children, parents and carers) with courtesy and respect and will model appropriate and acceptable behaviour.

### **Prevention**

- All staff involved in the education and/or supervision of children will create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.
- The staff at Shinfield St Mary's CE Junior school recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (child on child abuse).
- Staff recognise the potential for children with Special Educational Needs and Disabilities (SEND) to be disproportionately impacted by bullying and will implement additional pastoral support as required
- The school's policy of zero-tolerance will be applied consistently when episodes of bullying are witnessed or reported. Staff will constantly reinforce the message to children that bullying is unacceptable and will take positive action to prevent and control it.
- Regular training will be provided so staff can identify all forms of bullying and take appropriate action, following the school's policy and procedures, including recording and reporting incidents. Keeping up to date with online safety will be a priority for training for all staff.

In addition, the issue of bullying will be raised with pupils at a number of levels including:

- At whole school level – through an anti-bullying week, regular assemblies when children will be encouraged to build kindness and empathy to others. Children will understand the school's zero-tolerance policy and the actions that will be taken to prevent bullying taking place.
- At a classroom level – during class through cross curricular work, PHSE and Citizenship, Staff will openly discuss differences between people that could motivate bullying, such as: children with different family situations, such as looked after children or those with caring responsibilities, religion, ethnicity, disability, gender, sexuality or appearance related difference.

- In computing children will be taught how to use technology, especially mobile phones and social media, positively and responsibly
- Internal support, as well as external helplines and websites will be published throughout the school.
- At individual level – children who are felt to be at risk of bullying (or who have suffered from bullying in the past) will be offered additional support and guidance. Systematic opportunities to develop pupils' social and emotional skills, including building self-esteem will be planned into the curriculum.
- Children who have bullied others will be given advice and support and taught strategies to enable them to bring their unacceptable behaviour under control and to prevent further incidents.
- Shinfield St Mary's Junior School recognises that there are particular times when children may be more vulnerable to bullying, for example lunch and break times and the beginning and end of the school day. Arrangements will be made to ensure that at such times there is adequate supervision available to reduce the risk of bullying incidents.
- There are locations about the school in which incidents of bullying are more likely to occur and again arrangements will be made to ensure that these are properly supervised or pupils will be forbidden access to these areas.
- Children will be encouraged to talk to staff about incidents of bullying which they experience or of which they may be aware. In these circumstances staff will respond positively, take the expression of concern seriously and ensure that the matter is fully investigated.
- Parents who believe their child to be the victim of bullying should share their concerns with school at the earliest opportunity and be prepared to work with school to keep their children safe in future. All expressions of concern will be taken seriously and investigated thoroughly.
- Similarly, if parents believe their child is bullying others, this information should be shared with school so that the problem can be addressed and a plan agreed to prevent further incidents and the bullying child helped to change their behaviour.

### **Responding to bullying concerns**

The following steps will be taken when dealing with any incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern. The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
- The staff member will record the incident on Safeguard my school to alert the Headteacher and Designated Safeguarding Lead (DSL)
- The headteacher, Designated Safeguarding Lead (DSL) or another appropriate member of leadership staff will interview all parties involved.
- A clear and precise account of bullying incidents will be recorded alongside the original report. This will include recording appropriate details regarding decisions and action taken.
- The school will speak with and inform other staff members, where appropriate.
- The school will ensure parents/carers are kept informed about the concern and action taken, as appropriate and in line with child protection and confidentiality policies.

- Appropriate sanctions and support, for example as identified within the school behaviour policy and child protection policy, will be implemented in consultation with all parties concerned. o If necessary, other agencies may be consulted or involved, for example the police if a criminal offence has been committed, or Wokingham Children’s Services if a child is felt to be at risk of significant harm.
- Where the bullying of or by pupils takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated and responded to in line with this policy and the school behaviour policy. If required, the DSL will collaborate with DSLs at other settings.

### **Cyberbullying**

When responding to cyberbullying concerns, the school will:

- Act as soon as an incident has been reported or identified.
- To Provide appropriate support for the person who has been cyberbullied, and work with the person who has carried out the bullying to ensure that it does not happen again.
- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
- Take all available steps where possible to identify the person responsible. This may include:
  - looking at use of the school systems
  - identifying and interviewing possible witnesses
  - Contacting the service provider and the police, if necessary.
- Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
  - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
  - Confiscating and searching pupils’ electronic devices, such as mobile phones, in accordance with the law and the school searching and confiscation policy. (We will access the DfE ‘Searching, screening and confiscation at school’ and Childnet cyberbullying guidance to ensure that the school’s powers are used proportionately and lawfully).
  - Requesting the deletion of locally-held content and content posted online if they contravene school behavioural policies.
- Where an individual can be identified, the school will ensure that appropriate sanctions are implemented to change the attitude and behaviour of the perpetrator, as well as ensuring access to any additional help or support they may need.
- Inform the police if a criminal offence has been committed.
- Provide information to staff and pupils regarding steps they can take to protect themselves online. This may include:
  - advising those targeted not to retaliate or reply.
  - providing advice on blocking or removing people from contact lists.
  - helping those involved to consider and manage any private information they may have in the public domain.

### **Supporting Pupils**

Pupils who have been bullied will be supported by:

- Reassuring the pupil and providing immediate nurture support.

- Offering an immediate opportunity to discuss the experience with their teacher, the DSL, or a member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how to respond to any further concerns.
- Working towards restoring self-esteem and confidence.
- Providing ongoing support. This may include working and speaking with staff, offering formal counselling, engaging with parents and carers. Support from our Parent Support Advisor will be offered.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through Early Help or Wokingham Children Services or support through the Child and Adolescent Mental Health Services (CAMHS) and the Mental Support Team in Schools MHST.

**Pupils who have perpetrated bullying will be helped by:**

- Discussing what happened, establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the child and offering the support of our Parent Support Advisor
- Providing appropriate education and support regarding their behaviour or actions.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning, in line with school behaviour/discipline policy. This may include:
  - official warnings
  - removal of privileges (including online access when encountering cyberbullying concerns)
  - In extreme or repeated cases, fixed-term or permanent exclusions.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Integrated Children Services or Early Help or support through the Child and Adolescent Mental Health Services (CAMHS).
- Shinfield St Mary's Junior School is firmly committed to working in partnership with parents and believes that the best outcomes emerge when professionals and parents/carers are able to work together to counteract bullying.

**Supporting Adults**

Our school takes measures to prevent and tackle bullying among pupils; however, it is equally important to recognise that bullying of adults, including staff and parents, whether by pupils, parents or other staff members, is unacceptable.

Adults who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, the headteacher, a senior member of staff or the school business manager who is mental health first aid trained.
- Advising them to keep a record of the bullying as evidence and discuss how to respond to future concerns.

- Where the bullying takes place off school site or outside of normal school hours (including online), the school will still investigate the concern and ensure that appropriate action is taken in accordance with the schools' behaviour and discipline policy.
- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Adults who have experienced bullying will be helped by:

- Discussing what happened with a senior member of staff, the headteacher or the school business manager to establish the concern.
- Establishing whether a legitimate grievance or concern has been raised and signposting to the school's official complaints procedures.
- If online, requesting that content be removed.
- Instigating disciplinary, civil or legal action as appropriate or required.

### **Monitoring and evaluating**

- The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the school's action planning.
- The Headteacher will report on a regular basis to the governing body on incidents of bullying, including outcomes.
- An annual report will be made to the Governing Body indicating the extent of the problem and any trends which may emerge. This information will be shared with parents/carers and pupils.
- Senior staff and Governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any ongoing concerns. These will be shared with staff, parents/carers and pupils.