

Allegations of Bullying

At Newbigging, bullying is a whole school issue involving all staff, pupils and parents. Our pupils are made aware that 'it is all right to tell' and that their fears will be investigated and responded to in a positive manner.

When parents approach our school to report an alleged bullying incident, they are listened to sympathetically and carefully and their concerns are taken seriously. Feedback to their allegations will be offered as soon as possible after all investigations have been made.

Intervention - A consistent response to bullying

- Head Teacher is informed as soon as an allegation has been made
- Head Teacher investigates and records the alleged incident
- Head Teacher informs both sets of parents and may invite them to school to assist in resolving the problem
- Appropriate courses of action are agreed and monitored to alleviate the bullying
- Head Teacher records any incident/allegation using the Authority's recording system
- If serious or persistent allegations occur, the school may inform external agencies (eg Social Work, Police).

For further information:

respectme, Scotland's Anti-Bullying Service

www.respectme.org.uk

'All children have a *right* to relax and play, and to join a wide range of activities and the *responsibility* not to bully but to include everyone in their games/activities'.

(Article 31, UN Convention of Children's Rights). It is our job to make this explicit to all pupils.

A form (incident report, appendix 1) will be completed by the member of staff who witnesses or receives any report of bullying behaviour. This form ensures that details of incidents are logged as soon as possible. Patterns of behaviour can also be identified and outcomes of investigation noted. Blank form can be found on the Common Drive under policies - anti-bullying, appendix 1. Completed forms are held in the school office.



**Newbigging Primary School
Advice to staff for dealing
with Bullying...
'You can make a difference'**

Working Together to enable our pupils become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Information for staff

The aims of our Anti Bullying Policy

Newbigging Primary School actively seeks to provide an environment that is safe from all forms of intimidation.

Bullying behaviour at school can have a profound effect on children's lives and can have a lasting effect on them into adulthood. It can undermine their self-esteem and self-confidence and often result in them displaying bullying behaviour themselves.

Bullying behaviours can be described as verbal, physical or cyber:

Physical - e.g. hitting and kicking as well as taking/damaging of belongings

Verbal/Emotional - e.g. name calling, insulting and Racist remarks, isolating/ignoring, threatening, coercion, spreading rumours

Cyber - e.g. sending abusive/inappropriate text messages/images or emails, sending inappropriate messages/images on social networking sites e.g. My Space, Bebo, MSN Messenger

All forms can be damaging to the person on the receiving end of bullying behaviour.

Signs which may indicate bullying:

The child may:

- Be unwilling to come to school
- Begin to do poorly in school work
- Become withdrawn
- Start acting out of character, for example hitting other children
- Develop stomach aches or headaches
- Want to stay in at break-times
- Have a cut or bruise after playtimes

It is vital that our approach to bullying must be applied consistently throughout the school by all staff.

Procedures to follow if bullying is suspected:

Procedures to follow if bullying is suspected:

- Record any incident of bullying reported to you, record the action taken including the follow up using the Incident Report form (saved on Common Drive under anti-bullying, also in anti-bullying policy, appendix 1)
- Take each incident seriously and investigate immediately
- Remain calm and fair, listening and noting comments from all parties
- Do not immediately jump to any conclusions
- Discuss the issues with your class and include opportunities for this discussion in PSD/Circle time
- Be alert to any changes of attitude in pupils
- Try to recognise potential children that might be prone to bullying type behaviour and work to raise self esteem and confidence
- Keep a watchful eye on 'rough and tumble' to ensure that everyone is enjoying it!
- Try to help children talk through minor incidents - listen to both sides calmly