



Garlinge Primary School and Nursery

ANTI-BULLYING PROCEDURE

Garlinge Primary School and Nursery is a Rights Respecting School. As part of our commitment to the UN Convention on the Rights of a Child, please find below the Articles linked to this procedure. Details of the articles can be found on the school website.

RRSA Articles Linked to this procedure: 2, 3, 4, 12, 14, 15, 19, 37 and 39

Ways of Reporting Bullying

Pupils

If pupils witness bullying or feel they are being bullied they can tell any member of staff who must pass the information on to the victim's and alleged bully's class teacher(s).

Pupils may also write down any worries they have about bullying and put these into a worry box for the Learning Mentors and Family Liaison Officer (FLO) to read and pass onto class teachers. Pupils must be aware that for incidents to be dealt with they must not report anonymously.

Staff

If a member of staff witnesses bullying they must record this onto an incident report and give copies to the class teachers of the children involved.

Parents/Members of the public

Parent's / carers can report bullying by:

- Speaking to their child's class teacher.
- Contacting the school on 01843 221877
- E-mailing the FLO: A Gillatt GillattA@garlinge.kent.sch.uk

All enquiries whether found to be actual cases of bullying or not must be responded to within 2 school days.

Recording Bullying

Class teachers or teaching assistants should record any incidents of bullying on incident reports making clear the date, children involved, nature of the bullying and whether there were witnesses to the alleged incident.

Any copies of emails, incident reports, letters from parents etc. regarding bullying must be kept together in a marked section of the class folder.

Dealing with Bullying

Incident reports are reviewed weekly by the pastoral team. More than two incidents involving the same bullies or victims must be acted upon.

Informing Parents

The Assistant Headteachers must be made aware of any incidents identified as bullying in their departments and will make the decision on when and how to inform parents.

Outcomes

The pastoral team will interview pupils involved in bullying incidents and decide the best course of action depending on the circumstances.

Any actions which have broken school rules must be dealt with according to the school's behaviour policy. Pupils (both bully or victim) may need to attend social skills groups, have access to a safe space, take part in restorative approaches or go to peer mediation etc.

In each case the pastoral team must record which action was chosen and why, giving a copy to the class teacher, FLO and Assistant Headteachers.

The success of these interventions should then be evaluated at set times throughout the year so that the children involved are fully supported and bullying does not start again.

NB: Schools have an obligation to deal with incidents of bullying that occur both in and out of school. By following this procedure we can make sure that pupils are safe and also ensure that the school is following correct procedures should an incident be taken to outside authorities.