

## What will the school do about it?

It is vital that these issues are dealt with in the proper way. The following method will be used by all staff when dealing with all reports of bullying.

1. Listen to the report of bullying from the adult or child and note down all relevant information. Do not make any judgements at this point. Make an appointment to meet again with the person making the report in order to allow an investigation to take place. This meeting should be set for within 24 hours of the original report if this is possible.
2. Decide upon a suitable time to deal with the issue.
3. Listen to all the parties concerned. This may be individually or collectively depending on the circumstances. Record important details in a brief report. Use appropriate questions and deal with the primary behaviour.
4. Assure the children that the situation will be dealt with fully and fairly until it is resolved.
5. Discuss the issues with appropriate colleagues (relevant class teachers, senior leaders, dinner ladies, etc.) as necessary.
6. Draw a conclusion based upon the evidence collected and record it on a School Incident Form. Make all children involved aware of your findings.
7. If appropriate, make children aware of the consequences of their actions and the relevant aspects of the Archbishop Benson Friendship/Anti-Bullying Code (ABC) that they have the responsibility to uphold.
8. Take the necessary action in line with the school's Behaviour Policy, offer mediation and any further support as appropriate.
9. Inform all adults (class teachers, perpetrators parents, victim's parents etc.) of the outcomes as appropriate.



**Archbishop Benson CoE  
Primary School**



**Parents' Guide to Concerns  
about Bullying**



We are a **friendship-focused** school. Bullying at our school is rare. We cannot guarantee that it will never happen, but we can guarantee that any concerns raised by a child, parent or member of staff will always be dealt with thoroughly, fairly and professionally.

All allegations of bullying need to be carefully investigated as these can often be incidences of poor friendship & damaged relationships. Where there is evidence that bullying has taken place the school will **always** take the appropriate action against **any** individuals or groups found to be involved (this includes a range of consequences up to and including permanent exclusion), and will take immediate action to stop the bullying, step by step, using our 5 Steps to Friendship Code .

We have high expectations regarding achievement and behaviour. Bullying is not part of the Archbishop Benson ethos and it will never be tolerated as such.

We define Bullying as ...

**Bullying is when a person or group, knowingly & deliberately, hurts you physically or hurts your feelings, on more than one occasion making you feel sad and scared.**

### What Bullying Isn't?

All children from time to time have conflicts and broken friendships which can be triggered by a wide range of circumstances. These events can often be extremely upsetting for the children involved. In the overwhelming majority of cases, close investigation by an adult in the school reveals that there is a "six of one.." element to the issue. E.g. A name calling incident may have been reciprocal, or it might have been a thoughtless and isolated action on someone's behalf. Whilst it is important to deal with these situations quickly and sensitively, they do not easily fit the generally held definition of bullying.

Be careful about using the word "bullying" with your child until you have had a chance to discuss the problem with the class teacher or headteacher. There may be more to the situation or incident than you are aware of.

**DO NOT approach other parents or pupils directly with your concerns. This often causes the problem to escalate.**

### How do I know if my child is being bullied?

Some children are good at hiding their feelings and the first you may know of the problem is when your child suddenly doesn't want to go to school, or says they are ill at the start of the day and then recovers fully later on. Other pointers can be coming home with marks and bruises and torn clothes, asking for stolen possessions to be replaced, or recurring problems with previously good friends. You might find that your child is moody, bad tempered or very quiet and wants to avoid leaving the house. Your child may become aggressive with brothers and sisters.



### What can I do about it?

The belief that your child is being bullied is a stressful and distressing experience. **It's natural to feel angry, confused and frustrated.**

1. Try to find out as much as you can about the circumstances surrounding the bullying from your child, write it down if possible.
  - Who is involved, if there are several children who does your child feel most threatened by?
  - What is happening (name calling, threats, violence?)
  - When did it begin?
  - How often has it happened (every day, once, several times)?
  - When did it last happen?
  - Does anyone else know about it (friends, classmates, teachers, lunchtime supervisors)?
  - Can they think of anything that might have started this?
2. Reassure them that it is no longer their problem alone, and that you will take responsibility for talking to the school about it.
3. Contact your child's class teacher or the Headteacher to request a meeting **at the earliest opportunity.**

\*If your child refuses to admit that there is a problem, but you are still concerned, contact the school to discuss your suspicions and we will provide all the support we can, as outlined in our Pupils' Guide to S.T.O.P. Bullying