



ANTI-BULLYING POLICY



2023-2024

Approved by: Headteacher

Date: September 2023

Last reviewed
on: September 2023

Next review
due by: September 2024

Anti-Bullying Policy

This policy applies to all school community members, including those in the EYFS setting. The policy is crucial in helping to achieve the school's aim of creating an environment where all children feel welcome, safe, and secure. An environment where the children can be relaxed and learn without anxiety. This policy has been written with the DfE guidance on "Preventing and Tackling Bullying" (July 2017).

Bullying is defined as an action repeated over time that intentionally hurts another pupil or group physically or emotionally and is often motivated by prejudice against particular groups, for example, on the grounds of race, religion, culture, sex, gender, homophobia, special educational needs, and disability or because a child is adopted or is a carer – it may occur directly or through cyber-technology. In the context of Hale Prep, emotional bullying is more likely. Nevertheless, it can cause emotional damage, resulting in psychological damage. Hence bullying is taken with the utmost seriousness.

Single incidents will be responded to and recorded appropriately. This will allow a pattern to be seen if a series of incidents proceeds. Bullying based on protected characteristics is taken particularly seriously and will be recorded in the bullying folder.

The school is a caring community; it strives in all contexts and situations to instil standards of behaviour into its pupils, particularly to display respect and concern for each other.

The school strives to make all pupils feel they are important and valued members of the community, they are made to feel welcome, and they strive to involve all its pupils in its many activities. In such a climate, the school believes bullying incidents are less likely.

Hale Prep is committed to raising the staff's awareness of bullying amongst its pupils. Staff are urged to be proactive in creating an environment that makes bullying incidents less likely. Still, it is appreciated that no matter how proactive and vigilant a school might be, there will be bullying incidents. Staff receive training through staff meetings to raise awareness of bullying. The school policy is made available to all staff, ensuring their legal responsibilities are known, action is defined to resolve and prevent problems, and available support sources are highlighted. It might be added that in the history of Hale Prep, there has been no recorded bullying based on race, religion, homophobia, special educational needs, or disability.

The Spiritual, Moral, Social, Cultural, and Economic Development curriculum makes pupils aware of avoiding prejudice-based language. Assemblies, stories, and literature, with the discussion of differences between people, also aid this understanding.

Bullying and cyberbullying are both areas covered in Year 6 ethics and computing, and with work produced by the children on these topics, displays are put up for the whole school to look at and learn from.

Hale Prep encourages pupils to report bullying incidents to a teacher or another adult at school, even as bystanders. Pupils will be told to bring a friend with them if they wish.

The head or deputy is always present in the school playground before and after school for informal chats or is available for immediate meetings in a more formal situation. It is constantly stressed to parents that all concerns are treated seriously and confidentially.

Any issues or concerns about children are discussed weekly at the staff briefing and documented in the minutes. Regular updates at staff briefings keep All staff aware of the bullying/cyberbullying policy. If it is ever deemed necessary or appropriate, the school will invest in specialised skills to understand pupils' needs, including those with SEND or disabilities.

The role of parents

Parents, who are concerned that their child might be being bullied or suspect that their child may be the perpetrator of bullying, should contact their child's class teacher or head teacher immediately. If they remain dissatisfied, they should follow the school's complaints procedure.

Parents are responsible for supporting the school's anti-bullying policy, actively encouraging their child to be a positive member of the school and being mindful that many instances of cyberbullying occur electronically from the home environment.

Parents and staff are aware of the following:

- i. The school has both an anti-bully policy and an anti-cyberbullying policy.
- ii. The school has a formal complaints procedure if it is felt that there has been an injustice and wrongful accusation.
- iii. The Anti-Bullying policy is made available to parents and staff on the school's website. A hard copy is also available on request.

All concerns about children's behaviour are logged in each form teacher's "Concerns and Complaints" books. If the concern escalates to bullying, the following procedures will be followed. If a bullying complaint is given from a child or parent, the following procedures will be followed. A complaint could include bullying outside or inside the school and can include cyberbullying.

If a concern becomes a complaint, there are three strands:

- i. Once a complaint has been made about an instance of bullying, the head, accompanied by a deputy, will talk with the alleged bully. Care is taken to avoid accusing since the school appreciates that events can be exaggerated and misconstrued. In most instances, the matter will be resolved at this juncture. Whether the complaint has been made directly to the head, deputy head, or form teacher, the procedure will be adopted. The complaint, nevertheless, will be recorded in the "Bullying File" kept in the upstairs office. This enables bullying to be evaluated within the school and any patterns to be identified. A complaint will be kept for three years.
- ii. If there is a repetition, the alleged bully's parents will be invited into the school, and, together with their child, the incident(s) will be explored and discussed. The effects of bullying will be analysed. There will be a warning that a third repetition will result in the bully being suspended. The school is proactive in ensuring there is no repetition.
- iii. If there is a third repetition, suspension will result. Whilst in the school's history this has yet to be enacted, two days suspension would be considered appropriate in the first instance. Naturally, if there were further instances, expulsion would be an option.
- iv. If at any stage there is reasonable cause to believe that a child is suffering, or likely to suffer, significant harm, then the complaint will be treated as a child protection concern, and external services will be contacted immediately. (TCFRT 0161 912 5125)

Support for the victim and the bully

Both the victim and bully will be fully supported at Hale Prep School.

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a form tutor, teacher, or a member of staff of their choice
- Reassuring the pupil

- *Offering continuous support*
- *Restoring self-esteem and confidence*

Pupils who have been bullied will be helped by:

- *Discussing what happened*
- *Discovering why the pupil became involved*
- *Establishing the wrongdoing and the need to change*
- *Informing parents or guardians to help change the attitude and behaviour of the child*

Outcomes

- *The bully (bullies) may be asked to apologise genuinely. Other consequences may take place.*
- *In serious cases, suspension or even exclusion will be considered*
- *If possible, the pupils will be reconciled*
- *After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not occur.*

Details for contacting the Independent Schools Inspectorate:

*Independent Schools
Inspectorate CAP House
9-12 Long
Lane
LONDON
EC1A 9HA*

CYBERBULLYING POLICY

Hale Prep defines cyberbullying as using ICT, commonly mobile phones or the internet, to upset someone else deliberately. At the extreme, it might include intimidation, but in the context of Hale Prep would most probably only extend to name-calling.

The school acknowledges its duty to protect all its members and provide a safe, healthy environment. The Education and Inspection Act 2006 gives the school power “to such an extent as reasonable to regulate the conduct of pupils when they are off-site and not under the control or charge of a staff member.”

AIMS

- i. To ensure pupils know cyberbullying and its impact on victims.
- ii. To put policies into place to prevent cyberbullying incidents, not just in the school but within the lives of the school community.
- iii. To have effective measures to deal with cyberbullying and monitor the measures' effectiveness continually.

The Deputy Head, Mrs Kathryn Busby, is responsible for administering the policy.

PREVENTING CYBERBULLYING

- The school to develop an ethos of mutual respect, care, and concern for all school members, thus positively avoiding cyberbullying.
- The Head of ICT will liaise with the Deputy Head and ensure all pupils are educated about cyberbullying.
- All members of staff to be able to identify cyberbullying and to keep up to date with the technologies the children are using.
- Pupils to have the confidence to report all instances of cyberbullying.
- Ensure that the pupils know that their actions are bullying though not in the usual accepted form.
- Every academic year, the school writes to parents requesting parents to inform the school if they know, or even sense, their child is being subject to cyberbullying.
- To build resilience, pupils receive lessons in e-safety and are taught what to do when faced with a nasty text, email, or message. They are also taught which information they should and shouldn't share online.

RESPONDING TO CYBERBULLYING

The school's approach has three strands:

- (i) Once a complaint has been made about cyberbullying, the head will talk with the alleged perpetrator. Care is taken to avoid accusing since the school appreciates that events can be exaggerated and misconstrued. In the majority of instances, this will be the end of the problem.
- (ii) If there is a repetition, the alleged perpetrator's parents will be invited into the school, and the incident(s) with their child will be explored and discussed. The effects of cyberbullying will be analysed. There will be a warning that a third repetition will result in the perpetrator being suspended. (The school is proactive in checking whether there has been a reoccurrence.)
- (iii) Any further repetition will result in suspension. This stage has not been reached, but two days would be appropriate in the first instance. Naturally, expulsion would be an option if there was a continuous pattern.

Technical provision

- Hale Prep has “ESET End Point Security” installed on all its computers to filter and monitor inappropriate content and to fulfil all the school’s safeguarding obligations.
- This will protect children from terrorist and extremist material when accessing the internet through school systems.

Protecting personal data

- Personal data will be recorded, processed, transferred, and made available according to the Data Protection Act 1998.
- Every staff member must take all reasonable steps to protect all data concerning pupils and others securely.
- Any data taken off the school premises should be kept to a minimum and deleted or destroyed appropriately or returned to school for destruction if no longer required.
- All printed copies of personal data must be shredded before disposal as waste material.
- Staff must take all reasonable care when using, storing, and transporting memory sticks, CDs, or DVDs containing school data.

Parents are aware of the complaints procedure if it is felt there has been an injustice and wrongful accusation.

DATE:

BULLYING

CHILDREN INVOLVED:

WHO RAISED THE CONCERN:

ACCOUNT OF EVENTS:

ACTION TAKEN:

Tick box if protected characteristics are involved:

AGE

☐

DISABILITY

☐

GENDER

☐

RACE

☐

SEXUAL ORIENTATION

☐

YOUR NAME

SIGNATURE

FOLLOW UP:

