



Whole School Anti-Bullying Policy

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Section 1 - Context including National and Local Policy and Legislation

The profile of bullying and anti-bullying work locally and nationally has never been higher. Evidence from national and local research shows that bullying is widespread and consultation with children and young people (CYP) repeatedly identifies bullying as a key concern for them.

This policy supports the vision of Cambridgeshire County Council and the Cambridgeshire Children and Young People's Services (CYPS) Anti-Bullying Strategy which is that 'everyone should have a right to live in an inclusive atmosphere, free from bullying and be treated with dignity. The health, wellbeing and emotional welfare of all children and young people are of paramount importance and should be treated as such.'

Protection from bullying and the right to attend education without fear is covered by a number of national legislative drivers and non statutory guidance (**see appendix A National Legislative and Policy Context**). In particular, The Education and Inspections Act (2006) requires every school to establish measures to encourage good behaviour and prevent all forms of bullying amongst pupils. The Equality Act (2010) requires schools to eliminate unlawful discrimination, harassment and victimisation in relation to pupils who share a protected characteristic and therefore may be vulnerable to prejudice driven bullying. Bullying and prejudice based incidents against those who share a protected characteristic, including pupils who are subjected to homophobic, biphobic or transphobic (HBT) bullying are recorded by type, analysed and monitored.

The Ofsted inspection framework (2012) focuses on the 'Behaviour and safety of pupils at the school' as one of four key judgements. Under this judgement inspections will evaluate the effectiveness of measures established by schools to address all forms and types of bullying including HBT bullying (**see appendix B Inspecting Schools**). This includes how schools routinely gather and analyse school data to monitor incidents of bullying and evaluate the school's anti-bullying responsive and preventative strategies.

This policy reflects recommendations from Ofsted: The Framework for School Inspections 2012 and is consistent with the following national guidance:

DfES (2004) Bullying - A Charter for Action

DfES (2006) Working Together to Safeguard Children

DCSF (2007) Guidance on the Duty to Promote Community Cohesion

DCSF (2007- 2010) Safe to Learn: Embedding Anti-Bullying Work in Schools:

- *Cyberbullying*
- *Bullying involving Children with Special Educational Needs and Disabilities*
- *Homophobic Bullying*
- *Bullying around Racism, Religion and Culture*
- *Preventing and responding to Sexist, Sexual and Transphobic Bullying.*

DfE (2012) Behaviour and Discipline; Use of Reasonable Force; Screening, Searching and Confiscation.

DfE (2012) Preventing and Tackling Bullying

It also reflects former national programmes and strategies including:

DH/DfES (2006) National Healthy Schools Programme

DfES (2005) Primary National Strategy: Behaviour and Attendance

DfES (2005) Secondary National Strategy: Behaviour and Attendance

DfES (2005) Excellence and Enjoyment: Primary and Secondary Social and Emotional Aspects of Learning Ofsted (2013) Exploring the school's actions to prevent and tackle homophobic and transphobic bullying: Briefing for section 5 inspection

Section 2 - What is Bullying?

a) Our Shared Beliefs about Bullying

Bullying damages children's and young people's physical and mental health, including their self-confidence and ability to build and sustain relationships. It can also destroy self-esteem sometimes with devastating consequences and with the effects lasting into adult life. Bullying undermines the ability to concentrate and learn and can impact on children's and young people's chances of achieving their full potential at school and later in life. Bullying causes harm to those who bully, those who are bullied and those who observe bullying. This school recognises that trans, non-binary and gender questioning children or children that identify as lesbian, gay, homosexual or bisexual are particularly vulnerable to bullying as is any young person who does not conform to gender norms and stereotypes. Additionally, children and young people with LGBT+ or trans family members may also be subjected to homophobic, biphobic or transphobic bullying. ~~transphobically bullied.~~ This school believes that all children and young people have the right to learn and work in an environment where they feel safe and that is free from harassment and bullying. The purpose of this Policy is to communicate how the school aims to create a climate and school environment in which everyone agrees that bullying is unacceptable and is committed to tackling it to improve outcomes for children and young people.

b) A Definition of Bullying

Bullying is a subjective experience that can take many forms. Various national and international definitions of bullying exist and most of these definitions have three things in common which reflect CYP's experience of bullying and evidence gained from extensive research in this area. The three common aspects in most definitions of bullying are that:

- It is deliberately hurtful behaviour
- It is usually repeated over time
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

These factors are reflected in the DfE and Cambridgeshire CYPS definitions of bullying:

'Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally' (DfE, 2011).

'Bullying is the persistent, deliberate attempt to hurt or humiliate someone'. (Cambs. CYPS, 2007).

At our school we define bullying as the intentional repetitive or persistent hurting of one person by another, where the relationship involves an imbalance of power.

For the children at our school the definition of someone who bullies is someone who deliberately keeps on hurting you by what they do or say, someone who threatens you and makes you too frightened to tell the teacher.

c) Bullying Forms and Types

Forms of Bullying

Bullying behaviour across all types of bullying can represent itself in a number of different forms. Children and young people can be bullied in ways that are:

Physical – by being punched, pushed or hurt; made to give up money or belongings; having property, clothes or belongings damaged; being forced to do something they don't want to do.

Verbal – by being teased in a nasty way; called gay (whether or not it's true); insulted about their race, religion or culture; called names in other ways or having offensive comments directed at them.

Indirect – by having nasty stories told about them; being left out, ignored or excluded from groups.

Electronic / 'cyberbullying' – via text message; via instant messenger services and social network sites; via email; and via images or videos posted on the internet or spread via mobile phones.

Specific Types of Bullying

The school recognises that although anyone can be bullied for almost any reason or difference, some CYP may be more vulnerable to bullying than others. Research has identified various different types of bullying experienced by particular vulnerable groups of CYP. These include:

- Bullying of CYP related to race, religion or culture
- Bullying of CYP who identify as lesbian, gay, bisexual or who are questioning their sexual identity/sexual orientation
- Bullying of CYP who are trans or who are questioning their gender/ trans identity
- Bullying of CYP with LGBT+ family members, including same-sex or trans parents
- Bullying of CYP who do not conform to gender norms
- Bullying of CYP related to special educational needs (SEN) or disabilities
- Bullying of CYP related to being gifted or talented
- Bullying of CYP related to appearance or health conditions
- Bullying of CYP who are young carers or looked-after children or otherwise related to home circumstances

(See appendix C Specific Types of Bullying)

The school recognises that bullying is a complex type of behaviour occurring between individuals and groups.

Different roles within bullying situations can be identified and include:

- The ring-leader, who through their position of power can direct bullying activity
- Assistants/associates, who actively join in the bullying (sometimes because they are afraid of the ring-leader)
- Reinforcers, who give positive feedback to those who are bullying, perhaps by smiling or laughing
- Outsiders/bystanders, who stay back or stay silent and thereby appear to condone or collude with the bullying behaviour
- Defenders, who try and intervene to stop the bullying or comfort pupils who experience bullying.

Some CYP can adopt different roles simultaneously or at different times e.g. a bullied child might be bullying another child at the same time, or a 'reinforcer' might become a 'defender' when the ringleader is not around.

d) Recognising Signs and Symptoms

The school recognises the fact that some CYP are more vulnerable to bullying than others and is sensitive to the changes of behaviour that may indicate that a child or young person is being bullied. CYP who are being bullied may demonstrate physical, emotional and behavioural problems. The following physical signs and behaviour could indicate other problems but bullying will be considered as a possibility:

- Being frightened of walking to or from school
- Losing self confidence and self-esteem
- Being frightened to say what's wrong
- Developing unexplained cuts, bruises and other injuries
- Unwilling to go to school, development of school phobia and unusual patterns of non-attendance
- Failing to achieve potential in school work
- Becoming withdrawn, nervous and losing concentration
- Becoming isolated and disengaged from other CYP
- Developing changes in physical behaviour such as stammering and nervous tick
- Regularly having books or clothes destroyed
- Having possessions go 'missing' or 'lost' including packed lunch and money
- Starting to steal money (to pay the perpetrator)
- Becoming easily distressed, disruptive or aggressive
- Developing problems with eating and food

Running away

Developing sleep problems and having nightmares □ Developing suicidal thoughts or attempting suicide.

Where CYP are exhibiting extreme signs of distress and changes in behaviour, the school will liaise with parents/carers and where appropriate, relevant health professionals and agencies such as the school nurse / G.P. and the Child and Adolescent Mental Health Service.

Recognising Reasons why CYP may Bully

The school recognises the fact that CYP may bully for a variety of reasons. Recognising why CYP bully supports the school in identifying CYP who are at risk of engaging with this type of behaviour. This enables the school to intervene at an early stage to prevent the likelihood of bullying occurring and to respond promptly to incidents of bullying as they occur. Understanding the emotional health and wellbeing of CYP who bully is key to selecting the right responsive strategies and to engaging the right external support.

Possible reasons why some CYP may engage in bullying include:

- Struggling to cope with a difficult personal situation e.g. bereavement, changes in family circumstances
- Liking the feeling of power and using bullying behaviour to get their own way
- Having a temperament that may be aggressive, quick tempered or jealous
- Having been abused or bullied in some way
- Feeling frustrated, insecure, inadequate, humiliated
- Finding it difficult to socialise and make friends
- Being overly self-orientated (possibly displaying good self-esteem) and finding it difficult to empathise with the needs of others
- Being unable to resist negative peer pressure □ Being under pressure to succeed at all costs.

Section 3 – Implementing the Anti-Bullying Policy in our School

a) Introduction

This Anti-Bullying Policy is set within the wider context of the school's overall aims and values. At Murrow and Gorefield Primary Academy:

- We promote a healthy, safe and caring environment for all pupils and staff
- We provide a broad and balanced curriculum for all our pupils, having considered gender, transgender, ability, ethnicity, religion and culture
- We promote pupils' self-esteem and emotional wellbeing and help them to form and maintain worthwhile and satisfying relationships, based on respect for themselves and for others, at home, school, work and in the community
- We prepare our pupils to confidently meet the challenges of adult life
- We promote an inclusive ethos and a culture of mutual respect where diversity and difference are recognised, appreciated and celebrated.

Other school policies which support our Anti-Bullying Policy include those regarding Behaviour Management, RSE and Citizenship, Equality, Inclusion, Safeguarding and Child Protection, Intimate Care, Acceptable Use of ICT and Confidentiality.

We are also participating in the other local and national programmes and areas of work which support the implementation of this Policy such as the national Anti-bullying week.

The school believes that providing a safe and happy place to learn is essential to achieving school improvement, promoting equality and diversity, ensuring the safety and well-being of all members of the school community and raising achievement and attendance. The school has allocated specific responsibility for anti-bullying work to the school's Mental Health Lead, SENCO and RSE Coordinator who will support the coordination of a whole school approach to managing this important issue. This leadership role on anti-bullying includes the following core elements:

- Analysing and evaluating data, particularly data collected on identity-based bullying, to inform policy development and practice.
- Co-ordinating anti-bullying curriculum opportunities.
- Overseeing the effectiveness of the school's anti-bullying prevention and response strategies
- Supporting staff to implement the school's Anti-Bullying Policy and practice.

b) Policy Aims

This Policy aims to communicate the school's approach to involving the whole school community in developing and promoting a whole school anti-bullying ethos and culture. The Policy provides clear guidance on how the school intends:

- To raise the profile of bullying and the effect it has on children and young people's emotional health and wellbeing, life chances and achievement
 - To make clear to everyone within our whole school community that no form of bullying is acceptable and to prevent, de-escalate and /or stop any continuation of harmful behaviour
 - To encourage and equip the whole school community to report all incidents of bullying, including those who have experienced being bullied and bystanders who have witnessed an incident
 - To respond quickly and effectively to incidents of bullying using a restorative approach and /or sanctions where necessary
- To apply reasonable and proportionate disciplinary sanctions to CYP causing the bullying To support CYP who are bullying in recognising the seriousness of their behaviour and to offer support and counselling to help them to readjust their behaviour

- To safeguard and offer support and comfort to CYP who have been bullied and provide longer term support where necessary to reduce the likelihood of negative effects on their behaviour and self esteem.
- To address the emotional and behavioural needs of CYP who bully others to reduce the likelihood of repeated incidents of bullying
- To identify vulnerable CYP and those critical moments and transitions when CYP may become more vulnerable to bullying and provide additional support/safeguarding when needed
- To ensure all staff are trained and supported to enable them to model positive relationships
- To ensure that all staff are trained to recognise and appropriately challenge HBT bullying
- To regularly monitor incidents of bullying and harassment and report to responsible bodies e.g. governors
- To provide a curriculum framework for Personal Social and Health Education and Citizenship that includes learning about bullying (including HBT bullying), diversity, discrimination and personal safety.

c) Reporting Incidents of Bullying

The school encourages and equips the whole school community to report all incidents of bullying, including CYP who have experienced being bullied and bystanders who have witnessed an incident. The school endeavours to provide clear, accessible and confidential incident reporting systems, which include access to:

- A designated Anti-Bullying Coordinator/ Person for Child Protection
- I need to talk boxes and the Worry monster are regularly monitored in the class and in the library.
- Sign posting of one-to-one confidential support provided by external agencies e.g. The Kite Trust, info@thekitetrust.org.uk Telephone: 07808 189158
- The school's incident reporting systems and guidance on defining bullying and recognising the signs and symptoms of bullying and HBT bullying in CYP are recorded and communicated to the whole school community via:
 - The school's and/or local authorities anti-bullying leaflet for parents/carers
 - The school's prospectus/booklet
 - The school's notice/information board/website
 - The school's curriculum/open evenings for parents/carers.

d) Responding to Incidents of Bullying

The school has an agreed procedure for responding consistently to incidents or allegations of bullying. Direct action to respond to incidents of bullying occurs within a context, which reminds all CYP that bullying behaviour is unacceptable to the school and will not be tolerated. At our school, all CYP are encouraged to report incidents of bullying whether they have been bullied or have witnessed bullying. The school will investigate the incident and decide on an appropriate course of action.

When responding to incidents involving any type of bullying the school will consider the situation in relation to the school's Child Protection Policy and procedures. Statutory guidance on safeguarding CYP identifies 'Emotional Abuse' as featuring 'serious bullying causing children frequently to feel frightened or in danger; or the exploitation or corruption of children'. In cases of severe or persistent bullying, staff will liaise with the Designated Person for Child Protection particularly where there are concerns that a child or young person may be suffering or likely to suffer significant harm in terms of emotional abuse.

The procedure and stages in responding effectively to bullying at our school are:

Monitoring and recording behaviour and relationship issues. The school follows a clear behaviour management system, which enables challenging behaviour and relationship problems to be identified, recorded and addressed. This process is part of the school's overall Behaviour Management Policy. It supports the detection of bullying and allows for intervention at an early stage. All staff log misbehaviour on a school logging form and these are passed to the Headteacher. These logs are monitored and analysed regularly and the school's definition of bullying is used to assess situations as they arise and judge whether or not bullying has occurred or where a pattern of potential bullying behaviour may be developing.

Making sure the person being bullied is safe and feels safe. When a CYP reports being bullied, the school will acknowledge their concerns and the incident will be taken seriously. Incidents of bullying reported by witnesses are treated in the same manner and will always lead to a conversation with the targeted child. (ELSA Trained Tas)

Establishing and recording what happened by listening to the targeted child. After listening to the views and feelings of the targeted child and their account of what has happened to them, the school will record the incident appropriately either using the system above or by completing Section A of the Bullying Incident Report Form (**see appendix E Bullying Incident Report Form**) where bullying has occurred. Section A includes:

- *Date, time incident reported*
- *Member of staff to whom the incident was reported*
- *Date, time, location of alleged incident*
- *Nature of the alleged incident from the perspective of the person being bullied*
- *Date, time when parents/carers were informed. Staff are aware, that in instances of homophobic, biphobic or transphobic bullying, that the child being bullied may not be 'out' at home and may not wish their parents to be informed.*

When an incident of bullying is reported the school will endeavour to make a written record of this incident within 24 hours of the incident occurring. Written records are factual and where opinions are offered these will be based on factual evidence. Recording incidents helps to build a picture of behaviour patterns in school e.g. who, when, how, what action taken. It enables the school to manage individual cases effectively and monitor and evaluate the effectiveness of strategies.

Note: In Cambridgeshire, schools regularly report prejudice-related incidents to the local authority. This information allows the local authority to compare school trends with locality area and county trends and enables the local authority to monitor the occurrence of incidents and identify underlying trends in racist, HBT and disability-related bullying so that appropriate and relevant training and support can be provided to schools.

Incidences of Bullying are recorded on Arbor – under behaviour – Bullying and Racist incidences.

Deciding upon a response. After listening to the account of the targeted child, the school will discuss an appropriate course of action with them. All incidents of bullying will be responded to seriously and the behaviour of those who have been bullying will be challenged.

A Restorative Approach

Where appropriate and in most cases of bullying, that do not involve CYP with protective characteristics, the school will initially consider the use of a Restorative Approach to resolve the situation. A Restorative Approach involves perpetrators of bullying, focusing on their unacceptable behaviour in an emotionally intelligent way and ensures CYP causing harm are held to account for their behaviour by enabling them to:

Accept responsibility for the harm caused to the individual being bullied

Accept responsibility for the harm caused to others (for example staff, friends or family)

- Recognise the need to take action to begin to repair the harm caused
- Agree a range of helpful actions to repair the harm caused, which will be monitored over an agreed period of time
- Staff recognise the need to consider the feelings of the individual being bullied and to check that the process has been successful for them
- Use of ELSA trained staff to support children
- Mental Health Policy recognises the wellness of all children

The school believes that all bullying is unacceptable but that many CYP who display anti-social behaviour and lack empathy for others can be helped to understand the consequences of their actions and change their behaviour for the long term.

In situations where the school has decided to use a restorative approach, the school will complete Section C of the Bullying Incident Report Form and then refer to and follow the relevant guidance for record keeping for this particular strategy (**see Appendix F Responding to Incidents of Bullying: The Restorative Approach**).

Use of Sanctions

In certain cases of bullying, the school will consider the use of sanctions e.g. in cases of serious bullying such as where violence has been used or where a restorative approach has been unsuccessful in preventing further incidents of bullying. Sections A, B and C of the Bullying Incident Report Form will be completed (**see appendix E Bullying Incident Report Form**). This will involve recording what happened by listening to the different perspectives of all those reportedly involved in the incident, including those of the bullied person, the person doing the bullying and those that have witnessed the bullying ('bystanders').

Sanctions will be applied fairly and proportionately in accordance with the school's Behaviour Management Policy, taking account of any special educational needs or disabilities that CYP may have and taking into consideration the needs of vulnerable CYP. Bullying by children with disabilities or SEN is no more acceptable than bullying by other children. However, for a sanction to be reasonable and lawful the school will take account of the nature of the CYP's disability or SEN and the extent to which they understand and are in control of what they are doing. Disciplinary sanctions are intended to:

- Impress on the perpetrator that what he/she has done is unacceptable
- Deter him/her from repeating that behaviour
- Signal to other CYP that the behaviour is unacceptable and deter them from doing it.

The consequences of bullying should reflect the seriousness of the incident. The school takes verbal and indirect bullying as seriously as physical bullying. When deciding upon appropriate sanctions for bullying the school will ensure that the sanctions address bullying behaviour in a way which does not lead to an escalation of the behaviour but instead supports a resolution to the problem. As with the school's restorative approach, sanctions for bullying are intended to hold CYP to account for their behaviour and ensure that they face up to the harm they have caused and learn from it. They also provide an opportunity for the CYP to put right the harm they have caused. Where appropriate the school may use sanctions in conjunction with the school's restorative approach.

The school will draw upon the school's Behaviour Management Policy and follow the system for sanctions, which includes:

- *Involving CYP in developing appropriate 'fair punishments' for those who have been involved in bullying*
- *Removing/ separating CYP from other individuals or groups of CYP*
- *Removing/excluding CYP from certain whole school activities or key points in the day e.g. break times/ lunchtimes*
- *Withdrawing privileges*

In the case of more serious and persistent bullying, where the perpetrator has not responded to the school's restorative strategies (see above) or sanctions, the school may consider excluding the perpetrator from the school. Some CYP who have been subjected to bullying can be provoked into violent behaviour. Where an attack has been provoked after months of persistent bullying, the school will view this behaviour differently from an unprovoked attack and will ensure that sanctions are proportionate to the circumstances.

Communicating with the whole school community. The school will communicate to the school community that the bullying has been taken seriously and has been responded to well. This will include talking to parents/carers (see section E Working With Parents/carers). The timing of this communication will depend on the agreed responsive approach. Sensitivity should be applied in relation to the involvement of parents/guardians in the case of a young person who has experienced HBT bullying. For example, a young person who is LGBT+ may not have come out to his/her parents/guardians and may feel very vulnerable when parents/guardians become involved. It should be emphasised that anyone can be targeted with this type of bullying. In dealing with specific instances of HBT bullying the focus should be on the actual bullying behaviour and the impact on the students, not on whether or not the CYP is LGBT+.

Monitoring and following up with all parties concerned, including parents/carers to ensure that the bullying has stopped. Part of the school's process of responding to an incident is to seek an agreement to meet at some point in the future to see whether the situation has been resolved or whether further work needs to take place. This will include evaluating the effectiveness of the follow up strategies that have been put in place to ensure that the bullying has stopped. The school does not assume that a situation requires no further attention simply because a CYP has made no further complaints. Where a problem has not been

resolved to the satisfaction of all parties the follow up strategies will be reviewed and/or further advice sought. The timing of this monitoring will depend on the agreed responsive approach.

Responding to incidents of cyberbullying. The school will follow the above procedures and will seek guidance on responding to different forms of cyberbullying via organisations which provide information on the safe and responsible use of technology, such as Digizen

<http://www.digizen.org/resources/cyberbullying/full-guidance.aspx>

Responding to incidents of bullying which occur off the school premises.

The school recognises that bullying can and does happen outside school and in the community. Bullying is a relationship issue and its occurrence reflects the ways in which CYP socialise in school and in the wider community. The school believes that bullying is unacceptable wherever and whenever it happens. When an incident of bullying is reported and has occurred off the school site and out of school hours e.g. walking to and from school, on the school bus, the school will follow the guidance in the *Behaviour Management Policy* on regulating the conduct of CYP at times when they are not on the premises of the school and/or not under the lawful control or charge of a member of staff.

The school encourages CYP to seek help and to tell us about incidents of bullying that happen outside the school so that the school can:

- *Raise awareness among the whole school community of possible risks within the community e.g. trouble spots*
- *Make contact with local police officers and representatives from the Youth Service, Connexions and other organisations (including sports clubs and voluntary organisations)*
- *Offer CYP and parents/cares strategies to manage bullying off the school premises e.g. guidance on how to keep safe on the internet and when using their mobile phones.*

e) Working with Parents/Carers

Where the school has become aware of a bullying or HBT bullying situation, parents/carers of the child/young person who is being bullied will be invited to the school to discuss their child's situation if the young person is in agreement. The school will endeavour to involve parents/carers of children who have been bullied constructively at an early stage to support the process of working together to find ways of resolving the situation and bringing about reconciliation. The outcome of the meeting and agreed actions/responses will be recorded by the school on the school's Bullying Incident Report Form (**see appendix E Bullying Incident Report Form**). The school will work alongside those parents/carers whose children have been bullied to support them in developing their children's coping strategies and assertiveness skills where appropriate.

The school takes parents/carers reporting bullying seriously. *Parents/carers are initially encouraged to refer their concerns to the class teacher. Senior members of staff such as Senior Lead teachers will be involved where appropriate and always when bullying involves children or young people with protected characteristics.* Parents/carers are encouraged to note details of the incident to share with the *class teacher/member of staff*. Again, a record of the incident and the agreed actions/response made at the meeting will be recorded by the school and added to the school's Bullying Incident Report Form (**see appendix E Bullying Incident Report Form**). The school will discuss the possible responsive options with the parents/carers and the bullied child and agree a way forward.

Where a Restorative Approach has failed to modify the behaviour of a perpetrator and the bullying is continuing or when sanctions are to be used, the parents/carers of the perpetrator will be invited to the school to discuss their child's behaviour. The outcome of the meeting and agreed actions/responses will be recorded by the school on the school's Bullying Incident Report Form (**see appendix E Bullying Incident Report Form**). The school adopts a problem solving approach with parents/carers e.g. 'It seems your son/daughter and (other child) have not been getting on very well' rather than 'your son/daughter has been bullying...'. While the school firmly believes that all bullying is unacceptable and that the perpetrators should be made to accept responsibility for their behaviour and make amends, the school understands that a cooperative ethos is desirable when trying to reach a resolution that is effective and long lasting. Parents/carers of those causing the bullying will also have support to come to a balanced view of what is

happening and appreciate their role in helping their children to learn about the consequences of their actions and adopt alternative ways of behaving.

The school ensures that staff and all parents/carers remain fully aware of the measures that have been put into place to prevent the occurrence of further incidents. Follow up appointments are made with parent/carers to share these agreed measures and to monitor their success in preventing further bullying.

Guidance for parents/carers regarding advice on recognising the signs and symptoms of bullying in CYP and how to approach the school to register concerns/incidents and seek support is available via the:

□ *Local authority anti-bullying leaflet for parents/carers* □
School's prospectus / website

f) Following Up, Supporting and Monitoring

After following the school's procedures for responding to an incident of bullying (see section **Responding to Incidents of Bullying**), the school will consider employing further longer term measures/strategies to minimise the risk of bullying occurring in the future and to ensure that CYP feel safe. Strategies include longer- term support for all parties including the person being bullied, bystanders and the person who has perpetrated the bullying. Many of the school's strategies include problem solving processes, which enable on-going situations to be disentangled and explored, and help to reveal underlying issues. Many of the following strategies involve active participation from CYP and involve CYP helping themselves and each other. Some strategies form part of the school's anti-bullying preventative work. Our strategies include:

- *Providing opportunities for class circle time where CYP can explore the needs of their peers. These are planned sessions in which the teacher facilitates a safe and positive environment for CYP to take turns, if they choose to talk about an issue of concern. The whole group is encouraged to listen carefully and discuss ways to help the individual in a problem solving way.*
- *Accessing support from external agencies and professionals including educational psychologists, Child and Adolescent Mental Health Service (CAMHS), Specialist Teaching Services, The Kite Trust, Race Equality and Diversity Services .*
- *Providing opportunities for CYP who have been bullied or are bullying to attend social skills groups to develop emotional resilience and learn skills in assertiveness, listening, negotiating and empathising with others.*
- *Providing supportive and nurturing structures such as a 'Circle of Friends' for identified vulnerable individuals.*

g) Prevention

The school believes that the whole school community should work together to reduce bullying as part of our efforts to promote a positive and inclusive whole school ethos and create a safe, healthy and stimulating environment. Alongside the school's responsive strategies for dealing with incidents of bullying, the school adopts, as part of our pastoral support system, a whole school approach to implementing proactive and preventative interventions to reduce bullying. These interventions are implemented at a school, class and individual level. Our approaches include:

- *Implementing an effective school leadership that promotes an open and honest anti-bullying ethos*
- *Adopting positive behaviour management strategies as part of the school's Behaviour Management Policy*
- *Implementing the whole school Mental Health policy*
- *Implementing a whole school approach to the teaching of RSE and Citizenship and the implementation of the Social and Emotional Aspects of Learning Programme (SEAL)*
- *Providing opportunities to celebrate effective anti-bullying work including assemblies*
- *Providing training on behaviour management and anti-bullying for all relevant staff including midday supervisors*
- *Providing a school council and regular Circle Time, enabling CYP to talk about their feelings and concerns in a safe environment and to enable them to share concerns about bullying*
- *Participating in the annual national Anti-Bullying Week and supporting learning on bullying through whole school activities, projects and campaigns*
- *Reviewing the development and supervision of the school inside and outside including the outdoor areas and playground to ensure provision is safe, inclusive and supports CYP's emotional wellbeing.*
- *Providing confidential communication systems such as a listening box, and working with CYP to identify key individuals with whom they can confide*
- *Providing information on support agencies such as ChildLine, NSPCC, Stonewall, The Kite Trust, Kidscape and Beatbullying including telephone numbers for help lines and addresses for supportive websites.*

- *Working in partnership with other schools/local authority services on anti-bullying initiatives*

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h) Delivering the Curriculum for Positive Relationships and Anti-Bullying in our School

The school acknowledges the role of the PSHE and Citizenship curriculum in preventative work on bullying. The PSHE and Citizenship curriculum supports the development of CYP's self esteem and their emotional resilience and ability to empathise with others. The curriculum provides opportunities for CYP to learn and develop the skills to identify manage and challenge incidents of bullying as well as providing opportunities for CYP to learn about bullying in relation to the wider context of diversity and inclusion.

- *The school adopts the Primary Cambridgeshire Personal Development Programme for RSE and Citizenship in which learning related to bullying, diversity and difference is covered within themes such as Myself and My Relationships, Citizenship and Healthy and Safer Lifestyles*
- *The school is also implementing the Social and Emotional Aspects of Learning Programme (SEAL) as part of the Cambridgeshire Personal Development Programme.*
- *The school also uses the Cambridgeshire Education Child Protection Service's Personal Safety units of work as part of the Cambridgeshire Primary Personal Development Programme*
- *The school recognises and participates in the national Anti-Bullying week, which provides an annual intensive focussed week on the subject of recognising and combating bullying.*

Work on bullying as part of the RSE and Citizenship curriculum is taught through:

- *Designated lessons and some focused events*
- *Other curriculum areas such as Citizenship and Religious Education*
- *Enrichment activities such as visits from the Life Education Centre, drama groups etc.*

i) Children and Young People's Consultation and Participation

The school considers listening to the voices of CYP and actively seeking their views and opinions regarding bullying as an important part of our preventative work. The school regularly audits the way in which bullying is being addressed which includes, listening to CYP and ensuring they are given the opportunity to speak out, and have their voices heard on their experiences of bullying as part of the school council and pupil voice sessions. CYP are actively encouraged to participate in identifying both the problems and solutions to bullying; reviewing and developing the school's Anti-Bullying Policy and practice and engaging in initiatives to support an anti-bullying ethos in school. CYP actively participate in:

- *Identifying when and where the bullying happens*
- *Identifying new forms of bullying e.g. types of cyberbullying*
- *Making decisions about how to address and tackle bullying*
- *Learning how to play an active role in challenging bullying such as engaging in peer support schemes such as buddying, mentoring and mediating.*
- *Working with external agencies such as The Kite Trust to promote understanding and support for LGBT+ issues*

The school has a school council which is made up of representatives from each year group in school and this is a democratic method for promoting pupil consultation.

j) Whole Staff Awareness and Training Opportunities

The school endeavours to ensure that teachers and other adults working with CYP are equipped with the necessary skills and knowledge to identify and address all types and forms of bullying effectively and safely. Training will include recognising the signs of bullying in CYP and how to identify vulnerable CYP who may be susceptible to being bullied or becoming actively involved in bullying and bullying type behaviour. Training for staff is provided to ensure that they feel competent and confident in appropriately challenging bullying and HBT bullying.

Training also provides staff with a clear understanding of the school's Policy and procedures on preventing and responding to incidents of bullying and HBT bullying, including providing short and long term support to those affected by bullying. The school's approach to anti-bullying work is included within induction

programmes for new staff (including temporary staff). The views of staff are sought as part of the school's review and evaluation of the Anti-Bullying Policy and used to inform developments and enhance the school's anti-bullying ethos and practice.

k) Involving Outside Agencies

The school seeks the support and guidance from relevant local and national agencies and organisations that work collectively to ensure that those who work with and support CYP are equipped with the skills and knowledge to address bullying effectively. Local support and guidance is accessed from county wide services and through liaison with the school's multidisciplinary Locality Team and voluntary agencies.

l) Monitoring and Evaluating the Anti-Bullying Policy

The school's Anti-Bullying Policy and practice is regularly monitored and evaluated to ensure its effectiveness. This process includes reviewing the school's definition of bullying and identifying new types and forms of bullying as they emerge. The Policy review is coordinated by the Headteacher and/or RSE leader and involves monitoring and evaluating anti-bullying preventative and responsive strategies to ensure the school's practice is effective and successful in fostering an ethos that inhibits bullying and promotes inclusion and respect for diversity.

The review process involves collecting data on the prevalence of bullying at the school and gathering the views and different perceptions of the whole school community including staff, governors, CYP (see section 3i) and parents/carers using a range of methods such as questionnaires.

The school regularly analyses behaviour records and records of bullying incidents to identify patterns of behaviour regarding individuals and groups of CYP, and places and times where bullying may be occurring. Other informative data includes:

- *Parental complaints to the school or local authority regarding bullying*
- *Records of the Educational Welfare Service identifying where bullying is a factor in non-attendance*
- *Exclusion data relating to bullying*
- *Risk assessment for CYP who exhibit sexually inappropriate or harmful behaviours*
- *Transfer and admissions data, specifically requests for transfer due to bullying or harassment* □
Information from Listening boxes

The results of the review are used to inform areas for school development, which are included in the School Development / Improvement Plan and other appropriate actions plans.

The policy is reviewed every 2 years.

Section 4 – Appendices

Appendix A - Bullying: National Legislative and Policy Context

The Schools Standards & Frameworks Act (1998) sets out the expectation that all schools are required by law to have an Anti-Bullying Policy. Children and young people should be involved in both the development and the monitoring of the Anti-Bullying Policy by being encouraged to discuss the policy and its effectiveness (compatible with Article 12 of United Nations Convention on the Rights of the Child 1989).

The Education Act (2002) gives schools and local authorities a legal duty to safeguard and promote the welfare of children and young people. Guidance that shows how this duty applies, issued by the DfES, refers specifically to bullying as an issue that needs to be considered as part of keeping children and young people safe (DfES 2004). More recently a new section has been added to this act, which introduces a duty on schools' governing bodies to promote community cohesion.

The Education and Inspections Act (2006) imposes a statutory duty on governing bodies to promote wellbeing in the context of 'Every Child Matters' and the Children Act (2004). The act also creates a clear, statutory power for members of school staff to impose disciplinary powers for inappropriate behaviour of pupils; enables head teachers as far as is reasonable, to regulate and take action on behaviour that occurs outside the school premises and when a member of staff is not in charge of the students. This can relate to any bullying incidents occurring anywhere off the school premises such as on school or public transport, outside the local shops or in a town or village centre.

Criminal Law Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour – or communication- could be a criminal offence, for example under the **Protection from Harassment Act (1997)**, the **Malicious Communication Act (1988)**, the **Communications Act (2003)** and the **Public Order Act (1986)**. If school staff feel that an offence has been committed they should seek assistance from the police. For example, under the Malicious Communication Act (1988), it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat or information which is false and known or believed to be false by the sender.

The Crime and Disorder Act 1998 and The Anti Social Behaviour Act (2003) state that schools, youth clubs and other educational settings should liaise with their local police officers where acts of bullying become criminal e.g. harassment, assault, wounding and causing grievous bodily harm with intent, or the carrying of weapons.

Equality Act (2010) brings together a raft of discrimination acts, regulations and codes of practice into one single act. It covers a number of protected characteristics. Those relevant for schools provision are: disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Schools and colleges must:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not share it

- Foster good relations between people who share a protected characteristic and those who do not share it.

This act is vital for the prevention of prejudice-related bullying in schools.

The Children Act (2004) sets out the expectation that all professionals who work with children and young people are expected to work towards the five outcomes for children:

1. Be Healthy
2. **Stay Safe**
3. Enjoy and Achieve
4. **Make a Positive Contribution**
5. Achieve Economic Wellbeing

Bullying and discrimination feature as high-level aims in two of the five ECM outcomes – ‘Stay Safe’ and ‘Make a Positive Contribution’. Schools and local authorities will be held responsible for ensuring that children and young people in their care achieve these outcomes.

The Ofsted inspection framework (2012) focuses on the ‘Behaviour and Safety of pupils at the school’ as one of four key judgements. Under this judgement inspections will evaluate the effectiveness of measures established by schools to address all forms and types of bullying. This includes how schools routinely gather and analyse school data to monitor incidents of bullying and evaluate the school’s anti-bullying responsive and preventative strategies.

The DfES guidance Working Together to Safeguard Children (2006) states that safeguarding children covers not only child protection but also other areas including bullying. It provides guidance on managing bullying in school.

The Human Rights Act (2000) is based on the European Convention on Human Rights. The act contains two articles, which may be of particular relevance to a bullied child who fails to receive protection from bullying:

Article 3: ‘No one shall be subjected to torture or to inhuman or degrading treatment or punishment’.

Article 6: ‘Everyone has the right to respect for his private and family life, his home and his correspondence’.

In order for a claim to be brought under the Human Rights Act, the bullying would have to be extremely serious and have resulted in physical or psychiatric damage which is supported by strong medical evidence.

The United Nations Convention on the Rights of the Child (1991) contains the following articles relating to bullying:

Article 2: ‘All the rights must be available to all children whatever their race, religion, language or ability’.

Article 3: ‘A child’s best interests should always be the main consideration’.

Article 12: ‘Children’s opinions should always be taken into account in matters that concern them’.

Article 19: ‘Children have a right to be protected from being hurt or badly treated’.

Article 37a: 'No child should be subjected to torture or other cruel, inhuman or degrading treatment or punishment'.

Although the United Nations Convention on the Rights of the Child cannot be upheld in UK courts of law, the European Convention on Human Rights is a relevant international legal instrument that is legally binding; hence it can be enforced in UK courts.

Appendix B - Inspecting Schools

For most up-to-date information regarding Ofsted Inspection of Schools' key judgement area of 'Behaviour and safety of pupils at the school' see

<https://www.gov.uk/topic/schools-colleges-childrens-services/inspections>

Appendix C -Types of Bullying

Bullying related to race, religion or culture

Racist or faith-based bullying is bullying based on a person's background, colour, religion or heritage. Some surveys and focus groups have found that a high proportion of bullied pupils have experienced racist or faith-based bullying. Recent political and social issues also appear to have been a factor in the rise in this type of bullying and harassment. There is research to support the suggestion that where black and minority ethnic (BME) children experience bullying, it is more likely to be severe bullying. Moreover, bullying incidents can be a subset of the indirect and direct racist hostility which BME children, children of different faiths and Traveler children can experience in a number of situations.

When racist or faith-based bullying takes place, the characteristics singled out not only apply to the individual child but also make reference to their family and more broadly their ethnic or faith community as a whole. Racial and cultural elements in bullying can be seen to heighten the negative impact on a child's sense of identity, self worth and self esteem.

Schools are advised to log all incidents of racist or faith-based, HBT and disability-related bullying and submit them on a regular basis (termly) to the local authority. This allows local authorities to monitor the occurrence of incidents and identify underlying trends in racist bullying so that appropriate and relevant training and support can be provided to schools. It is important to note that all incidents that are identified as potentially racist must be recorded, reported and investigated as such. The Stephen Lawrence Inquiry Report (1999) defines racism as 'conduct or words which advantage or disadvantage people because of their colour, culture or ethnic origin. In its more subtle form, it is as damaging as in its more overt form'.

Bullying related to special educational needs (SEN) and disabilities

Research shows that children and young people with SEN and disabilities are more at risk of bullying than their peers. Public bodies have new responsibilities to actively promote equality of opportunity for all disabled people and eliminate disability-related harassment. Children and young people with SEN and disabilities who are or perceived to be homosexual, bisexual, trans or gender questioning may also experience HBT bullying.

Children and young people with special educational needs and disabilities, whether in mainstream or special schools, do not always have the levels of social confidence and competence and the robust friendship bonds that can protect against bullying. Where children with SEN and disabilities are themselves found to be bullying, in most cases (except those related to specific conditions) schools should expect the same standards of behaviour as those which apply to the rest of the school community, having made the reasonable adjustments necessary.

Bullying related to appearance or health conditions

Those with health or visible medical conditions, such as eczema, may be more likely than their peers to become targets for bullying behaviour. Perceived physical limitations, such as size and weight, and other body image issues can result in bullying, and obvious signs of affluence (or lack of it), can also be exploited.

Bullying related to sexual orientation

Homophobic, biphobic or transphobic (HBT) bullying involves the targeting of individuals on the basis of their perceived or actual sexual orientation. Evidence of HBT bullying suggests that children and young people who are gay, lesbian, bisexual or trans (or perceived to be) face a higher risk of victimisation than their peers. HBT is perhaps the form of bullying least likely to be self-reported, since disclosure carries risks not associated with other forms of bullying. The young person may not want to report bullying if it means “coming out” to teachers and parents before they are ready to.

HBT bullying includes all forms of bullying but in particular it can include:

- Verbal abuse - the regular use, consciously or unconsciously, of offensive and discriminatory language, particularly the widespread use of the term ‘gay’ in a pejorative context e.g. these trainers are so ‘gay’. Also spreading rumours that cause an individual’s perceived sexual orientation to be ridiculed, questioned or insulted
- Physical abuse – including hitting, punching, kicking, sexual assault and threatening behaviour
- Cyberbullying – using on-line spaces to spread rumours about someone or exclude them. Can also include text messaging, including video and picture messaging.

Sexist, sexual and HBT bullying

Sexist, sexual and HBT bullying affects both genders. Boys may be victims as well as girls, and both sexes may be victims of their own sex. Sexist bullying is based on sexist attitudes that when expressed demean, intimidate or harm another person because of their sex or gender. Sexual bullying may be characterised by name calling, comments and overt “looks” about appearance, attractiveness and emerging puberty. In addition, uninvited touching, innuendos and propositions, pornographic imagery or graffiti may be used. Children and young people identifying as homosexual, bisexual, transgender or experiencing gender dysphoria (feeling that they belong to another gender or do not conform with the gender role prescribed to them) can also become a target of bullying. Pupils with family members who are lesbian, gay, homosexual, bisexual or trans may also experience HBT bullying.

Bullying related to gifted and talented children and young people

Children and young people who are gifted and talented can be vulnerable to bullying. Their achievements, different interests and advanced abilities can set them apart from their peers and can lead to a sense of not ‘fitting in’ and feelings of isolation. Their talents and abilities may cause feelings of resentment and jealousy among their peers which may make them targets for bullying behavior.

Bullying of young carers or looked after children or otherwise linked to home circumstances

Children and young people may be made vulnerable to bullying by the fact that they provide care to someone in their family with an illness, disability, mental health or substance misuse problem. Young carers may be taking on practical and emotional caring responsibilities that would normally be expected of an adult. Research has highlighted the difficulties young carers face, including risks of ill-health, stress and tiredness, especially when they care through the night. Many feel bullied or isolated. Children in care may also be vulnerable to bullying for a variety of reasons, such as their not living with their birth parents or because they have fallen behind in their studies. Some children and young people are heavily influenced by their communities or homes where bullying and abuse may be common. Some bullying at school may arise from trauma or instability at home related to issues of domestic violence or bereavement or from the experience of being part of a refugee family. Siblings of vulnerable children may themselves be the subject of bullying by association.

Appendix E - A Sample Bullying Incident Report Form

Logging Information

SECTION A: ALLEGED BULLYING INCIDENT			
Target Name(s)	Age	Year Group	Class
Ethnicity	Gender M / F	SEN Stage	
Home language	looked-after child Y / N	young carer Y / N	
Member of staff to whom the incident was reported			
Date of incident			
Time of incident			
Location of incident			
Target's Account / Concern of parents/carers			
Alleged perpetrator(s):			
Name(s)	Age	Year Group	Class
Nature of incident including details of any injury or damage to property, etc			
<p>Circle any elements that apply:</p> <p>Form: Physical Verbal Indirect Cyberbullying</p> <p>Type: Race/religion/culture Sexual/sexist/HBT SEN/disability Home circumstances</p> <p>Gifted/talented Health conditions Other</p>			
Parents/carers of alleged target(s) informed:			
Date		Time	

SECTION B: ACCOUNTS OF THOSE INVOLVED			
Alleged perpetrator(s) account of the incident Name(s)	Age	Year group	Class
Bystanders'/ witnesses' accounts of the incident Name(s)	Age	Year group	Class
Parents/carers of alleged perpetrators informed:			
Date		Time	
SECTION C: ACTION TAKEN			
Details of immediate action taken			
Monitoring of action taken and details of follow up and longer term action taken			

Racist, homophobic and disability – related incidents

Note: In Cambridgeshire, schools submit termly reports of racist, HBT and disability-related incidents electronically on the RaID website

<http://www.cambridgeshire.gov.uk/raid>. These incidents include racist, HBT and disability bullying. Schools can access their ID number and password for the RaID website by contacting Vivienne Lawson at CREDS on 01223 729023 or vivienne.lawson@cambridgeshire.gov.uk

Appendix F - Responding to Incidents of Bullying – The Restorative Approach

This appendix outlines the restorative processes and approaches the school will take when responding to incidents of bullying and HBT bullying.

Restorative Approaches provides an underpinning ethos and philosophy for making, maintaining and repairing relationships and for fostering a sense of social responsibility and shared accountability.

When harm has been caused by inappropriate, sometimes thoughtless, negative behaviour then all sides need:

- a chance to tell their side of the story and feel heard
- to understand better how the situation happened
- to understand how it can be avoided another time
- to feel understood by the others involved
- to find a way to move on and feel better about themselves

If conflicts and challenges are dealt with in a way that get these needs met then those involved can repair the damage done to their connections with the others involved, or even build connections where there were none previously. They feel fairly treated and respected, since they have been trusted to find solutions for themselves and put things right in their own way. Because they have been listened to, people in conflict are more ready to listen to others' perspectives and emotional responses, and so empathy is developed. This can change the choices made in future situations, as mutual respect and consideration develop.

Restorative Approaches gets everyone who has been involved in a conflict to talk about what has happened.

How it works is everyone has their say about a situation and is asked to listen to all the people involved. Everyone takes part in agreeing what needs to happen to put things right and stop the same thing happening again.

In a conference there will be what we call a facilitator, usually a trained member of staff or a trained student leader. This person does not take sides, does not offer advice, they listen to everyone tell their story and helps to keep everyone feeling safe in the conference. They use a set of questions to help everyone have their say (see attached pro forma).

If you are involved in a restorative conference, you may be asked to tell the other people involved using the following questions:

- What has happened?
- What you think about regarding what has happened, and how you feel about it
- Who you think has been affected, and how
- What you think needs to happen to put things right
- What you think needs to happen in the future to make sure the situation doesn't occur again

The questions are neutral and non-judgemental, they are about the wrongdoer's behaviour and its effect upon others, and they are open questions which require an answer. They take everyone from the past (what happened) to the future (repairing harm)

and require people to reflect on who has been affected. They are likely to help the wrongdoer develop some empathy for those affected.

Normally people in the meeting make a spoken or written agreement; this spells out what everyone is going to do to put things right and help make the future better. Everyone has to agree on these actions on these actions and usually someone is asked to monitor the agreement in the future. If the agreement doesn't work, another meeting can be held or the school will help find a different way to sort it out.

It can take courage to sort things out this way because people often find it hard to talk to the person they have harmed or been harmed by, but it is often the best way to put things right.

RESTORATIVE JUSTICE – CONFERENCE SCRIPT – USED MOST OFTEN **FACILITATOR GUIDE – Acknowledged Harm/Accepted Responsibility**

STEP 1	Welcome, as you know my name is xx and I have been asked to facilitate this meeting. (<i>Introduce participants if necessary</i>). I have spoken to all of you about the incident (<i>briefly outline what happened</i>) xxxx (<i>wrongdoer name</i>) has admitted their part. I remind you that you are here to discuss what happened, not the character of anyone involved. I will invite you all in turn to talk about how you and others may have been affected by what happened. This will help everyone understand what needs to be done to help put things right.
STEP 2	START WITH WRONGDOER(S) – I would like to start by asking <ul style="list-style-type: none"> • Can you tell us about what happened and how you became involved OR what happened? <ul style="list-style-type: none"> ◦ What happened next OR what else? (<i>ask this until their story unfolds</i>) <input type="checkbox"/> What were you thinking at the time? • What have your thoughts been since? • How has this affected/upset you and others? • What's been the hardest thing for you?
STEP 3	TURN TO HARMED PERSON(S) – I would like to start by asking <ul style="list-style-type: none"> • Can you tell us about what happened and how you became involved OR what happened? <ul style="list-style-type: none"> ◦ What happened next OR what else? (<i>ask this until their story unfolds</i>) <input type="checkbox"/> What were you thinking at the time? • What have your thoughts been since? • How has this affected/upset you and others? • What's been the hardest thing for you?
STEP 4	THEN ASK REMAINING PARTICIPANTS IN TURN THE SAME QUESTIONS (<i>if necessary theme in views of those not present</i>)
STEP 5	GO BACK TO THE WRONGDOER(S) – you have just heard how xxxx and others have been affected by what you did <ul style="list-style-type: none"> • Do you all see that harm/upset that has been caused? • Is there anything you want to say at this stage? • Do you think that something needs to be done to repair that harm/put it right?
STEP 6	GO BACK TO THE HARMED PERSON – What do you think needs to happen?
STEP 7	GO BACK TO THE WRONGDOER(S) – What do you think of what xxxx has suggested?
STEP 8	RETURN TO PERSON HARMED AND THEN OTHER SUPPORTERS – What do you think/feel about what has been said? – What would you like to see come out of today's meeting?
STEP 9	RETURN TO WRONGDOER – What do you think/feel about what has been said?
STEP 10	MAKE CONTRACT
STEP 11	OPTIONAL QUESTIONS – Would you do anything differently now?/What other choices could you have made?/What have you learned from the meeting?

STEP 12	FINAL INVITATIONS TO SPEAK – before I close the meeting is there anyone else who wishes to say or ask something?
STEP 13	CLOSING THE MEETING – Thank you for participating in this meeting, I hope that your time together has helped you deal with this matter.

Murrow and Gorefield Primary Academy
RESTORATIVE APPROACHES REFERRAL FORM

Date: _____

Name: _____

Please give brief answers to the questions below:

1 What has happened to make you request a conference?

2 Who do you feel has been harmed by this action? (include yourself if necessary)

3 Who do you feel has caused this harm?

4 What would you like the outcome of the conference to be?

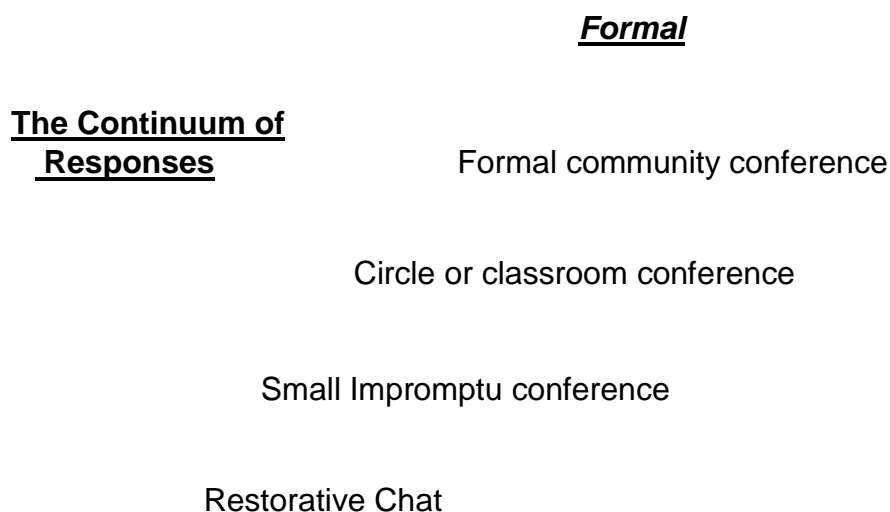
Outcome of Referral?

Signed: _____

Date: _____

Copies to files:

There is a hierarchical model that we follow during restorative approaches using the diagram below:



Informal

Restorative Chat – informal chat using restorative questions, this does not include formal referral, preparation, contract or debrief but should/may include a follow-up. Individual member of staff takes initiative and leads process.

Impromptu Conference – informal conference that might not include formal preparation but should/may include a contract and a follow up. Individual member of staff takes initiative and leads process.

Circle or Classroom Conference – formal conference that requires a formal referral, pre-conference preparation, a contract, debrief and a follow up session.

Formal Conference or Parenting Conference – Requires formal pre conference preparation, possibly a home visit, formal referral, a contract and a formal setting, debrief after the conference and a follow up session.

All Restorative Approaches Interventions should be recorded as appropriate on the schools conduct log system.

Unsuccessful conferences or refusal to take part:

Unless all have agreed to take part in the Restorative Intervention, it will not proceed, all have to be willing participants. If during a intervention any of those taking part are unable to unwilling to proceed the intervention will close and an alternative resolution will be imposed.

If those involved fail to comply with expectations of the agreement alternative solutions including the schools consequences may be applied to the Wrongdoer.

To be reviewed 2021