



# Anti-Bullying at Causeway Green

A Guide for Parents session 3

# Aim of the sessions:

- ▶ To introduce types of bullying - session 1
- ▶ To share how children are taught about bullying - session 2
- ▶ To understand school procedures when dealing with bullying - session 3



# How bullying is dealt with at Causeway Green

- ▶ At Causeway Green bullying is not tolerated and we endeavour to do all that we can to prevent bullying from happening
- ▶ In any event of bullying our anti-bullying policy will be followed (a full version of this can be found on the school website)
- ▶ If bullying happens outside of school e.g. via social media and the issue causes problems in school or we are alerted to it then we will deal with it and sanctions can be given
- ▶ When reporting and following up any bullying incidents the following procedure will be followed:
  1. **Step 1: Allegation of bullying form**
  2. **Step 2: Bullying Analysis and Action**
  3. **Step 3: Pupil Voice**
  4. **Step 4: Parental involvement**
  5. **Step 5: Behaviour log**

# Step 1 - Allegation of Bullying

Step 1: Allegation of Bullying Form

Date:	Name and relationship to pupil of the person raising the concern:
Completed by:	Pupil:
Position within Causeway Green:	Class:

Concern/s:

Focus of behaviour: tick all elements which apply in your understanding of the incident(s):

<input checked="" type="checkbox"/>	Ages/ Maturity	Appearance	Hygiene	Class/Socio-economic	Family circumstance (e.g. caring role)	Ethnicity/Race	Religion/Belief	Gender	Transphobia/Gender identity	Homophobia/sexuality	Sexualised	SEND	Perceived attainment	Other
Does apply														
May apply														

Agreed next steps:

Discussion with pupil (accuser)	Discussion with pupil (accused)	Discussion with other pupils/peers	Discussion with class teacher/s	Discussion with other staff member	Discussion with parent(s)/carer(s)	Discussion with Year Group Leader	Discussion with SLT	Increased classroom monitoring	Increased playground	Other

Agreed date for feedback:

Any instant action/s required:

- ▶ Upon any form of bullying being reported to an adult. The following form will be completed by the head teacher to determine if a case of bullying has occurred.
- ▶ Witness statements are collected from all involved.
- ▶ If incident does not constitute as bullying form is filed under both children's names.
- ▶ If bullying is taking place step 2 will be followed.

Step 1: Allegation of Bullying Form

Factors to help determine if incident constitutes bullying:

Possible bullying - all 3 warnings confirmed (**STEP 2 FORM MUST BE COMPLETED**)

- Hurt has been deliberately/knowingly caused (physically or emotionally)
- It is a repeated incident or experience
- Involves an imbalance of power:
  - target feels s/he cannot defend her/himself, or
  - perpetrator/s exploiting their power (size, age, popularity, status)

Not bullying on this occasion because it was: (**MONITOR**)

- the first reported hurtful incident between these children
- teasing/silliness between friends without intention to cause hurt
- falling out between friends after a quarrel, disagreement or misunderstanding
- conflict that got out of hand (should not happen again)
- activities that all parties have consented to went too far
- Other (detail below)

Date:	Pupil:
Completed by:	Class:
Position within Causeway Green	<input type="checkbox"/> Possible bullying ( <b>STEP 2 FORM MUST BE COMPLETED</b> ) <input type="checkbox"/> Not bullying

# Step 2 - Bullying Analysis and Action

- ▶ The bullying behaviour or threats of bullying are then investigated by staff or named persons using the Bullying Analysis and Action form.
- ▶ This includes action to be taken by both the pupil experiencing bullying behaviour and the pupil exhibiting bullying behaviours.
- ▶ This form will be filed in class teachers file so they can continue to monitor the situation.
- ▶ This should stop the bullying from continuing quickly.

Step 2: Bullying Analysis and Action Form

Date:	Pupil experiencing bullying behaviour/s:
Completed by:	Class:
Position within Causeway Green :	Pupil/s exhibiting bullying behaviour/s:
	Class:

Focus of bullying: tick all elements which apply in your understanding of the incident(s):														
	Age/ Maturity	Appearance	Hygiene	Class/Socio-economic	Family circumstance (e.g. caring role)	Ethnicity/Race	Religion/Belief	Gender	Transphobia/Gender identity	Homophobia/sexuality	Sexualised	SEND	Perceived attainment	Other
Does apply														
May apply														

Manifestations of bullying: tick all elements which apply in your understanding of the incident(s):													
	Perception: feelings of being bullied/harassed	Isolation/ignoring	Teasing	General expressions of prejudice/stereotype	Verbal abuse or name calling	Threats/ulimatums	Rumours	Written word	Physical intimidation	Actual physical assault	Stealing/damaging property/possessions	Cyber bullying	Other
Evidence													

**Information and Evidence:** Who? When? Where? When? How? Why? How? (N.B attach all evidence including witness statements).

Action/s for pupil experiencing bullying behaviour/s:	Timescale	Review date:

Action/s for pupil/s exhibiting bullying behaviour/s:	Timescale	Review date:






# Step 3 - Pupil Voice

- ▶ In any bullying incident it is important that pupil voice is heard and recorded this form is completed with the child who has experienced the bullying behaviour to ensure they are feeling safe and know what to do in the event of any further incidents.






PUPIL VOICE

**anti-bullying alliance**




**1** How safe did you feel before you reported the bullying behaviour?

				
Very safe	Safe	Mixture	Unsafe	Very unsafe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>






**2** How safe do you feel now?

				
Very safe	Safe	Mixture	Unsafe	Very unsafe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




**3** Has Causeway Green taught you what to do and who to speak to about bullying behaviour?

		
Yes	Unsure	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4** How happy were you with the way that the bullying behaviour was dealt with?




				
Very happy	Happy	Mixture	Unhappy	Very unhappy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5** Do you feel worried when you see the person who did the bullying behaviour now?




		
No	Sometimes	Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PUPIL VOICE

**6** Is the bullying behaviour happening to somebody else?

		
No	Unsure	Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7** Are you glad that you spoke out against bullying behaviour?

		
Yes	Unsure	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Date: \_\_\_\_\_ Class: \_\_\_\_\_ Name (if happy to give): \_\_\_\_\_

# Steps 4 & 5 - Reporting to parents

- ▶ In serious cases (e.g. especially aggressive, persistent or distressing for victim) parents of both pupils will be informed by phone or fact to face and will be asked to come in to a meeting to discuss the problem (separately). If necessary and appropriate, police will be consulted.
- ▶ The Headteacher / SLT member will use the correct behaviour log to record bullying incidents (blue sky / red sky reflection form).
- ▶ All forms will be attached together and copied so that a copy can be filed in the behaviour log for every child involved in the incident.

# Outcomes

- ▶ After the investigation has been completed the following outcomes can be offered to all involved with the incident:
  1. The bully (bullies) may be asked to genuinely apologise
  2. Other consequences may take place e.g. sanctions for breaking school rules - withdrawal of privileges and / or playtimes: behaviour log, red and blue sky reflection time
  3. In serious cases, internal exclusion or even exclusion will be considered
  4. If possible, the pupils will be reconciled
  5. The victim will be offered support by a staff mentor
  6. An attempt will be made to help the bully (bullies) change their behaviour e.g. through mentor and through focusing prevention strategies (see prevention section below)



# Further information

- ▶ If you would like to find out any further information then please take a look at the following websites:
- ▶ <https://www.anti-bullyingalliance.org.uk>
- ▶ <https://www.bullying.co.uk>
- ▶ You can also find further information from the school website:
- ▶ <https://causeway.sch.life>
- ▶ If you have any further questions then please feel free to contact the school using the following email:
- ▶ [contact.us@causewaygreen.sandwell.sch.uk](mailto:contact.us@causewaygreen.sandwell.sch.uk)