

Anti Bullying Policy & Procedure

Introduction

Bullying is never acceptable as part of life at The Nursery. It is our belief that our children always have the right to achieve and learn in a safe, supportive and fair environment. Pupils, staff and parents should be cared for and educated so that good behaviour is the norm. At The Nursery, all unacceptable behaviour such as bullying should be reported, investigated, and confronted in a firm but sensitive manner so that the people involved can be supported and educated into different and better behaviour.

In publishing this policy we aim to:

- ensure all members of our nursery feel safe, valued and respected, have positive feelings about themselves and The Nursery, and are able fully to participate in all aspects of nursery life. We want The Nursery always to feel like a second home for our pupils;
- develop and maintain a nursery culture that challenges bullying and bad behaviour and supports everyone in the nursery in learning how to behave well with each other and those beyond our nursery community;
- address individual incidents of bullying in a firm and sensitive manner.

What is bullying?

Bullying is defined at The Nursery as whenever a member of our community, especially a child, feels:

INSECURE - THREATENED - EXCLUDED

The first signs of bullying may be a child seems unhappy. The sorts of behaviour that we believe to be bullying include:

- planned physical violence
- cyber bullying
- name calling, malicious teasing &/or humiliation
- threats
- malicious damage to belongings
- spreading of malicious rumours
- exclusion of pupils deliberately & frequently from social activities & friendships
- any improper remarks about someone's physical appearance, race, religion, disability or gender.

How do we deal with bullying?

The Nursery deals with bullying through a combination of structured practices to encourage good, caring behaviour and social integration amongst the pupils. In addition we provide staff information

& briefing, effective communication between the nursery and parents, and a clear and well known procedure for reporting and investigating bullying.

The Nursery's encouragement of good behaviour

We encourage good behaviour as the norm for our pupils. This is embodied in our ground rules and behaviour policies and this is reinforced by all teachers including the Head Teacher in the nursery room.

Staff Information & Briefing

All teaching and administration staff are trained in the nursery bullying policy by the Head Teacher. As necessary, from time to time, a designated member of staff is sent on a specialist training course on anti-bullying in order to update our nursery practices and to share that amongst the staff.

Staff also have access to the nursery bullying register in which all reported incidents of bullying are recorded with details of action taken.

Effective Communication: staff and parents

The Nursery is a family community. Our continued success relies on ensuring that we communicate clearly, politely and as regularly as necessary between staff and parents.

We encourage an open door policy of communication between staff and parents. This means parents are encouraged to talk to staff, from the Head Teacher down, at the start and end of the academic day. Parents may address an issue directly at such an impromptu meeting or may ask for a private meeting which will always be arranged quickly and in private as needed. Additionally, parents may request meetings with teachers or the Head Teacher through the nursery office in person or on the telephone at any time during normal nursery hours. Additionally, the Head Teacher will always try and be quickly available to parents for a discussion.

Finally, The Nursery ensures parents know about our bullying policy by publishing its existence in our list of available nursery policies.

Procedures for reporting and investigating bullying

The Head Teacher has responsibility for dealing with incidents of bullying with the support of the nursery staff and, where necessary, the parents.

If **parents** and **nursery staff** become aware that there is one or more incidents of bullying that affects a child at The Nursery, please contact the Head Teacher as soon as possible. Parents can speak to the head during the day by telephone in confidence in private at the start or the end of the nursery day.

When reporting a possible incident of bullying, please try and provide the name and full circumstances of those involved and any information about the location, timing and identity of any witnesses to the possible bullying incident(s). This reported incident will then be registered by the Head in the Incident Book and investigated as set out below.

Bullying is investigated on a case by case basis. If it is a minor incidence it is normal that the teacher (having informed the Headteacher and reported the incidence in the Incident Book) will meet the

bullied person to re-assure them and to ascertain the full facts, including speaking to witnesses as needed. Then the teacher will meet with the person doing the bullying. The teacher will ascertain for the bullying person their version of events. The aim of this is to get the bullying person to admit their behaviour and understand its negative impact and that it must STOP. If it is the first instance of this, and the behaviour stops, parents are not normally informed unless they raised the issue initially. The action taken and results are then entered into the Incident Book by the Headteacher.

If it is a second or regular occurrence, the Headteacher will certainly be involved in the discussion with the bullying person. The parents will normally be informed and asked to come in to discuss this. Exclusion is also an option in very serious cases.

Once the bully has been addressed, the staff will monitor him/her as well as the bullied person and report orally to the Head Teacher any concerns about their welfare over the coming weeks. The parents will be kept informed by the Head Teacher as needed.

This policy should be read in conjunction with our Behaviour Policy.