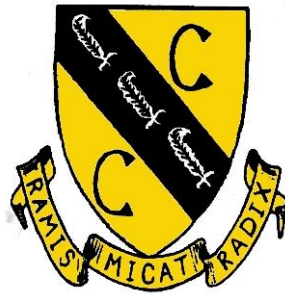


**Clarendon Cottage Preparatory School**

**Anti-bullying policy**



Created by Mrs. E Howard (October 2010)  
Reviewed by Mr P Orechoff (March 2017)  
Review date (March 2018)



## **Clarendon Cottage School** **Anti-Bullying Policy**

### **This policy is applicable to the whole school, including the EYFS**

At Clarendon Cottage Prep School, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school, and we understand the potential serious implications for children who have been bullied- psychological damage and even suicide. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. Our named member of staff responsible for Anti-Bullying is Mrs. Coyne, our PHSCE co-ordinator.

This policy has been written with regard to the DCSF guidance 'Safe to Learn: Embedding anti-bullying work in schools' (2007), DCSF's 'Bullying- A Charter for Action', and the DfE's 'Preventing and tackling bullying' (2014)

### **Aims of our anti-bullying strategy:**

The aims of our school anti-bullying strategies and intervention systems are:

- ✚ To prevent, de-escalate and/or stop any continuation of harmful behaviour.
- ✚ To be consistent and reasonable when dealing with bullying incidents.
- ✚ To ensure that the pupil who has been bullied feels safe and supported.
- ✚ To apply disciplinary sanctions, as per our policy, to the pupil causing the bullying and ensure that they learn from the experience.
- ✚ To make staff aware of their role in fostering the knowledge and attitudes required to fulfil our aims, and provide regular training in this area for staff.
- ✚ To use opportunities in the school curriculum, assemblies etc to raise awareness of anti-bullying, as well as an annual dedicated anti-bullying week.
- ✚ To involve parents by reporting back quickly regarding their concerns on bullying and deal promptly with complaints, as well as informing them of our anti-bullying procedures.

### **What is bullying?**

Bullying is behaviour by an individual, or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is deliberately hurtful often involving an imbalance of power. Bullying can take many forms (for instance cyber-bullying via text messages or the internet) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender,

sexual orientation, or because a child is adopted or has caring responsibilities. It is repetitive over a period, and victims may find it hard to defend themselves against injury, upset, embarrassment or isolation. Bullying can take place between pupils, between pupils and staff, or between staff; face to face, indirectly or using a range of cyber bullying methods. It could take place outside of school.

- + Emotional and verbal - being unfriendly, excluding, sarcasm, spreading rumours, teasing and tormenting (e.g. hiding belongings, threatening gestures) or name calling. This name-calling may be directed towards gender, ethnicity and culture, physical/social disability, personal home circumstances or religion.
- + Physical - Pushing, kicking, hitting, or any use of violence.
- + Racist - racial name calling, graffiti, and gestures.
- + Sexual - Unwanted physical contact or sexually abusive comments.
- + Homophobic - because of, or focusing on the issue of sexuality.
- + Cyber - All areas of Internet, such as e-mail and internet chat room misuse, mobile threats by text messaging/photos/calls, misuse of associated technology i.e. cameras/videos. Please see Internet policy for further details.

Any form of bullying can cause psychological damage.

### **Procedures /Sanctions**

- 1.** An isolated incident of name-calling etc should be reported to the person in charge. The child/children will be asked to genuinely apologise and will be made aware of why the behaviour is unacceptable. They will also be given the opportunity to discuss their actions. The class teacher should be informed. If it is a serious incident, the head/deputy must be informed.
- 2.** In cases of a series of events, the incident will be logged and the head/deputy informed. Each cohort will have a behaviour log book, which will transfer with them as they move through the school (this will allow any patterns to be identified). There is also a 'Sanctions and Serious Offences' record held in the Head's office so that incidents' effectiveness can be evaluated or to enable patterns to be identified.
- 3.** The perpetrator will be asked to verbally, or in writing, apologise to the other party (where appropriate). Parents of all concerned will be informed, (with child present when deemed necessary) and there may be removal of certain privileges. A meeting will be arranged between the perpetrator and the child being bullied to implement restorative justice measures in order for them to be held accountable for their actions, and learn to behave in ways that do not cause harm in the future. Strategies will be put in place to change the perpetrator's behaviour to reconcile the children. It is important that anyone involved with the bullying, even bystanders, are made aware of the implications. Any logged incidents of bullying will be followed up to check that it has not started again in the future. Each class teacher is responsible for this, checking on a fortnightly basis. The situation will then be monitored over two or three months to see if the sanctions have prevented the recurrence of the bullying and that the pupil being bullied feels safe

again. Sanctions as per our behaviour policy may be applied reflecting the seriousness of the incident.

4. If the bullying continues, an urgent meeting will be arranged with parents to discuss a further course of action of how to reconcile the children or apply additional sanctions.

5. In severe cases, temporary, or even permanent exclusion will be considered.

6. A bullying incident should be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. Procedures from our Safeguarding and Child Protection policy should be followed and the DSL (Designated Safeguarding Lead) informed immediately.

7. Pupils who experience bullying need:

- to know that they are heard;
- to know how to report bullying and get help;
- to feel confident in our ability to deal with the bullying;
- to have steps taken to help them feel safe again;
- to be helped to rebuild confidence and resilience;
- to know how they can get support from others

### **Role of Parents**

We believe that parents have an important part to play in our anti-bullying policy. We ask parents to:

- ✚ Look for unusual behaviour in children- e.g. they may suddenly not wish to attend school, feel ill regularly, or not complete work to their usual standard.
- ✚ Always take an active role in your child's education. Enquire how their day has gone, who they have spent time with etc.
- ✚ If you feel your child may be a victim of bullying behaviour, inform school immediately. Your complaint will be taken seriously and appropriate action will follow.
- ✚ If a child has bullied your child, please do not approach that child (or their parents) in the playground, or involve an older child to deal with the bully. Please inform school immediately.
- ✚ It is important that you advise your child not to fight back. It can only make matters worse.
- ✚ Tell your child that it is not their fault that they are being bullied.
- ✚ Reinforce our policy concerning bullying and make sure your child is not afraid to ask for help.
- ✚ If you know your child is involved in bullying, please discuss the issues with them and inform us. The matter will be dealt with promptly.

## **Prevention**

In order to prevent bullying, and raise awareness with both staff and children the following will be implemented:

- ✚ Positive staff action - i.e. be aware of potential trouble hotspots - playground, where there is movement around school and when children are out of sight of any supervision e.g. cloakroom.
- ✚ Annual anti-bullying week (November) - During this time, children's awareness of bullying will be raised. Issues such as the effects of bullying, and why does bullying happen will be discussed.
- ✚ Empower children to solve their own problems through teaching them strategies to deal with minor situations themselves- asking them what they have done to try to sort it out themselves, but to ask for help if it is needed. An environment of 'telling' must be encouraged. This may be to the Prefects, Playground Buddies, Head Boy/Girl or any member of staff.
- ✚ Ongoing curriculum areas - PHSCE, (SEALs) RE, Speaking and listening debates, assemblies, stories, Drama, role-play, projects and literature with discussion of differences between people and the importance of avoiding prejudice- based language.
- ✚ Enhance the self-worth of all children - there should be a focus on positive, not negative aspects of behaviour, where achievements and good behaviour are celebrated.
- ✚ Targeting small groups or individuals who display bullying behaviour, as well as those who experience bullying, and ensure children know what to do if they witness bullying as a bystander.
- ✚ Increase staff awareness of this policy, legal responsibilities, how to resolve and prevent problems and where sources of support are available- through regular discussion and training, and by reviewing this policy at least annually.
- ✚ Staff and older children should model respect- to each other and to all children.

More advice for parents and staff can be found at the following:

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>