

# Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

**Proprietors:**  
Ms S. Hall & Miss Z. Campbell  
**Head Teacher:**  
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## Anti-Bullying Policy

### Introduction

DofE guidance defines bullying as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (for example, being ignored or not spoken to).

### Aims and objectives

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to reduce the likelihood of bullying.

This policy aims to produce a consistent school response to any bullying incidents that may occur.

We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

### The role of the Proprietor

The Proprietor supports the Head teacher in all attempts to eliminate bullying from our school. The Proprietor will not condone any bullying at all in our school, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately.

The Proprietor monitors incidents of bullying that do occur, and reviews the effectiveness of this policy regularly. The Proprietor requires the Head teacher to keep accurate records of all incidents of bullying, and to report on request about the effectiveness of school anti-bullying strategies.

A parent who is dissatisfied with the way the school has dealt with a bullying incident can ask the Proprietor to look into the matter. The Proprietor responds within ten days to any request from a parent to investigate incidents of bullying. In all cases the Proprietor notifies the Head teacher, and asks him/her to conduct an investigation into the case, and to report back.

## **The role of the Head teacher**

It is the responsibility of the Head teacher to implement the school anti-bullying strategy, and to ensure that all staff (both teaching and non-teaching) are aware of the school policy, and know how to identify and deal with incidents of bullying. The Head teacher reports to the Proprietor about the effectiveness of the anti-bullying policy on request.

The Head teacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Head teacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Head teacher may decide to use an assembly as the forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished.

The Head teacher and Proprietor ensure that all staff, including lunchtime staff, receive sufficient training to be equipped to identify and deal with all incidents of bullying.

The Head teacher sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

## **The role of the teacher and support staff**

All the staff in our school take all forms of bullying seriously, and seek to prevent it from taking place.

We are a small staff and work closely together to ensure we are consistent. Any issues are brought to staff meetings to keep each other up to date. We believe in working together to solve a problem.

Teachers keep their own records of all incidents that happen in their class, and that they are aware of in the school. If teachers witness an act of bullying, they will either investigate it themselves or refer it to the Head teacher. Teachers and support staff do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the Head teacher, the teacher informs the child's parents.

In the Head teacher's office there is an incident diary (Sanctions File) in which staff record all incidents of bullying that occur both in and out of class. Any adult who may witness an act of bullying should record it in the incident book.

When any bullying taking place between members of a class, the teacher will deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and punishment for the child who has carried out the bullying. Time is spent talking to the child who has bullied: explaining why his/her action was wrong, and that child is encouraged to change his/her behaviour in future. If a child is repeatedly involved in bullying other children, the Head teacher is informed. The child's parents will be invited into the school to discuss the situation. In more extreme cases, for example where these initial discussions have proven ineffective, the Head teacher may contact external support agencies, such as the social services.

All members of staff routinely attend training, which equips them to identify bullying and to follow school policy and procedures with regard to behaviour management.

Teachers use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. The teachers use circle time, drama, role-play, stories etc., within the formal curriculum, to help pupils understand the feelings of bullied children, and to practise the restraint required to avoid lapsing into bullying behaviour. Merit assemblies are used to praise, reward and celebrate the success of all children, and thus to help create a positive atmosphere.

## **The role of parents**

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately. If they are not satisfied with the response, they should contact the Head teacher. If they remain dissatisfied, they should follow the school's complaints procedure.

Parents have a responsibility to support the school's anti-bullying policy, actively encouraging their child to be a positive member of the school.

## **The role of pupils**

Pupils are encouraged to tell anybody they trust if they are being bullied, and if the bullying continues, they must keep on letting people know.

## **Monitoring and review**

This policy is monitored on a day-to-day basis by the Head teacher, who reports to Proprietor on request about the effectiveness of the policy.

This anti-bullying policy is the Proprietor's responsibility, and they review its effectiveness annually. This is done by examining the school's anti-bullying incident book, where incidents of bullying are recorded, and by discussion with the Head teacher. The information is analysed for patterns of people, places or groups and is looked at in particular for racist bullying, or bullying directed at children with disabilities or special educational needs.

This policy will be reviewed annually or earlier if necessary.

To be reviewed March 2021

Signed: S. Hall  
Z.Campbell