

## **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. Aims and Objectives**

At Twickenham Preparatory 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 from the School Office. 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 Management 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.

## **2. 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.

### **3. 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 Management Policy.

Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, upskirting 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.

### **4. 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 school office 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
- 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.

## **5. 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:

### **5.1 Pupils**

- The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of school
- 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
- The anti-bullying guidelines in Appendix 1 are issued to prep pupils
- At break times pupils are always encouraged to invite others to join in their activities, and avoid being exclusive
- 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
- All new pupils and 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 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. It focuses on the importance of equality and diversity and pupils are encouraged to avoid prejudicial and exclusionary language
- 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
- 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
- All of our pupils are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place
- If possible pupils are encouraged to tell the bully to stop. They should state clearly that his/her behaviour is not wanted and is offensive/upsetting

- The School buildings display advice on where pupils can seek help, including details of an external confidential help line and website of a specialist organisation, such as ChildLine or Bullying UK
- We provide leadership experiences for our older pupils and our buddy and class partnership systems emphasise the importance of offering support and assistance to younger and to vulnerable pupils
- At times, outside agencies are used to present the ideas of anti-bullying in lively, creative ways so the message is continually reinforced
- 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
- 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.

## **5.2 Staff**

- The School's Pastoral Team has overall responsibility for the management of bullying within the School. The team (and their responsible area) is comprised of:
  - Mr J Edwards (Deputy Head) – Prep Boys
  - Mrs A Hepburn (Senior Teacher) – Prep Girls
  - Mrs B Barnes (Head of Pre-Prep) – Pre-Prep Pupils
- The Pastoral Team manage incidents escalated by class teachers/form tutors and give support and guidance to staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- All reported incidents are recorded and investigated at once. The School always monitors reported incidents. Records of any incidents are kept securely by the Pastoral Team, in order that patterns of behaviour can be identified and monitored.
- 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
- Training sessions are held regularly, using external experts to help staff to identify and deal with incidents of bullying
- 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 incidents. Disciplinary measures will be taken in accordance with the School's Behaviour Management 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 Safeguarding & Child Protection Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay
- 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 pupils 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 pupils and thus create a positive atmosphere where each child feels valued.
- Staff on duty at break times are vigilant in the playground and regularly visit the changing rooms
- Pupils who appear isolated from their peer group are noted and the Class Teacher or Form Tutor made aware
- 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.

### **5.3 Parents**

- Parents can access the Anti-Bullying Policy on the school's website, 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 Class Teachers/Form Tutors and parents. The School will always make contact with parents 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 relevant member of the Pastoral Team without delay. All concerns will be taken seriously
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and implementation of this Anti-Bullying Policy.

## **6. 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 are held centrally by the Pastoral Team. 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 policy.

The School recognises that pupils are likely to report bullying to someone they trust: this could be 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 followed:

### **Stage 1: Form Tutor/Class Teacher**

- Incidents of bullying should be reported in the first instance to the Form Tutor/Class Teacher. If the incident is reported to another member of staff, the staff member should inform the appropriate Form Tutor/Class Teacher as soon as possible
- The teacher will reassure and support the pupil(s) involved, without promising absolute confidentiality
- The teacher will inform the appropriate member of the Pastoral Team about the incident as soon as possible\*
- The Pastoral Team will provide guidance and support to the teacher as required
  - Pupils involved in the incident, will each be interviewed individually by the teacher on his/her own (or, if appropriate, with a suitable person present for support) and asked for their account of events
  - The parents/guardians of all parties may be invited into School to discuss the matter
  - The incident will be recorded on a School Incident Form and signed and dated by the teacher, before it is given to the appropriate member to the Pastoral Team
  - The teacher will offer guidance and support to the pupils involved and will make expectations clear on levels of acceptable behaviour. Assistance with modifying behaviour will be provided as required
  - If there is no improvement in or a repeat of unacceptable behaviour, the matter will be escalated to stage two.

**\*Note:** If the incident is felt to be sufficiently serious in nature or best managed by the Pastoral Team, the matter will be automatically escalated to stage two.

### **Stage 2: Pastoral Team**

- Pupils involved in the incident will be interviewed separately by the appropriate member of the Pastoral Team
- The incident will be investigated fully and if bullying is proven the perpetrator of bullying will be informed why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his/her behaviour. Sanctions under the Behaviour Management Policy and/or Exclusions Policy may be applied e.g. detention, withdrawal of privileges or temporary exclusion from school. The School 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 perpetrator of bullying does not result in the modification of behaviour to an acceptable level
- The victim of bullying will be offered support to develop a strategy to help him or herself. It will be made clear to him/ her why revenge or retaliation is inappropriate.

- 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 Management 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 support for the perpetrator(s), 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 Management 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 Behaviour Management Policy.

## 7. Cyberbullying

Cyberbullying 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.cyberbullying.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 cyberbullying may take place inside School, outside of School and at any time of the day.

Cyberbullying 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, sexual, discriminatory, 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
- Hijacking/cloning e-mail accounts.

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

The School has a role to play in teaching pupils about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app. In taking this



forward, the School has regard to the DfE's non-statutory guidance on *Teaching online safety in school* (updated June 2019).

### **7.1. Prevention of Cyberbullying**

For the prevention of cyberbullying, in addition to the measures described above, the School:

- Expects all pupils to adhere to its Pupil Acceptable Use Agreement and E-Safety Policy. Certain sites and images 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 Management Policy
- Does not permit pupils to access any social media sites and personal email sites such as "hotmail" from school computers/ tablets inside the School
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHE lessons, which covers blocking, removing contacts from "friend" lists and sharing their personal data
- Ensures its pupils are aware of the various forms in which cyber-bullying can take place, that it 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 private and secure
- Does not allow pupils access to their mobile phones during school hours
- Does not allow the use of personal cameras/mobile phone cameras at any time on the school premises.

### **7.2. Procedures for Dealing with Cyberbullying**

The School will follow the procedures set out in this policy and the Safeguarding & Child Protection Policy where relevant for incidents of cyberbullying, 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 cyberbullying 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, upskirting and sexting. Where the School considers that a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

### **7.3. Electronic Devices**

In response to an allegation of cyberbullying, certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Headmaster. 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 Headmaster's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Behaviour Management 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 cyberbullying. 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, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged 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 Management Policy. The School may then take steps to discipline the pupil in accordance with the Behaviour Management 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 Safeguarding & 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.

## **8. Early Years Foundation Stage (EYFS) Pupils**

All of the School's pupils including the very youngest 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. Mrs Barnes, the Head of Pre-Prep, is in charge of the management of behaviour in the EYFS setting.

We explain to our EYFS pupils why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS setting; but sometimes we may remove a privilege for hurtful behaviour. Occasionally, a child may be sent to see Mrs Barnes, the Head of Pre-Prep, who will explain the inappropriateness of a particular action and introduce a more appropriate action; but such instances are rare. Parents are always informed when any sanction or reproof is needed towards their child, and in cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into the School to discuss the situation with the child's teacher and the Head of Pre-Prep, to agree a joint way of handling the difficulty.

Copies of the school's Behaviour Management Policy that includes EYFS can be found on the school's website or on request from the School Office.

#### **9. Complaints Procedure**

If parents feel that their concerns about bullying (or anything else) are not being addressed properly, they may use the Parental Complaints Procedure (which is published on the school's website and available upon request from the school office). Parents of EYFS pupils should be aware that they have the right to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled (The Parental Complaints Procedure explains how to complain to Ofsted).

#### **10. Monitoring and Review**

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

The Headmaster or a designated member of the Senior Leadership Team 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.

## **Appendix 1: Anti-Bullying Guidelines for the Prep Department**

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

### **The Rules**

- The School does not tolerate bullying
- It is the right and responsibility of everyone to report bullying, when it happens

**Forms of Bullying** - the following are examples of bullying behaviour

- **Physical:** repeatedly hitting, punching, kicking or pushing
- **Verbal:** repeatedly teasing, name calling, using sexist or racist comments or making remarks about someone's appearance, health or family circumstances
- **Emotional:** repeatedly spreading rumours or gossip; repeatedly name calling, being sarcastic, tormenting or excluding from discussions or activities
- **Cyberbullying:** unkindness on social media, gaming, email, SMS or other instant messages
- **Sexual:** making sexual jokes, gestures or comments, sending inappropriate images or sexting
- **Damaging or stealing:** someone else's property
- **Third party:** manipulating others to tease or torment someone, encouraging bullying or joining in with laughing at a victim

### **If You Are Being Bullied**

- Tell someone whom you can trust; this may be a pupil, parent or any member of staff
- If you can, tell the bully to stop. State clearly that his/her behaviour is not wanted and is offensive/upsetting
- 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**

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

### **If You Are Bullying Someone**

- Imagine what it would be like if this was happening to you
- If you need help to stop what you are doing, try to talk to someone about it
- 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.