



Anti-Bullying Policy

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This policy is for all pupils at Hampton Pre-Prep & Prep School (the School), therefore includes the Early Years Foundation Stage (EYFS), Pre-Prep and Prep Departments.

This policy is available to all pupils and parents via the School's website, or from the School Office.

The policy has been written with regard to the Department of Education (DfE) non-statutory advice '*Preventing and Tackling Bullying*' (July 2017) and '*Keeping Children Safe in Education*' (September 2020).

Links with other policies

We recognise that this policy links and cross-references with a number of other policies; it should, therefore, be read in conjunction with the following:

- ESafety Policy
- Life Skills Policy
- Mental Health Policy
- Policy to Promote Good Behaviour – Rewards – Sanctions - Exclusions
- Relationships Education Policy
- Safeguarding (Child Protection) Policy

Introduction

The ethos and working atmosphere at the School, together with this policy, aim to promote and instil values such as respect, tolerance and care for all: it is the responsibility of the whole community, pupils and adults alike, to uphold these values. All members of our community have the right to remain free from bullying or the fear of bullying. All members should feel free to be able to report any concerns related to bullying in the certain knowledge that those concerns will be listened to and the matter investigated by those competent to do so. Those who report an incident of bullying or suspected bullying will be able to do so in safety.

We regard any form of bullying as entirely unacceptable. We do not accept "I was just ..." or "I was only ..." as excuses. No pupil at the School has the right to indulge in behaviour that produces such unhappiness. Abusive behaviour is taken seriously and should not be dismissed as 'banter', 'just having a laugh' or 'part of growing up'. Every pupil at the School has the right to live his/her life free from such interference. However, in any society incidents of bullying are likely to occur. Bullying can have extremely serious consequences for the victims, both physical and emotional, and often causes profound unhappiness. It is foolish to close our eyes to the issue of bullying, or to pretend that bullying does not happen.

Definition of Bullying

Bullying may be defined as the hurting, harming or humiliating of another person, repeated over time. It is behaviour that is meant to inflict, or results in inflicting, distress and unhappiness. It does not necessarily take the form of physical violence, intimidation or the threat of it; it can happen through verbal abuse, persistent and unremitting name-calling, mimicry or deliberate exclusion and unpleasantness.

Bullying includes the inappropriate treatment of others on grounds of race, religion, culture, gender, sexual orientation, special educational needs or disability, home or family circumstances, or academic ability. It may happen verbally, but it may also take place

through emails, mobile phone texts, photographs, social networking sites (cyberbullying), or other media.

Bullying can be done by individuals or groups to individuals or groups. Although bullying itself is not a specific criminal offence, harassment and threatening behaviour or communications are criminal offences.

The linking factor is that all these forms of behaviour are meant to inflict or result in inflicting, distress and unhappiness - actions are persistent, deliberate, intentional and repeated.

The Government gives the following definition:

'Bullying can be defined as deliberately hurtful behaviour that is repeated over a period of time. This can include:

- *teasing, abusive remarks and name calling*
- *threats and physical violence*
- *damage to property*
- *leaving pupils out of social activities deliberately*
- *spreading rumours*
- *upsetting mobile phone or email messages (sometimes called cyberbullying)'*

Persistent bullying can result in:

- Depression;
- Low self-esteem;
- Shyness;
- Spurious illness;
- The desire to remain with adults;
- Erratic behaviour;
- Poor academic behaviour;
- Isolation;
- Threatened or attempted suicide.

Unchecked bullying also damages the bully who learns that he or she can get away with violence, aggression and threats, and that this sort of behaviour gets them what they want.

Cyberbullying is carried out by a group or individual, using electronic forms of contact, against a victim who cannot easily defend him/herself. Mobile, Internet and wireless technologies have increased the pace of communication and brought benefits to users worldwide. Unfortunately, however, their popularity provides the opportunity for misuse through cyberbullying.

At least seven categories of cyberbullying can be identified:

- 1) Text message bullying
- 2) Picture/video bullying via mobile phone cameras
- 3) Phone call bullying via mobile phone
- 4) Email bullying
- 5) Chat room or social network bullying
- 6) Bullying through instant messaging
- 7) Bullying via websites

Please refer to E Safety Policy for more information.

Procedures for Reporting Bullying

If anyone sees or is aware of any incident of bullying, of any kind, they are involved in it: ignoring the problem amounts to condoning it. It is the duty of anyone at the School who knows or suspects that bullying is taking place to tell a member of staff as soon as possible. We are all required to expose such behaviour, as frequently those inflicting the distress are themselves in need of help and guidance. We should aim to help the perpetrator to adapt his/her behaviour and attitude. We can only achieve this if people are willing to come forward and if all cases are treated seriously. Staff will deal with the matter in confidence where possible.

Pupils if you are being bullied, witness bullying of someone else or suspect that someone else is being bullied it is important that you tell someone who may be able to help. This may be a friend, your Form Teacher, one of the School Counsellors, the Deputy Head (Pastoral), Head of Pre-Prep, or anyone you feel you can confide in. **Anyone being bullied should tell a teacher, irrespective of any threats made or implied to deter them from doing so. Tell a teacher, tell your family, keep on speaking until it stops and do not blame yourself.** At Prep, if telling someone is difficult there is a 'I think you ought to know' box to share any concerns located in the Reception area.

Staff any adult who has concerns about the bullying of a pupil should tell an appropriate colleague (in most cases this will be the Designated Safeguarding Lead or Officer, the Form Teacher, the Deputy Head (Pastoral) or the Head of Pre-Prep. All incidents are recorded on the Bullying Log and this is reviewed by a nominated Safeguarding Governor annually.

Parents any parent who has concerns about their son/daughter or about any other pupil in the School should inform an appropriate member of staff (in most cases this will be the Form Tutor, the Deputy Head (Pastoral) or the Head of Pre-Prep).

Preventing Bullying and Raising Awareness

One of the key objectives in seeking to prevent unpleasantness and bullying is to create and sustain, day-by-day, a supportive atmosphere in which people feel valued, able to be themselves, and free from intimidation.

At the School, the following are ways we try to raise awareness and prevent bullying:

- The importance of inter-personal relationships and the value of respect for all are often highlighted in assemblies and class assemblies in both departments.
- The issue of bullying plays a prominent part in the School's Life Skills (PHSE) and the Relationships Education programme; the programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School.
- Cyber issues and cyber-bullying have a particular focus in Life Skills (PHSE) lessons.
- Pupils are briefed regularly on the School's expected standards of behaviour. They are told what to do if they encounter bullying.
- There are signs stating the School's policy towards bullying prominently displayed around the School in classrooms. Also, the Childline contact details are displayed prominently.
- Members of staff seek to be vigilant for signs of bullying or potential bullying, which may include the following: nicknames and ridiculing in class; isolation from others in seating, activities, or around the School; physical jostling in corridors or at the start and end of lessons; evident unhappiness of solitary individuals.

- All reported incidents are investigated thoroughly and dealt with robustly. An Incident Form (Appendix 1) is completed by either the Deputy Head Pastoral or the Head of Pre-Prep, and staff record the incident on the Pupil Profile and/or Staff/Parent Interview Form (Appendix 2). All forms must be copied to the School Office.
- The School is committed to reducing the risk of bullying through staff training and through research into problem times and locations.
- Records of any incidents of bullying are kept in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced team who work with the Deputy Head Pastoral and Head of Pre-Prep and are alert to possible signs of bullying.
- Teachers cannot be aware of everything, and anyone involved in or witnessing bullying is told that they must speak to a member of staff. All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place.
- We are aware that role models, whether staff or pupils, can also be very influential.

Anti-Bullying Procedures and Sanctions

- At the School, we always treat bullying, including allegations of bullying, very seriously.
- When an allegation of bullying is made, staff provide reassurance to the victim and ensure the allegation is investigated thoroughly, quickly and fairly, so that the facts are established.
- Disciplinary action taken will be informed by the Policy to Promote Good Behaviour – Rewards - Sanctions – Exclusions, a copy of which is available on the School website. Bullying is a clear breach of the School Code of Conduct and the full range of sanctions available throughout the School may be used to deal with cases of bullying where found and confirmed. A pupil may lose his or her place at the School for perpetrating bullying behaviour.
- The School will keep parents informed if and when it may be dealing with a significant bullying situation.
- Support will be offered to the victim, whether through the counselling service or by other means.
- It is important to consider the motivation behind the bullying behaviour. The child engaging in bullying may need support themselves.
- The School has the power to discipline pupils for misbehaving, such as bullying, outside the School premises to such an extent as is reasonable.
- Whilst bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable distress and/or anxiety. Bullying behaviour can raise safeguarding concerns: under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is “reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.” In these circumstances the procedures in Hampton School Trust’s Safeguarding (Child Protection) Policy and Procedures will be followed.

Parental Partnership

Parents are encouraged to contact the School promptly when issues of bullying come to light. We have an established approach to working with parents. Parents' and children's need for privacy should be respected. We encourage parents to follow our Complaints Procedure.

Advice for parents is available in Annex 1 - ‘Information to Parents About Dealing with Bullying’. The Parentline Plus website also gives advice for parents on dealing with bullying.

Suggested further reading

A complete list of organisations providing help or support on bullying issues is provided in Annex I of this document

Safe to Learn: embedding anti-bullying work in school, 2007

DirectGov – advice for young people

Anti-Bullying Alliance – a range of information and resources for practitioners

Preventing Bullying: A Parents' Guide

You Can Beat Bullying: A Guide for Young People

(The last two publications are available from www.kidscape.org.uk)

Annex 1: Information to Parents About Dealing with Bullying

At the School, we take our duty of care to safeguard and promote the welfare of the children in our care very seriously. To this end, we have an Anti-Bullying Policy which outlines our procedures; this is available from the School Office. We strongly urge parents to talk to us about any concerns that they might have. It is vitally important that parents are supported and equipped to deal with all issues surrounding bullying; therefore, with this in mind, we have included some information that appears on the Government website www.direct.gov.uk in order to assist parents in supporting their children.

Identifying bullying

Bullying can be defined as deliberately hurtful behaviour that is repeated over a period of time.

This can include:

- teasing, abusive remarks and name calling;
- threats and physical violence;
- damage to property;
- leaving pupils out of social activities deliberately;
- spreading rumours;
- upsetting mobile phone or email messages (sometimes called cyberbullying).

If your child is being bullied

Your child may not directly tell you that they are being bullied but may display other symptoms such as headaches, irritability and anxiety, and may not want to go to school.

If your child is behaving like this or out of character and you suspect they are being bullied, try talking to them about:

- their progress with school work
- friends at school
- what they do at lunchtimes and breaks
- any problems or difficulties they are facing

Finding out your child is being bullied can be very upsetting, but if this happens try to talk calmly to your child about what is happening and:

- make a note of what they say: who was involved, where, when and how often;
- reassure your child that they have done the right thing by telling you;
- tell your child to report any further incidents to a teacher straightaway;
- talk to your child's teacher about the bullying.

Cyberbullying

Two thirds of all bullying is verbal, and increasingly this happens in un-moderated chat rooms or by instant messaging, or via text messages on mobile phones. Bullying can be subtle but most of the time, if your child is being bullied, they know who is doing it to them.

What you can do:

- get them to show you any messages they've received or to tell you immediately if anything new happens;

- tell them never to respond to an internet bully in a chat room, and never respond to abusive text messages;
- make sure they stick to moderated chat rooms;
- tell them that bullying usually stops once they tell other people about it;
- if bullying or abuse starts in a chat room, encourage your children to leave immediately and tell you - you can then contact the moderator or the site manager/editor;
- tell them never to give out personal contact details online or put photographs of themselves up on websites.

The following link offers some useful advice to parents:

www.thinkuk.co.uk/

Talking to teachers about bullying is essential – we strongly encourage you to do this if you have any concerns

When you talk to your child's teacher, remember they may have no idea your child is being bullied.

Try to stay calm and:

- give specific details of what your child says has happened: give names, dates and places;
- make a note of what action the school will take;
- ask if there is anything you can do to help;
- stay in touch with the school - let them know if the problem continues or if the situation improves;
- find out what the anti-bullying policy is for the School, so you know what to expect.

If, at any time, you would like further advice the following organisations offer support and information:

- Parentline Plus helpline: 0808 800 2222 (Monday to Friday 9.00 am to 9.00 pm, Saturday 9.30 am to 5.00 pm, Sunday 10.00 am to 3.00 pm)
- Kidscape helpline for parents: 08451 205204 (10.00 am to 4.00 pm)
- Anti Bullying Campaign advice line for parents and children: 020 7378 1446 (9.30 am to 5.00 pm)
- Advisory Centre for Education (advice for parents and children on all school matters): 0808 800 5793
- Children's Legal Centre (free legal advice on all aspects of the law affecting children and young people): 0845 120 2948
- NSPCC Helpline on 0808 800 5000. (You can also visit www.nspcc.org.uk/parents for other advice on keeping your child safe.
- Anti-Bullying Alliance offers advice for parents www.anti-bullyingalliance.org.uk

If your child is bullying others

If your child is bullying, they could be copying the behaviour of other people in the family; or perhaps they have not learned better ways of mixing with their friends. Friends may be encouraging bullying, or your child may be going through a difficult time and acting out aggressive feeling.

To stop your child bullying:

- explain to your child that what they are doing is unacceptable and making other children unhappy;
- discourage other members of your family from using aggression or force to get what they want;
- show your child how they can join in without bullying;
- see your child's teacher to talk about how you can work together to stop your child bullying;
- check regularly with your child about how things are going at school;
- give your child lots of praise when they are co-operative and kind to other people.

Finally ... we urge you to contact the School as soon as possible.

Appendix 1 – Incident Form

Incident Form

Signed: _____ Date: _____



Appendix 2 - Staff/Parent Interview Form

Name of Parent:	
Child:	
Date of Meeting:	
Requested by:	
Reason:	
Present at the Meeting/Phone Call:	

Discussion:

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Outcome:

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Action Recommended:

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Signed: Date:
Member of staff

Please ensure you sign (formal signature) and date the form

Name:
Block Capitals

Copies to: Head, Deputy Heads, Head of Pre-Prep