



## Reporting and Responding to Bullying Procedures

All reported incidents will be taken seriously and investigated involving all parties. Our school has clear and well publicised systems to report bullying for the whole school community (including staff, parents/carers, children and young people) this includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders).

Children and young people in school	Parents / Carers	Staff or visitors	Bystanders
Talk to any member of staff, place a note in the worry box, PSHE lessons, peer-mentors (KS2 only), refer to Pupil's Anti-bullying policy.	Talk to class teacher in the first instance (face to face, email and phone call) and a member of the senior leadership team, including the headteacher if it persists (face to face, email and phone call).	Talk to a member of staff a member of the senior leadership team.	Talk to any member of staff, or peer-mentor (KS2)

**At St Anne's we have developed a consistent approach to recording and monitoring bullying incidents in school, and evaluating whether these approaches are effective. All reported incidents will be taken seriously and investigated involving all parties.**

1. The incident is reported (see above)
2. Where possible the class teacher interviews all parties and records all information. If a class teacher is unavailable a member of anti-bullying team (SLT) will interview all parties and record all information.
3. Restorative approach (Six questions) used to initially investigate the situation. This approach is used across both key stage 1 and 2.

Key stage 1 questions	Key stage 2 questions
1. What happened?	1. What happened?
2. Who has the wrong thing been done to?	2. What were you thinking at the time?
3. How do you think they feel?	3. What have you thought about since?
4. What were you thinking at the time?	4. Who has been affected by what you have done?
5. What have you thought about since?	5. In what way have they been affected?
6. What do you think you need to do to make things right?	6. What do you think you need to do to make things right?

4. The person(s) will exercise their professional judgement on each individual case in relation to the definition of bullying. The matter may also be referred to one of the anti-bullying team or the headteacher.
5. The outcome of the investigation and subsequent action will be decided by the class teacher, anti-bullying team (SLT) or the Head teacher.

### **Sanctions and next-steps (If deemed as bullying)**

One or more of the following maybe used as a sanction or next step and parents will be made aware of any sanctions and next-steps.

1. Further restorative work.
2. Children told explicitly that behaviour is unacceptable and must not happen again.
3. Work out a solution and make it clear to all parties.
4. Children will complete a reflection form which is named and dated.
5. Staff across the key stage to be informed and will be vigilant during break and lunch times or a designated adult may be asked to monitor, especially during break and lunch.
6. The bullied child/ren will be given a named adult to go to if future incidents occur.
7. A separation plan maybe to be put in place for children involved, including class groups, playgrounds and the dinner hall.
8. 'What if' approach modelled and explained.
9. Some children have genuine difficulty in responding to normal incentives or sanctions. In such cases, an individual behaviour programme with clear behavioural targets agreed will be implemented.
10. If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the headteacher and the DSL will consider implementing child protection procedures.

If a number of next steps are involved or/and a number of children are involved an action plan will be drawn up to include named personnel. This will be shared with the children involved and their parents. All next - steps should be reviewed regularly, at least every two weeks.

### **Recording bullying**

Bullying incidents will be recorded by the member of staff who deals with the incident and this will be recorded on CPOMs. Any additions to the incident (s), e.g. sanctions, next steps, communications with parents etc. will be recorded as actions on CPOMS. The headteacher, Leanne Harris, the anti-bullying co-ordinator, Leigh-Anne Dimech, and the other members of the anti-bullying team will be notified via CPOMs.

The information on CPOMs will be analysed every half-term by the deputy headteacher, Hanorah Murphy. This will be used to identify trends and inform preventative work in school development of the policy by the anti-bullying team. This information will then be presented to the governors in an anonymous format as part of the termly heads report.