



## STOCKPORT GRAMMAR JUNIOR SCHOOL

### Anti-Bullying Procedures

**This procedure applies to all pupils at Stockport Grammar Junior School including those in our EYFS settings and should be read in conjunction with the 'Whole School Policy – Anti-Bullying'.**

In addition to the School's Anti-Bullying Policy, these Anti-Bullying Procedures also link in with the School's Safeguarding Policy, the Pupil Behaviour and Discipline Policy, the Exclusion and Expulsion Policy and the Junior School Policy Document for Behaviour, all of which are available on the School website.

#### Definition

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying also includes cyber bullying, prejudice-based bullying and discriminatory bullying.

#### Introduction

We aim to produce a safe and secure environment where all children can flourish, where bullying is unacceptable and measures are in place to reduce its likelihood. We want our school to be a safe and secure environment where children can learn freely and without fear of bullying.

Parents, as well as all staff and pupils, are informed that the school will not tolerate bullying and takes a positive approach to educating pupils to combat it.

All staff are expected to know the policy and procedures; to be observant and, if necessary, ask pupils what is happening to them; to deal with incidents according to the policy; never to let any incidence of bullying pass by unreported, whether on-site or during an organised off-site activity; and to be supportive of any component of the PSHE course relating to bullying.

#### PROCEDURES FOR STAFF DEALING WITH AN INCIDENT OR ACCUSATION OF BULLYING

It is essential that those children who feel they are being bullied tell an adult, a teacher or their parents. It is essential that concerned parents contact the school **immediately**. It is immeasurably more difficult for staff and parents to address bullying if, "it has been going on for months but I/we didn't want to say anything". Though the matter will clearly be emotive, it is very helpful to staff if right from the start the discussions with parents are not. Equally it is very important that no presumption of blame is made.

In some cases, potentially bullying behaviour is witnessed at first hand by a member of staff. In this case the background to the bullying should be looked into at the time by the member of staff concerned and appropriate action taken. It may be that the incident witnessed is an example of something more systematic going on, and a close eye should be kept on the children concerned. Where a member of staff completes any initial investigation into suspected 'bullying' of any kind, the Deputy Head should always be informed at this stage of the process. Where appropriate, the Deputy Head will add a

note added to the 'Anti-bullying' file. The use of iSams pastoral notes also aids the logging and dissemination of information at an early stage in the process.

If a member of staff receives a complaint of bullying from a child or child's parent/carer, the member of staff should inform the Deputy Head. He may ask them to investigate the accusation carefully before taking any action. If appropriate, following discussion, it may be referred directly to the deputy head.

Things are not always as simple as they might first appear. The investigation might involve talking informally with the victim, as well as any possible independent witnesses. It might be appropriate to interview the accused as well, but being sure to say that you are in the middle of your enquiries and will need to speak about it again soon.

When making these initial enquiries it is important to allow the children to talk openly and without prompting. It is too easy to jump to conclusions and children are often confused when this happens and subsequently find it difficult to separate fact from fiction. At this stage staff should do all that they can to support the victim of bullying.

When a child makes an accusation of bullying it is important that the child is informed that it might be necessary to pass the information on to other members of staff in accordance with school policies on confidentiality and child protection. It is not appropriate to offer unconditional confidentiality at any stage.

An initial 'Bullying Incident Report' will be completed by the Deputy Head. The reports will be left 'open' to monitor as long as is deemed appropriate. Once closed, the report will be counter-signed by the Head and filed by the Deputy Head.

After this initial investigation, the Deputy Head and member of staff might come to one of four conclusions:

### **1. Bullying not proved**

An unkind or inappropriate comment, argument or disagreement, or even a physical fight, is not always bullying. If bullying is not proved, all pupils concerned should be reminded in a positive manner of our attitudes to bullying and should be reassured that complaints will always be followed up.

### **2. Bullying is suspected**

If, after allowing all parties to put forward their views, it is suspected there is substance to the allegation although there is no definitive proof, measures should be taken to identify the reasons for the alleged bullying behaviour and to help the children (both suspected bully and victims) deal with the underlying problems causing the bullying behaviour.

At this stage, the matter will be discussed between the form teacher/s and the Deputy Head. The Deputy Head will become directly involved and talk to the children concerned. A written report should be made, and this will be kept in the Anti-Bullying File.

In KS2, the child accused of bullying can be put onto the Warning Stage of the Bullying Procedure if the Deputy Head feels that to be an appropriate measure. It is important to take into account the exact nature of the allegation and its probable veracity.

If a child holds a position of responsibility (Head Boy / Girl, House Captain, Sports Captain, Prefect or Playground Buddy), a suspected case of bullying may lead to the removal of their badge or lanyard for period of time. As the bullying case is, at this stage, only suspected, the DH or Head will proceed with utmost caution, so as not to unjustly punish a child if they have not wronged a fellow pupil or pupils. Any removal of a badge will be at the Deputy Head and the Head's discretion, following any necessary discussion.

### **3. Bullying proved**

If bullying is proved, the culprit should be told clearly of our attitudes to bullying and that bullying is totally unacceptable. He/she should be told that they must stop offending and that a final warning is being given. The School's policies on bullying should be explained clearly, and that repeated offences could ultimately result in suspension or expulsion. The culprit should also be warned to stay away from his/her victims. The Head and the parents of both the bully and the victim will be informed by the Deputy Head.

Every effort should be made to find out why a child is bullying and to seek ways of helping with any problems that might lie behind the behaviour. Children who bully should understand that whilst we cannot tolerate bullying in school, we will do everything we can to support the child in his/her efforts to reform and to involve the families in this process. A written record should be kept of what has occurred and of any meetings with parents.

All staff as well as the parents of "bully" and "bullied", should be notified that there has been a problem that may recur, and should be asked to keep a close watch on the children concerned. Relevant staff will be asked to keep the Deputy Head updated regularly throughout the monitoring period (which will vary in length).

If a child holds a position of responsibility (Head Boy / Girl, House Captain, Sports Captain, Prefect or Playground Buddy), a proven bullying accusation will always lead to the removal of their badge or lanyard. The length of time of removal will vary according to the severity of the offence and will be decided at the discretion of the Deputy Head and Head. In a very extreme case, the badge and position of responsibility may never be reinstated.

### **4. Continuing bullying**

If bullying is proved and it is clear that this is a recurring problem the Head should be informed. He and the Deputy Head will take appropriate measures, as outlined in the formal Bullying Procedure set out in this document.

#### **Warning Stage**

When bullying is suspected but not proved it will be explained to the child suspected about the accusation and its seriousness. They should be reminded about the School's policy on bullying and guided as to how to avoid putting themselves at risk of further accusations by unkind or inconsiderate behaviour. At this stage, the Deputy Head may meet with parents. A record of the warning will be kept in the School's Anti-Bullying Files. In the event that a parental meeting does not take place, supporting notes will be added to the case in the Anti-Bullying file to justify this decision.

#### **Stage One:**

The culprit is given a formal warning that if he/she continues to bully, further steps will be taken. The Deputy Head will talk to the parents of the alleged bully and, at this stage, it should be made clear to the pupil accused of bullying and their parents that repeated bullying will lead to further consequences (see below). Again, all efforts should be made to find the causes of the bullying behaviour and to address these in cooperation with parents.

#### **Stage Two**

If there is a further incident involving that pupil, the Head must be informed. He, or the Deputy Head, will ask the parents to come into School again and the problem and solutions will be discussed. If necessary, and with the parents' agreement, professional help may be sought for the bully. At this meeting, parents and pupil will again be informed clearly of the next stage of our bullying procedure.

### **Stage Three**

If the problem continues, then the Head will decide what further action to take, which may include exclusion or expulsion.

#### **Notes**

- In the event of a particularly serious case of bullying being discovered it is possible that a child might go straight to Stage One or Two of the Procedure.
- If a child has not bullied for a whole term it may be felt appropriate for them to be moved back a stage in the Procedure.
- Written records of all meetings will be placed in the Anti-Bullying File held by the Deputy Head and made available to the child's parents upon request.

The Deputy Head will alert all staff, including midday assistants, support and appropriate peripatetic staff, to proven bullying issues.

### **Raising Staff Awareness**

Staff, to include midday assistants and gap students, will receive training which aims to reduce the occurrence of bullying by highlighting typical areas around the school where it can happen and by making them aware of the signs of bullying. The training will also ensure that staff are fully aware of our procedures in the event of bullying. This training will be a part of Induction and will also be a part of ongoing INSET.

### **Raising Pupil Awareness**

Pupils in Years 3 to 6 cover a topic on bullying in each year group in their PSHE lessons. Other relevant topics will include conflict resolution and negotiating skills, rights and responsibilities, respect for others and courtesy to others. These topics are also covered regularly in Assemblies. The House Captains, Head Boy and Head Girl can play a vital role in counteracting bullying. In addition, the 'Playground Buddy' initiative assists in the monitoring of any unkind behaviour. The Head and Deputy Head will encourage them to be observant and report bullying, to seek advice and help from staff when encountering bullying and to act as effective role models against bullying.

### **CREATING AN ENVIRONMENT WHERE BULLYING DOES NOT THRIVE**

- Teachers should use a range of methods to help prevent bullying, and to establish a climate of trust and respect for all. They should use drama, role play and stories within the formal curriculum to help pupils understand the feelings of bullied children and to realise the restraint required to prevent them falling into bullying behaviour.
- Where possible, the School takes part in national initiatives such as Anti-Bullying Week to promote tolerance and mutual respect during assemblies, and in displays around the School.
- There is a statement of the School's approach to Bullying posted in all classrooms and other communal areas.
- In the Infants, circle time is used to praise, reward and celebrate the success of all children and to create a positive atmosphere.
- In KS2, form times, timetabled PSHE lessons and assemblies are used to tackle directly bullying and the issues it raises, as well to promote considerate and tolerant behaviour in general.
- Victims and/or witnesses of bullying are encouraged to report any problems immediately to a member of staff, including midday assistants, support and peripatetic staff.

- All children will be actively encouraged to report incidents of potential bullying that they witness happening to another child.
- When a report of bullying is made children should be assured that the member of staff will undertake a full and fair investigation into the allegations. It should be made clear that whilst it might be necessary to pass on the information that is disclosed to another member of staff, the child's wishes will be respected as far as good practice will allow, and according to School policies and procedures on confidentiality and child protection.
- Staff should at all times, but particularly outside the classroom, watch out for children who are potential or known victims of bullying and try to ensure that they are protected from further distress.
- Friends of the victims of bullying will be encouraged, as appropriate, to offer support and to ensure that the victim is included in group activities.
- Victims of bullying, and their parents, will be kept informed of any action being taken against the bully.
- Internet access within school must be closely monitored to reduce the likelihood of cyber bullying. Guidance is also offered to children and parent/carers to avoid risk of this kind of bullying outside of school, including advice on keeping names, addresses, passwords, mobile phone numbers and other personal details safe and secure. Parents also have access to information via the school website. There are regular reminders to parents to make use of this information and recommended website links. Parents/carers are encouraged to report all suspected cases of cyber bullying to the School and allow the School to deal with any concerns if the suspected bully is also a pupil at SGJS or SGS.

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