

**PREVENTION OF  
BULLYING  
PROCEDURES  
(HEATHFIELD)**

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Heathfield SLG	

## HEATHFIELD PREVENTION OF BULLYING PROCEDURES

This set of procedures complements the whole-school *Anti-bullying Policy* and should be read in conjunction with policies in PSCHE, Assemblies, Promotion of Good Behaviour, Moral and Spiritual Development, ICT policies on acceptable use and Pastoral Care.

### **School Procedure**

Pupils will be told on entering the School who they can talk to if they feel they are being bullied (; Class Teacher, Section Leader; TAs; Head or any other adult in School). Any allegation of bullying will be reported to one of the following designated members of staff:

- Early Years Section Leader if a Foundation Stage or KS1 pupil is involved
- Deputy Head if a Junior pupil is involved

### **Allegations**

Allegations may be reported via any member of staff, administrative or ancillary staff, pupils or parents and guardians.

The allegations will be thoroughly investigated. Depending upon the seriousness of the alleged incident and the solidity of the evidence for it, parents may be notified.

Responses (including support and sanctions) will be considered. A decision will be made by the Head, in conjunction with other members of staff as to the nature and severity of the sanctions.

All incidents and alleged incidents of bullying should be recorded in the whole-school bullying log and kept centrally (by Rishworth's Deputy Head) and in the pupil's class file.

The situation will be monitored by staff.

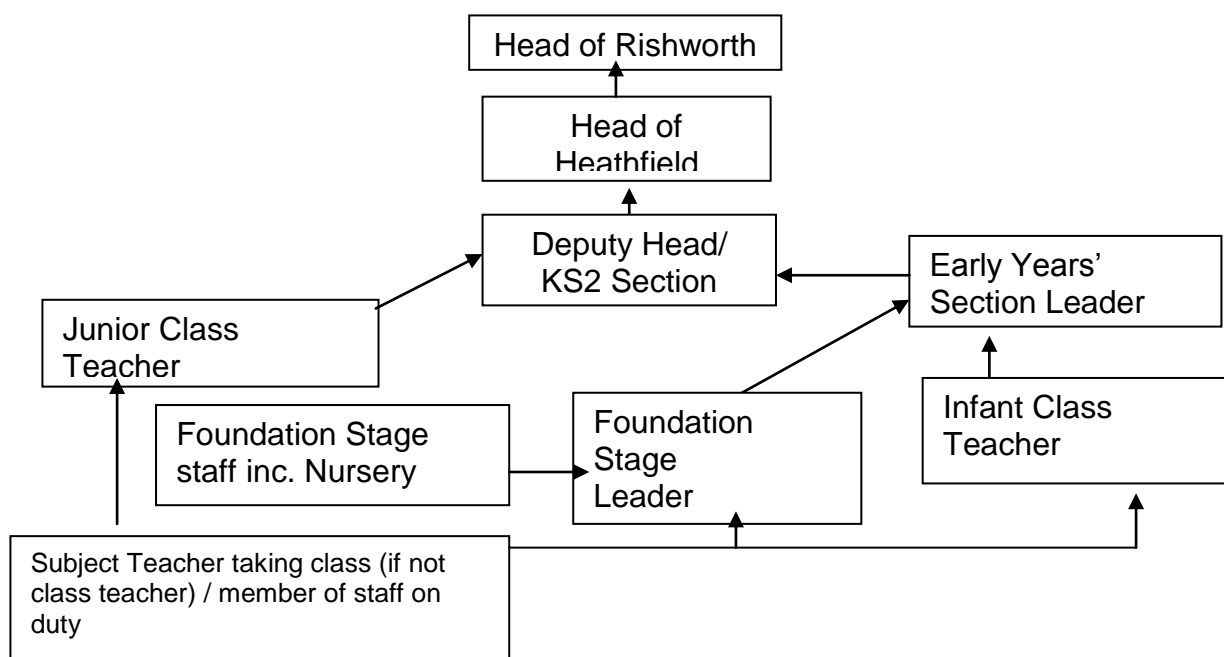
### **Awareness**

Children will be made aware of these procedures in ways which are appropriate to their ages. All staff will be made aware of these processes and of their responsibilities in this matter, which is primarily to safeguard children.

### **Sanctions**

Sanctions available and possible referral process:

It is vital that the pupil understands that we, pupil, parent and staff, are all working together to resolve any issues and that whatever sanction is used it is the behaviour and not the child that is disapproved of.



The Teacher on Duty and/or Subject Teachers will deal with incidents of a minor nature and impose minor sanctions as necessary. If appropriate the Learning Support Co-ordinator may be consulted.

- They will keep the Class Teacher / EY Section Leader/Deputy Head informed of action taken using a referral sheet.
- Incidents of a more serious nature will be passed on to the appropriate Section Leader and/or The Head.
- If a Class Teacher finds a child to be persistently displaying inappropriate behaviour and not responding to the strategies in place, then the Class Teacher will refer the pupil to the EY Section Leader or Deputy Head and Learning Support Teacher if appropriate.
- They will then work with pupil, parent and class teacher to find strategies to modify the behaviour.
- At all stages incidents, strategies and meetings are recorded and filed in the Class and whole-school central file.

## EYFS

Colleagues should be aware that where such issues arise concerning EYFS children, there is a specific hierarchy of referral, as detailed above. All colleagues are also aware of the need for compliance with specific regulatory requirements for EYFS children. All colleagues are aware of the requirements set out in EYFS Policy in regard to promotion of the welfare and safety of EYFS children and the particular provisions made for their learning in all aspects of EYFS curriculum, as set out in the separate policy on EYFS.