



Anti-Bullying Policy

This Policy has regard to:

- i. DCSF Guidance 'Safe to learn: Embedding anti- bullying work in schools' 2007
- ii. DCSF Guidance 'Safeguarding children and safer recruitment in Education' 2007.
- iii. Kingshott School Child Protection Policy 2009
- iv. Kingshott School Visits and off -site Activities Policy 2009
- v. Kingshott School Behaviour & Discipline Policy 2009

Aims and objectives

- The school is a caring community in which all members are actively encouraged to respect others and develop interpersonal skills with all those with whom they have contact.
- We aim to be a supportive, friendly and safe environment for all of our children so they can learn in a relaxed and secure atmosphere.
- Bullying is unacceptable behaviour and will not be condoned either by staff or children at our school.
- When bullying does occur, all children should be able to report it and know that incidents will be dealt with promptly and effectively.
- All incidences of bullying or unkindness are taken seriously and staff are trained and expected to deal with them expediently
- Anyone who knows that bullying is taking place is expected to tell a member of the teaching staff. This applies to all: the witness, the bully and the victim. Everyone bears that responsibility to the school and the people in it

The school

- Regularly monitors and reviews the anti-bullying policy
- Supports staff to promote positive relationships and identify and tackle bullying appropriately
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that children feel safe to learn; and that children abide by the anti-bullying policy
- Report back to parents or carers regarding our concerns of bullying and deals promptly with complaints. Parents usually work with the school to uphold the anti-bullying policy
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from relevant organisations when appropriate

The term staff to include temporary, peripatetic and supply teaching staff and all support staff from all areas of the school - administration, cleaning and Site Services Team, matron, catering, grounds and gardens, examination invigilators etc, IT technician, Sports coaches, Gap year students, peripatetic music staff and conversation leaders and visiting Drama teachers. Volunteers (Spectrum Mums & Supermums) also form part of this group

Forms of bullying covered by this Policy

This policy covers all types of bullying including:

- Bullying related to race, religion or culture
- Bullying related to special educational needs (including disability)
- Bullying related to appearance or health conditions or disability
- Bullying related to sexual orientation
- Bullying related to home circumstances
- Sexist or sexual bullying
- Cyber bullying (including social websites, mobile phones, text messaging, photographs and e-mails)

Signs and Symptoms

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

- is frightened of walking to or from school
- does not want to go on the school bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide 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 money (to pay bully)
- has unexplained cuts or bruises
- a child comes home starving (not going to lunch?)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what is 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. The seriousness of bullying is such that it may lead to psychological damage and even suicide. As such, incidents of bullying are treated with great care and dealt with immediately.

Procedure for a bullied child to follow – DARK

- **D**on't wait – tell an adult early on
- **A**void being alone with the bully
- **R**efuse to engage – don't reply to nasty taunts or cyber messages
- **K**eep a record of what happens and when it happened

Kingshott prefers to adopt a policy of all staff being available for children to speak to. In most cases a child will first speak to an adult with whom they have regular contact (i.e. Form Teacher). However, any other member of staff is available.

The message is: TRUST your teachers and TALK to them

Preventing, identifying and procedures to follow in the event of bullying

The school will:

- Aim to prevent bullying and work to safeguard and promote the welfare of all children.
- Work with teaching staff and outside agencies to identify all forms of prejudice.
- Ensure both staff and children are aware of the seriousness of bullying and the consequences of ignoring it. This can cause psychological damage and potentially lead to suicide. This will be emphasised during anti-bullying training for all staff including those new to the School and Newly Qualified Teachers (NQTs).
- Ensure that the entire community is aware that Criminal laws exist which apply to harassment and threatening behaviour.
- Provide opportunities to develop children's social and emotional skills, including their resilience. This would include targeted input during PSHE sessions and through assemblies, news items, charitable drives, use of case studies or projects in English and Drama etc.
- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support and through the modelling of behaviour.
- Train all staff to identify bullying and follow school policy and procedures on bullying.
- This approach is centred on safeguarding the child and ensuring his/her welfare through the investigation and after the sanction have been served by the bullies. The sensitive and considerate management of the relationship between the bullied and the bully will be of paramount importance.
- The reliance of the child on us to get it right must encourage us all to keep communication with the children frequent and open.
- At Kingshott these include recording the facts and confidential information (to be kept on children's file) and filing in the Incident Book. At Kingshott this will be referred to the Form Teacher and Head of Pre-Prep/ Deputy Head. Confidential records (Child Protection issues) will be maintained.
- At Kingshott the child's Form Teacher along with the school's Designated Senior Person (DSP) – the Headmaster or Head of Pre-Prep (Deputy DSP) should be informed.
- Parents will be asked to attend a meeting with appropriate staff. The strength of the home /school relationship can be pivotal at bringing about a resolution.
- Make sure there are safe spaces for vulnerable children and young people.
- The duty rotas provide teacher cover for all areas at morning break and lunchtimes. Their brief is a roaming one within a defined area. In the event of teacher absence, the

responsibility to arrange a swap lies with the teacher named on the list. The early morning and before Activity slots are also staffed

- The seriousness of bullying is acknowledged by the sanctions used to respond to it. It can ultimately lead to exclusion if it is persistent and severe. See the Schools' Behaviour Policy for more detail.
- Support for both the victim and the bully will be provided in terms of emotional and physical care. The school's Matron may be involved. Work may be done in groups or individual sessions.
- At Kingshott the Form Teacher will monitor behaviour and liaise with Head of Pre-Prep, the Head of Middle School or Deputy Head.
- Parental involvement will continue until a satisfactorily stable situation is achieved. The Head of Year and Deputy Head at Kingshott will ascertain when this has been reached. At Kingshott this decision will rest with the class teacher and the Deputy Head. The Headmaster will be kept informed of ongoing developments.

Involvement of children

The school will:

- Canvas children's views on the extent and nature of bullying
- Ensure children know how to express worries and anxieties about bullying. This includes ensuring they know who to tell. It is more important to report an incident, than to worry about who exactly to tell. E-mailing is suggested as an option for reporting and sensitive handling of the source of the information is ensured
- Ensure all children are aware of the range of sanctions which may be applied against those engaging in bullying (see the School's Behaviour and Discipline Policy)
- Involve children in anti-bullying campaigns
- Publicise the details of help lines and websites
- Offer support to children who have been bullied
- Work with children who have been bullying in order to address the problems they have

Liaison with parents

- At Kingshott we will ensure that parents know to contact their child's Form Teacher. They can also contact the Deputy Head and the DSP/ Deputy DSP if they have grave concerns about bullying.
- Ensure parents know about our complaints procedure and how to use it
- Ensure parents are informed of the system of sanctions and rewards and also the process of appeal on expulsion
- This Policy links with a number of other school policies and practices including:
 - Complaints Policy
 - Behaviour and Discipline Policy
 - Child Protection Policy

Staff

- Regular Staff Meetings provide an opportunity for children to be raised as concerns.
- An Incident Book (in Staff Room) records incidents that flag up problems but also keeps a record of reference.
- INSET training is provided to meet the needs of the school

- The school adopts national initiatives (e.g. Anti-Bullying Week)

The anti-bullying policy works in conjunction with the Behaviour and Discipline Policy. We aim to provide an environment that is as free from bullying as possible by providing clear guidance and clear behavioural expectations. Guidance is given to the perpetrator as is support to the victim.

Monitoring & review, policy into practice

This Policy will be reviewed every two years or sooner if deemed necessary or with regard to new guidance.

The school uses the guidance by the DCSF and the Anti-Bullying Alliance to inform its action planning to prevent and tackle bullying.

Organisations that can offer support:

Advisory Centre for Education (ACE) 0808 800 5793 www.ace-ed.org.uk
Anti –Bullying Alliance (ABA) 02078431901 www.antibullyingalliance.org.uk
Beatbullying 08453385060 www.beatbullying.org
Children's Legal Centre 08007832187 www.childrenslegalcentre.com
KIDSCAPE Parents Helpline 02077303300 www.kidscape.org.uk
Parentline Plus 0808 800 2222 www.parentlineplus.org.uk
Bullying Online www.bullying.co.uk
Visit the Kidscape website www.kidscape.org.uk

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