



Anti-bullying Policy

Updated: 03-17
Reviewed by: JH/SCC

Next Review: 03-18
Approved by: Education Committee

This Policy applies to all pupils from the EYFS to Year 6.

We are committed to providing a caring, friendly and safe environment that is free from disruption, violence and any form of harassment for all our pupils so that they can learn in a relaxed, secure and orderly atmosphere.

Bullying, harassment, victimisation and discrimination of any kind, whether on School premises, School trips, outside the School premises or outside School hours, are unacceptable at our School.

Aims

- To clarify for parents, pupils and staff that bullying is always unacceptable
- To describe how we work to raise awareness to reduce the incidence of bullying and, preferably, to prevent it from happening
- To inform parents, pupils and staff of the importance of identifying, recording and reporting any possible incidents
- To acknowledge the possibility of necessary support for those identified as having been involved in bullying to prevent it reoccurring
- To describe how it can be dealt with positively and appropriately
- To demonstrate a commitment to pupils that they are 'Safe to Learn' (by reference to DfE guidance *Preventing and tackling bullying* (2014) and *Keeping children safe in education* (September 2016))
- To incorporate and implement the provisions of the DfE advice *Protecting children from radicalisation: the prevent duty* (2015) in the areas of managing risk, discriminatory and derogatory language, resisting pressure from others, making safer choices and seeking help where necessary
- To comply with the School's duties under the Equality Act 2010

Objectives

- All staff, Governors, pupils (as age appropriate) and parents should have an understanding of what bullying involves and that bullying will not be tolerated
- Clear procedures for reporting bullying should be understood and followed

Definition of bullying

DfE guidance *Preventing and tackling bullying* (2014) defines bullying as "...behaviour by an individual or group, **repeated over time**, that intentionally hurts another individual or group either physically or emotionally."

Bullying is the intentional hurting, harming or humiliating another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional means (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). Bullying can involve manipulating a third party to tease or torment someone, or actions that fall short of

direct participation, where someone encourages others to bully, or joins in with laughing at a victim. 'Banter' is bullying: if pupils are repeatedly 'joking' with an individual, who is not included in the joke, it is bullying. Our School does not tolerate the 'banter' excuse. Bullying is often hidden and subtle: it can also be overt and intimidatory. Bullying may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape).

Examples of bullying include:

- Using demeaning racial, religious, cultural, sexual, sexist and homophobic names or language, or that related to special educational needs and disability, which may cause upset to others
- Making intentionally hurtful, upsetting or distressing comments about another individual's or group's racial, ethnic or national origin, cultural or linguistic background, religious beliefs, sexual orientation, home circumstances, or that related to a person's gender or gender reassignment, or pregnancy or maternity
- Making intentionally hurtful, upsetting or distressing comments about one or more individuals with a special educational need or disability or learning difficulty or health or appearance
- Picking on an individual or group
- Pushing, punching, hitting, biting, spitting etc. or any physical violence
- Talking to or touching someone in a sexually inappropriate way
- Teasing or mocking
- Spreading rumours
- Deliberately ignoring or avoiding and/or encouraging others to do the same; exclusion
- Repeatedly putting an individual/or group down
- Threatening behaviour
- Taking and/or damaging property
- Placing a victim in a position where they cannot defend themselves

Definition of cyberbullying

Cyberbullying can be defined as: *"the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others."* (Belsey, <http://www.cyberbullying.org/>). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend themselves. Cyberbullying is not restricted by time or location. Victims may not know who the bully is and there is potential for a large audience to participate in the bullying.

Cyber-bullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones
- The use of mobile phone camera images to cause distress, fear or humiliation
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, twitter or YouTube)
- 'Trolling' – baiting with inflammatory or offensive comments
- Using e-mail to message others in a threatening or abusive manner
- Hijacking/ cloning e-mail accounts

In order to raise awareness of cyber-bullying, we hold information meetings for both parents and pupils to educate and advise the School's response to bullying.

We always treat bullying very seriously. It conflicts sharply with the School's ethos and principles and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide.

Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour. Misuse of electronic communication can also be a criminal offence.

No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to age-appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on School trips or outside of the School's premises is no more acceptable than bullying on School premises. Staff will, where appropriate, discipline pupils for misbehaviour outside School premises and outside School hours.

Signs of bullying

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to attend School
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoiled by others
- Books, bags, money and other belongings suddenly go "missing", or are damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self confidence
- Frequent visits to the Medical Room with symptoms which may relate to stress or anxiety, such as stomach pains or headaches
- Unexplained cuts and bruises
- Frequent absence, erratic attendance or late arrival to class
- Choosing the company of adults rather than peers
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping or experiencing nightmares; sudden bedwetting
- Talking of suicide or running away from home or School

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/recorded as appropriate.

Pupils

If you think you are being bullied or you know someone else who is, please tell an adult straight away so it can be dealt with. Not telling means that the victim will continue to suffer and the bully may continue this behaviour. You will not get into trouble for reporting bullying and you will be supported.

Parents

If parents hear about any possible incidents of bullying they are asked to inform their child's class teacher or the School Office staff. Sleeplessness, sudden bed-wetting, loss of appetite and difficult behaviour can all be indications of unhappiness that could be caused by bullying. We welcome feedback from parents and carers on the effectiveness of our preventative measures and all other aspects and results of this Policy.

Teachers

Teachers are vigilant in identifying pupils with recurrent aches, pains, visits to the School Office, reluctance to go to the playground, desire to remain with adults, changes in behaviour and deterioration of work.

Preventative procedures

All members of the School have a responsibility to help eliminate bullying behaviour from the School. Circle Time is an example of a widely used resource which is both preventative, investigative and provides opportunities for remedial activities to take place. Many curriculum subjects, e.g. RE, English, drama as well as PSHCE, also deal with information that supports the above aims. General and year group assemblies may re-inforce the School's anti-bullying message.

Staff should be aware that pupils with special education needs or learning difficulties and disabilities may not be able to articulate their experiences as well as other pupils. The needs of these pupils and other vulnerable pupils will be taken into account when dealing with bullying incidents.

- If an incident is reported, it should be recorded in writing as soon as possible and passed to the pupil's class teacher
- Class teachers will take allegations of bullying seriously and investigate thoroughly and as sensitively as possible
- They may involve the Deputy Head (Pastoral), Assistant Head or Head of EYFS
- Both parties will have opportunities to explain the situation as they see it and to receive any help that may be necessary
- Bullying rarely occurs without witnesses and their evidence along with that of those actually involved will also be recorded in writing
- Proposed action will usually be discussed with the victim
- Consequences of serious cases will be decided by the Head in consultation with other staff
- A written record of more serious incidents will be kept on file and a copy passed to the Head who maintains a bullying incidents register to enable patterns to be identified
- Other staff teaching the individuals will be informed as necessary
- In more serious cases or following repetition, parents of those involved will also be informed as appropriate
- The School has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside School hours, for example, on School visits and trips. The School has the right to take disciplinary measures in these instances

The School's proactive approach to E-safety

- All our teaching staff receive Child Protection training which may include CEOPS/NSPCC training in keeping children safe online
- During the autumn term all pupils receive age appropriate training in E-safety in their PSHCE lessons
- E-safety information for parents is included in each annual Parent Information Meeting (start of the autumn term) and class transition meeting (end of the summer term)
- Appropriate E-safety information and related issues and updates are communicated regularly to parents and pupils throughout the School year
- The Governors regularly review E-safety processes and procedures

Support and sanctions

This Policy is linked to the School's Behaviour Policy. Where appropriate, support will be available for both the victim and the bully. Sanctions include:

- The use of our Traffic Light behavior management system
- The early warning look from a member of staff
- A verbal warning with a private discussion of the misbehaviour
- A second warning mentioning withdrawal from specific activities as a consequence
- Some form of reparative activity
- Parents being informed
- Withdrawal from activities sometimes with purposeful tasks to fill the time with either the class teacher, Head of EYFS or Deputy Head (Pastoral)
- Sending to the Head (ensure that the Head is available to see the pupil except in cases of great urgency. The pupil should be accompanied by a member of staff, never another pupil)
- A contract of behaviour may be drawn up with older pupils or a daily report book may be used

All inappropriate behavior, including bullying, will be written up in our Central Behaviour Records

Serious disciplinary offences

Where a pupil's behaviour causes serious concern, teachers will normally consult the Head. Between them they will decide on the future course of action.

- Parents will be invited to a meeting, informed and asked to assist in correcting behaviour. The first meeting may be with the class teacher if the problem can be contained easily, otherwise with the Head or Deputy Head (Pastoral)
- In cases where a wilful, malicious physical attack has been made on another pupil (e.g. biting, causing marks) and the pupil is deemed old enough to appreciate the wrong, the parents of pupils from Key Stage 1 upwards should be contacted immediately and the pupil should go home for the remainder of the day. If parents are unavailable, the pupil will sit with a member of SMT or another staff member as appropriate
- Physical restraint of pupils may be used to prevent a pupil harming themselves or others but this would be carried out by a member of SMT, where possible, according to the School's Physical Restraint Policy
- For the overall protection of the other pupils and the good of the School, we reserve the right to suspend and/or exclude any pupils whose behaviour has persistently caused grave concern and who has not responded to the usual discipline procedures. The Chair of Governors will be informed should this occur

- In the most serious cases, and only after the Head and Chair of Governors have been involved, it may be necessary to make a report to the police or local authority children's social care

Pupil and staff training

Anti-bullying issues recur annually in our PSHCE programme using a variety of materials: assemblies, projects, drama, stories, literature, historical events, current affairs etc. Staff receive ongoing training to raise awareness about how to take action to reduce the risk of bullying at times and places where it is most likely. The Designated Safeguarding Lead will undertake Prevent awareness training and Workshop to Raise Awareness of Prevent (WRAP) training when available. This will be disseminated to all relevant staff. All teaching staff and 'front line workers' will undertake basic online Prevent training.

Monitoring and evaluation

The Head and SMT are responsible for monitoring and evaluation of this Policy by:

- Liaising with class teachers and by recording and dealing with incidents
- Reviewing the School's internal behaviour records
- Reviewing and revising the School's PSHCE programme
- Collating relevant information from annual questionnaires

Complaints procedure

Parents are encouraged to use the School's Complaints Procedure, which is published on the School's website, if they feel that concerns about bullying are not being addressed properly. Parents of EYFS children should be aware that they have the right to refer a complaint directly to the Independent Schools Inspectorate or Ofsted if they are unhappy with the way in which their complaint has been handled.

Linked Policies

- Behaviour Policy
- Complaints Procedure
- Computing and Acceptable Use Policy
- Equal Opportunities Policy
- E-safety Policy
- Health and Safety policy
- Learning Difficulties & Disabilities/Special Educational Needs (SEN) Policy
- Physical Restraint Policy
- Prevent Policy
- PSHCE Policy
- Safeguarding and Child Protection Policy
- Sex and Relationship Education (SRE) Policy
- Supervision of Pupils Policy
- Staff Code of Conduct

References

Preventing and tackling bullying: Advice for headteachers, staff and governing bodies (2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409061/preventing_and_tackling_bullying_october2014.pdf

School support for children and young people who are bullied at school (2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368135/school_support_for_bullied_children_factsheet_october2014.pdf

Cyberbullying: Advice for headteachers and school staff (2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/cyberbullying_advice_for_headteachers_and_school_staff_121114.pdf

Advice for parents and carers on cyberbullying (2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/375420/advice_for_parents_on_cyberbullying_131114.pdf

Keeping children safe in education: statutory guidance for schools and colleges (September 2016)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/keeping_children_safe_in_education.pdf

Protecting children from radicalisation: the prevent duty (2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Resources

<http://www.bullying.org/>

<http://www.childnet.com/>

<http://www.ace-ed.org.uk/advice-about-education-for-parents>

<http://www.childrenslegalcentre.com/>

<https://www.kidscape.org.uk/http://www.familylives.org.uk/>

Helplines

ACE Telephone Advice Line

0300 0115 142

Childline

0800 1111

Coram Children's Legal Centre

0345 345 4345 (for those eligible for legal aid)

Kidscape

020 7730 3300

Family Lives (formerly Parentline Plus)

0808 800 2222

020 7974 4444 (out of hours)

Child Protection and Safeguarding Concerns

Multi-agency Safeguarding Hub (Camden)

020 7974 3317/6600/4094