

from each other. The investigation will continue until school staff are satisfied that they have a full and accurate account of what has been happening. Staff then make a decision, in consultation with senior leaders, about what happens next.

Whether or not what happened was proved to be bullying one or more of the following may happen:

- The behaviour is challenged through discussion, counselling, education or mediation.
- A sanction is applied in accordance with the schools' behaviour policy.
- Parents and carers are involved.
- Support may be offered, either from in school or externally eg from the MAST team

Where a child is suffering, or is likely to suffer significant harm, then the incident will be treated as a child protection concern, reported to the local authority and possibly the police.

In all cases the actions taken are written down and shared with the staff who need to know.

Staff will report back to you what actions have been taken and ask you if you feel that the matter has been dealt with.

Preventing Bullying

We set clear expectations of the behaviour that is and is not acceptable and intervene early to stop negative behaviours from escalating.

There is an anti bullying week each year in which we teach children about bullying and how to prevent it or deal with it when it happens. This includes a confidential survey for each child about their experience of school.

We encourage children to speak up for themselves and others, reporting any signs of bullying to staff in school or using their own report forms on the school websites:

www.holthouse.sheffield.sch.uk/children/
www.carterknowle.sheffield.sch.uk/children/

Repeated Bullying

Sometimes bullying can happen again, even months or years into the future. Please report this straight away to school staff who will then tackle the bullying again and may apply a more severe sanction for a repeat offence. You can be assured that as soon as we know it will be dealt with straight away.



Holt House and Carterknowle
Schools Federation

Anti-Bullying Policy



For Parents and Carers

This leaflet explains:

- what bullying is.
- what to do if you think your child is being bullied.
- what the school will do about bullying.
- how the school prevents bullying.

What is Bullying?

‘Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.’

Department for Education 2017

Bullying can take many forms. Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

Bullying can also include the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through websites, social media sites and apps, and sending offensive or degrading imagery by mobile phone or via the internet.

Low level disruption and the use of offensive language can be upsetting for children and if left unchallenged it can escalate into bullying.

What to do if you think your child is being bullied.

It is very upsetting and worrying for parents and carers if their child is not happy in school for any reason.

If you are concerned about your child, think that they are having friendship issues or suspect that your child is being bullied please alert a member of school staff straight away.

How to contact school staff.

There are many different ways in which parents and carers can contact school. The contact details are below to choose from.

Email

enquiries@holthouse.sheffield.sch.uk
enquiries@carterknowle.sheffield.sch.uk

Telephone

Holt House: 255 3717
Carterknowle: 255 2347

Talking to staff

You can come into reception to speak to a member of office staff, speak to the member of staff on duty or speak to your child’s teacher at the start or finish of the day.

Website

Both schools websites have a bullying report form which can be filled in and submitted.

www.holthouse.sheffield.sch.uk/safeguarding/

www.carterknowle.sheffield.sch.uk/safeguarding/

Letter

Send a confidential letter reporting your concerns.

What the school will do.

Your report will be passed onto the right person straight away who will log it as having been received.

Stopping violence and ensuring physical safety is a first priority. However emotional bullying can be more damaging than physical bullying, so appropriate actions will be taken immediately to keep children safe from physical or psychological harm.

School staff will then investigate what has happened. Who investigates and how the investigation takes place depends on what has happened and its severity. It may be a senior member of staff or it could be your child’s teacher. Children are spoken to separately