



Serva Fidem

KINGSWOOD HOUSE SCHOOL

ANTI-BULLYING POLICY

This Policy relates to the whole school including the Early Years Foundation Stage and is reviewed annually to ensure compliance with current regulations and law and must be read in conjunction with other relevant Kingswood House School policies.

Related Policies:

- Pupils' Use of ICT, Mobile Phones and other Electronic Devices (Safeguarding Policy)
- Use of Telephone, E-mail Systems and Internet
- Rules for Responsible Computer and Internet Use
- Taking, Storing and using Images of Children
- Child Protection Policy
- Special Educational Needs, Learning Difficulties and Disabilities Policy
- Behaviour and Sanctions Policy
- Reasonable Adjustments for Disabled Pupils Policy
- Complaints Policy
- Equal Opportunities Policy

This list is not exhaustive.

Policy reviewed by: Katie Edwards Dated: November 2018
Policy next review: November 2019

AIMS AND OBJECTIVES

At Kingswood House School ("the School"), our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop to his/ her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other, inside and outside of school.

The School prides itself on its respect and mutual tolerance. Parents/ guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at school and at home, and that the School and parents co-operate closely together.

This policy is available to parents of pupils and prospective pupils on our website and on request. It is also communicated to all staff and pupils.

Bullying, harassment, victimisation and discrimination of pupils or staff will not be tolerated by the School. We treat all of our pupils and their parents fairly, and with consideration, and we expect them to respect the staff, the School and each other, in return. All forms of bullying are unacceptable at the School and any instances of bullying will be recorded and, where appropriate, will result in disciplinary action in accordance with the Behaviour and Sanctions Policy.

This policy applies to all pupils in the School, including those in the Early Years Foundation Stage (EYFS)] and applies to actions undertaken both inside, and outside of the School.

DEFINITION OF BULLYING

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Put another way, bullying is the intentional hurting, harming or humiliating of another person. It may take many forms, including physical (including any threat of or use of violence of any kind), sexual, verbal (including cyber-bullying via email, social media, gaming, and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidating, and often involves an imbalance of power between the perpetrator and the victim whether that be a physical, psychological or intellectual imbalance, or by the perpetrator having the capacity to socially isolate the victim.

Bullying is often motivated by prejudice against particular groups, and may involve actions or comments regarding a person's race, religion, gender, sexual orientation, special education needs or disabilities (SEND), or because of a child's familial circumstances, such as they are adopted, in care or that they have caring responsibilities. Bullying may be motivated by actual differences between children, or perceived differences. For example, bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

THE SCHOOL'S RESPONSE TO BULLYING

At the School, we always treat bullying very seriously. It conflicts sharply with the School's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly and taken seriously. The School will never dismiss bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in accordance with this policy.

The School understands that bullying can be so serious that it may cause physical, emotional and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour and Sanctions Policy. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on school trips or outside of the School's premises will not be tolerated any more than bullying on school premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside school premises and outside school hours.

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, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others;
- Books, bags, money and other belongings suddenly go "missing", or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self confidence
- Frequent visits to the Medical Centre with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance or late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/ recorded as appropriate in accordance with this policy.

BULLYING - PREVENTATIVE MEASURES

The School's response to bullying does not start at the point in which a pupil has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

Pupils

- The Kingswood House Way promotes the values of respect, integrity and tolerance at all times, inside and outside of school and which are reinforced in every lesson;
- All new pupils (including EYFS pupils) are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished and will be supported;
- We use appropriate assemblies and House meetings to explain the School's policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. The programme is structured to enforce messages about community involvement and taking care of each other and will focus on the importance of equality and diversity, and the importance of avoiding prejudicial language;
- We hold a well-being week each summer Term and include a workshop on bullying and cyber bullying.
- Other lessons, highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable;
- All of our pupils are encouraged to tell a member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place;
- All pupils have access to a telephone helpline, enabling them to call for support in private. This helpline number is written in the Pupil's Policy on confidentiality.
- Displays are located around the School detailing advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists, such as ChildLine, Kidscape, Get Connected, and the Samaritans;
- We provide leadership training to our Head Boy and his team of prefects which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils; and
- The School does not tolerate peer-group "initiation ceremonies" or hazing rituals designed to cause pain, anxiety or humiliation to pupils, and all staff remain alert to such actions.
- The Kingswood House School Council meetings provide an open and judgement free platform for council members to discuss and raise concerns on behalf of their forms.

Staff

- Upon induction, all new members of staff are given training and guidance on the school's anti-bullying policy and on how to react to, and record allegations of bullying at the School. The School will ensure that all school staff understand the principles of the School's policy, the School's legal responsibilities, actions to be taken to resolve and prevent incidents of

bullying from arising or escalating and also details of sources of further support;

- The School recognises that certain children may be more at risk of bullying than others, and may require additional support when dealing with an incident of bullying, for example children with SEND, and LGBT pupils. The School will ensure that staff receive appropriate training to be able to understand the specific needs of our pupils, and to enable all staff to provide an inclusive environment for all pupils;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Bursar in order that patterns of behaviour can be identified and monitored;
- We have a strong and experienced pastoral team of teachers who support the Head of Pastoral Care and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying;
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies. Inset sessions are held regularly, using outside experts;
- Our trained School Emotional Literacy Support Assistant – ELSA is an important part of our pastoral support service, providing specialist skills of assessment and counselling. She is available to give confidential advice and counselling support to pupils who can refer themselves to her when they have social, emotional or behavioural concerns. The ELSA can also give support and guidance on situations out of school such as family break-ups, sickness or bereavement. On occasion, a member of our pastoral team may refer a pupil to her as appropriate;
- Kingswood House School provides PSHE as part of the curriculum. This is where the school encourages the development of tolerance, understanding and respect for others in a multi-faith community.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour at all times;
- The School has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, on school visits and trips, or that otherwise occur outside of school. The School has the right to take disciplinary measures in respect of such acts. Disciplinary measures will be taken in accordance with the School's Behaviour and Sanctions Policy and will be applied in a fair, consistent and reasonable manner, taking into account the needs of SEND or vulnerable pupils.
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Child Protection Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

Parents

- Parents are provided with a copy of this policy so that they are clear on the School's approach to bullying and what to do if their child experiences bullying;

- We encourage close contact between the Form Teachers and parents/guardians, and will always make contact if we are worried about a pupil's well-being;
- If parents know or suspect that their child, or another pupil, is being bullied, they should contact the School without delay. All concerns will be taken seriously; and
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

The School ensures that all instances of, or concerns about bullying and cyber-bullying, both on and away from school premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept on file in the Bursar's office and also on pupil files. Records will also be kept on files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of this anti-bullying policy.

Incidents of bullying can be reported to any member of staff. All staff will be trained in handling an allegation, and will be aware that they must listen to the pupil, not ask leading questions and make a written record of the allegation to the best of their ability.

If an incident of bullying is reported, the following procedure will be adopted:

- The member of staff to whom the incident was reported, or who first discovers the situation, will initially control the situation (the "Case Handler"), and will reassure and support the pupils involved, without promising absolute confidentiality;
- The Case Handler will inform an appropriate member of the School's Senior Leadership Team (SLT) about the bullying allegation as soon as possible;
- The victim, and the alleged perpetrator/s will each be interviewed individually by a member of the SLT on his own (or, if appropriate, with a suitable person present for support) and asked to write their account of events;
- Where the SLT member considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to a member of the public, the SLT member will report the matter to the Police;
- The incident/s should be recorded in the Anti-Bullying file and signed and dated by the SLT member before it is given to the Bursar who is responsible for keeping all records of bullying and other serious disciplinary offences, securely in a locked cabinet in her office. If it is not practicable to use the incident form, the incident must still be written down, signed and dated by the Case Handler, SLT member and held securely the Bursar;
- The SLT member will inform the tutors, of both the bully/ bullies and the victim[s] as soon as possible. In very serious incidents, the Head should be informed;

- The victim will be interviewed again at a later stage by a member of the SLT, separately from the alleged perpetrator/s. He will be offered support to develop a strategy to help himself. It will be made clear to him why revenge or retaliation is inappropriate;
- The alleged bully will be interviewed again at a later stage by a member of the SLT team, separately from the victim, and it will be made clear why his behaviour was inappropriate and caused distress. He will be offered guidance on modifying his behaviour. The School's Behaviour and Sanctions Policy may also be invoked. Sanctions under the Behaviour and Sanctions Policy and/or Exclusions Policy might include, for example, detention, withdrawal of privileges or suspension from school. The School may also invoke the Discipline Code and may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying or in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- The parents/ guardians of all parties will be informed and may be invited into School to discuss the matter, and the appropriate sanctions under the Behaviour and Sanctions Policy and/or Exclusions Policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed;
- A way forward, including where appropriate disciplinary sanctions and counselling, should be determined, and where possible agreed with all parties. This should recognise that suitable support may be needed by the pupils who are being bullied, and also by the pupils who bully others, as well as dealing with disciplinary measures in accordance with the School's Behaviour and Sanctions Policy and/or Exclusions Policy if appropriate;
- As part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode;
- A monitoring and review strategy will be put in place and put on record;
- In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police, the DSL or to Children's Services. However, in many cases it will be possible to resolve such issues internally under this policy and the School's Behaviour and Sanctions Policy.

CYBER-BULLYING

Cyber-bullying can be defined as "*the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others*" (Belsey, <http://www.cyber-bullying.org/>). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend himself/ herself. The School acknowledges that cyber-bullying may take place inside School, outside of School and at any time of the day.

Cyber-bullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

The School acknowledges that cyber-bullying may take many different forms including: cyber-stalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, encouraging derogative comments on online platforms, and sexting.

Prevention of cyber-bullying

For the prevention of cyber-bullying, in addition to the measures described above, the School:

- Expects all pupils and parents to sign the Rules for Responsible Computer and Internet Use in the Prep Diary and expects all pupils to adhere to its policy for the safe use of the E-Safety Policy. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with the Behaviour and Sanctions Policy;
- Issues all pupils with their own personal school email address. Access to all social media sites and personal email sites such as "hotmail" is not allowed from school computers/ tablets inside the School;
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHE lessons and during Wellbeing Week, which covers blocking, removing contacts from "friend" lists and sharing personal data;
- Ensures its pupils are aware that cyber-bullying can have severe and distressing consequences and that participation in cyber-bullying will not be tolerated;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Does not allow the use of mobile phones in school, all mobile phones are to be handed into the office on arrival and
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas by anyone.

Procedures for dealing with cyber-bullying

The School will follow the procedures set out in this policy and the Child Protection Policy where relevant for incidents of cyber-bullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating pupil conduct and protecting the reputation of the School, and the welfare of its pupils.

Although cyber-bullying is not a specific criminal offence, there are criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, and sexting. Where the School considers

that a reported incident of cyber-bullying may amount to a criminal offence, it will inform the Police.

Electronic devices

In response to an allegation of cyber-bullying, certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Head. Staff do not require the consent of the pupil, or their parents to undertake a search, provided they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item, and provided they have the Head's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Behaviour and Sanctions Policy.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyber-bullying. Parental consent to search through electronic devices is not required.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour and Sanctions Policy. The School may then take steps to punish the student in accordance with the Behaviour and Sanctions Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Child Protection policy.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

EYFS CHILDREN

Even the youngest children at Kingswood House School are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. The Head of

Lower Prep, is in charge of the management of behaviour in the Nursery Department.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS; but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see the Headmaster, who will explain the inappropriateness of a particular action; but such instances are rare. Parents are always informed via a note in the homework diary when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's teacher and the Head of the Lower Prep to agree a joint way of handling the difficulty.

The Behaviour Policy for EYFS children is included in the school's Behaviour and Sanctions Policy which is available for parents to view on our website.

COMPLAINTS PROCEDURE

Parents and pupils are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly. Parents of EYFS children should be aware that they have the right to refer a complaint directly to the Independent Schools Inspectorate (ISI), if they are unhappy with the way in which their complaint has been handled (The Complaints Procedure explains how to complain to ISI).

MONITORING AND REVIEW

The School will record all incidents of reported bullying in accordance with this policy.

The Head or a designated member of SLT will review all incidents of reported bullying to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. Records of bullying incidents will also be used to evaluate the effectiveness of the School's anti-bullying procedures, and to highlight any necessary amendments.

This policy is reviewed and updated at least annually.