

## Care and Consideration: Anti-bullying

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### Policy Statement

In line with our value statement that every member of our community will be treated with dignity and respect, Banstead Prep School endeavours to provide an environment in which everyone feels happy, safe and secure. The aim of our policy is to encourage Care and Consideration for all - positive behaviour is reinforced and rewarded by staff and pupils are praised for consideration and kindness to others. We aim to teach pupils to have integrity, tolerance and an understanding of what is meant by “right” and “wrong” and their “rights” and “responsibilities,” whilst showing sensitivity to the feelings, needs and rights of others. Emphasis is placed on the importance of honesty and truthfulness, being kind to others and helping those who are less fortunate. Thus the school is committed to values of tolerance and respect for others, opposing all forms of bullying.

Bullying is damaging to those who experience it and to those who perpetrate it and, therefore, undermines the community. Banstead Prep School recognises that bullying is not a specific criminal offence. However, there are criminal laws which apply to harassment and threatening behaviour and if staff feel that an offence may have been committed, the Headteacher, Assistant Head – Operational and Safeguarding or Assistant Head – Wellbeing will inform the police and seek assistance from them. All members of the school community (pupils, parents, teaching and non-teaching staff) work together to ensure that if bullying comes to light it is dealt with speedily and effectively. Our assemblies, the Personal, Social, Health and Citizenship programme and the application of other related policies, including supervision procedures, form a central part of our strategy to prevent bullying.

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The school implements a range of strategies to teach pupils about bullying, to identify bullying when it occurs, and a range of sanctions against offenders. Persistent and severe bullying may ultimately lead to exclusion.

*This policy has regard to relevant legislation and government guidance, and it applies to all in the school community, including those within the EYFS setting. Banstead Prep School seeks to implement this policy through adherence to the procedures set out in the rest of this document, and is fully committed to ensuring that the implementation of the policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.*

*This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office, in accordance with the school's Provision of Information Policy. It is reviewed annually by the Assistant Head – Operational and Safeguarding and the Headteacher, or as events or legislation changes require. The next date for review is September 2020.*

The policy should be read in conjunction with the following documents:

- Educational Visits Policy
- Safeguarding/Child Protection Policy
- PSHE and Citizenship Policy
- Behaviour Management Policy
- Wellbeing Policy
- Exclusion, Expulsion, Removal and Review Policy
- Equal Opportunities Policy

The objectives of our policy are as outlined in the subsections below. The key aim of this document is to *help members of the school community to deal with bullying when it occurs and, even more importantly, to prevent it.*

## **How Banstead Prep School Defines Bullying**

Bullying:

- Is intentionally hurtful behaviour towards another pupil or group and may be motivated by prejudice against particular groups
- It may be physical or emotional, or both, or cyber (bullying by email, text, telephone, or by using websites including social media). It may involve words or images (e.g. inappropriate photographs).
- Can be repeated often over a period of time
- Can make it difficult for those being bullied to defend themselves

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- May concern race, religion, culture, sex, gender, sexuality, disability or special educational needs, or a child's family status (e.g. children who are in care or have been adopted). Bullying which is directed against a person's sexuality or gender may be homophobic or transphobic in nature.
- Bullying may well not be directed against a victim for any of the above reasons but for more general reasons such as friendship issues, jealousy, social status or personal grudges. The key is that Banstead Prep School is aware that bullying can take a number of forms and be motivated by a number of reasons. The issue is not always a simple one.

Bullying may take different forms, such as:

- Physical – gestures, hitting, kicking, taking or hiding belongings, unpleasant facial expressions towards the victim(s), physically excluding the victim from groups
- Verbal – name-calling or other deliberately hurtful remarks; these may take the form of 'harmless' teasing but may nevertheless be perceived as hurtful by the victim and need to be addressed
- Indirect – spreading unpleasant stories about someone, excluding someone from social groups
- Coercion - encouragement of other people to engage in any of the above types of behaviour
- Cyber - through misuse of the internet or the mobile telephone, sending inappropriate and hurtful text messages, emails or chat room/social networking comments or photographs. Pupils who use the internet in ways that cause harm to others and bring the name of the school into disrepute, may be subject to disciplinary sanctions even if the behaviour takes place off school premises. Full details of the school's approach to the safe and responsible use of digital technology can be found in the separate On-line safety Policy. This includes information about cyber bullying.

All members of the Banstead Prep School community are aware that bullying can have long term damaging effects for victims and their families which can include serious physical and/or psychological effects. We believe bystanders who ignore bullying are also considered to bear some blame. A bullying incident will be treated as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm.' In such cases the school will report its concerns to the local authority social care department and possibly the police in cases where we believe a criminal offence to have been committed.

### **Possible 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, a deterioration in the quality of 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)
- Psychological damage and diminished levels of self confidence
- Frequent visits to the school 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, experiencing nightmares
- Talking of suicide or running away
- Aggressive or attention seeking behaviour

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

### **What we do to prevent bullying:**

Banstead Prep School takes appropriate action to prevent and reduce the risk of bullying, especially at times and in places when it is most likely (e.g. at morning and lunch break, staff on playground duty are a crucial part of the school's strategy to prevent bullying). We are committed to raising awareness of bullying through relevant training for staff and by ensuring a staff presence during non-contact time. It is important that staff understand the principles of our Anti-bullying policy, their legal responsibilities, and what action they should take to resolve and prevent bullying problems, and what sources of support are available to pupils. Staff should be aware of pupils who may be more at risk of being either victims of bullying or bullies themselves, perhaps by belonging to a group that can be targeted by bullies or because of difficult personal circumstances. Awareness is also raised through the PSHCEE programme which all Form Teachers have to teach.

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Form Time and PSHCEE lessons are used to discuss the care of the pupils and strategies for ensuring bullying and other types of poor behaviour do not occur. Child protection training for staff alerts staff to the risks involved for pupils when bullying occurs. The supervision of pupils' policy is discussed in staff meeting and monitored by school management. Safe supervision of pupils and an ethos of care are regarded by teaching staff as the most important aspects in preventing bullying. In addition, the following measures are also taken:

- The school's policies relating to pupil safety and care are published to all parents.
- Our Behaviour Management Policy and our Equal Opportunities Policy are positively promoted amongst staff, pupils and parents.
- The school creates an environment of good behaviour and mutual respect. Staff and older pupils are expected to set an example. All form tutors and the staff at large find every opportunity to celebrate the individual success of pupils.
- The school creates an environment in which pupils have the opportunity to make friends with large numbers of other pupils and widen their friendship groups. This is done through the timetable and form groupings, through the House system and through the extra-curricular provision.
- Pupils are told that if they believe they are being bullied, or if they see someone else being bullied, they must report it to an adult in the community.
- Pupils who observe bullying are told to support victims by:
  - Refusing to join in
  - Standing up for the victim
  - Pointing out to the bully that they are bullying
  - Showing the victim kindness
  - Telling an adult

Teaching is appropriate to the age and maturity of the pupils. Throughout the school, we draw on a range of educational experiences to teach pupils about bullying e.g. assemblies, PSHCEE lessons, drama, Literature, the study of certain historical events and current affairs programmes. We discuss the differences between people and the importance of avoiding prejudice.

### **Use of the curriculum to promote Care & Consideration:**

- Our PSHCEE Programme and assemblies deal with bullying by presenting role-play situations which demonstrate various types of bullying and ways of dealing with it. Form

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periods or Circle Time are also used to discuss bullying issues at an appropriate level. Our PSHCEE scheme of work is cross referenced to show where a variety of subjects across the curriculum also address behavioural issues.

- At the beginning of each academic year, an up to date version of an anti-bullying (Kindness, Care and Unconditional Respect) document is printed in the pupil's planners for ease of reference (see Appendix). Form teachers talk through the contents with the pupils who sign them to say they have understood them. Pupils are also encouraged to share this with their parents/cares and ask them to sign the page too.

### **Involvement of Parents**

Parents will usually be contacted by the Form Teacher, Assistant Head – Operational and Safeguarding, Assistant Head – Wellbeing or Headteacher. This will apply whether their child is the victim of bullying or engaging in bullying. Parents will be informed of any sanctions imposed for bullying. Parents may well be invited in to discuss the situation with the relevant pastoral staff. Parents of children engaged in incidences of serious bullying will need to understand the severity of their child's actions, which could potentially lead to expulsion. However, the school regards this as a last resort and will support pupils and their parents in managing their behaviour and understanding its consequences. Parents of victims will be kept informed of steps taken to redress the situation and to support their child. The school will need to be sensitive and mindful of confidentiality when discussing with parents, pupils other than their own children.

Parents are kept informed about the prevention of bullying at BPS through the newsletter and they will also be invited to pastoral evenings which tackle, amongst other things, the issue of bullying, including cyber-bullying. Notes from these evenings are circulated to all parents after the events.

### **What to do if bullying happens**

#### **Once a situation has been highlighted the school takes the following steps:**

Banstead Prep School takes appropriate action to deal with incidents of bullying. Procedures are appropriate to the age and maturity of the pupils.

#### Who to tell:

All staff must respond immediately to any incidents of bullying. Staff and pupils must take every incident seriously, and report all actual or suspected incidences of bullying. Staff need to remember that allegations must be substantiated, and that the bully may have had some provocation and needs to be heard.

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All suspected and actual incidents must be reported via CPOMS to the relevant Form Teacher, subject teachers and to the Assistant Head - Wellbeing, Assistant Head – Operational and Safeguarding or Headteacher.

At all levels of the school, bullying will be treated as a child protection concern if the pupil is at risk of 'significant harm' and the school will report its concerns to social services, and the police if a criminal offence is believed to have been committed.

#### What to do:

The Form Teacher, Assistant Head - Wellbeing, Assistant Head – Operational and Safeguarding or Headteacher should deal with any report of bullying. The following considerations should apply:

- Always talk sensitively and privately to both victim and bully
- Try not to allow the victim to feel inadequate; they are likely to need advice on how to avoid similar incidents in future
- The bully must know of the school's disapproval and must understand that their actions must stop
- Try to get the bully to see the victim's point of view
- When the situation involves a group, interview the pupils separately
- Both victim and bully will require subsequent support
- It may be necessary to speak to a form group or year group
- Depending on the incident, parents will be contacted by the relevant member of SLT and informed of any incident or invited into school to discuss strategies, to address any behaviour or to support.
- If the above process has not successfully resolved the problem, the Assistant Head – Wellbeing or Assistant Head – Operational and Safeguarding will work with those involved on a daily or weekly basis. The Headteacher is kept informed.

#### How to Record it:

Even apparently trivial incidents should be reported, because they help to create an overview of a situation. In order to identify patterns staff must record any incidences of bullying on CPOMS. This record is kept electronically in a secure area accessible to members of Senior Leadership and alerts appropriate staff if required. The record is reviewed weekly by the Senior Leadership Team to ensure that they have an oversight of the pattern of any bullying in the school. The LGB member with responsibility for Safeguarding is also kept informed and allowed to scrutinise the log by the Assistant Head – Operational and Safeguarding.

If sanctions are imposed these should be recorded by the Assistant Head – Operational and Safeguarding or Assistant Head - Wellbeing on CPOMS. Sanctions are issued at the discretion of the SLT and are dependent on the incident. They can include removal of privileges, reflection time or in serious cases suspension and expulsion (See Behaviour for Learning Policy).

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Incidents may also be discussed by SLT in weekly meetings and in weekly meetings. If required all staff will be informed.

### Sanctions

All school staff must take care to treat cases of suspected incidences of bullying that are reported to them seriously, and to take prompt and appropriate action. The type of action will depend on the circumstances as stated in the Behaviour for Learning Policy, sanctions may include counselling but ultimately includes exclusion, that may be necessary in cases of severe and persistent bullying.

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Appendix

Anti-bullying (Kindness, Care and Unconditional Respect) document is printed in the pupil's planners.

**Banstead Prep School**



**Kindness, Care And  
Unconditional Respect**

Our school aims to provide a community where children can:

- be happy
- be positive about their gifts and abilities
- maximise their potential
- develop the confidence to take appropriate risks
- develop the resilience to cope with adversity
- become responsible citizens.

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**Everyone in the school community is expected to show kindness, care and unconditional respect.**

**Therefore the following are unacceptable:**

- \* words or actions that are intended to hurt
- \* hitting                   \* punching
- \* pinching               \* biting
- \* slapping               \* pushing
- \* teasing about:



- colour
- shape
- nationality
- accent
- religion
- habits
- looks
- skills
- intelligence
- \* deliberately leaving people out of games, refusing to share, spreading rumours and deliberately ignoring others.

**Unkind people can be called bullies.**

**Bullies can:**

- act alone
- lead a group OR
- get others to do their bullying for them so that they are not the ones who are caught

**What do bullies look like?**

Bullies come in all shapes and sizes, they look like anyone else. Bullies are not always obvious. They often appear to be popular. Bullies like having power over

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other people. Sometimes the bully accuses others of bullying when victims retaliate.

### **What should I do if I see someone being hurt?**

**SUPPORT THEM** even if it is hard because your friends don't want you to. Support all victims, even those you may not like. You know that bullying is wrong.

### **How do I support someone?**

- don't take part
- stand up for the victim
- point out to the bully that they are bullying
- show the victim kindness
- seek the advice of an adult



### **Don't ignore unkindness because it does not involve you.**

Watching someone being unkind is just as bad as being unkind yourself.

### **What do I do if I am being bullied?**

**TELL** someone you trust:

- a friend
- your form teacher
- or any other teacher/classroom assistant
- Mrs Windett, Mrs Nunn, Mr Abbott, Miss Ellis
- your parents

If you are scared to tell an adult, ask a friend to go with you.

### **What do I say?**

- explain what has happened to you
- say how often it has happened
- say who was involved
- say who saw it happen
- tell when it happened
- tell where it happened
- explain what you have done about it already



**What will the school do if I am being bullied?**

The school will SUPPORT you. It will try to STOP the bullying by listening to you, talking to the bully and perhaps the parents of the children involved. If the bullying continues, other stronger measures will be taken.

We all fall out with our friends - just one quarrel is not bullying, but nobody should have to put up with persistent unkindness which is bullying.



I have read and understood the above pages on Kindness, Care and Unconditional Respect.

Signed ..... (pupil)

Signed ..... (parent)