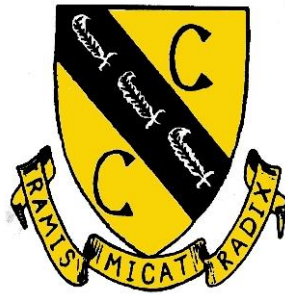


**Clarendon Cottage Preparatory School**

**Anti-bullying and Cyberbullying policy**



Created by Mrs. E Howard (October 2010)  
Reviewed by Mrs A Hartley (March 2018)  
Review date (March 2019)



## **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 behaviour/Anti-Bullying is Mrs Waghorn, our Deputy Head.

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', DfE's Behaviour and discipline in schools; advice for Headteachers and school staff (January 2016), the DfE's 'Preventing and tackling bullying' (July 2017) and Cyberbullying: advice for Headteachers and school staff (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 inform pupils, parents and also our school community that any form of bullying, including cyber-bullying is completely unacceptable and must be stopped.
- ✚ 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, it may be directly or through cyber-technology for instance cyber-bullying via text messages, mobile phones, social media websites, photographs, email or gaming, which can include the use of images and video. It is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, culture, sexual orientation, homophobia, special educational needs and disability or because a child is adopted or has caring responsibilities. It may be motivated by actual differences between children, or perceived differences. 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 also take place outside of school. All forms of bullying will not be tolerated at Clarendon Cottage School.

The Anti-bullying Alliance (<http://anti-bullyingalliance.org.uk/>) applies the following three conditions to define incidences of harmful interpersonal behaviour as bullying behaviour if:

- \*It is repetitive, willful or persistent;
- \*It is intentionally harmful, carried out by an individual or group; and
- \*There is an imbalance of power leaving the person who is bullied feeling defenceless.

- ✚ 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.

Vulnerable children – Looked after children

Cyber-bullying – staying safe on the internet ‘The use of social media for on-line radicalisation’

The uk’s Safer Internet Centre ([www.saferinternet.org.uk](http://www.saferinternet.org.uk))

CEOP’s Thinkuknow website ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk))

## **Procedures to report bullying, including cyber-bullying /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 book, which will transfer with them as they move through the school (this will allow any patterns to be identified). If the child is sent to the Headteacher following the incident, this will then be recorded in the Class Behaviour log and it is signed by both the Headteacher and the child's parent on collection. There is also a 'Sanctions and Serious Offences' record held in the Head's office so that incidents' effectiveness can be evaluated. There is also a centralised Register of Serious Behaviour to enable patterns to be identified, this register is for children who have been excluded (temporarily or permanent) and for any disciplinary meetings involving parents.

**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 and external agencies (e.g Children's social care or the police) will be informed if necessary.

## 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 and cyber-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.
- ✚ To inform us immediately if they are a bystander of bullying.
- ✚ To keep their children safe whilst using the internet/electronic devices at home; having use in family areas and adhering to the age restrictions set out by social media sites.

## **Prevention**

At Clarendon Cottage, we believe that prevention is at the heart of our happy school. In order to prevent bullying, and raise awareness with both staff and children the following strategies have been 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 Head Prefects, 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 open discussions of differences between people and the importance of avoiding prejudice- based language.
- ✚ Understanding how our actions can affect others.
- ✚ Having clear and high expectations of behaviour at all times, including lunchtimes, school trips, working with outside agencies e.g Dance teacher, playtimes and also outside the school gates e.g walking to school (for our older children).
- ✚ eSafety weeks to demonstrate how to stay safe online and to highlight that bullying can come in the form of cyber-bullying.
- ✚ 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.
- ✚ Ensuring that staff and children have excellent relationships so that the children feel safe to discuss bullying, without fear of further bullying.

### Use of technology in school

As the rapid development and access to technology has provided a new medium for 'virtual' bullying, cyberbullying is a different form of bullying and can happen at any time of the day. We teach our children to stay safe in school and at home whilst using technology. All children are expected to adhere to our preventative measures:

- ✚ No phones are allowed in the classrooms or public areas of the school, they must be kept in the locked cupboard in the office.
- ✚ Children are taught how to keep names, addresses, passwords, mobile phone numbers etc safe from other users.
- ✚ Children are taught about age restrictions on popular social media sites e.g Instagram and are encouraged to adhere to these.

Certain sites are blocked by our filtering system and our IT department and the school may impose disciplinary sanctions for the misuse, or attempted misuse of the internet.

The Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been seized by a member of staff who has been formally authorised by the Headteacher, that staff member can examine data or files and delete these, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.

If staff have reasonable ground to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as reasonably practical. Staff follow the school's Behaviour and Sanctions policy with regards to bullying and cyber-bullying.

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

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

This policy should be read in conjunction with our Safeguarding policy, Behaviour and sanctions policy and Social networking policy