

Whole School strategy for managing incidents of Bullying.

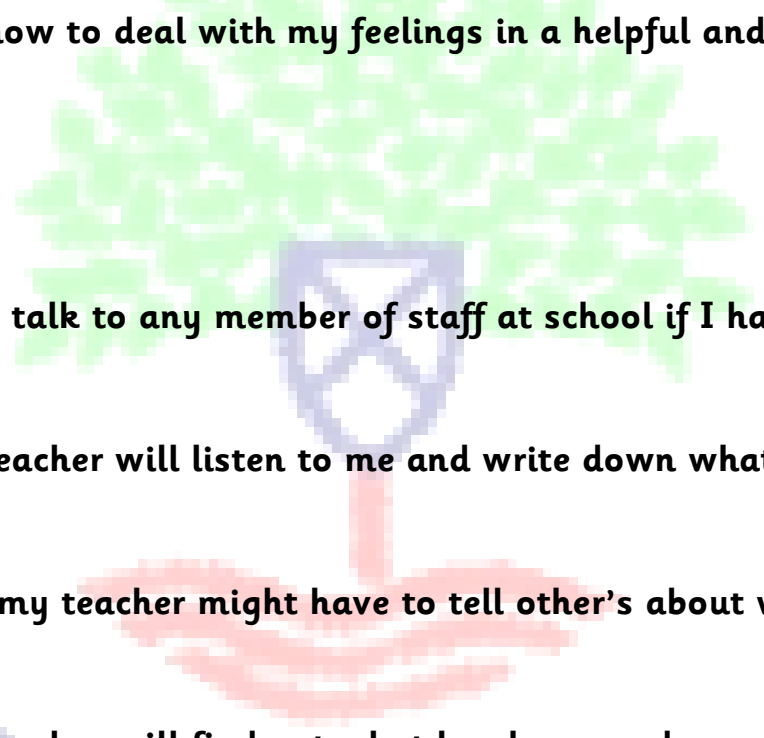
The following strategy details the process for reporting, recording, acting on and monitoring incidents of bullying at school. It details these processes for each of the following user groups, pupils, staff and parents in order to ensure clarity, consistency and transparency.

Staff at St Andrew's will,

- Promote an 'Open door' approach to discussing important or personal issues with children in their class through SEAL lessons and circle time.
- The staff across the school support the school's buddy system and school council. Both these two initiatives help to give children a voice of their own. The buddy system also helps to develop positive relationships between children at playtimes.
- Establish whether or not the incident is actually bullying
- Clarify the details of the incident and investigate fully as soon as possible. Listen carefully to what children have to say and offer reassurance that by talking to an adult they are taking the correct action.
- Empathise and support children in their disclosure.
- Record the incident in a class log book. Ensure time, date, location, details, vocabulary and witnesses are recorded as the child has disclosed it. Re-read the transcript with the child, to ensure they agree with the wording.
- Inform/discuss with the Senior Leadership Team (SLT) for it to be entered on SIMs
- Inform parents.
- Agree a clear course of action. This may include, short term strategies, e.g. distance at playtimes, invite parents in, mediation between individuals and teachers, outside agency involvement or local authority.
- Sanctions for bullies may include removal of privileges, loss of break times, extra supervision or in the extreme, exclusion from school.
- Monitor relationships after the incident has been resolved and review with the teacher and victim.

Anti-Bullying charter for

Pupils at St Andrew's

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- I will learn how to deal with my feelings in a helpful and good way during lessons.
 - I know I can talk to any member of staff at school if I have been bullied.
 - I know my teacher will listen to me and write down what I say.
 - I know that my teacher might have to tell other's about what I have said.
 - I know my teacher will find out what has happened.
 - I will work with my teacher to make the problem better.
 - I know my teacher will keep a watch on me to make sure I am alright in the future.

Parents at St Andrews...

- **Bullying is deliberate and persistent acts of victimisation either verbal or physical indirectly or directly.**
- **Bullying is not one off disputes, quarrels or fights between children**
- **The teacher is the first point of contact if I am concerned about a bullying issue with my child.**
- **My concerns will be taken seriously, recorded confidentially and investigated by the class teacher.**
- **I will be involved with the discussions arising from any such investigations with the class teacher.**
- **Staff will monitor relationships in the future to ensure a successful long term conclusion to the original incident and inform me if necessary.**
- **I can make an appointment to meet with Mr Platt at any time in this process if I am unhappy or unsatisfied.**