

Date of issue:	January 2018
Renewal date:	January 2019
Individual(s) responsible:	James Lowe & Liz Atwell, Deputy Heads

# Anti-Bullying Policy

## Expectations of Behaviour

Every child has the right to an environment where it is Safe to Learn.

Our goal is to have a Bully Free School. However, we are realistic and understand that there is always the possibility of bullying occurring within school and it can happen in many different ways. (see below of definitions of bullying).

The ethos and working atmosphere at Kew House School aims to promote and instil values of respect, tolerance and care for all. We are committed to creating a caring and positive environment for all in our community. Therefore, bullying of any kind is entirely unacceptable at our school and will not be tolerated. One of the key objectives in seeking to prevent unpleasantness and bullying is to create and sustain a supportive atmosphere in which people feel valued, able to be themselves, and free from intimidation. The importance of inter-personal relationships is highlighted in assemblies, and, together with bullying specifically, plays a prominent part in the School's Individuals in Society programme.

The aim of our anti-bullying policy is to ensure that our students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone and can result in long term emotional and physical damage. We recognise the significant long term psychological and harmful effects that bullying can result in, which in extreme cases can result in suicide. Our aim is to not only deal with incidents of bullying but to prevent it from occurring in the first place. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

## Aims

- Provide a caring atmosphere in school, free from threats or fear
- Develop caring attitudes between students
- Through training, raise staff awareness of issues of bullying and the forms it may take
- Through assemblies, PSHE/IS, projects, literature, and current affairs, raise student awareness of issues of bullying and how to deal with it.
- Strategies to prevent, de-escalate and/or stop any continuation of harmful bullying taking place
- Strategies, for students, parents and staff to deal with bullying when it occurs in a supportive, reasonable, proportionate and consistent way.
- Safeguard the student who experiences bullying and to trigger sources of support for the student
- To apply disciplinary sanctions to the person causing the bullying and ensure that they learn from the experience

## Objectives

- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- To adopt a zero- tolerance approach to bullying through raising awareness of the damaging effects of this anti-social behaviour.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Kew House is committed to reducing the risk of bullying through staff training and through research into problem times and locations.

## We define bullying as:

*Bullying is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves. Bullying results in worry, fear, pain and distress to the victim/s.*

More specifically, we recognise that bullying takes the form of:

- Emotional - being unfriendly, excluding, tormenting and any other form of threatening, humiliating and psychological behaviour including comments about family, appearance and physique.
- Physical
- Racist - racial taunts and gestures.
- Sexual/sexist/gender - unwanted physical contact or sexually / sexist abusive comments.
- Targeted behaviour on Religious & cultural grounds
- Targeted Homophobic – comments / actions focussing on the issue of sexuality.
- Targeted behaviour on Special educational needs and disability issues
- Verbal - name-calling, sarcasm, spreading rumours, embarrassment, teasing.
- **Cyber** - email and internet chat room / social website misuse, mobile phone threats by text messaging, calls and photographs, misuse of associated technology, i.e. camera and video facilities. (See Cyber Issues Policy)
- Targeting of adopted students or students in care.
- Any other cruel or unkind comment or action relating to an individual's disability or impairment.
- Intentional damage to possessions

It is important to understand that bullying is not the *odd occasion* of falling out with friends, name calling, arguments etc. It is bullying if it is done **'Several Times On Purpose' (STOP)**.

We further recognise that bullying can occur between students and staff, between staff and/or between parents and staff.

Students sometimes fall out or say things because they are upset. When occasional problems of this kind arise, it is not necessarily classed as bullying. It is an important part of students' development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships. This is part of the social skills and resilience students will need to develop as they mature.

### **Signs and Symptoms**

A Student may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school- school refusing
- begins to truant- internally within school or out of school
- becomes withdrawn, anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide, self-harms or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing or continually loses money
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying of other students or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated. (Source: Kidscape <http://www.kidscape.org.uk>)

### **Procedures for reporting and responding to bullying incidents**

All staff will respond calmly and consistently to all allegations and incidents of bullying. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all students involved whilst allegations and incidents are investigated and resolved. Procedures for dealing with abuse by one or more students against another student are more explicitly explained in our Behaviour Policy.

### **The role of the personal tutor.**

Bullying should be a regular topic of discussion within the tutorial group and will be incorporated into IS teaching units. Personal tutors should arrange discussions about bullying emphasising the school's views about nil tolerance. Students should be encouraged to look out for each other and be prepared to report any concerns to a teacher, supervisor or Deputy Head. Every student should be reminded that the Headmaster is available to support them if they feel the matter has not been dealt with properly or the bullying will not stop. Parents also have an important role to play and are strongly advised (through the Parents Charter) to report any concerns over bullying, however small. Opportunities to emphasise the school's views about bullying will be made via assemblies, school broadcasts and, where appropriate, within lessons.

### **Whose responsibility is it to report bullying?**

The Victim

Other students

Parents

Sometimes, the victim may find it difficult to report the matter. Other people have a responsibility to see that the matter is raised and dealt with appropriately. We all need to look out for each other.

1. Report all bullying allegations and incidents to the appropriate Personal Tutor or other relevant members of staff as indicated in the Student and Parent Charters. All students will be periodically reminded that if they ever feel that appropriate action is not being taken to resolve the problem, they can have immediate access to the Headmaster. Parents can also have access to the Headmaster if they feel appropriate action has not been taken by the Deputy Head.
2. Staff will make sure the victim(s) is and feels safe.
3. Appropriate advice will be given to help the victim(s) by the personal tutor and if necessary the school counsellor.
4. The relevant teachers will listen and speak to all students involved in an incident separately.
5. The problem will be identified and possible solutions discussed with Deputy Head.
6. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
7. Staff will reinforce that bullying is unacceptable.
8. The bully (bullies) will be asked to sincerely apologise. Other consequences may take place and appropriate sanctions applied in line with the sanctions detailed above.
9. If possible, the students will be reconciled.
10. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
11. All incidents will be recorded by the Deputy Head in the behavioural log. Incidents of bullying (proven or otherwise) are clearly highlighted in the log.
12. In all cases where we feel bullying has occurred parents will be informed and will be invited to come into school for a meeting to discuss the problem.
13. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
14. Bullying incidents will be discussed at SMT and staff meetings.

15. If necessary and appropriate, the Designated Senior Person in school, Social Services or police will be consulted.
16. Exclusion will be used, at the discretion of the Headmaster for instances of severe and persistent bullying.
17. Observations of bullying from other sources will be reported to the Deputy Head or to the Head. Examples of these may include staff bullying students, parents bullying staff or staff bullying staff.
18. We will use CCTV to confirm and provide evidence in the case of an incident. Access to this video evidence will be confined to the SMT and will normally only be shared with parents at their request in the case of exclusion or expulsion.

### **Strategies for the prevention and reduction of bullying**

Whole school initiatives and proactive teaching strategies are used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur.

These can include:

- Involving the whole school community in writing and reviewing the policy
- Producing a 'child speak' version of the policy for our students
- Shared discussion during whole staff meetings aimed at identifying any deteriorating relationships between students that could result in bullying.
- Each member of staff performing a school duty to be aware of potential areas and situations in which bullying could occur.
- Each tutor group agreeing on their own set of class rules and understanding / definition of bullying
- Hold an anti-bullying day event as part of the school event cycle
- Awareness raising through anti-bullying assemblies
- Setting up of a circle of friends support network where a small group of students volunteer to help and support an individual experiencing difficulties
- Students writing / reading stories and poems about bullying. Using drama activities and role-plays to help students be more assertive and teach them strategies to help them deal with bullying situations
- Encouraging the whole school community to model appropriate behaviour towards one another
- Organising anti-bullying training for all staff
- Write to be heard box in all tutor rooms
- Annual Safer Internet day
- Use of CCTV as a deterrent and monitoring system.

This Anti-bullying Policy is available to all students and parents via the School website or the School Office.

This policy should be read in conjunction with our E Safety policy.