



OUR SCHOOL MOTTO IS:

Growing in Faith and Knowledge

OUR SCHOOL MISSION STATEMENT

St. Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St. Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra-curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St. Joseph's Preparatory School up holds fundamental British values and encourages respect for all people.

St. Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children"(2015) and "Keeping Children Safe in Education"(2016) (KCSIE)

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.

(St. Joseph's Preparatory School has achieved International School Status and is an Eco School.
We are a Dyslexia Friendly School)

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Anti Bullying Policy

Co-ordinator: Mrs S Hutchinson
This Policy was reviewed: September 2016



St Joseph's Preparatory School
Stoke on Trent

Anti-Bullying Policy (staff are notified of regular ISI updates)

This Policy is applicable to all pupils, including those in the EYFS

The Governing Body of St Joseph's Preparatory School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

1. Introduction

This document is a statement of the aims, principles and strategies for dealing with bullying; it is underpinned by the Mission Statement and the Aims of St Joseph's Preparatory School. The policy takes account of School values and principles that allow pupils to learn how to interact with others and encourages them to talk about bullying. By means of applying its anti-bullying policy, the School seeks to create an environment where opportunities to bully are limited.

The Anti-Bullying Policy is consistent with the principles that underpin our Equal Opportunities and Race Policy and takes account of the *Prevent* Guidance and the non-statutory DfE advice "Preventing and Tackling Bullying" (October 2014).

2. Definition

Bullying is a complex behaviour. It is the wilful, conscious desire to hurt, threaten or frighten someone else and is a behaviour which occurs repeatedly over time. The school understands the seriousness of bullying both physical and emotional -which can cause psychological damage and even suicide in extreme cases. Whilst not a specific criminal offence, there are laws which apply to harassment and threatening behaviour.

Bullying can occur through several types of anti-social behaviour. It can be:

- Physical

A child can be physically punched, kicked, hit, spat at etc.

- Verbal

Verbal abuse can take the form of name-calling. It may be directed towards race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer.

- Via Technology(cyber-technology)

A child can be bullied via the internet and e-mail, word documents, online messaging and forums (social websites), mobile telephones and text messaging and photographs.

- Exclusion

A child can be bullied simply by being excluded from discussions/activities, with those they believe to be their friends.

- Damage to property or theft

Pupils may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil hands over property to them.

- Minority Groups

Pupils may be bullied because of their culture, sexual orientation or special educational needs. Bullying of this kind may be subtle and take many forms, including those named above.

3. Aims of Anti-Bullying Policy

- To create a climate in school whereby bullying behaviour is not accepted by any member of the school community, including parents.
- To implement strategies for all pupils, staff and parents to work towards the elimination of bullying.
- To establish effective procedures to identify and deal with bullying if and when it occurs.
- To make use of the curriculum to raise awareness of what bullying is and the school's expectations.
- To provide on-going support and counselling for both victims and bullies.
- To involve outside professional agencies if and where necessary and helpful.
- To identify and record patterns in behaviour or personnel involved that may indicate bullying.

4. Prevention

The school curriculum is an important vehicle for activities designed to prevent an incidence of bullying and every opportunity should be taken to use it to counter bullying, for example:

- Assemblies
- PSHE
- Circle Time
- Rewards and Sanctions (as stated in the Discipline and Behaviour Policy)
- Parental involvement
- Presentations by outside agencies ,e.g. Theatre companies re bullying; Barbaranti/Local Police re E-safety presentation to parents and pupils

These opportunities will include discussions of differences between people and the importance of avoiding prejudiced-based language.

- Raising awareness of staff through training, all staff will keep up to date with their understanding of the principles of this policy and their legal responsibilities in regard to preventing, dealing with and recording incidents of bullying; this will include being aware of possible signs of bullying, identifying action to resolve and prevent problems and knowing how to access sources of support. Pupil matters are discussed weekly in staff meetings.

- Working with parents and guardians. Parents play a key role in the management of incidents of bullying. Any parent who suspects that their child may be being bullied or is involved in bullying other children should speak to their child's Class Teacher. The child should be encouraged by their parents, to talk to their Class Teacher about problems they are experiencing with other children or to talk about their involvement (including when they have found themselves a bystander) in the bullying of other children. All parents are expected to support the School's Anti Bullying Policy.
- Raising awareness of pupil responsibilities. The responsibility for preventing bullying is shared with all adults and children involved in the School. Children are expected to put into practice what they have learnt in School about anti-bullying and to make a positive contribution to the School and the happiness and safety of all the children within it.

These can all be a means of helping with assertiveness, self-esteem, self-awareness, awareness of others, co-operation and conflict. This is not an exhaustive list as teachers may use a range of strategies and areas in the curriculum.

As a school we strive to:

- Organise the community in order to minimise opportunities for bullying e.g. provide increased supervision at problem times.
- Use any opportunity to discuss aspects of bullying, and the appropriate way to behave towards each other.
- Deal quickly, firmly and fairly with any complaints, involving parents where necessary.
- Review the School Policy and its degree of success.
- The school staff will continue to have a firm but fair discipline structure. The rules should be few, simple and easy to understand.
- Not use teaching materials or equipment, which gives a bad or negative view of any group because of their ethnic origin or gender etc.
- Encourage pupils to discuss how they get on with other people and to form positive attitudes towards other people.
- Encourage pupils to treat everyone with respect.
- We will treat bullying as a serious offence and take every possible action to eradicate it from our school.

5. Procedures to Follow

- Children feel able to report bullying to any member of staff and that the matter will be treated seriously (See 6.) Staff are available during the school day and before and after school.
- Through staff meetings and specific training staff are aware of the threshold for reporting bullying issues to external agencies (such as police/children's social care).
- Any bullying incident is recorded on an Incident Log, kept in the Incident file (locked in the Secretary's Office) A copy of this Log should also be logged with The Headteacher who keeps a separate Bully Incident Log.
- The Headteacher reports to staff termly on the effectiveness of behaviour management within the school at which time any patterns of behaviour, person/s can be identified and acted upon.
- The Headteacher will report annually to the Governing Body on the effectiveness of behaviour management within the school at which time any patterns of behaviour, person/s can be identified and acted upon.
- Staff are aware that a bullying incident should be treated as a safeguarding concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

6.Management of Incidents

Our aim must be to provide a secure environment where pupils can report any incident confidently knowing that it will be taken seriously.

Staff should be available to listen to:

- Any concerns and to inform the Headteacher of incidents they feel are of a serious nature.
- Investigate any allegation as soon as possible.
- Record the incident in the School's Incident Book to enable records to be centralised.
- Record the incident on School Base so that all teachers can view and this information can be reported to Governors
- Respond appropriately and consistently in line with the Discipline and Behaviour Policy.
- Follow up.

If bullying is suspected, we talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, the following action will be taken:

Help, support and counselling will be given as is appropriate to both the victims and the bullies:

We support the **Victims** in the following ways:

- By offering them an immediate opportunity to talk about the experiences with their class teacher, or another teacher if they choose.
- Informing the victim's parents/guardians.
- By offering continuing support when they feel they need it.

We also discipline, yet try to help the **bullies** in the following ways:

- By talking about what happened, to discover why they became involved.
- Informing the bullies' parents/guardians.
- By continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible.
- By taking one or more of the four disciplinary steps described below to prevent more bullying, we would envisage that steps 3, 4 and 5 would only be used in the case of serious incidents.

7.Disciplinary Steps

1. They will be warned officially to stop offending.
2. Informing the bully's parents/guardians.
3. If they do not stop bullying they will be suspended for a minor fixed period (one or two days).
4. If they then carry on they will be recommended for suspension for a major fixed period (up to five days) or an indefinite period. The Headteacher will be in consultation with the Governing Body.
5. If they will not end such behaviour, they will be recommended for permanent exclusion (expulsion).
6. Any instances of Cyber Bullying will result in an immediate two days suspension.
7. The Headteacher will inform Chair of Governors and a decision will be made to contact the police or social care if it is assessed that the child is believed to be suffering or likely to suffer significant harm,

St. Joseph's Preparatory School takes bullying very seriously; staff awareness is raised through training. Every effort is made to reduce the risk of bullying at all times and to monitor places and situations where it might be likely to occur.

Co-ordinator: Mrs S D Hutchinson, Headteacher

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Headteacher: Mrs S.D. Hutchinson BEd

Anti-Bullying Policy Reviewed Academic Year 2015/ 2016

