

This Policy applies to the whole school including the EYFS



ANTI-BULLYING POLICY

This Anti-Bullying Policy has regard for the Non-statutory DfE advice *Preventing and Tackling Bullying (2014)*. This policy is provided to all parents and staff. It is also on the website. Copies may also be requested from the Main Office.

CONTENTS

INTRODUCTION.....	1
THE SCHOOL'S INTENTIONS.....	1
WHAT IS THE DEFINITION OF BULLYING?.....	2
THE SERIOUSNESS OF BULLYING.....	3
HOW TO RECOGNISE IF SOMEONE IS BEING BULLIED.....	3
PROCEDURES TO FOLLOW.....	4
INCIDENT MANAGEMENT.....	6
MONITORING AND REVIEW OF THE BULLYING POLICY.....	8
EDUCATION.....	8
COMMUNICATION.....	8
CONCLUSION.....	9

INTRODUCTION

The School aims to maintain a safe environment in which children do not identify bullying as a problem in the School. This policy also applies to the Early Years Department, Lower School, Upper School and Out of School Care (Early Club, After School Club and Holiday Club).

THE SCHOOL'S INTENTIONS

We aim to:

- Express our belief that all children should be included fully in the life of the school
- Provide a learning environment free from any threat or fear, which is conducive to the achievement of individual aspirations
- Reduce and to eradicate wherever possible, instances in which children are made to feel frightened, excluded or unhappy
- Reduce and to eradicate wherever possible, instances in which children are subject to any form of bullying
- Respond effectively to all instances of bullying that is reported to us
- Establish a means of dealing with bullying, and of providing support to children who have been bullied
- Provide support for children who are accused of bullying, who may be experiencing problems of their own

This Policy applies to the whole school including the EYFS

- Ensure that all children and staff are aware of the policy and that they fulfil their obligations to it
- Meet any legal obligations which rest with the school

STAFF TRAINING

Staff awareness is raised through staff training and discussions during staff meetings relating to specific incidents. There is a module regarding 'Bullying' available on the EDUCARE training portal. The lunchtime supervisors completed this training in January 2016. Other members of staff may also access this training module.

WHAT IS THE DEFINITION OF BULLYING?

An overarching definition of bullying states that it is repeated over time and intentionally hurts another child or group physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer. It may occur directly or through cyber-technology (social websites, mobile 'phones, text messages, photographs and email).

Bullying, including cyber bullying, is likely to occur in all environments where a collection of people work together. Bullying may take place away from the school premises e.g. on a school bus, on the internet or a mobile phone. We have a zero tolerance policy against bullying at Newbridge Preparatory School and it is our aim (children and staff) to eradicate bullying if it arises. To do this, we need to help the victim, the bully, the staff and parents involved.

Bullying:

- Goes on for a while, or happens regularly
- Is deliberate. The other person wants to hurt, humiliate or harm the target
- Involves someone (or several people) who are stronger in some way than the person being bullied. The person doing the bullying has more power; they are older, stronger, there are more of them or they have some 'hold' over the target (e.g. they know a secret about them)

These three things have to happen together for something to be called 'bullying'. Bullying is not:

- A one-off fight or argument
- A friend occasionally being nasty
- An argument with a friend

Bullying is therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult for victims to defend themselves against

It can take many forms but the main types are:

This Policy applies to the whole school including the EYFS

- Indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious e-mails or text messages on mobile phones or an unpleasant comment on social network sites
- Verbal – name calling, insulting, making offensive remarks
- Giving looks that make the person feel uncomfortable or intimidated
- Physical – hitting, kicking, and taking another’s belongings
- Emotional – ‘being sent to Coventry’ or ignored deliberately
- Deliberate/direct - misuse of mobile phones or Internet message boards and chat rooms

Some forms of bullying are attacks not only on the individual, but also on the group to which she/he may belong. Bullying is often motivated by:

- Race
- Religion
- Gender
- Sexual Orientation (including the use of homophobic language)
- Special Educational Need and Disabilities
- Culture or tradition
- Child is a carer or adopted
- Shyness
- Lack of close friends in school

Bullying may occur directly or through cyber technology including:

- Social websites
- Mobile ‘phones
- Text messages
- Photographs
- E-mail

THE SERIOUSNESS OF BULLYING

At Newbridge Preparatory School we acknowledge the seriousness of bullying, both physical and emotional (which may cause psychological damage). We recognise the serious effects that bullying can have on children’ feelings of worth and on their school work, and the school community will actively promote an anti-bullying environment. Therefore all children, members of teaching and non-teaching staff, visitors and volunteers attending Newbridge Preparatory School have a right to be treated with respect and dignity and to complete their duties free from harassment, abuse or aggressive behaviour, either in person, by phone or cyber contact.

HOW TO RECOGNISE IF SOMEONE IS BEING BULLIED

A person who is being bullied is likely to be unusually withdrawn, quiet, self-conscious, have a low self-esteem and appear unhappy, or the opposite may be the case. Other signs may be if a child:

- Becomes withdrawn and anxious
- Shows a deterioration in his or her work
- Starts to attend school erratically

This Policy applies to the whole school including the EYFS

- Has spurious illnesses
- Persistently arrives late at school
- Prefers to stay with adults
- Constantly seeking attention

An unusually quiet and reserved child may try and hide the fact that she/he is being bullied by becoming more extrovert. The child may stop eating. There may be sudden changes in his/her behaviour throughout the day and there may be frequent absences from school. The victim's concentration and performance in class may deteriorate. There can be psychological damage as a result of persistent bullying.

Likely behaviour of a bully

A bully can be anybody. She/he may appear aggressive, over confident, boastful and loud. However they are not always loud in their behaviour, their bullying may be quiet, very secretive and not obvious to anyone but the victim.

PROCEDURES TO FOLLOW

What should the victim do?

Bullies only select victims they see as weaker than themselves or as a threat to them, e.g. jealous of their popularity, appearance, talents, academic achievements or family background.

If you are being bullied:

- **REPORT IT – Tell**
- Try and stand up for yourself without being aggressive – do not be intimidated
- Do not over-react – the bully will like to see you upset as proof of her/his effectiveness

Who should you tell?

You should tell someone you feel comfortable talking to about what is happening to you, but if possible you should:

- Tell a friend first, your Form Teacher, or another teacher. Your Form Teacher will then decide on the best thing to do to help you
- When you get home talk to a member of your family
- Call someone who is trained to listen to your problem e.g. Childline 0800 1111

Then try to practise the following strategies:

- Ignore
- Stay calm and look as confident as you can
- Be firm and clear and look them in the eye and tell them to stop
- Move away from the situation as quickly as possible
- Remember bullying is persistent, not a one-off

N.B. Any child who reports a bullying incident to a member of staff will be fully supported and any subsequent intimidation by another child(s) will be treated equally seriously.

This Policy applies to the whole school including the EYFS

What should the bully be helped to do?

If you are a bully, it can become criminal behaviour. If you don't stop the police could be asked to take action. So:

- Think about the consequences to both yourself and the victim
- Think of the hurt that you are causing; imagine how it feels to be your victim
- Accept the help that you will be offered to face up to your problem
- When appropriate take the opportunity to apologise for your behaviour

What should a member of staff who sees or suspects bullying do?

Teachers must be alert to the potential for bullying. If a member of staff suspects that bullying is occurring, she/he should follow the procedure below:

- Notify the Form teacher (if applicable). Please write everything down on a Behaviour Incident Form. Form teachers should notify The Deputy Head or Early Years Coordinator
- The Deputy Head or Early Years Coordinator will notify all relevant parties including the child's parents and if appropriate all staff at Staff Briefing
- The Deputy Head or Early Years Coordinator will investigate the situation and will talk to the victim, the bully and, where necessary, other children including the class of the victim and the bully
- Be approachable for the victim/bully to talk freely
- Anonymity is important for children speaking to teachers but children must be aware that it is not always possible
- Give the victim support and advice – offer mediation
- Ask the child what they want you to do. How can you help them?
- Give the bully support and advice
- Recurring bullying always involves the Headmistress and the designated Child Protection Officer who will invite the parents of the bully into school for discussion. The Headmistress will take any disciplinary action where necessary. Depending on the severity of the incident this could take the form of the child on report or regular supervision
- Proof of severe, continued bullying where sanctions are ineffective could mean suspension or permanent removal from school. It may also necessitate the intervention of outside agencies such as the police if the behaviour continues
- We will advise children responsible for bullying that we will be checking to ensure that bullying stops
- We will keep records of incidents and record how we respond to them to enable patterns to be identified
- A copy of the record will be kept in the files of the bullied and bully and all incidents summarised on a centrally held sheet co-ordinated by the Headmistress' PA, Ms J. Kempson

What should the victim's friends do?

- Support the victim
- Stick up for your friend in front of the bully
- Persuade her/him to talk to a teacher or another trusted person
- You might feel you are able to ask the bully why she/he is behaving in this manner to your friend

This Policy applies to the whole school including the EYFS

- Friends might also be intimidated by the bully, so go to a teacher/trusted person together

What should the bully's friends do?

- Do not join in
- Ask why she/he is bullying and make them think about their behaviour and the consequences
- Offer advice on how to change this behaviour
- Get the bully to look at the situation from the victim's viewpoint

What should parents do if they suspect their child is being bullied?

- Speak firstly to the Form teacher. If the Form Teacher is unable to resolve the situation, or if the seriousness of the situation requires it, he or she will then speak to the Deputy Head or Early Years Coordinator. The Deputy Head or Early Years Coordinator will then take the appropriate action. If unable to resolve the situation, the Deputy Head or Early Years Coordinator will speak to the Headmistress
- Support your child and reassure them that the situation will be dealt with sensitively
- Give advice but do not over react – encourage mediation where this is appropriate

What should parents do if they think that their child is bullying?

- Ask themselves and the bully why – encourage mediation where this is appropriate
- Contact the Form Teacher / Deputy Head or Early Years Coordinator/ Headmistress
- Decide on appropriate sanctions
- Talk to your child about how hurtful and wrong bullying is
- Support our anti bullying policy and procedures
- Help them to understand that physical threats and intimidation are actually criminal offences and help them to understand how things could get out of hand

INCIDENT MANAGEMENT

Newbridge Preparatory School will take firm and decisive action to deal with any incident of bullying/cyber bullying which is witnessed by or reported to any member of staff by parents, children or staff.

Post incident responses for the victim:

When a member of staff receives information, either directly or indirectly, that a child may have been the victim of a bullying incident, this report will be taken seriously, investigated and written records kept. The incident may be investigated by the Form Teacher/ Deputy Head or Early Years Coordinator.

Newbridge Preparatory School will offer a proactive, sympathetic and supportive response to children who are the victims of bullying. The exact nature of the response will be determined by the particular child's individual needs and may include:

- Immediate action to stop the incident and secure the child's safety
- Positive reinforcement that reporting the incident was the correct thing to do
- Reassurance that the victim is not responsible for the behaviour of the bully
- Strategies to prevent further incidents
- Sympathy and empathy

This Policy applies to the whole school including the EYFS

- Counselling
- Befriending
- Assertiveness training
- Extra supervision/monitoring
- Creation of a support group/buddy
- Peer mediation/peer mentoring
- Informing/involving parents
- Adult mediation between the perpetrator and the victim (provided this does not increase the victim's vulnerability)
- Arrangements to review progress

Post incident responses for the bully:

Newbridge Preparatory School takes bullying behaviour very seriously and will adopt a supportive, pragmatic, problem-solving approach to enable bullies to behave in a more acceptable way. Newbridge Preparatory School understands that certain sanctions may not be appropriate in managing this problem but the positive use of sanctions can be useful in demonstrating to bullies that their behaviour is unacceptable and encourages the promotion of positive change.

The School will respond to incidents of bullying behaviour in a proportionate way – the more serious the cause for concern the more serious the response. When sanctions are felt to be necessary they will be applied consistently and fairly. Disciplinary sanctions which reflect the seriousness of an incident and convey a deterrent effect (strong sanctions such as exclusion may be necessary in cases of severe and persistent bullying). The following options will be considered:

- Immediate action to stop an incident of bullying in progress
- Engagement with the bully to reinforce the message that their behaviour is a breach of school rules and is unacceptable
- Loss of lunch/break time privileges
- Detention
- Daily Headmistress's report
- Removal from class/group
- Withholding participation in sports or out of school activity (if not essential part of curriculum)
- Parents informed
- Counselling/instruction in alternative ways of behaving
- Adult mediation between the perpetrator and the victim (provided this is safe for the victim)
- Fixed periods of exclusion
- Permanent exclusion (in extreme cases which may involve violence)
- Rewards/positive reinforcement for children in order to promote change and bring unacceptable behaviour under control

DEALING WITH ABUSE BY ONE OR MORE PUPILS AGAINST ANOTHER PUPIL

If a pupil reports abuse from another pupil or pupils, which exceeds the remit of this **ANTI-BULLYING POLICY** the **CHILD PROTECTION POLICY** should be implemented. A bullying

This Policy applies to the whole school including the EYFS

incident will be regarded as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

MONITORING AND REVIEW OF THE BULLYING POLICY

This policy is annually reviewed to ensure that it is working as effectively as possible. The whole school community is made aware of ways of reporting incidents of bullying. Bullying is reported to a member of school staff who will then report it to his or her line manager, and the appropriate action will be taken. Staff awareness is raised through training, so that the principles of the school policy are understood. A central bullying register is retained in the Headmistress's office and is reviewed by SLT to ensure the approach by the school is effective and enables any patterns to be identified.

EDUCATION

Throughout our wider curriculum, educational elements such as personal, social and health education (PSHEe), assemblies, projects, drama, stories, literature are used to:

- Raise awareness about bullying and our anti-bullying policy
- Increase understanding for victims and help build an anti-bullying ethos
- Teach children how constructively to manage their relationships with others

Role plays and stories are used to show what children can do to prevent bullying, and to create an anti-bullying climate in school. This takes place in form period and assemblies, PSHE and Citizenship with discussion of differences between people and the importance of avoiding prejudice-based language and making sure children are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.

Newbridge Preparatory School uses our curriculum to reinforce these messages:

- All children have the right to feel happy, safe and included
- Children and staff have the right to work in an environment without harassment intimidation or fear
- All bullying, of any sort, is unacceptable
- Children and staff who experience bullying will be supported

COMMUNICATION

Our Anti-Bullying Policy is communicated to:

- Parents via our website
- Children via our education and curriculum
- Staff via Induction, staff meetings and training

CYBER BULLING

Whilst Newbridge Preparatory does not allow electronic devices to be brought into school by children, we acknowledge that there is an increasing availability to children of electronic devices outside of school that give unrestricted access to the internet. Therefore Cyber-bullying is covered under the school's Safety Policy. In PHSEE and Computing the school considers online safety as part of both safeguarding and anti-bullying arrangements. Vigilance of teachers and parents have a part to play in the safeguarding and protection of pupils at school and children at home.

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CONCLUSION

At Newbridge Preparatory School we do not accept that bullying is an inevitable part of school life. No-one should have to suffer bullying. It is up to all of us to take action when bullying happens, to us or to others. Bullying will not be tolerated.

SAF 04/04/2013

Reviewed 04/04/2014

SAF

Reviewed 16/12/2015

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