

Don't suffer in silence!  
Don't feel sad!

Tell an adult



Fordley Primary School



# Anti-Bullying Handbook for Fordley children and their families

Created by our School Council from Y1-Y6 and  
Mrs Withers

**Fordley School Council members from Y1-Y6 created this handbook, with Mrs Withers.**

Fordley Primary School children are kind to each other. We respect each other for the unique individuals we all are. This booklet is to help anyone if they think they are being bullied.

If you are being bullied, you should tell someone. Fordley Primary School does not accept bullying within and outside of our school.

## **Introduction**

In this booklet you will find out where to get help if you are being bullied.

Don't think that you're alone. If you're being bullied remember that it is not your fault.

There are lots of trusted adults who you can talk to in school and at home about bullying such as your parents or carers, the adults in school (for example your class teacher, Mrs Withers, Mr Maule, Mrs Latimer, the Lunchtime Supervisors), ChildLine on 0800 11 11, or any other members of your family.

## **Complaints Procedure**

You should:

- contact the Headteacher to discuss the problem. (or appropriate senior member of staff)
- make an appointment so that time can be allowed to hear your concerns fully.
- The complaints procedure for North Tyneside Schools is available on the school website [www.fordleyschool.com](http://www.fordleyschool.com)

The Headteacher (or representative) will:

- wherever possible respond to your complaint immediately OR, where this is not possible
- investigate your complaint and respond in writing within 10 school days OR
- invite you to a meeting to explain the outcome

If you would like further help and support the following organisations offer a range of support.

Anti - bullying network  
[www. Antibullying.net](http://www.Antibullying.net)  
Childline 0800 1111  
[www.childline.org](http://www.childline.org)  
Kidscape 08451205204  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
Parentline Plus  
[www.parentlineplus.org](http://www.parentlineplus.org)

## School Procedures

The process for dealing with cases of bullying is:

1. If bullying is taking place or a child reports a problem, staff will take action immediately.
2. All people involved will be interviewed within 24 hours and a brief report will be made detailing who was involved and what happened.
3. Parents/carers will be informed that bullying has occurred and it is being dealt with.
4. Something will be done to make the child feel safe as soon as possible.
5. Monitoring will happen every day and parents/carers will be updated

## Guidance for Parents

### How to help your child?

- Watch out for signs of changes in their attitude.
- Frequent headaches or tummy aches or being unusually withdrawn or angry.
- Make time to talk to your child about their day, their friends and how they are feeling.
- Ensure that your child does realise that **they have done nothing wrong** and that they are brave for telling the truth.

## What is Bullying?

Bullying is when someone does one or several of these things below more than once.

- Kicking
- Being racist
- Pushing
- Threatening
- Stealing personal belongings
- Breaking other people's things
- Rumours
- Shouting
- Putting people down
- Hitting
- Telling lies
- Laughing at you
- Getting other people to be horrible to you
- Cyber bullying
- Ignoring
- Staring
- Pulling hair
- Hurting someone's feelings
- Hiding other people's things
- Throwing things at you
- Snatching
- Playing tricks
- Being horrible about your family
- Being aggressive

If any of these things happen to you more than once by the same child or group of children, it is bullying.

Always tell an adult—or ask your friend to tell an adult.

If any of these things happens to you once, it is not bullying but is not kind and adults will help you to deal with it.

### REMEMBER

You are never alone and help will always be at hand.  
Someone will help you

If you are getting bullied (or you think someone else might be), do the right thing and **TELL!**

### Where to Get Help If You Are Being Bullied

Headteacher—Mrs Withers  
Acting Deputy Headteacher—Mr Maule  
Learning Mentor—Mrs Latimer  
Key Stage Leaders—Mrs Watson, Mrs Pringle  
and Mr Maule  
Class Teacher  
Parents  
Carers  
School Council  
Teaching Assistants  
Lunchtime Supervisors  
Any other teachers  
Friends  
Sports leaders  
Childline 0800 11 11  
Rainbow/Beaver/Brownies/Guides leader  
Trusted adults  
Police

All of these adults will know how to help you, or will find the right person to help you to deal with the bullying and get it sorted!

# Tell an adult

### Help for Racist Bullying

- Racist bullying and language is against the law and you must tell someone.
- People may call you or your family names, both are unacceptable.
- You are not the cause of the bullying and everyone has a right to their culture, colour and religion.
- You must tell your class teacher immediately or another trusted adult you know

The information you give to your teacher will only be shared with someone who can deal with the situation.

### Help for Children with Special Educational Needs

If you are being bullied because you have a disability don't be afraid to tell someone.

- Tell your teacher or another adult if anyone is unkind to you
- Tell straight away, do not wait, and make sure you are listened to
- Ask the adult to see you in a quiet place
- Make sure the person you tell understands you; say it again if you need to

# Tell an adult

## Help if you are Bullied Outside of School

- Always go out with a friend or people you trust
- Go to places that are well lit
- Change your route to school if this is where you are being bullied
- Avoid areas where there are no adults
- If people shout horrible things to you, don't reply and walk away
- You must tell your parents or carers if you have been threatened or attacked in the street. Also tell someone at school
- Write down whatever happens as you may have to go to the Police

## Help for Children who are Experiencing Homophobic Bullying

- Homophobic bullying is wrong and you must tell
- Homophobic words are also wrong
- People may call you or your family names, both are very bad.
- Tell adult that you trust straight away
- The information you give to your teacher, parent/carers, friends will be kept private and confidential and only shared with someone who can deal with the situation

# Tell an adult

## Top Tips if You are Being Bullied

- Let people know what is going on—parents, teachers, friends, etc.
- Tell an adult straight away—don't go home and worry about it
- Try not to show that you are upset or angry (remember that is what the bully wants)
- Don't ignore it—you have rights
- Think positively about yourself and be confident, don't blame yourself
- Arrive a bit earlier before school or leave a bit later at the end of the day.
- Get away from the situation—just walk away
- Try to stay with a friend at school
- Tell your trusted adult everything that happened
- Think about what helps and what makes things worse—take some control
- When you get home tell your parents or carers



# Tell an adult

## What is Cyber Bullying?

Cyber bullying is bullying that is not face to face but online or on your phone

- People saying horrible things on websites, emails, text or apps such as whatsapp, snapchat, instagram
- Deleting your information without permission
- Threats by mobile phone, emails, or websites.
- Sending lots of texts you don't want
- Using message boards or chat rooms to write nasty things about you
- Someone changing your pictures to make you look horrible
- Sending hurtful messages to others about a person
- Deliberately not returning or refusing messages



# Tell an adult

## Cyber Bullying Tips for Students

- Tell a trusted adult about the bullying, and keep telling until you find someone who takes action
- Tell a teacher or other adult
- Save the messages—they may be needed to take action
- Don't open or read messages from cyber bullies
- Protect yourself: never agree to meet face to face with anyone you meet online
- If bullied through chat or instant messaging, the "bully" can often be blocked
- If you are threatened with harm, inform the local police
- Always make your online profile private

## E Safety

- Never give out your real name
- Never tell anyone where you go to school
- Never give out your address or telephone number
- Never agree to meet anyone from a chat room.
- Tell an adult if someone makes horrible or not nice suggestions to you or makes you uncomfortable online
- Click this if you feel threatened



# Tell an adult