



Anti-Bullying Policy A Whole School Policy including EYFS

“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”

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1. Introduction

It is a government requirement that all schools have an anti-bullying policy. This policy reflects the guidance set out in the July 2017 DfE document “Preventing and Tackling Bullying: Advice for headteachers, staff and governing bodies”.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf

Bullying can be defined as words or actions that are meant to be hurtful and which happen on **a regular basis**. It can take the form of repeated racist, sexist or homophobic remarks as well as continued unkindness in relation to a pupil's home circumstances, health or appearance. In line with the Equality Act 2010, the School takes seriously any behaviour that seeks to isolate or discriminate against an individual who does not share a characteristic that others do.

Bullying can be direct (physical, verbal or electronic) or it can be indirect (malicious gossip, exclusion from activities or damaging someone's property). The School takes any suggestion of cyber bullying very seriously.

This would include inappropriate email or internet use (social networking, photos etc.) and text messaging.

Whilst bullying is not in itself a criminal offence, the School recognises that there are legal consequences of some types of bullying behaviour. Some forms of harassment or threatening behaviour fall into this category as does electronic communication that seeks to cause distress or anxiety, or which threatens, is offensive or indecent.

This policy should be read in conjunction with the School's Behaviour & Discipline Policy. This policy is available:

- On the school website
- In the annual Parents Information Booklet
- On the TPS Reference Drive: R:Policies
- On request from the Office

2. Aims and Objectives

Bullying is wrong and damages children. Those employed at the School aim to do all they can to prevent it by developing a school ethos in which bullying is regarded as unacceptable.

The School aims to provide a safe and secure environment where all can learn without anxiety. The School aims to produce a consistent response to any bullying incidents that may occur and has measures in place to reduce the likelihood of bullying. See the Anti-bullying Strategy (Appendix 1).

All those connected with the School, are made aware of the School's opposition to bullying. Staff members' responsibilities are made clear with regard to the zero tolerance of bullying in the School.

3. The School Philosophy Regarding Bullying

The Governing Body supports the Headmaster in all attempts to eliminate bullying from the School. Any incidents of bullying that do occur will be taken very seriously and dealt with appropriately.

Throughout the School, the course of action will be immediate, as far as possible, and appropriate to the age of the child and his/her maturity from EYFS and Pre-Prep through to the Prep Department.

Incidents of bullying that do occur are monitored, often by the Form Tutor, in liaison with the Deputy Head, or by the Class Teacher, in liaison with the Head of Pre-Prep.

The School's anti-bullying strategies and their effectiveness are reviewed regularly.

4. The Role of the Deputy Headmaster

It is the responsibility of the Deputy Headmaster to implement the Anti-Bullying Policy and to ensure that all staff, both teaching and non-teaching, know how to identify and deal with incidents of bullying.

The Deputy Headmaster ensures that all children know that bullying is wrong and that it is unacceptable behaviour in the School. Pupils are made aware of this during assemblies, tutor time and PSHE activities.

The Deputy Headmaster and Head of Pre-Prep will document incidents of bullying and will work closely with the Class Teacher or Form Tutor where bullying does occur and report to the Headmaster on matters, where necessary (a detailed outline of procedures is given in guidelines to staff).

5. The Role of the Teacher and the Support Staff

All staff at the School must take all forms of bullying seriously and seek to prevent it from taking place.

During weekly staff meetings and briefings, staff are encouraged to raise and discuss any suspected bullying as well as particular friendship patterns and incidents that could lead to bullying if not dealt with early. Strategies are developed in order to prevent bullying incidents from taking place.

If teachers witness inappropriate behaviour, that could be construed as bullying, they should investigate the matter themselves and then inform the Class Teacher or Form Tutor. If the situation is deemed serious, it should be referred directly to the Head of Pre-Prep or the Deputy Headmaster. A teacher should always mention the incident to the Deputy Headmaster in case of any previous history which would inform the situation.

When any bullying has taken place between class members, the teacher will deal with the situation immediately. Mostly it is the Class Teacher or Form Tutor who follows up an incident and then reports to the Deputy Headmaster.

The following steps may be taken by the Class Teacher or Form Tutor or alternatively the Head of Pre-Prep or the Deputy Headmaster:

- Time is spent giving support to the victim and talking to the offender. Their accounts of the situation are documented.
- The seriousness of the situation is made clear, why his/her actions were wrong and what needs to be changed for the future.
- With the consent of the victim, the bully and the victim may meet together so that the offender understands first-hand the upset caused.
- Both sets of parents are informed of the situation and the outcome, after consultation with the Head of Pre-Prep or the Deputy Headmaster.

Depending on the situation, the victim and/or the offender may need counselling and a punishment would usually be given to the offender. This could range from detention to suspension or expulsion. Often for a first offence, a warning would be given that any repeated incident would be regarded as a very serious matter.

The Head of Pre-Prep or Deputy Headmaster, followed by the Headmaster would deal with the situation if a child is involved in bullying. The child's parents would be invited into School to discuss matters.

Any disciplinary action is applied fairly, consistently and reasonably, taking into account any special educational needs or disabilities and the needs of vulnerable pupils.

Consideration is always given as to the motivation behind the bullying behaviour and as to whether external support agencies, such as social services may need to be used. If the behaviour raises any child protection concerns then the School's Safeguarding and Child Protection procedures will be implemented.

6. The Role of Parents

Parents who are concerned that their child might be being bullied or who suspect that their child may be involved in bullying, should contact their child's Class Teacher or the Head of Pre-Prep / Deputy Headmaster immediately. If they are not satisfied with the response, they should contact the Headmaster. If they remain dissatisfied, they should follow the School's Complaints Procedure, as detailed in the Parents Information Booklet and on the School's website

Parents have a responsibility to support the Anti-bullying Policy, actively encouraging their child to be a positive member of the school community.

7. The Role of the Pupils

Pupils are encouraged to tell anybody they trust if they are being bullied and, if the bullying continues, they must keep on letting people know.

Pupils are invited to put forward their opinions and ideas on a range of school issues, including bullying, through their class representative on the Pupil Council.

8. Monitoring and Review

The effectiveness of this policy is monitored on a regular basis by the Deputy Headmaster and in turn by the Headmaster who reports to the Governors, on request.

The Anti-Bullying Policy is the responsibility of all staff at the School and is reviewed annually. This is done in discussion with the staff, the Pupil Council and the parents.

Appendix 1

Anti-Bullying Strategy

1. During anti-bullying week each academic year, time is allocated in order to equip staff to identify bullying and to follow School policy and procedures with regard to behaviour management. The anti-bullying guidelines in Appendix 2 are also issued to pupils in Years 3- 8.
2. Teachers use a wide-range of methods to help prevent bullying and to establish a climate of trust and respect for all. In Circle time, PSHE, Tutor Time, Assembly and Drama, role-play, stories and games are used to help pupils understand the feelings of bullied children and to practise the restraint required to avoid lapsing into bullying behaviour. The difference between unkindness and bullying behaviour is also emphasised frequently. These times may also be used to praise, reward and celebrate the success of all children and thus create a positive atmosphere where each child feels valued.
3. The Awards Assembly on Fridays is used to acknowledge good work and achievements made by the children that week both in and out of School.
4. Where a pupil's behaviour or attitude has been praiseworthy in a lesson, merits are awarded. For impressive conduct outside of the classroom, a commendation is awarded and recognition is given in Awards Assembly.
5. Staff on duty at break times should be vigilant in the playground and regularly visit the changing rooms.
6. Pupils who are isolated from their peer group are noted and the Class Teacher or Form Tutor made aware.
7. During weekly staff meetings and briefings staff are encouraged to raise and discuss any suspected bullying as well as particular friendship patterns and incidents that could lead to bullying if not dealt with early.
8. Pupils are encouraged to treat others as they would like to be treated, to sort problems out by talking with one another and, if unable, to ask an adult for help.
9. At break times pupils are always encouraged to invite others to join in their activities, and avoid being exclusive.
10. Experience suggests that the role of the older pupils is an important element in the wellbeing of a community. Class partnerships take place throughout the year, so that older pupils come alongside the younger ones. Year 6 pupils are part of a buddy system, where they adopt the role of a mentor to a pupil in Year 3. They meet formally once a half-term and are encouraged to look out for their buddy on a regular basis at break times.

11. Throughout the curriculum, and particularly in PSHE, Tutor Time and Assembly, pupils are encouraged to understand, appreciate and celebrate individual differences so that everyone feels valued and respected.
12. At times, outside agencies are used to present the ideas of anti-bullying in lively, creative ways so the message is continually reinforced.
13. The School 'golden' rule "Treat everyone in the School in the same way as you would like them to treat you" is regularly emphasised to pupils throughout the School.

Appendix 2

Anti-Bullying Guidelines for the Prep Department

Bullying is deliberate, repeated behaviour which hurts, threatens or frightens someone else. It is NOT a one-off incident of unkind or poor behaviour. There is no place for bullying at Twickenham Preparatory School and it is the responsibility of everyone to help create a positive, caring atmosphere.

The rules

1. The School does not tolerate bullying or harassment.
2. It is the right and responsibility of everyone to report bullying when it happens.

Forms of bullying - the following are examples of bullying behaviour:

1. Physical bullying - repeatedly hitting, punching, kicking or pushing.
2. Verbal bullying - repeatedly teasing, name calling, using sexist or racist comments or making remarks about someone's appearance, health or family circumstances.
3. Emotional bullying - repeatedly spreading rumours or gossip; repeatedly threatening or putting someone down; deliberately ignoring someone or leaving him/her out of discussions or activities.
4. Cyber-bullying e.g.: unkindness on email, text or social networking sites.
5. Damaging or stealing someone else's property.

If you are bullied:

1. Tell someone whom you can trust; this may be a pupil, parent or any member of staff.
2. If you can, tell the bully to stop. State clearly that his/her behaviour is not wanted and is offensive/ upsetting.
3. Report it to a member of staff or your parents. Have confidence that such information will be treated sensitively.

If you know that someone else is being bullied:

1. Care enough to do something about it, whether it affects you or not.
2. Tell somebody about it. This may be a parent, a member of staff, or another pupil.

If you are bullying someone:

1. Imagine what it would be like if this was happening to you.
2. If you need help to stop what you are doing, try to talk to someone about it.
3. Do not expect that you will be allowed to continue your behaviour.

The School will always help those who are bullied and will always help a bully look at the reasons for his / her behaviour and actions. The punishment for bullying can range from a verbal warning to being asked to leave the School.

