



Fish Hoek Primary School

ESTABLISHED 1928

GRADES: Pre R - 7

FEELING SAFE AND SECURE (ANTI-BULLYING) POLICY

1. Statement

We have decided to have a written anti-bullying policy to show to all children, parents and staff that any bullying is not tolerated in school. We are committed to having a safe and secure environment where all children can learn without anxiety.

2. Definitions – What is bullying?

A child is bullied when one or more children expose him or her repeatedly and over time to deliberate physical, verbal, emotional or cyber abuse. The attacks or assaults need not necessarily be direct, but may take a less visible and indirect form such as social isolation and exclusion from the group.

Important note: It is important to note that children do engage in 'rough and tumble' type play. Children and parents need to realise that 'bullying' only occurs when actions and words are willful and intentional. On occasions, if children are hurt when playing, staff on duty will need to deal with the children. The children will need reminders of how to play more safely, being more careful of one another.

3. Principles

Every pupil in school has the right to enjoy learning, free from intimidation, both in school and the surrounding community. Our school community will not tolerate bullying behaviour of any kind including actions or remarks, verbal taunting and exclusion from groups.

This ethos is communicated throughout the school by the attitudes of all members of the school community and throughout the Behaviour Policy & Emotional Intelligence Programmes in all Grades.

4. Aims

1. To create a caring community where no pupil needs to fear intimidation by promoting an open listening ethos and encouraging pupils to support one another by reporting all instances of bullying.
2. To be aware of the quantity and particular nature of bullying that takes place in our school.
3. To effect all changes of the school community which may be necessary to negate bullying.

5. Bullying may take many forms but the four types are:

1. PHYSICAL – hitting, kicking, using gestures
2. VERBAL – name calling, insulting, making racist or other deliberately hurtful remarks
3. EMOTIONAL - excluding someone from social groups, in order to intimidate
4. CYBER – the use of Information Communication Technology, particularly mobile phones and the internet, to deliberately upset someone else

Please Note: ENCOURAGING OTHER PEOPLE TO ENGAGE in any of these types of behaviour is also bullying, even if the person does not directly do any of the bullying himself or herself

It's all about our kids

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6. What are the possible signs of bullying?

Children may:

1. Be frightened of walking to or from school
2. Be unwilling to go to school
3. Beg a parent to drive them to school
4. Begin doing poorly in their school work
5. Come home regularly with books or clothes damaged
6. Become withdrawn, start stammering
7. Become distressed, stop eating
8. Cry themselves to sleep
9. Have nightmares
10. Have unexplained bruises, scratches, cuts
11. Have their possessions 'go missing'
12. Refuse to say what's wrong
13. Constantly complain of headaches or seem anxious
14. Give improbable excuses to explain any of the abovementioned

7. Identifying bullies

The best way to identify a bully is if it gets reported. Another is through observing the way they act when they have caused emotional or physical pain. Usually people feel genuine remorse and will apologise and will admit guilt immediately. However, bullies have difficulty in accepting that they have done something wrong. They suppress their natural guilt and, because they often do not feel remorse, and have no hesitation in repeating the hurtful action. All bullying is damaging to those who experience it and to those who perpetrate it. At Fish Hoek Primary we find all behaviour of this sort unacceptable and will do our best to prevent it through ensuring that all in the school are well aware of how dangerous and damaging it is. We reward caring and considerate behaviour, and support all victims of bullying by taking firm action against those who are responsible for bullying.

8. Procedure for investigating alleged incidents of bullying

Pupils should be encouraged to approach a member of staff if they are being bullied. They should understand that:

- It will be taken seriously
 - It will be investigated and appropriate action taken
1. Reports of bullying will be investigated and dealt with by teachers. A written record of all allegations and of proven bullying will be kept.
 2. In any alleged incident of bullying, the class teacher, possibly accompanied by another member of staff, will speak separately to the pupils involved and will make written notes of details given in an attempt to get both sides of the story. Children may be asked to write or draw their account of the incident. This will all happen in the strictest confidence. The bully will not know who has reported them!
 3. Should more than one person be involved, each child will be interviewed individually and then the group will meet with the teacher. Each member of the group will again be asked for his/her account of what happened to ensure that everyone is clear about what everyone else said.
 4. If it is concluded that a pupil has been engaged in bullying behaviour it will be made clear to him/her that he/she is in breach of the Bullying Policy. The teacher, Deputy or Principal will arrange to speak to the parent/carer of the child.
 5. Steps will be taken to change the bully's behaviour. Both bully and victim will receive counselling if needed

9. Some causes of bullying

1. Layout and ethos of school
2. Attitude of staff
3. Temperament of child: aggressive, active, quick tempered, jealous
4. Influence of family:
 - a. Negative attitude of primary carer
 - Lack of warmth
 - Lack of involvement
 - Favouring another sibling
 - b. Power assertive child-rearing methods
 - Physical punishment
 - Violent/emotional outburst
 - c. 'Anything goes' family
 - Spoilt child
 - Child gets his/her own way
 - No discipline or limits

10. Ways to change the bully's behaviour

1. Give clear guidelines as to the expectations of future behaviour
2. The child has to admit that what they have done is wrong. They need to take responsibility for their actions
3. They need to give a sincere apology to the victim by admitting what they have done wrong and what they should rather have done/or will do in the future
4. Discuss the next steps and set realistic goals that are attainable
5. If the child has low self-esteem you need to work on improving their self-image. Give them extra responsibilities or/and plenty of praise and encouragement when they behave well or complete tasks successfully
6. A follow up meeting (informal) will take place (within two weeks) with the bully and the victim separately; to ensure there has been no further bullying.

11. The role of Parents and Carers

Parents of victims and parents of bullies will be informed so they will be in a position to help and support their children. The parents should encourage their child to report any incident immediately to a member of staff. Parents should refrain from publishing any frustrations on social media, as this will only make matters worse.

12. What can parents do to help the bullied?

- Take a sensible approach.
- LISTEN and investigate. Try to find out the full story from their child.
- Every opportunity should be taken to enhance their self-esteem.
- Bullied children should not be encouraged to hit back.
- The parent should encourage their child to report the incident immediately.
- Children must be encouraged to tell their parents.
- The child or parent must tell a teacher.

Teachers will work to educate children on the difference between "telling tales" and reporting bullies. Children, especially the younger ones, do not always understand this. If their children see bullying, the parents should encourage them to tell. By "telling" them they are helping the victim and the bully.

Parents have NO right to approach other parents or children with regard to allegations of bullying. Parents and staff should always treat each other with trust and respect when discussing matters concerning their children.

13. What can parents do to help the bully?

While it is distressing for most parents to discover that their child is the victim of bullying, it can be equally upsetting for the parents to learn that their child has been involved in bullying.

- The bully should be an insecure person and will need help
- Communication should take place between parents/carers, teachers and the bully
- A monitoring procedure should be set up to ensure that the bullying incidents have stopped and to keep everyone informed
- The bully will learn that he/she doesn't need to be a bully

14. Ways to help the victim

1. Encourage them to talk about their feelings
2. Eliminate obvious causes of bullying (smell, runny nose)
3. Build up low self-esteem. Possibly use assertive exercises
4. Teach them how to cope with minor teasing
5. Help them make a list of what to say
6. Act out (role-play) ways to cope
7. Practise shouting 'No' really confidently, maybe use a mirror
8. Write about feelings to eliminate tension
9. Useful book: 'How to stop bullying' by M. Elliot and J. Kilpatrick

15. The Role of Staff

A. Classroom Staff

1. Note changes in friendship groups
2. Observe closely the socialism of new pupils
3. Check on patterns of attendance, lateness and sickness in school
4. Be mindful when choosing groups or working in pairs
5. Explain importance to children of telling them of any problems
6. Record incidents
7. May need to report the incident to Grade Head, Department Head, Deputy or Principal
8. Educate children in ways to be cybersafe

B. Welfare Staff

1. Teachers to inform welfare staff of continued absence and late arrival at school
2. Listen to children when they talk about problems

C. Staff on playground duty

1. Patrol areas – especially those not directly observable (e.g. toilets)
2. Note isolated pupils
3. Observe inappropriate behaviour of pupils in playground
4. Report concerns to children's class teachers

D. Principal/Deputy

1. Act on parents' suspicions
2. Record incidents reported by teachers, parents, and pupils
3. Arrange support for victims of bullies
4. Discuss suitable sanctions with staff
5. Inform the class teachers of any decisions made after the investigation has taken place

E. The Role of all Pupils

1. **Remember our Golden Rules:** Have good manners; follow rules and instructions; be polite and respectful in all that you say and do; keep your hands and feet to yourself; be responsible for all your actions
2. Care for each other and report any incidents of unkind behaviour or verbal abuse to any adult in the school
3. Support the child who is the recipient of hurtful behaviour. BE A GOOD FRIEND. Remember it could be you
4. Think before you say unkind words and be aware of how your behaviour may be viewed by others
5. Never touch another pupil in an aggressive manner
6. Do not leave other children out of social activity. Make an effort to involve everyone whenever possible
7. Stop, Think, Choose.....STC
8. Help those that bully to change their behaviour

16. **Sanctions**

Sanctions for bullying will remain at the discretion of staff members.

There will be a uniform but flexible approach to the decisions which will usually involve up to three members of staff e.g. class teacher or teacher approached, Head of Grade or Deputy Principal. All factors will be considered including the nature of the incident and any previous involvement in similar offensive acts. It is to be emphasised that whilst sanctions will be seriously imposed, at times counselling for the bully will also be an appropriate response.

17. Inappropriate behaviour * by adults on the school site

*Inappropriate behaviour means disrespectful conduct towards people or property within the school site.

At Fish Hoek Primary we operate a 'zero tolerance' to the use of inappropriate behaviour anywhere on the school site.

Our Feel Safe and Secure Policy states that "Parents have no right to approach other parents or children with regard to allegations of bullying. Parents and staff should always treat each other with trust and respect when discussing matters concerning their children".

The Staff and Governors agree that any adult found to be using inappropriate behaviour towards other adults or children should be dealt with using the following steps:

An adult approached another child	The adult will be spoken to immediately and the issue investigated by a member of the Senior Management Staff. This will be reported to the deputy or principal and recorded. The adult will receive a warning letter.
A parent ** approached another parent	The parent should report this to a member of staff, Deputy or Principal. The offending parent will be spoken to and reminded that our school has zero tolerance to inappropriate behaviour. A letter will be sent to the parent. This warns the parent that if it recurs they could be banned from the school property.
A parent ** approaches a member of staff	This should be reported immediately to the Deputy or Principal. This will be investigated and the member of staff involved will be informed about the action taken. The parent will be called in for a meeting.
Recurring inappropriate behaviour	If a parent ** continues to use inappropriate behaviour, they will be given a warning letter to inform them that if this behaviour recurs they could be banned from the school property.
	If a member of staff continues to use inappropriate behaviour, they will be referred to the Staff Disciplinary Policy where it outlines the procedures towards disciplinary action.

** For 'parent' read for any adult who accompanies children onto the school property.

18. Procedure to address inappropriate language *by adults on the school site

*Inappropriate language means swearing or the use of threatening words.

At Fish Hoek Primary we are committed to providing quality education in a safe, supportive and stimulating environment.

Inappropriate language does not help foster this kind of environment.

The Staff and Governors agree that any adult found to be using inappropriate language with other adults or children should be dealt with using the following steps:

A child uses inappropriate language	The child will be spoken to immediately and the issue investigated by a member of staff. The class teacher and parents will be informed.
A parent ** uses inappropriate language	This should be reported immediately to a staff member, deputy or principal. This will be investigated and the parent reminded that we have zero tolerance of inappropriate language. The parent will be called for a meeting and given a warning letter. This warns the parent that if it recurs they could be banned from the school property.
A member of staff uses inappropriate language	This should be reported immediately to the deputy or principal. This will be investigated and appropriate action taken. If a member of staff continues to use inappropriate language, they will be referred to the Staff Disciplinary Policy where it outlines the procedures towards disciplinary action.

** For 'parent' read for any adult who accompanies children onto the school property.

19. Procedure for addressing challenging parents

Children at school should not be exposed to parents or any adult who cannot express themselves calmly and with respect. This is a fundamental policy of any school.

Our school handles a range of issues across all year groups in a normal school day. Fish Hoek Primary's staff has the children's welfare at heart. We ask for the respect and trust of parents when we deal with their children. We expect parents to respect our decisions as being in the best interests of all concerned.

These decisions are monitored and reviewed regularly by the Governors.

We cannot allow a situation where an incident at school frequently causes a negative reaction between home and school. We, therefore, hope that parents trust our judgement and support our actions.

The following procedure outlines how, as a school, we deal with challenging parents:

1. If a member of staff feels they have been spoken to with disrespect they should report it immediately to the Principal or Deputy. Strategies for dealing with the situation will be discussed. A meeting may be arranged between the parents and teacher (with the Social Worker, Head of Grade, Department Head, Deputy or Principal present if required).
2. In the unlikely event that the matter is still not resolved, the Principal will make a decision, with advice from the Chair of Governors, on whether to send a warning letter with regard to a possible ban from our school property.
3. The last stage would be a formal ban from our school property.

* This policy links to Fish Hoek Primary School's Discipline Policy and will be reviewed in a year's time.