ANTI-BULLYING POLICY

This policy applies to the entire setting, including EYFS

Date of Policy	**September 2023**
Member of staff responsible	**Helen Coombs** **Matea Pavletic**
Role	**Headteacher** **Nursery Manager**

Last Review	**Significant changes**
April 2024	**Update to names and roles, removing names where possible and referring to roles**
April 2025	**No updates**
April 2026	**No updates**

The Head and staff at St Faith's Prep School will not tolerate any form of bullying and are fully committed to addressing any issues of bullying that occur within school but also eliminating the issues that encourage bullying amongst its pupils. We are aware that bullying is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender or sexual orientation (non-statutory advice 2014). It might be motivated by actual differences between children, or perceived differences. We must be aware that bullying may become a safeguarding issue and be dealt with accordingly.

This policy applies to the whole school, including EYFS and wrap-around care.

As a school we celebrate diversity.

Objectives of this Policy

- All Directors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All Directors, teaching, and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported. All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated.

Definition of bullying

Bullying is:

Repeated,
Targeted and
Intends to cause harm or an imbalance in power

Bullying is repeated verbal, physical, social or psychological aggressive behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.

- verbal or written abuse - such as targeted name-calling or jokes, or displaying offensive posters
- violence - including threats of violence
- sexual harassment - unwelcome or unreciprocated conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidation
- homophobia and other hostile behaviour towards students relating to gender and sexuality
- discrimination including racial discrimination - treating people differently because of their identity
- cyberbullying – through any online medium.

Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, Social Networking sites and Instant Messenger); sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

As a school we are aware that emotional bullying can be more damaging than physical bullying due to the affect it can have on the individual's self-esteem and the last effect it can have on the individual's emotional well-being.

At St Faith's we are aware the pupils with SEND can be more susceptible to being bullied.

Obvious signs of bullying:

These signs must be investigated and are deemed unacceptable. Their legal threshold must be understood and the position of vulnerable children, including those with SEN/D, acted upon in accordance with this policy and local authority guidelines.

- Physical pushing, kicking, hitting and punching
- Verbal name calling, sarcasm, spreading rumours, humiliation and continuous ignoring of individuals
- Racial taunts, taunts to pupils with SEND, graffiti and gestures
- Sexual and abusive comments and unwanted physical contact
- Abusive telephone calls, text messages or e-mails
- Banter which is threatening to another child

Further information can be accessed via the NSPCC's child protection fact sheet "Signs of Abuse"

(www.nspcc.org.uk/signsofabuse)

Signs of being a victim of bullying

A child:

- Comes home with damaged or missing clothing or other belongings
- Reports losing items such as books, electronics, clothing, or jewellery
- Has unexplained injuries
- Complains frequently of headaches, stomach aches, or feeling sick
- Has trouble sleeping or has frequent bad dreams
- Has changes in eating habits
- Hurts themselves
- Loses interest in visiting or talking with friends
- Is afraid of going to school or other activities with peers
- Loses interest in school work or begins to do poorly in school
- Appears sad, moody, angry, anxious or depressed when they come home
- Feels helpless
- Often feels like they are not good enough
- Blames themselves for their problems
- Suddenly has fewer friends
- Avoids certain places
- Acts differently than usual

Where does Bullying Happen?

Bullying occurs in school - usually in areas that are not well supervised, such as corridors, toilets, playgrounds, but also in classrooms.

Bullying occurs outside school – use of mobile phones, landline phones, social networking sites, during sporting events.

E-safety aspects include the potential dangers and the school will respond appropriate to all cyberbullying incidents.

Procedure for staff to follow

When presented with a bullying issue staff must adhere to the following procedure:

1. Listen to both sides of the story and investigate fully.
2. Consider and take into account, the needs of pupils with SEND.
3. Inform the Head (who will also inform the DSL).
4. Complete the bullying log.
5. Head or Deputy Head of Pastoral Care to then take over investigation.
6. Both sets of parents should be invited to discuss the situation with the teacher/Head/DH, depending upon the nature of the issue.
7. Deal appropriately with the situation and provide support for the child who is being bullied and consider sanctions for the bully
8. Meet with appropriate staff to consider holistic effect on victim and plan support
9. Have an action plan in place to ensure that there is no repeat of the incident.

Contribution of Staff and Pupils

- Staff and pupils will be made aware that, as a community, we will not tolerate bullying in any form.
- Staff will understand the procedure for reporting, investigating and sanctions imposed when dealing with incidents of bullying.
- Staff will work with children through community meetings and assemblies and class circle time to listen to children's points of view and work with the children to develop anti-bullying strategies within the school community.
- Staff and children will work together to review and celebrate anti-bullying work in schools.
- Pupils will be made aware of their role in preventing bullying including the role of bystander.
- Staff will monitor the school site, promote safe play areas and ensure adequate supervision of children at all times.
- Staff will take part in regular professional development and are clear about their roles and responsibilities in preventing and responding to bullying.
- Staff are aware of the importance of modelling positive relationships.
- Staff will work in partnership with parents and outside agencies to promote a safe community. We welcome the local Community Police to discuss issues of anti-social and illegal behaviour and activities with which the children may come into contact with outside school, so as to promote the Police in a positive light and a trusted support for them in the future.

Do

- Be accessible to all students.
- Listen to students, giving them a chance to explain.
- Treat each report or incident seriously, utilising this policy
- Remain calm, positive and confident - reacting emotionally may add to the bully's fun and control of the situation.
- Congratulate students for reporting incidents.
- Acknowledge their feelings of hurt, anger, fear, sadness.
- Reassure them that something can and will be done to help.
- Encourage children to show initiative and to take an active role in seeking a solution for themselves.
- Ask questions to get details of an incident, e.g. 'What were you doing/saying to
    - others? How did this help you/others?'
- Let bullies know that their behaviour is not to be tolerated.
- Attack the problem not the person.
- Encourage the bully to see the other student's point of view and to acknowledge
    - his/her feelings.
- Be supportive of students at all times.
- Respect the rights of students, staff and parents.
- Follow-up all reported incidents.
- Keep records of all incidents and what action was taken.

BEING SEEN TO TAKE ACTION IS AS IMPORTANT AS TAKING ACTION - SILENCE AND SECRECY NURTURE BULLYING.
Don't

- Ignore students' complaints or problems.
- Dismiss students as attention seekers or whingers.
- Expect students to 'sort it out', 'get tough' or 'cope alone'.
- Be overprotective and refuse to allow the student to help him/herself.
- Overreact to incidents - treat them in context.
- Ask "Why" type questions or attempt to assign blame or guilt to the bully.
- Have favourites. If another member of staff suggests that you have favourites, you probably do and just don't know it!
- Label the student/parents.
- Make references to other members of the family, "just like your brother".
- Give bullies mixed messages by using inappropriate punitive measures.

Be aware

Do

- Acknowledge that teasing and bullying exists at our school.
- Believe that teasing and bullying is a serious problem that needs to be tackled by the whole school.
- Have a clear understanding of what comprises teasing and bullying.
- Be aware of the effects of teasing and bullying on ALL those involved.
- Remember that all children have a right not to be bullied.
- Implement the school's policy and procedures CONSISTENTLY and DILIGENTLY.

Don't

- Accept teasing and bullying as a natural part of growing up.
- Underestimate the effects of teasing and bullying on the whole school community.
- Think in stereotypes - you will miss incidents if you do; bullies and victims do not come in standard shapes and sizes.

How we best supervise the 'at risk' areas in the school

Do

- Be aware of high-risk students.
- Be aware of high-risk places and times, mapping risk areas in the school to assist in improved supervision.
- Be punctual to classes, assemblies and duties.
- Be mobile, visible and involved with students when on duty.
- Be observant and watchful both in and out of the classroom.
- Encourage staff, students and parents to act as observers and report incidents.
- Acknowledge students 'doing the right thing'.
- Be aware of vulnerable students who:
    - are new to the class or school;
    - are different in appearance, speech or background;
    - suffer low self-esteem;
    - demonstrates 'entertaining' reactions when bullied;
    - are nervous or anxious.
- Be PROACTIVE rather than REACTIVE.
- Remember 'Duty of Care'.
- Have high expectations.
- Be seen to be fair.
- Record incidents in the monitoring folders.
- Let students know that all staff are available to discuss any problems.
- Be INSISTENT, PERSISTENT and CONSISTENT.

Don't

Give additional chances and warnings to offenders.

Reducing the risk of Cyber Bullying

- Staff may not use mobile phones or personal cameras in the presence of children. In the EYFS, staff may not be in possession of mobile phones or personal cameras when with the children.
- Pupils are not allowed to bring mobile phones or cameras into school.
- Parents may take photographs at school functions e.g. assemblies, but they may not take close-ups of children that are not theirs or upload video/photographs on social media or other websites.
- Children do not have unsupervised access to computers in school. Computers are located in the computer room (locked when an adult is not present) and the iPads are only used in taught classes.
- The Meraki system filters undesirable content and monitors all internet usage.
- Staff members may have access to the WiFi, but parents and visitors may not.
- Through the Computing Curriculum, pupils are given age appropriate e-safety advice, including information on avoiding grooming, violent or adult themed content and sharing personal information/images.
- Through the Computing Curriculum, pupils are taught that use of technologies to tease, bully or threaten is harmful and must not take place.
- teachers and parents share information, discuss and co-operate in all potential cyber-bullying matters.
- See the IT policy for more information.

Bulling and safeguarding – peer on peer abuse and cyber bullying

All staff will be aware that safeguarding issues can manifest themselves via peer on peer abuse and it can take different forms. Peer on peer abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;

- Sexual violence, such as rape, assault by penetration and sexual assault;
- Sexual harassment such as sexual comments; sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- The Voyeurism (Offences) Act, commonly known as the Upskirting Act, came into force on 12th April 2019, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. A person of any gender can be a victim of upskirting.
- Physical behaviour such as deliberately brushing against someone; or displaying photos of a sexual nature; and online activity
- Initiation/hazing type violence or rituals.

We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Bullying is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying, including cyber-bullying and prejudice-based bullying will be recorded and reported and will be managed through our behaviour and tackling-bullying procedures. All pupils and parents receive a copy of the procedures on joining the school and the subject of bullying is addressed at regular intervals. If the bullying is particularly serious, or the tackling bullying procedures are deemed to be ineffective, the Head and the DSL will consider implementing child protection procedures.

Bullying incidents including discriminatory and prejudicial behaviour e.g. racist, disability and homophobic bullying and use of derogatory language will be recorded and analysed. There will be occasions when a pupil's behaviour warrants a response under child protection rather than anti-bullying procedures.

Consequences of bullying

The following sanctions may be used:

Bullying is considered to be very serious and the nature of the incident/s will be reflected in the sanction imposed. Serious or repeated bullying might result in a fixed or permanent exclusion. The children have also discussed this question in their classes and some of the sanctions they suggested are included in the list below and would be used by the school:

- Apologise to the victim(s) verbally or in writing
- Lose privileges
- Lose playtimes (stay with class teacher, write lines or do extra work)
- Report to the Head teacher's office
- Spend playtimes and lunchtimes with an adult
- Parents will be invited in to school
- Go on a self-improvement report
- Be removed from class and work in isolation
- Report to the Head or Deputy Head
- Be withdrawn from participation in school visit, clubs and events not essential to the curriculum.
- Fixed term exclusion
- Permanent exclusion

A mediation process for addressing teasing and bullying incidents.

The school has a mediator who deals with all friendship issues and bullying incidents. She will meet with any child at any time and deal with any bullying or friendship issues.

Parents

- Should a child be found to be bullying another child the parents of that child will be called to a meeting at the earliest stage and informed of the incident. Their support in addressing the issue with their child will be a necessary requirement.
- Should be clear that at St Faith's Prep School we will not tolerate bullying.
- Will be made aware of the procedure to use if they are concerned their child is being bullied or does not feel safe to learn, including the school's complaints procedure (please see Complaints Procedure).
- Parents should feel confident that the school will not tolerate any incidents of bullying and will take any complaint about bullying seriously and resolve the issue in a way that protects the child.

- We ask parents to support the school by promoting good behaviour and respect for others and their property with their children at all times.

Prevention in School

At St Faith's Prep School we discuss issues of bullying through PSHEE lessons. Children are given the opportunity to discuss their opinions, thoughts and experiences in a safe environment. Whilst being taught about unacceptable behaviour and the affect this can have on others. Ad-hoc Circle times give children the opportunity to voice their concerns and experiences within their peer group with the support of teaching staff. We have found this gives children the strength to share their feelings and can help to eradicate behaviour which is unacceptable within the group.

Staff work hard to build trusting relationships with pupils. Pupils are reminded the staff value their opinions and will be there to listen and take any complaint of bullying seriously. The pupils are reminded that the school has a worry bunny in which they can post their views/concerns/worries anonymously. The worry bunny is monitored by the DSL Jonathan Dunn and issues that arise are recorded and monitored. The Head and Deputy Head also have an 'Open Door' Policy to anyone who needs help or assistance.

The school staff ensures any incidents between individual children or groups of children, however minor, are recorded in Year group incident books. This includes any noticeable or reoccurring changes in behaviour. These records are regularly reviewed by staff allowing the school to build a picture of reoccurring conflict or unrest between children. These records enable staff to address issues that arise before they become issues of bullying.

As a school we are mindful of the fact that children who are bullying others are often in need of support themselves and that it is our duty to support them through any issues that are causing their emotional or physical actions or reactions.

The Friendship Council is an active group of children at the school who are elected termly by their peers. The aim of this group is to actively discourage bullying at the school and spread awareness that bullying is unacceptable. They meet with the Head once a week and decide on a 'Friend of the Week' who will get a certificate in Celebration Assembly.

EYFS

Please note that when we are referring to 'parents' we are also making reference to carers and those with legal guardianship of children.

Within the EYFS we believe that children flourish best when they know how they are expected to behave. By positively promoting good behaviour and by valuing cooperation and a caring attitude, we aim to ensure that all children will develop as responsible members of society. We encourage and praise positive, caring and polite behaviour at all times in order to create an environment where children learn to respect themselves, other people and their surroundings. In particular we aim:

- To create a climate of mutual respect and trust in which bullying is seen as unacceptable behaviour and in which bullying can be discussed openly with all EYFS staff and parents.
- To be alert to bullying incidents and to take prompt and consistent action.
- To support and aid both victims and bullies.
- To act as positive role models who promote positive behaviour and mutual respect.

How do we define bullying within the EYFS:

Bullying is defined as behaviour which occurs repeatedly over time and which intentionally hurts another, or a group of people, physically or emotionally; for example, by making them feel uncomfortable or threatened. It may be motivated by prejudice against a particular group (for example, on the grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or a carer.) It may occur directly or through cyber technology. It can have a serious impact, physically and/or emotionally.

What we do in the EYFS to prevent bullying:

In order to prevent bullying within the EYFS, we adopt the following procedures:

- We promote caring, cooperative behaviour, through daily routines and activities, circle time and group discussions.
- We ensure that children feel safe, happy and secure within the EYFS setting.
- We observe the children closely at all times, including when they are engaging in play.
- We recognise that active physical emotion in the early years is part of a young child's development however we aim to ensure that this is channelled in a positive way.
- We help and support children to resolve problems and conflicts in a way that does not involve aggression or aggressive behaviour.
- We encourage children to recognise that bullying, physical aggression, hurtful and/or discriminatory comments and the exclusion of others are not acceptable forms of behaviour.
- We support children to recognise that certain actions are right and that others are wrong.
- We train practitioners in order to raise awareness of bullying.
- We support parents to develop a greater understanding about bullying and aggressive behaviour.
- We record and discuss isolated incidents so that any patterns in behaviour can be highlighted.
- We involve parents in any discussions that may take place about potential and/or bullying behaviour.

What we do in the EYFS if we believe that bullying is taking place:

If we believe that inappropriate behaviour amounts to bullying, we will:

- Adopt a policy of immediate intervention when we think that a child is being bullied, however mild or 'harmless' it may seem.
- Talk to all children involved (both victims and bullies) about their behaviour, why it is unacceptable and about ways of interacting more positively together.
- Acknowledge children's feelings and support them to understand and empathise with how others might be feeling.
- Adopt strategies that are appropriate to the child's/children's ages and stages of development; for example, asking them to apologise if they have behaved inappropriately in some circumstances.
- Contact the parents of all children involved in any instance of bullying so that it can be discussed fully in order to seek out a consistent resolution to the behaviour.
- All incidents or allegations of bullying will be recorded (on the schools bullying and/or behaviour log) and reported to either the Headteacher, the Nursery Manager or the Deputy Head (Pastoral)

If any parent has a concern about a child, a member of staff is always available to discuss those concerns. By working cooperatively, we can ensure that our children feel confident and secure in their environment, both at home and within the setting.

Bullying Outside School

At St Faith's Prep School we are aware that bullying can occur in many forms outside school. It is our duty to investigate all forms of bullying that are reported to the school involving children who are attendees of St Faith's Prep School.

Any form of bullying that is reported that occurs outside school will be investigated, recorded and addressed with the support of the DSL. Any incidents of illegal behaviour or issues raising Child Protection concerns will be reported (please refer to the Safeguarding Children Policy).

Training and Monitoring of the effectiveness of the Policy

- All staff are required to read and acknowledge their understanding of the Policy.
- The SMT, including Head of Learning Enhancement meet to review the Bullying Log, actions and outcomes once a term. Management actions are set if trends are identified.
- Directors review the policy and are reported to termly through the monitoring visits (Logs and Safeguarding committee).

This anti-bullying policy is available on the school website

Support organisations:

Advisory Centre for Education (ACE) 0808 800 5793
Children's Legal Centre 0845 345 4345
KIDSCAPE Parents Helpline (Monday -Friday, 10-4) 0845 1 205 204
Parentline Plus 0808 800 2222
Youth Access 020 8772 9900
Bullying Online www.bullying.co.uk
Kidscape www.kidscape.org.uk
Plus *Anti-bullying Action* book Resources section page 151