

Horsford Church of England VA Primary School



Positive Behaviour and Discipline Policy

Introduction

This document is a statement of the aims, objectives and strategies for managing and supporting behaviour at Horsford C of E VA Primary School.

This policy will be reviewed annually.

In accordance with the aims and values of our school, this behaviour policy will set out how a positive and safe learning environment can be achieved.

The ethos of a school has considerable influence on the general behaviour of its children and to this end it is important that it is both understood by all concerned and regularly monitored and reiterated.

At Horsford C of E VA Primary School we have high expectations of both work and behaviour and consider that the interactions between staff and children, and children and children are crucial to realise these.

As we are committed to a united approach this policy was developed by the teaching staff in consultation with children, support staff, parents/carers and governors. It provides the essence of the types of behaviour valued, encouraged and promoted by the school.

Legal position of the School

The legal position is that the Articles of Government lay down that the Headteacher shall be responsible to the Governors for the internal organisation, management and discipline of the School and that, subject to any specific Codes of Practice which the Local Authority/Children's Services may have the legal right to make, this includes the right to determine the disciplinary framework and the punishments used in the School. However, any policy also needs full implementation by all staff and the support of parents if it is to be effective and should therefore be determined by the Headteacher on the basis of an on-going dialogue with teaching staff and parents and within the framework of the statement of aims and philosophy which has been approved by Governors. The school acknowledges its legal duties detailed in the Equality Act 2010 and in respect of children with SEND.

Aims

We aim to have a consistent approach to behaviour management and encourage children to become respectful and self-disciplined in the choices they make. We aim to achieve this by creating an ethos which reflects Christian values by using positive management strategies, therefore raising children's self-esteem and improving the relationships they have with others.

This should enable children to develop into effective learners and responsible citizens in the future.

Objectives

- To promote good behaviour and follow agreed positive behaviour management strategies
- To provide clear rules for all to follow using a consistent approach
- To create an environment in which children feel safe and secure in a climate of mutual respect, whilst promoting children's wellbeing, moral, spiritual, social, cultural and emotional development
- To address unacceptable behaviour using a consistent approach
- To promote parent partnership when improving behaviour

Positive Behaviour Management

We believe that to treat children positively, by praising them and offering encouragement for the things they do well, is the most successful approach to behaviour management. This does not mean that inappropriate behaviour is ignored, simply that the positive aspects of children's behaviour should be highlighted whenever possible.

Praise and encouragement is vitally important in developing children's self-esteem and should be meaningful and regular. This might mean being praised for working hard, being polite or showing consideration towards others. In our school this can happen in a variety of ways.

- Each child is part of a house (Sandringham, Blickling, Holkham and Felbrigg) where they can earn points for promoting the school rules. House points are counted up each week, with a winning house announced. The house cup is awarded at the end of each half term. The winning house for the whole year will receive a prize from the PTA.
- Each class has their own reward system which has been developed by the class teacher and their pupils.
- Staff and children can promote positive behaviour by celebrating their peers when they notice they are showing RESPECT (see RESPECT CODE poster – **see appendix 1**).

School rules

All children have the right to be safe and the right to learn. In order to ensure these rights are fulfilled all stakeholders are expected to respect our school rules:

- **I will be kind and gentle**
- **I will work hard**
- **I will look after property**
- **I will listen**
- **I will be honest**

Unacceptable Behaviour

Unacceptable behaviour is recognised when children's rights to be safe and learn are not being respected and the school rules are not being followed. This varies from low level, disruptive behaviour to physical behaviour that may affect the safety, wellbeing or learning of other people at school.

Unacceptable behaviour is managed in three stages:

Remind – Children are reminded of the school rules and the expectation to make the right behaviour choices.

Reset – If the behaviour continues, children are asked to reset their behaviour; they will be asked to move to a place in or out of the classroom where they can reflect on their behaviour. Once they feel they are ready to re-join the group they can do so after they have discussed their behaviour with a member of staff.

Remove – If the behaviour continues after reset, the children will be removed from class to speak to the senior teacher (or another member of the SLT if they are not available) and they will be issued with a card (**see appendix 2**) which outlines their behaviour choices. This will be shared with parents and the

card will be signed and returned to school. The child will then miss some of the following lunchtime to complete the work they have missed or to write a letter of apology or equivalent for their behaviour. KS2 will spend 25 minutes of their lunchtime doing this and KS1 will spend 15 minutes of their lunchtime.

All incidents of poor behaviour that result in children visiting a member of the leadership team are recorded for monitoring purposes and are reviewed by the leadership team as necessary.

We recognise that all children need clear guidelines for acceptable behaviour and that most patterns of unacceptable behaviour can be modified through focussed positive strategies, which will also be monitored for consistency. When positive management strategies do not achieve these levels of behaviour, agreed sanctions should be used. When positive management strategies do not achieve these levels of behaviour, agreed sanctions should be used.

Whilst unacceptable behaviour is addressed systematically and consistently, this is done respectfully. When taking part in activities outside of school (trips, sporting events etc.) children's behaviour is still expected to reach a high standard. Teachers will use their professional judgement in dealing with unacceptable behaviour at the time.

Repeated incidents of unacceptable behaviour (SEN and bullying)

When children need focussed medium term support for modifying their behaviour, the SENCO is informed and support is identified following guidelines set out in the SEN policy. Children will be given an individual behaviour plan to help support them. All staff will be notified of the specific arrangements for these children. Unacceptable behaviour is still dealt with, but in a way that is appropriate to the individual.

We view repeated unacceptable behaviour against the same children or the same child as bullying and this is dealt with following guidelines set out in the Anti-bullying policy.

Children rarely fight in school, more often it is a play fight where they become too involved. However, if an adult has to intervene and restrain a child, the school's positive handling system is followed (**see appendix 3**).

Dealing with severe incidents

We recognise that some children will experience difficulty in managing their emotions which may result in more extreme behaviour. During these times we are committed to working with the child, parents / carers and external agencies to help them manage and improve their behaviour through the SEN Code Of Practice.

When extreme cases of behaviour occur that put the child or other children at risk of injury the child should be removed from the situation. If this is not possible all other children should be removed from the situation in a quiet and calm manner. The situation should be resolved by a member of the leadership team. As all staff are committed to the safety and emotional well-being of children, physical intervention is only used as the last resort (**see appendix 3**).

Action for addressing severe behaviour incidents will be dealt with outside of the agreed sanctions for behaviour and sanctions will be agreed by the leadership team. Any sanctions will be shared with parents / carers. Behaviour that compromises the safety of other people or the child itself may result in either an internal exclusion, a temporary or permanent exclusion.

Positive Handling — Step On Approaches

It rare that the use of physical restraint will be required.

However, in order to prevent harm to pupils, staff, property or learning, the governors have agreed 'The Use of Reasonable force' policy.

In addition to this, all staff involved in regular contact with those children at risk of needing this kind of intervention, will have received 'STEPS' training.

Safe Environment

It is the responsibility of all staff to ensure that the children in school have a safe environment to learn in. The wellbeing of all children is paramount and should be considered when dealing with any behaviour. All incidents should be managed in a calm manner ensuring that at no point any child feels threatened by any member of staff.

Racially motivated behaviour

Horsford CE VA Primary School is committed to the equality of all children and staff and behaviour that is believed to be racially motivated will not be tolerated. Such incidents will not be dealt with using the outlined procedures for unacceptable behaviour and they will be dealt with by the leadership team. All racially motivated incidents will be recorded separately in school and they reported to the LA under current guidance. Please see our Anti-Racist Policy (**see appendix 4**) for further details.

Bullying

The school has an Anti-Bullying Policy (**see appendix 5**). Any allegations of bullying will be investigated thoroughly and promptly. Confirmed incidents of bullying will result in the perpetrator(s) receiving an appropriate and proportionate sanction(s).

Children's Conduct outside the School Gates

The school will give proportionate and appropriate sanctions for children's misbehaviour on the journey to and from school (Section 89(5) of the Education and Inspections Act 2006).

Further Sanctions

Where appropriate, the Head of School, Executive Deputy or Executive Headteacher may wish to use sanctions other than those described. The chosen sanction/sanctions would be proportionate to the behaviour incident. These sanctions could be;

- An unofficial internal exclusion.
- Prevented from attending a special occasion e.g. a school disco
- An official fixed term exclusion
- Permanent exclusion

These sanctions may be applied for incidents such as;

- Physical assault against a pupil or adult
- Verbal abuse/threatening behaviour against a pupil or adult
- Bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol
- Damage
- Theft
- Persistent disruptive behaviour

Procedures for Exclusion

The school follows the government guidance for exclusions. The full guidance is published on the Department for Education website.

Use of Reasonable Force

What happens if a pupil complains when force is used on them?

Please see 'Dealing with Allegations of Abuse against Teachers and Other Staff' (statutory guidance from the Department of Education).

When an allegation of force is made by a pupil key points to remember are:

- All complaints about the use of force should be thoroughly, speedily and appropriately investigated.
- Where a member of staff has acted within the law – that is, they have used reasonable force in order to prevent injury, damage to property or disorder – this will provide a defence to any criminal prosecution or other civil or public law action.
- When a complaint is made the onus is on the person making the complaint to prove that his/her allegations are true – it is not for the member of staff to show that he/she has acted reasonably.
- Suspension must not be an automatic response when a member of staff has been accused of using excessive force. Schools should refer to the "Dealing with Allegations of Abuse against Teachers and Other Staff" guidance where an allegation of using excessive force is made against a teacher. This guidance makes clear that a person must not be suspended automatically, or without careful thought.
- The school must consider carefully whether the circumstances of the case warrant a person being suspended until the allegation is resolved or whether alternative arrangements are more appropriate.
- If a decision is taken to suspend a teacher, the school should ensure that the teacher has access to a named contact who can provide support.
- The Governing body should always consider whether a teacher has acted within the law when reaching a decision on whether or not to take disciplinary action against the teacher.
- As employers, schools and local authorities have a duty of care towards their employees. It is important that schools provide appropriate pastoral care to any member of staff who is subject to a formal allegation following a use of force incident.

Malicious accusations against school staff

Where an allegation of abuse or misconduct is found to be fabricated the Headteacher will make a decision as to the appropriate sanction/sanctions.

School Trips

Our schools have adopted the Educational Visits risk assessment procedures recommended by Children's Services. On rare occasions it may be necessary for individual children not to undertake school visits due to the risk to their safety and that of others.

The school recognises that the decision not to take a pupil on an educational visit can be a sensitive one. Where possible the class teacher should seek early advice about their concerns from the SENCO, Head of School, Executive Deputy or Executive Headteacher.

Early contact with parents/carers is important:

- Contact the parents/carers and arrange a meeting to explain your concerns.
- Explain why your concerns could affect participation in the educational visit.
- If appropriate (for example with children with behaviour difficulties) set up targets (linked to an IEP) that will address behaviour. Try to avoid making a reward the participation in the educational visit as this may be an abstract target with children with moderate SEND.

- Set up another meeting to review the progress.
- Take minutes of the meeting and send a copy to the parents/carers.
- Keep the SENCO, Head of School, Executive Deputy or Executive Headteacher informed of progress.
- It may be that a compromise can be reached with parents/carers that ensures that there is no longer an unacceptable risk to the child or others and allows them to participate in the educational visit; e.g. the child does not stay overnight on the residential visit but is present during the daytime. Try to explore these ideas but remember the safety of the children is our primary concern.
- Legal Services can also offer advice as can Children Services Educational Visits.
- The Executive Headteacher will make the final decision about a child's participation in an educational visit.

Screening, Searching and Confiscation

The Executive Headteacher and authorised staff (Executive Deputy, Head of School and members of the Leadership Team) have a statutory power to search pupils or their possession, without consent, where they suspect the pupil has certain prohibited items:

- Knives, weapons, alcohol, illegal drugs and stolen items.

It should not be necessary for children to bring mobile phones to school. However in extenuating circumstances, mobile phones can be left in the school office.

For full guidance see 'Screening, Searching and Confiscation a guide for Headteachers'.

Parent Partnership

Whilst we understand communicating and resolving behavioural incidents can be challenging and emotional, we are committed to working in partnership with parents to improve standards of behaviour at school. This starts through the home-school agreement parents are encouraged to sign when their child enters the school and continues through daily interactions between staff and parents.

We will report incidents of behaviour to parents once their child has reached the remove stage within the outlined sanctions (**see appendix 2**). It is important parents are reassured that by working together in partnership we can resolve issues more effectively and that the school does not make judgements on parents. When parents are invited into school to discuss their child, all staff have a responsibility to ensure this is carried out in a positive and non-threatening way.

Documents referred to in this document;

- Exclusion guidance:
<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/a0076478/exclusion-guidance>
 This includes advice regarding;
 Removing pupils from a school site and the decision to exclude
 Procedure for excluding a pupil: role of headteacher/teacher in charge
- Dealing with allegations of abuse against teachers and other staff – Guidance for local authorities, head teachers, school staff, governing bodies and proprietors of Independent schools
- Screening, searching and confiscation - Advice for head teachers, staff and governing bodies
- Use of reasonable force - Advice for head teachers, staff and governing bodies

Dissemination of Information and Review of this Policy

Children are made aware of this Policy through assemblies, PATHs sessions and PSHE lessons. The key principles are also supported by a number of events related to promoting positive behaviour, anti-bullying and citizenship.

The Executive Headteacher ensures that parents/guardians and all staff are familiar with the arrangements set out in this Policy Statement. A copy of this Positive Behaviour, Discipline Policy is on the School website and a paper copy available for perusal in the school, on request.



Attitudes to Learning

R

ESILIENT

Persevere or try a different way

E

QUIPPED FOR LEARNING

Having the necessary equipment for school

S

UPPORTIVE

Encouraging others

P

UNCTUAL

Attending every day
and on time

E

NGAGED IN LEARNING

Demonstrating a thirst for knowledge and love of learning

C

O-OPERATIVE

Working well with others
and following rules

T

RUSTWORTHY

Being honest



Nebula
where stars are born

Appendix 2

School Rules

I will be kind and gentle
I will work hard
I will look after property
I will listen
I will be honest

Behaviour Card



Name: _____

Class: _____

Date: _____

When a child makes a choice that breaks one of the school rules they are firstly reminded to follow them. Should they break a rule a second time, they are asked to move to a quiet space to think about and 'reset' their behaviour. If after they have reset, they break a rule a third time, the child is removed from class to speak to a member of the leadership team and receives this card to explain the behaviour choices they have made. As a consequence, the child will then miss 15 minutes of their lunchtime in Years R-2 and 25 minutes for Years 3-6 to complete the work they have missed.

Remind

What happened for me to get a reminder today?

Reset

What happened for me to be asked to reset my behaviour choices today?

Remove

What happened for me to be removed from my class today?

Signed: _____
Child

Signed: _____
Staff Member

Please sign and return this card to school:

Please talk to your child about their behaviour and remind them of the school rules and expectations.
If you have any concerns about your child's behaviour, at home or at school, please speak to your class teacher.

Signed: _____ Date: _____

Year Group: R 1 2 3 4 5 6

Physical Intervention Guidance

The school is committed to ensuring that all staff with responsibility for children's safety and welfare will deal professionally with all incidents involving aggressive behaviour, and only use physical intervention as a **last resort**, in line with DCSF and LA advice, and always ensuring minimal risk of injury to children and staff.

1. Talk and Warn

Whenever possible, situations involving potential conflict or confrontation should be talked through. Children obviously have to be in a receptive state for this approach to be successful. Staff who are present should be able to form a judgment as to the suitability of this approach.

2. Holding for security and to reduce anxiety where there is a potential for damage or danger, even if the child is not yet out of control nor a particular source of danger to themselves or others at that time.

This approach will be appropriate when the child is anxious or confused. There may be situations when holding in this way defuses or prevents an escalation to a more violent confrontation. It is important, therefore, to ensure that this approach is not interpreted as initiating aggression.

3. Intervention when a child presents a danger to themselves or others or, exceptionally threatens serious damage to property.

It may sometimes be necessary to intervene if a child is out of control and their behaviour poses a real danger to themselves or others. **This will involve the combined efforts of more than one member of staff.** Approaches that are considered reasonable include:

- physically interposing between children;
- blocking a child's path;
- holding (this is taken to mean only the sort of hold a reasonable parent might use). It does not refer to specific techniques of physical restraint which are not used in our school;
- pushing / pulling (the only form that is appropriate, other than as a last resort in cases of immediate risk to life or of serious injury, would be where reasonable force was used to resist someone's movement, rather than the kind of forceful push/pull that could cause a child to fall over with unpredictable results);
- leading a child by the hand or arm; and
- herding a child away by placing a hand in the centre of the back.

4. Audience control

Since it is well established that a child's poor behaviour is often adversely affected by the presence of an audience it will generally be helpful to remove the audience or, if this is not possible, to remove the child in question from the audience. **Under no circumstances should this result in a child being taken into a closed room by a single member of staff. Another member of staff should be present or the door left open so that others are aware of the situation.**

Horsford Church of England VA Primary School



Anti-Racist Policy

January 2020

Horsford C of E VA Primary School recognises and values diversity. Learners should feel safe from racist incident and feel confident to talk to staff and others if they feel at risk.

The school ethos is inclusive, and we endeavour to ensure that the school community feels safe, valued and respected.

The school curriculum is inclusive, and issues of racism and bullying are addressed within it, specifically in PSHE.

Racism is:

Conduct or words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin.

Stephen Lawrence Inquiry, 1999.

A racist incident is any incident which is perceived to be racist by the victim or any other person.

Stephen Lawrence Inquiry, 1999.

The term racist bullying refers to a range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status.

All instances of racist bullying in schools are racist incidents, as defined by the Stephen Lawrence Inquiry report cited above. Not all racist incidents, however, are necessarily instances of racist bullying. This is because they do not have all the features of bullying. For example, if two pupils have an argument in the playground, and if in the heat of the moment the one uses a derogatory term about the other's cultural or ethnic background, this would be recorded as a racist incident; it would probably not, however, be thought of as an example of bullying. Or if a pupil uses inappropriate language in a classroom discussion this too might be recorded as a racist incident, but would not be thought of as an example of bullying.

- Within our schools we acknowledge that racism exists in wider society, and that it can lead to racism and racist bullying in schools. We listen to, and take what pupils are telling us very seriously, giving them time when necessary, to express what they are feeling.
It is important, in all considerations of racism, to start with the perceptions of people at the receiving end – their feelings of astonishment, disbelief and shock, of threat and fear and anger, of diminished self-confidence, of their parents and friends being insulted and rejected as well as themselves. Also, it is crucially important to note and encourage their resilience and resistance in developing a calm resolution not to let their experiences of racist intolerance get them down permanently.
- We record and take action on racist incidents.
- Pupils know that racism will not be tolerated and that it will always be dealt with.
- Strategies for both prevention and intervention are in place

Our approach to bullying incidents

Although we endeavour to provide a happy, safe environment for pupils, staff and parents (promoting an 'anti-racist' culture) we know that we may not be immune to incidents of racism. However, our approach to any incident is very clear.

Racism of any kind is unacceptable and is immediately investigated.

Strategies have been introduced to reduce the possibility of racism. These include raising awareness about racism and our policies relating to bullying, discipline and positive behaviour. They increase understanding for those involved in racism; and teach pupils how to manage relationships in a constructive way. We work with positive behaviour within our school community in many ways.

With Children:

We place our expectations for positive behaviour and anti-racism within the curriculum (PHSE, PATHs, Drama,) so that children can regularly reflect on themselves and others in a citizenship context.

With Parents/Carers:

- Parent/carer questionnaires, annually
- Parent/Carer Support Advisor
- 'Open door' policy for parents/carers to come in and talk with staff and members of the leadership team.

With Teaching and Support Staff:

- Clear guidelines on positive behaviour management

- INSET training days
- By regularly reviewing Racist Incidents

With Governors:

- Through reports from the Heads of School at committee meetings.
- By regularly reviewing Racist Incidents with the Chair of Governors
- Reporting to the Full Governing Body every year

What happens when the School becomes aware of an incident?

The Head of School should be informed of any racist incident in the first instance. The Head of School will inform the Executive Deputy as required.

The following procedures will be followed

- Thank the person (child/children/parent/guardian) for telling you, and if appropriate, reassure them that they have done the right thing by telling you.
- Discuss the details of the racist incident with those directly involved, recording outcomes.
- Identify any witnesses.
- Interview witness/es.
- Explain the allegations to the perpetrator(s) and ask them to tell the truth about the situation. Make it clear that this is only an investigation at this stage but it is serious.
- If racism is admitted, make it understood that racism is not acceptable. Tell them what effect it has on the self-esteem and education of the person being abused as well as other children in the class/school.
- If the allegation of racism is denied, investigate further. If there is sufficient evidence that the racism occurred, inform the perpetrator.
- Consider what punishment is appropriate but a verbal and written apology is a minimum.
- Parents of the pupil subject to racism and the perpetrator will be informed by the Head of School and given the opportunity to come to school to discuss the incident.
- Provide support for the child/children who have been subjected to racism. A mentor/named person will monitor and observe at break times and lunchtimes, and through discussion, make sure there is no repetition.
- Provide support for the perpetrator. This may include a programme to support behaviour. A mentor/named person will support the child during this programme.
- Provide additional opportunities in PSHE/PATHS for the children to discuss relationships, feelings and the effect racism can have on individuals. This will include re-iterating that it is OK for children to 'tell' a teacher when they witness, or are subject to, racism in the School.

Reporting

Racist Incidents are recorded internally when they occur and these records are kept securely with safeguarding files in accordance with GDPR guidelines.

There is an annual reporting process (in September) whereby the number of incidents are reported to the Local Authority as a numerical value, not identifying individuals or details of specific incidents.

Exclusions

In serious and persistent cases of racism the Executive Headteacher may have to consider excluding a pupil.

In general this involves the following:

- The Executive Headteacher will be responsible for the exclusion of pupils. The Head of School and/or the Executive Deputy have the delegated responsibility to take this action if necessary.
- When the decision is taken to exclude a pupil parents will be informed, the Authority and the Governing Body will also be informed in line with requirement set out in National guidelines.
- All exclusions will have regard to the guidance issued within current guidelines.

Dissemination of Information and Review of this Policy

Children are made aware of this Policy through assemblies, PATHs sessions and PSHE lessons.

The key principles are also supported by a number of events related to promoting positive behaviour, anti-bullying and citizenship.

The Executive Headteacher ensures that parents/guardians and all staff are familiar with the arrangements set out in this Policy Statement. A copy of this Anti-Racist Policy is on the School website and a paper copy available for perusal in the school, on request.

Horsford Church of England VA Primary School



Anti-Bullying Policy

January 2020

Rationale

Everyone at Horsford CE VA Primary School 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 children and help build an anti-bullying ethos in the school.

This document outlines how we make this possible at our school.

Definitions of bullying

Bullying is not: When a child/children unintentionally hurts someone's feelings by mistake. For example: having a laugh; knocking into people by mistake; getting angry because they are annoyed with someone or something; or when they decide they don't want to play with someone one day. It is also not when a child is involved in a 'one off' incident of physical or emotional harm. Such examples are dealt with in accordance with our behaviour policy and will be monitored closely in the future.

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

Bullying can include:

- teasing and/or abusive remarks and name calling
- a 'look'
- threats and physical violence
- damage to property
- deliberately leaving pupils out of social activities
- spreading rumours with the intention of causing harm
- upsetting mobile phone or email messages (cyber bullying)
- behaviours which can be described as racist.

'A racist incident is any incident which is perceived to be racist by the victim or any other person' (Association of Chief Police Officers, Stephen Lawrence Inquiry). In the context of school: 'If a child feels the incident is racist, it is.' (Ofsted, November 2005)

Of course sometimes the incidents mentioned above can happen and not be classed as bullying as they have only occurred once or twice. It is important for staff to record these incidents on our online tracking system when they do happen to ensure we are aware when one off situations build up to become a more serious problem. Class teachers and senior leaders are responsible for inputting this data onto the online tracking system (Pupil Asset) in consultation with the Head of School.

Our approach to bullying incidents

Although we endeavour to provide a happy, safe environment for pupils, staff and parents (promoting an 'antibullying' culture) we know that we may not be immune to incidents of bullying. However, our approach to any bullying incident is very clear. Bullying of any kind is unacceptable and is immediately investigated. Strategies have been introduced to reduce the possibility of bullying. These include raising awareness about bullying through discussion lessons in Relationships and Sex Education and PSHE, as

well as promoting positive peer relationships through our reward systems. These strategies increase understanding for those involved in bullying and teach pupils how to manage relationships in a constructive way.

Children

We place our expectations for positive behaviour and anti-bullying within the curriculum so that children can regularly reflect on themselves and others in a citizenship context. We do this through:

- Weekly PATHs and RSE lessons and compliment time
- Drama activities in English and other appropriate lessons
- Taking part in anti-bullying week activities

Parents/Carers:

We offer a variety of opportunities to parents/carers to discuss bullying.

- Parent/carer questionnaires
- 'Open door' policy for parents/carers to come in and talk with class teachers
- Requested appointments for parents/carers to meet with members of the leadership team

Teaching and Support Staff:

All staff are involved in promoting the anti-bullying message. This is supported by:

- Clear guidelines on positive behaviour management
- INSET training days
- By regularly reviewing bullying incidents
- Ensuring Care Plans include actions to be taken for children that might be vulnerable to bullying and making all staff aware of these plans

With Governors:

Governors are aware of their responsibility to ensure anti-bullying procedures are being followed in school.

- Through reports from the Senior Leadership Team at sub committees.
- By regularly reviewing bullying incidents
- Reporting to the Full Governing Body every year
- Anti-Bullying Week every year – link to the national Anti-Bullying Week initiative.
- Working with external agencies who provide best practice, support and encouragement.
- Working with extended services to ensure positive behaviour, discipline and anti-bullying
- Policies are in place, ensuring that reporting methods are clear to all users.

What happens when the school becomes aware of an incident?

The Executive Head Teacher should be informed of any complaint about bullying.

Upon discovery of an incident of bullying, we will discuss with the children the issues appropriate to the incident and to their age and level of understanding. The adult will remain neutral and deliberately avoid direct, closed questioning which may be interpreted as accusatory or interrogational in style. Each child must be given an opportunity to talk and the discussion should remain focused on finding a solution to the problem and stopping the bullying recurring.

The following procedures will be followed

- Thank the person (child/children/parent/guardian) for telling you and, if appropriate, reassure them that they have done the right thing by telling you.
- Discuss the nature of the bullying, recording outcomes if deemed necessary.
- Identify the bully/bullies, the person being bullied and any witnesses.
- Interview witness/es.

- Discuss the incident with the alleged bully/ies. Explain the allegations and ask them to tell the truth about the situation. Make it clear that this is only an investigation at this stage.
- If the bully admits, make it understood that bullying is not acceptable. Tell them what effect it has on the self-esteem and education of the person being bullied and the rest of the children in the class/school. Apply sanctions relevant to the type of bullying.
- If the allegation of bullying is denied, investigate further. If there is sufficient evidence that the bullying occurred, apply relevant sanctions.
- Consider whether it is necessary to have discussions with the parents/guardians of the bully/bullies and the person who has been bullied.
- Provide support for the child/children who have been bullied. A named person will monitor and observe at break times and lunchtimes, and through discussion, make sure there is no repetition.
- Provide support for the bully. This may include a programme to support behaviour. A named person will support the child during this programme.
- Provide opportunities in Circle Time or groups, for the children to discuss relationships, feelings and the effect bullying can have on individuals. This will include re-iterating that it is OK for children to 'tell' a teacher when they witness, or are subject to, bullying in the school.

Positive Handling – Step On Approaches

It is rare that the use of physical restraint will be required. However, in order to prevent harm to pupils, staff, property or learning, the governors have agreed 'The Use of Reasonable Force' policy. In addition to this all staff involved in regular contact with those children at risk of needing this kind of intervention, have received 'STEPS' training.

Exclusions

In serious and persistent cases of bullying, the Executive Head Teacher may have to consider excluding a pupil. Procedures will be followed according to the National Guidelines available from Norfolk County Council. In general this involves the following:

- The Executive Head Teacher will be responsible for the exclusion of pupils.
- When the Executive Head Teacher excludes a pupil she/he will inform parents, the Local Authority and the Governing Body in line with requirement set out in National Guidelines.
- All exclusions will have regard to the guidance issued within current guidelines.

Parental Involvement

The parents of both (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 clearly be 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 need to remind children that they must tell someone at school if they are having problems. 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. Whilst there is little history of bullying at our school, we believe that one case is one 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. Where necessary we have and will call on outside agencies such as the Behaviour Support Service to support our action. This policy is seen as an integral part of our Positive Behaviour and Discipline Policy.

Dissemination of Information and Review of this policy

Children are made aware of the arrangements set out in this policy through assemblies, PATHs sessions and RSE lessons. The key principles are also supported by a number of events related to promoting positive behaviour, anti-bullying and citizenship. The Head of School ensures that parents/carers and all staff are familiar with the arrangements set out in this policy. A copy of this policy is on the school website and a paper copy available from the office, on request.