



HALSTEAD

PREPARATORY SCHOOL FOR GIRLS

10a Anti-Bullying Policy Prep, Pre-Prep and EYFS

Review Date	September 2015	
Review Date	September 2016	
Review Date	September 2017	ME PA
Amended	January 2018	ME PA
Next Review Date:	January 2019	

AIMS

At Halstead we are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every pupil can develop her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other. We believe all members of the school are entitled to a safe and happy environment. Parents/guardians have an important role supporting the School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions.

This policy has been drawn up with regard to the Education and Inspections Act 2006, to government guidance issued in 2007: 'Safe to Learn: Embedding anti-bullying work in schools (teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/safetolearn/) and Department for Education Guidance 2011 "Preventing and Tackling Bullying.

This policy should be read in conjunction with the Behaviour, Special Educational Needs, Disability, Discipline and Exclusions, Equal Opportunities, E-Safety: Safeguarding & ICT (Cyberbullying) and Safeguarding Policies. It includes EYFS where the named practitioner responsible to behaviour management is Mrs L Johnson (Early Years Co-ordinator).

As a community Halstead is based on respect, care for everyone, good manners and mutual tolerance.

There are clear policies communicated to parents, pupils and staff and we aim to create an environment of good behaviour and respect, with helpful examples set by staff and older pupils, and celebrations of success.

Bullying is unacceptable and will not be tolerated. It goes against all our values and our ethos as a school. We also recognise that bullying perpetrated outside school can spill over into school. We will do what is reasonably practicable to eliminate any such bullying.

All staff, pupils and parents should be aware of the negative effects that bullying can have on individuals and the school in general, and should work towards ensuring that pupils can work in an environment without fear.

"Cyber-bullying" by text, mobile phone, email, chat rooms or social networking websites is unacceptable and we will do our utmost to eliminate it within our school.

Pupils are not allowed to bring mobile phones or devices which can connect to the internet to school and may only use the internal email network under supervision in ICT lessons.

See the Cyber-Bullying section of the E-safety: Safeguarding & ICT (Cyberbullying) Policy.

This anti-bullying policy should also be read in conjunction with the Halstead Behaviour Policy which explains sanctions. Strong sanctions such as exclusion may be necessary in the unlikely event of cases of severe and persistent bullying.

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. Reasonable adjustments are made for pupils with special educational needs. They are fully supported and all staff are aware of any concerns.

The Aims of this Policy

- To demonstrate that the School takes bullying seriously and that it will not be tolerated
- To ensure that bullying is prevented in as far as reasonably practicable
- To take measures to prevent all forms of bullying in the School and on off-site activities
- To support everyone in the actions to identify and protect those who might be bullied
- To demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with any bullying should it occur
- To promote an environment where it is the accepted norm to tell someone about bullying.

DEFINITION OF BULLYING

Bullying may be defined as the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidating and can cause psychological damage. It is usually repeated over time.

Bullying may involve actions or comments that are racist, homophobic, sexual/sexist, which focus on disabilities or special educational needs or other physical attributes (such as hair colour or body shape). It can also be religious or cultural.

It can involve manipulating a third party to tease someone.

It can occur directly or through cyber –technology e.g. social websites, mobile ‘phones’, text messages, photographs and email.

Bullying can happen anywhere and at any time. It is often subtle and hidden but it can also be overt and intimidating. We always treat it very seriously. It conflicts sharply with the school’s policy on equal opportunities, as well as with its social and moral principles.

Bullying is:

- deliberate and hurtful behaviour
- repeated, often over a period of time
- difficult for the victim to defend themselves

SIGNS OF BULLYING

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

- Unwillingness to return to school.
- Displays of excessive anxiety, becoming withdrawn or unusually quiet.
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others.
- Books, bags 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 office with symptoms such as stomach pains, headaches.
- Unexplained cuts and bruises.
- Frequent absence, erratic attendance, late arrival to class.
- Choosing the company of adults.
- Displaying repressed body language and poor eye contact.
- Difficulty in sleeping, experiences nightmares.
- Talking of suicide, self-harming or running away.

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of, these possible signs of bullying will be investigated. If there is cause to suspect that a child is suffering, or likely to suffer, significant harm the matter will be treated as a Safeguarding (child protection) concern, as will any suspicion of bullying by parents. Such incidents must be reported to the school's DSL and the Safeguarding policy procedures will be followed.

PREVENTATIVE MEASURES

We take the following preventative measures:

- We use the first assemblies of the year to explain the school policy on bullying and our Kindness Code and where necessary this is repeated during the year.
- Our PSHEE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school.
- Staff are made aware, through regular training, of the principles of school policy to ensure it is understood, legal responsibilities known, action is defined to resolve and prevent problems and where sources of support are available.
- Other lessons, particularly RE, English and Drama highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place. They also are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur.
- We operate a 'buddy' system for all new girls whereby they are supported and helped to settle smoothly into the school by a member of their form.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils

- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

RESPONSIBILITIES

It is the duty of all members of staff to deal with incidents according to the policy and procedures, and to never let an incident pass by unreported, whether on site or an off-site activity.

The Headmistress:

The Headmistress has a legal duty under the School Standards & Framework Act 1998 to draw up procedures to prevent bullying among pupils. She will:

- determine the strategies and procedures in conjunction with the Deputy Head
- ensure that the procedures are brought to the attention of all staff, parents and pupils
- report regularly to the Governing Body on this issue.

The Deputy Head will:

- be responsible for the day to day management of the policy and systems
- ensure that there are strategies and procedures in place to help both the bullies and the bullied
- keep the Headmistress informed of incidents
- arrange relevant staff training which will include anti-bullying strategies
- determine how best to involve parents in the solution of individual problems
- be responsible for ensuring that the school's positive strategies are put into practice
- develop and update anti-bullying sections in the PSHEE programme and monitor their effectiveness
- know the school's procedure and deal with any incidents that are reported
- Liaise with the Head of ICT with regard to cyber-bullying to ensure our systems and safeguards are kept up to date

Form teachers will:

- be responsible for liaising with the Deputy Head/Headmistress over all incidents involving pupils in their form
- be involved in any agreed strategy to achieve a solution
- take part in the anti-bullying programme in the PSHEE course

All staff will:

- know the policy and procedures of the Anti-Bullying Policy, including Cyber-bullying,
- be observant for any incidents of bullying
- deal with incidents according to the policy
- never let any evidence of bullying pass by unreported, whether on-site or during an off-site activity

PROCEDURES FOR DEALING WITH REPORTED BULLYING

If an incident of bullying is reported, including any malicious accusations against staff (see Staff Handbook), the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform the form teacher initially and the Deputy Head as soon as possible.
- In very serious incidents where, for example, a racial or homophobic element to bullying is suspected, the Headmistress will be notified immediately.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The victim will be interviewed on her own and asked to write an account of events.
- The bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events.
- The incident will be recorded.
- All teachers will be kept informed. In all incidents, the Headmistress should be informed.
- The alleged bully will be interviewed by a member of the Senior Management Team, separately from the victim and it will be made clear why her behaviour was inappropriate and caused distress. She will be offered guidance on modifying her behaviour, together with any appropriate disciplinary sanctions.
- The victim will be also be interviewed by a member of the Senior Management Team and support given.
- The resolution should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- In serious cases parents of both parties are informed.
- A monitoring and review strategy will be put in place as appropriate. This will continue, as appropriate, as the child progresses through the school.
- In very serious cases, and only after the Headmistress has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Halstead Prep School to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution seems likely.

MONITORING AND REVIEW

The Headmistress will keep a record of serious incidents and make a regular report to the Chair of Governors. The Headmistress will consider the incidents and review the strategies taken. The Headmistress will report regularly to the Governing Body.

Ratified by _____
Chair of Governors

Date: Thursday 15th March 2018