

ANITI-BULLYING POLICY

Introduction

Any behaviour that repeatedly causes distress to another and intentionally, hurts, frightens or intimidates can be defined as bullying. Children are vulnerable because they are in the process of developing, socially and emotionally. They are learning to understand and cope with their own feelings and emotions as well as trying to understand and respond to those of others.

Staff at Olive Tree are committed in creating and maintaining a bully-free environment and recognise the fact the bullying behaviour can take more than one form.

Our aims

- To foster an atmosphere of respect for all.
- To create a bully-free environment.
- To encourage a shared responsibility where children are listened to when they are upset or frightened.
- To ensure that children who need specific support are identified and appropriate support is given to staff, parents and children.
- To ensure that children recognise that differences of race, gender, religion or disability, appearance and character are a positive element to us being human.

Guidelines

1. The Branch Manager should always be made aware of bullying incidences and record of these must be kept in the school incidence log book (appendix 1).
2. Staff dealing with the bullying behaviour will support the victim and ensure that they are listened to and assured that we do not allow any bullying behaviour.
3. Meet with the bully and try to protect the identity of the victim and any witnesses. Remain non-judgmental and listen to their side of the story. Make it clear to the bully that bullying is not tolerated; it is taken very seriously and must stop immediately. Show them how it may feel from the victim's perspective.
4. Explain to the bully their actions will be monitored and any further misbehaviour will cause parental meeting.
5. Record all accounts in the incidence log book. Depending the severity of the bullying situation inform the parents of both children and the action you are/have taken so far.

Olive Tree Study Support



6. Discuss on a whole class level the concept that you have identified which is the lacking factor in their understanding during Islamic Studies lesson. Aim to refresh their minds on that concept more. Take care not to associate the victim or the bully in this class discussion.
7. Branch Manager should decide if the link Director needs to be informed and ensure that staff have recorded all incidences in the log book.

Appendix 1: INCIDENT REPORT FORM

Please circle whether an incident or accident:

INCIDENT / ACCIDENT REPORT FORM			
Date:	Time:	Location of incident:	
Pupil name:		Class:	Teacher:
Incident – please write clearly; <i>what happened?</i>			
<div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div>			
Action taken by teacher		Action taken by Management (BM)	
Teacher sign: _____		Management sign: _____	
Parents informed?	Yes	No	Additional information