

APPENDIX A

If you think you're being bullied:

DO

- Tell someone.
- Use eye contact (show you are not afraid and that they cannot scare you).
- Act as though you don't care.
- Tell them to go away.
- Say nothing more, walk away and ignore them.
- Remember it's not your fault.

DON'T

- Fight back.
- Get angry.
- Do what they say.
- Get upset or cry.

What to do if you see or know someone that is being bullied:

- Tell an adult, who works at school, straight away.
- Fill in the report form.
- Remember you do not deserve to be bullied.
- Don't think it will sort itself out.
- If you feel brave enough, tell the bully to S.T.O.P.
- Don't try to deal with it yourself - tell somebody.

Contact Numbers



Foxton Primary School - 01858 545 328

NSPCC - 0800 800 500

Kidscape - 0300 323 0169

Childline - 0800 11 11



Foxton
Primary School



What we do to help.

At Foxtton we work hard to stop bullying and want everyone to feel safe and happy. We treat bullying very seriously.

We learn to respect each other and understand each other through:

- Our PSHE lesson
- Assemblies
- Awareness Week

We help and respect each other always.

What we do at Foxtton when bullying happens.

We will take every incident **very** seriously.

The Head Teacher will investigate and get evidence, warning letters will be sent home, parents will be involved and the parents to have a meeting.

Bullies will be kept in from break or lunch time and even stopped from after-school clubs.

If it happens again we shall consider short-term/long-term or even permanent exclusion.

What is Bullying?

At Foxtton we believe that bullying is something that happens **several times** on **purpose**. Here are some definitions of different types of bullying.

Emotional - hurting feelings

Physical - punching, kicking

Verbal - rude comments, words

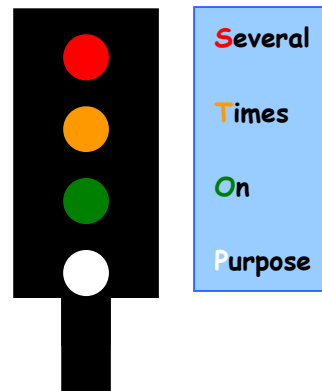
Personal - rude comments, touching when you don't like it

Cyber - texting, emailing

Silent - ignoring, excluding

Homophobic - improper use of the word gay

Bullying is more than teasing, someone being thoughtless or silly. Bullying is **deliberate** and done **over and over**.



Who should you tell?

S tart

T elling

O ther

P eople

If you are being bullied or see someone being bullied you must immediately tell...

A GOOD BEHAVIOUR AMBASSADOR

A LUNCHTIME SUPERVISOR

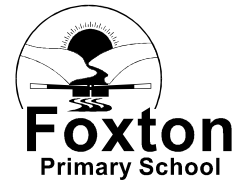
A TEACHING ASSISTANT

A TEACHER

A PARENT

A FAMILY MEMBER

School Form



Incident Reported to:
Incident Reported by:

Date of Incident: _____ **Time of Incident:** _____
Date of Report: _____ **Time of Reporting Incident:** _____

Physical	<input type="checkbox"/>	Emotional	<input type="checkbox"/>	Cyber	<input type="checkbox"/>
Verbal	<input type="checkbox"/>	Deliberate Damage	<input type="checkbox"/>	Homophobic	<input type="checkbox"/>
Silent	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Threatening	<input type="checkbox"/>

Brief Description of Incident:

Action Taken:

Contact/Involvement with the victim's parents? Yes No

Contact/Involvement with perpetrator's parents? Yes No

Recorded in Incident Book: Pupil File:

Signed: Date:

Parent Form



Incident Reported to (staff name):

Date of Incident: Time of Incident:

Brief description of incident with names of those involved if known:

Action you have taken:

Signed: Date:

School to complete

Date of feedback to parent:
Comments:

Physical		Emotional		Cyber	
Verbal		Deliberate Damage		Homophobic	
Silent		Sexual		Threatening	

Recorded in Incident Book: Pupil File:

Signed: Date:

Pupil Form



Name:	Class:
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Date of Incident:

Describe the incident – What happened to you?
(Give details including any injuries or loss or damage to property and, if possible, give the names of people involved)

Did anyone else see or hear the incident? Yes No
(If possible give names)

Have you told anyone else? Yes No
(If possible give names)

Has anything like this happened before? Yes No
(If possible give details, including names and dates)

Why do you think this happened to you?

Signed:

Date: