

# **Holy Family Primary School**



## **Anti-Bullying Policy**

**2021-22**

# **HOLY FAMILY PRIMARY SCHOOL**

## **ANTI – BULLYING POLICY**

### **Section 1 – Introduction and Statement**

It is the aim of Holy Family PS to provide a safe, secure and supportive environment so that the academic, personal and social development of all our pupils is realised.

We believe that appropriate pupil behaviour is essential in the creation of such an environment and regard all forms of bullying behaviour as unacceptable.

### **Section 2 – Context**

At Holy Family PS we have based our Anti-Bullying Policy on the following legislative and policy guidance:

#### **The Legislative Context:**

- [The Addressing Bullying in Schools Act \(Northern Ireland\) 2016](#)
- [The Education and Libraries Order \(Northern Ireland\) 2003](#)
- [The Education \(School Development Plans\) Regulations \(Northern Ireland\) 2010](#)
- [The Children \(Northern Ireland\) Order 1995](#)
- [The Human Rights Act 1998](#)
- [The Health and Safety at Work Order \(Northern Ireland\) 1978](#)

#### **The Policy & Guidance Context**

- The Addressing Bullying in Schools Act (Northern Ireland) 2016 Statutory Guidance for Schools and Boards of Governors (DE, 2019)
- [Pastoral Care in School: Promoting Positive Behaviour \(DE, 2001\)](#)
- [Safeguarding and Child Protection in Schools: A Guide for Schools \(DE, 2017\)](#)
- [Co-operating to Safeguard Children and Young People in Northern Ireland \(Dept. of Health, Social Services and Public Safety, 2016\)](#)
- [Safeguarding Board for Northern Ireland Policies and Procedures \(SBNI, 2017\)](#)

#### **The International Context**

- [United Nations Convention on the Rights of the Child](#) (UNCRC)

At Holy Family PS we take the legal definition of bullying from “The Addressing Bullying in Schools Act (Northern Ireland) 2016”:

This act places a duty on the Board of Governors to put in place measures to prevent bullying behaviour, in consultation with pupils and parents.

The Education and Libraries Order (NI) 2003, requires the Board of Governors to:

- 'Safeguard and promote the welfare of registered pupils'

The United Nations Convention on the Rights of the Child (UNCRC) sets out every child's right to:

- Be protected from all forms of physical or mental violence, injury or abuse, maltreatment or exploitation
- Be protected from discrimination
- Express their views, in a supported and accessible way, on issues that affect them, and to have their opinions taken seriously
- Education

The Board of Governors will follow the guidelines from the "The Addressing Bullying in Schools Act (Northern Ireland) 2016":

(1) The Board of Governors of a grant –aided school must:

- (a) ensure that policies designed to prevent bullying involving a registered pupil at the school are pursued at the school;
- (b) determine the measures to be taken to prevent bullying involving a registered pupil at the school-
  - (i) on the premises during the school day
  - (ii) while travelling to or from school during the school term
  - (iii) while in the lawful control or charge of a member of the staff of the school or
  - (iv) while the pupil is receiving educational provision arranged on behalf of the school and provided elsewhere than on the premises of the school
- (c) review those measures at intervals of no more than 4 years;
- (d) before determining or revising those measures, consult (in such manner as appears to it to be appropriate) the Principal and the registered pupils at the school and the parents of those pupils;
- (e) in determining or reviewing those measures, have due regard to any guidance given by the Department;

### **Section 3 – Ethos & Principles**

At Holy Family PS we have based our Anti-Bullying Policy on our school ethos and principles which underpin everything we do:

- We are committed to a society where children and young people can live free and safe from bullying.
- We believe in a society where bullying is unacceptable and where every child and young person is safe and feels safe from bullying.
- We are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school.
- We value the views and contributions of all our stakeholders and will take them into account.
- We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all

### **Section 4 – Consultation and Participation**

At Holy Family PS we have based our Anti-Bullying Policy in consultation with registered pupils and their parents/carers, in compliance with the Addressing Bullying in Schools Act (NI) 2016.

- We consulted with pupils through a pupil focus group.
- We consulted with parents and asked for feedback on the draft policy.
- Staff were involved in the writing of the anti-bullying policy.

### **Section 5 – What is Bullying?**

At Holy Family PS we take the legal definition of bullying from “The Addressing Bullying in Schools Act (Northern Ireland) 2016”:

Addressing Bullying in Schools Definition of “bullying”:

(1) In this Act “bullying” includes (but is not limited to) the repeated use of:

- (a) any verbal, written or electronic communication,
- (b) any other act, or

(c) any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.

(2) For the purposes of subsection (1), “act” includes omission.

We believe while bullying is usually repeated behaviour, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others - there are instances of one-off incidents that the school will consider as bullying.

When assessing a one-off incident, to decide on whether to classify it as bullying, the school shall consider the following criteria:

- severity and significance of the incident
- evidence of pre-meditation
- impact of the incident on individuals (physical/emotional)
- impact of the incidents on wider school community
- previous relationships between those involved
- any previous incidents involving the individuals

Any incidents which are not considered bullying behaviour will be addressed under the Positive Behaviour Policy.

The following unacceptable behaviours on the school premises, when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour:

- Verbal or written acts
  - saying mean and hurtful things to, or about, others
  - making fun of others
  - making threats to others
  - calling another pupil mean and hurtful names
  - telling lies or spreading false rumours about others
  - trying to make other pupils dislike another pupil/s
  
- Physical acts
  - hitting
  - kicking
  - pushing
  - shoving
  - material harm, such as taking/stealing money or possessions or causing damage to possessions

- Omission (Exclusion)
  - Leaving someone out of a game, deliberately and repeatedly,
  - Refusing to include someone in group work, deliberately and repeatedly,
- Electronic Acts (ON OUR SCHOOL PREMISES)
  - Using online platforms or other electronic communication to carry out many of the written acts noted above
  - Impersonating someone online to cause hurt
  - Sharing images (e.g. photographs or videos) online to embarrass someone

This list is not exhaustive and other behaviours which fit with the definition may be considered bullying behaviour.

We acknowledge the various motivations behind bullying, including those named in the Act. These include, but are not limited to:

- Age
- Appearance
- Breakdown in peer relationships
- Social and economic status
- Community background
- Race
- Religion
- Disability / SEN
- Ability
- Looked After Child status
- Young Carer status

Bullying is an emotive issue, therefore it is essential that we ensure we use supportive, understanding language when discussing these matters. For that reason, we will not refer to a child as 'a bully', nor will we refer to a child as 'a victim'.

Instead, we will use language such as:

- A child displaying bullying behaviours
- A child experiencing bullying behaviours

We encourage all members of the school community to use this language when discussing bullying incidents.

In determining 'harm' we define:

- Emotional or psychological harm as intentionally causing distress or anxiety by scaring, humiliating or affecting adversely a pupil's self-esteem.
- Physical harm as intentionally hurting a pupil by causing injuries such as bruises or cuts.

## **Section 6 – Preventative Measures**

At Holy Family PS we aim to promote a strong anti-bullying ethos within the school and the wider school community. We aim to prevent bullying and create a safe learning environment.

Examples of these strategies include:

- Raising awareness and understanding of the positive behaviour expectations, as set out in the Positive Behaviour Policy
- Promotion of anti-bullying messages through the curriculum e.g. inclusion of age-appropriate material specific to individual subject areas related to bullying, positive behaviour and inclusion
- Pupil of the Week awards (PDMU)
- Addressing issues such as the various forms of bullying, including the how and why it can happen, through PDMU
- Involvement in meaningful and supportive Shared Education Projects, supporting pupils to explore, understand and respond to difference and diversity.
- Through the preventative curriculum actively promote positive emotional health and wellbeing (e.g. NSPCC “Speak Out Stay Safe” programme)
- Participation in the NIABF annual Anti-Bullying Week activities
- Engagement in key national and regional campaigns (e.g. Safer Internet Day)
- Development of peer-led systems (e.g. School Council to support the delivery and promotion of key anti-bullying messaging within the school)
- Development of effective strategies for playground management, e.g. training for supervisors, zoning of playgrounds, inclusion of specific resources and provision of a variety of play options to meet the needs of all pupils.
- Focused assemblies to raise awareness and promote understanding of key issues related to bullying.
- Development of effective strategies for the management of unstructured times (e.g. break time, lunch)
- Provision and promotion of extra- curricular activities, aimed at supporting the development of effective peer support relationships and networks. For example, sporting activity, creative arts, leisure and games, etc.

### **Travelling directly to and from at the start and end of the school day while wearing school uniform**

Ultimately parents are responsible in ensuring their children behave appropriately on the way to and from school. In conjunction with this we at Holy Family PS take preventative measures to educate against inappropriate behaviour on the way to and from school. While many of the measures outlined above will support the development of an anti-bullying culture, there are a number of ways we further build upon this including:

- Development of a culture where pupils take pride in their school and are viewed as ambassadors for their school within the community. This includes regular reminders of the positive behaviour expectations of pupils whilst travelling to and from school.
- Promotion of key anti-bullying messages and awareness of behaviour expectations of pupils amongst the local community.
- Appropriate deployment of staff to support the transition from school day to journey home (Staff on duty for children's collection P1 - 3 and walking children to school gates for collection P4 - 7).

### **Online Safety**

Ultimately parents are responsible in ensuring steps to prevent bullying through the use of electronic communication amongst pupils. As the pupils in our school are under the age of 12, it is the responsibility of the parents and guardians to be fully aware of what their child is doing online.

Parents are also responsible for the age restrictions that are evident for social media applications. The school's "duty of care" will not be used in situations where pupils behave inappropriately on platforms as this is the responsibility of parents.

However, school has the authority to take steps to prevent bullying through the use of electronic communication amongst pupils during term, where that behaviour is likely to have a detrimental effect on the pupil's education at school. If evidence of aspects of bullying become integrated into school life, we will play an active role.

Should incidents of online bullying and abuse be reported to our school by a concerned parent we will advise these parents as to how to report this behaviour to the appropriate authority.

It is the requirement of parents to keep their child safe from Internet bullying whilst at home.

In conjunction with this we take preventative measures to educate against online bullying by:

- Addressing key themes of online behaviour and risk through PDMU, including understanding how to respond to harm and the consequences of inappropriate use.



- Participation in Kindness/Anti-Bullying Week activities.
- Engagement with key statutory and voluntary sector agencies (e.g. C2K, NSPCC, PSNI, Public Health Agency, R.E.I.M., Love for Life, Safeguarding Board for NI e-Safety Forum) to support the promotion of key messages.
- Participation in annual Safer Internet Day and promotion of key messages throughout the year.
- Development and implementation of robust and appropriate policies in related areas (e.g. Acceptable Use of the Internet Policy)

## **Section 7 – Responsibility**

Everyone in the Holy Family PS community, including pupils, their parents/carers and the staff of the school are expected to respect the rights of others to be safe.

Everyone has the responsibility to work together to:

- foster positive self-esteem.
- behave towards others in a mutually respectful way.
- model high standards of personal behaviour.
- be alert to signs of distress and other possible indications of bullying behaviour.
- inform the school of any concerns relating to bullying behaviour.
- refrain from becoming involved in any kind of bullying behaviour, even at the risk of incurring temporary unpopularity.
- refrain from retaliating to any form of bullying behaviour
- intervene to support any person who is being bullied, unless it is unsafe to do so.
- report any concerns or instances of bullying behaviour witnessed or suspected, to a member of staff.
- emphasise the importance of seeking help from a trusted adult about bullying behaviour when it happens or is observed.

- explain the implications of allowing the bullying behaviour to continue unchecked, for themselves and/or others.
- listen sensitively to anyone who has been bullied, take what is said seriously, and provide reassurance that appropriate action will be taken.
- know how to seek support – internal and external.
- resolve difficulties in restorative ways to prevent recurring bullying behaviour and meet the needs of all parties

## **Section 8 – Reporting a Bullying Concern**

At Holy Family PS we aim to promote a strong anti-bullying ethos within the school and the wider school community. In this climate we ensure pupils, parents and anyone else with concerns can make these known to the school. It is essential that pupils are encouraged to raise concerns with any member of staff, including teaching and non-teaching staff.

Pupils can raise concerns by either:

- Verbally- talking to a member of staff
- By writing a note to a member of staff (e.g. in a homework diary)
- By posting a comment in a ‘worry box’

Any pupil can raise a concern about bullying behaviour, not just the pupil who is experiencing this behaviour. Through the preventative work taken forward under Section 6, this message should focus on ‘getting help’ rather than ‘telling’. As such, all pupils should be encouraged to ‘get help’ if they have a concern about bullying that they experience or is experienced by another.

### **Parents/Carers Reporting a Concern**

Parents and carers have a responsibility to raise concerns about alleged bullying behaviour with the school at the earliest opportunity. Parents/carers are reminded of the need to encourage their children to react appropriately to bullying behaviour and to not do anything to retaliate or to ‘hit back’.

Parents are reminded that whilst on school premises they should ensure they follow school protocol and NEVER address issues with a child or parent. Please follow the school procedures described below.

The process of parents/carers raising/reporting bullying concerns:

- In the first instance, all bullying concerns should be reported to the Class Teacher
- Where the parent is not satisfied that appropriate action has been taken to prevent further incidents, or where further incidents have taken place, the concern should be reported to Principal/Safeguarding Team, as applicable.

- Where the parent/carer remains unsatisfied that the concern has not been appropriately responded to, the school's Complaints Procedure should be followed. This usually involves making a formal, written complaint, to the Chair of the Board of Governors.

All reports of bullying concerns received from pupils and/or parents/carers will be responded to in line with this policy and that feedback will be made to the person who made the report.

However, it must be noted that no information about actions taken in relation to a pupil can be disclosed to anyone other than the pupil and his/her parents/carers.

### **Section 9 – Responding to a Bullying Concern**

The processes outlined below provide a framework for how Holy Family PS will respond to any bullying concerns identified.

Using the NIABF Effective Responses to Bullying Behaviour resource, the member of staff responsible will use some /all of the following strategies:

- Clarify facts and perceptions – from those involved and key bystanders
- Check records
- Assess the incident against the criteria for bullying behaviour
- Identify any themes or motivating factors
- Identify the type of bullying behaviour being displayed
- Select and implement appropriate interventions for all pupils involved
- Identify support provided for all pupils involved
- Track, monitor and record effectiveness of interventions
- Review outcome of interventions
- Opportunities for post-incident learning
- Select and implement further interventions as necessary

NIABF advocates a restorative approach to responding to bullying behaviour. Interventions suggested in the Effective Responses to Bullying Behaviour resource will be adapted when responding to the behaviour, resolving the concern, and restoring the well-being of those involved.

When responding to a bullying concern, school staff shall implement interventions aimed at responding to the behaviour, resolving the concern, and restoring the wellbeing of those involved. Where appropriate, school staff may implement sanctions for those displaying bullying behaviour. Appropriate consequences and sanctions are reflected within the Positive Behaviour Policy.

It must be noted that information regarding any action taken regarding a pupil cannot be disclosed to anyone other than that pupil and his/her parents/carers

## **Section 10 – Recording**

“The Addressing Bullying in Schools Act (Northern Ireland) 2016” requires schools to record all incidents of bullying behaviour and alleged bullying incidents.

### **Duty to keep a record of incidents of bullying**

(1) Schools must ensure that a record is kept of all incidents of bullying or alleged bullying involving a registered pupil at the school that occur:

- (a) on the premises of the school during the school day;
- (b) while travelling to or from the school during the school term;**(ultimately parents are responsible in ensuring their children are not engaging in bullying acts/incidents while travelling to or from the school during the school term)**
- (c) while the pupil is in the lawful control or charge of a member of the staff of the school; or
- (d) while the pupil is receiving educational provision arranged on behalf of the school and provided elsewhere than on the premises of the school.

(2) A record under subsection (1) must—

- (a) state what, from all of the circumstances, appears to be the motivation of the incident;
- (b) state the methods of bullying,
- (c) include information about how the incident was addressed.

The school will record all relevant information related to reports of bullying concerns, including:

- how the bullying behaviour was displayed (the method)
- the motivation for the behaviour
- how each incident was addressed by the school
- the outcome of the interventions employed

Records will be kept and access to these records will be restricted and only provided to those members of staff with a legitimate need to have access.

All records will be maintained in line with relevant data protection legislation and guidance and will be disposed of in line with the school’s Retention and Disposal of Documents Policy.

Collated information regarding incidents of bullying and alleged bullying behaviour will be used to inform the future development of the Anti-Bullying Policy and practice within the school.

### **Section 11 – Professional Development of Staff**

At Holy Family PS we recognise the need for appropriate and adequate training for staff, including teaching and non-teaching school staff. This includes:

- staff are provided with appropriate opportunities for professional development, through training on both the policy and its procedures - any amendments made, inclusions added etc. will be added to this Anti-Bullying Policy and any correlated policies
- Safeguarding training are afforded to Governors and all staff – teaching and non-teaching

### **Section 12 – Links to Other Policies**

In the development and implementation of this Anti-Bullying Policy, the Board of Governors of Holy Family PS has been mindful of related policies, including:

- Positive Behaviour Policy
- Pastoral Care Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs Policy
- Health and Safety Policy
- E-Safety Policy & Acceptable Use of Internet Policy
- Educational Visits
- Staff Code of Conduct

### **Monitoring and Review of Policy**

At Holy Family PS to ensure we monitor the effectiveness of the Anti-Bullying Policy, the Board of Governors shall:

- maintain a standing item on the agenda of each meeting of the Board where a report on recorded incidents of bullying will be noted
- identify trends and priorities for action
- assess the effectiveness of strategies aimed at preventing bullying behaviour
- assess the effectiveness of strategies aimed at responding to bullying behaviour

This Anti-Bullying Policy shall be reviewed as required, in consultation with pupils and their parents/carers, on or before January 2024.

Signed: \_\_\_\_\_ **BoG Chairperson**

Signed: \_\_\_\_\_ **Principal**

**Approved by Governors:** December 2021

**Next Review:** December 2023