

The Kingsley School

Policy to Prevent Bullying

Preparatory and Senior School

Monitoring and Review

The effectiveness of this policy is monitored by Head of Preparatory School and the Deputy Head (Pastoral), through discussion of individual cases and the record of bullying incidents, and by questionnaires completed by pupils.

It is reviewed annually.

Written: Summer 2021

Review date: Summer 2022

Mrs C McCullough – Deputy Head, Mrs M Gamble – Head of Prep

The Kingsley School

Policy to prevent bullying

Preparatory and Senior School

This policy applies to all pupils at The Kingsley School, including those in EYFS.

This policy was initially written with regard to the DfE anti-bullying pack *Bullying: Don't Suffer in Silence* (2002), and later the DCSF guidance *Safe to Learn* (2008). It has been regularly reviewed and updated in the light of materials and advice made available to schools by the Anti-bullying Alliance and the Defy – Preventing and tackling bullying: Advice for head teachers, staff and governing bodies (July 2017). This policy should be read in conjunction with the Safeguarding, Behaviour and Cyberbullying Policies

Aims and definition

The Education (Independent School Standards) Regulations 2014 provide that the proprietor of an Academy or other independent school ensures that bullying at the school is prevented in so far as reasonably practicable, by the drawing up and implementation of an effective anti-bullying strategy.

The Equality Act 2010 is the Public Sector Equality Duty (PSED) which came into force on 5 April 2011 and covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Duty requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf

Safeguarding children and young people

When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern under the Children Act 1989. Where this is the case, the school staff should discuss with the school's designated safeguarding lead and report their concerns to their local authority children's social care and work with them to take appropriate action. Full details can be found in Part 1 of Keeping Children Safe in Education.

However, external support can be given to pupils whether or not it is deemed a child protection concern. Even where safeguarding is not considered to be an issue, schools may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying. Full details can be found in Part 1 of Keeping Children Safe in Education and Chapter 1 of Working Together to Safeguard Children.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

At The Kingsley School we aim to provide a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at this school. If bullying does occur, all pupils and their parents should be able to tell someone and know that incidents will be dealt with promptly and effectively. We expect that anyone who knows that bullying is happening will tell a member of staff.

Bullying is the (usually) intentional, repetitive or persistent hurting of one person by another, or group either physically or emotionally and usually where the relationship involves an imbalance of power. Bullying can be done face to face, through third parties, or through sending messages or images by

email, text, or over the internet. It is often motivated by prejudice against groups, for example on grounds of race, religion, gender, sexual orientation, SEN or disabilities or because a child by adopted, in care or has caring responsibilities. It may be

- Emotional: being unfriendly, excluding people from groups, tormenting (eg hiding books, threatening gestures, damaging property, theft) Physical: pushing, kicking, hitting, punching, spitting, or any use of violence
- Racist or cultural: racial or cultural taunts, gestures, graffiti Religious: anti-religious or sectarian taunts, gestures or graffiti Sexual and/or sexist: unwanted physical contact, sexually abusive comments and rumours
- Homophobic: focussing on the issue of sexuality, including name-calling. Young people who are gay, lesbian or transgender (or perceived to be) face higher risk of bullying
- Sexist and sexual - both sexes may become victims of their own sex as well as those who are transgender, experiencing gender dysphoria or do not conform to their gender role.
- Focussed on disability or special needs
- Based on financial circumstances
- Verbal: name-calling, sarcasm, teasing, mocking, spreading rumours or gossiping, making offensive comments
- Cyber: all areas of internet, such as email, chat room and social website misuse; misuse of mobile phones through text messages and calls; misuse of associated technology, such as camera and video facilities
- Peer on peer bullying/ abuse. This can happen either offline/ face-to-face or online. (Refer to Safeguarding Policy)
- Prejudice – based bullying: bullying on the basis of a protective characteristic is taken particularly serious

Some children and young people may be bullied because of physical or social characteristics, but anyone can be bullied for any reason or perceived difference. Bullying hurts: it can cause great unhappiness, and severe depression even leading to suicide, and can do lasting harm, affecting young people into adulthood. Pupils who bully are often unhappy themselves and need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying. Extreme bullying can be Safeguarding issue.

We recognise the school's responsibility to tackle incidents of bullying, including cyberbullying, which take place out of school hours, and away from school premises.

Objectives

- To provide a caring environment in which pupils develop respect for themselves and others
- To encourage all pupils to be kind, fair and honest and thus develop within them a total rejection of any form of bullying
- To ensure that every member of the school community is aware that bullying will not be tolerated
- To encourage pupils to regard telling as both acceptable and responsible so that any case of bullying is reported and dealt with
- To make sure that pupils and parents know what the school policy is on bullying and what they should do if bullying arises

- To make sure that all members of staff know what the school policy is on bullying and what they should do if bullying is reported to them
- To make sure all members of staff are aware that bullying may occur at this school, and that it must be dealt with in a way which takes into account the needs of both the victim and the pupil doing the bullying

Whole School strategies to prevent bullying

- The school's code of conduct highlights the need for mutual respect and care at all levels within the school community.
- The PSHE programme provides a range of opportunities across the key stages for pupils to discuss issues to do with friendship, relationships, working together and caring for each other in communities, as well as discussing bullying as a specific topic.
- Cyberbullying, and the responsibility of the school to deal with bullying incidents outside of school, are also dealt with as specific issues.
- The subject of bullying is tackled across the curriculum, both implicitly and explicitly, at all Key Stages, particularly in Drama, English, RS and History.
- Whole school and year assemblies, and whole school activities such as anti-bullying week, frequently focus on issues such as respect, friendship, choices, and bullying (including cyberbullying) itself, which contribute to the school's ethos of caring and mutual respect.
- The behaviour policy outlines the need for staff to treat all pupils with respect, fairness and justice, which provides a model for personal interactions in school, and minimises the extent to which teachers may unwittingly contribute to creating potential victims.
- There are two members of the teaching staff on duty at lunch times in the Senior School, one in the dining room and one patrolling the school, so there is always an adult watching behaviour, and offering someone to go to.
- Pupils are invited to complete a questionnaire about their experience of school life so we can intervene or offer support as required.
- There are two members of the teaching staff on duty at break and lunch times in the Preparatory School on the playground. Pupils should not be inside the building and there are always 2 adults watching behaviour and offering support.
- Empty classrooms, the playground, toilets and changing rooms are checked at random times. In addition, the LRC and computer rooms provide supervised activities, or quiet spaces if necessary, at lunch times, and (in the LRC) before and after school.
- All teaching staff have a pastoral role in the school, and are part of pastoral year teams. Staff receive periodic training in the reasons why people bully, changing patterns and methods of bullying, the ways in which victims may be supported, and in the rationale behind different strategies for dealing with bullying incidents.
- Anti-bullying strategies and individual case studies are highlighted regularly at staff meetings.
- The school has an Acceptable Use and Cyberbullying policy, both make clear the penalties for, and possible consequences of, internet misuse in terms of offensive and bullying behaviour towards pupils or staff.
- The school has systems for monitoring internet and computer use in school; checks are made randomly, or more regularly when there is any cause for concern.
- The harm that bullying causes, and the way the school approaches bullying behaviour, are discussed every year at parents' information evenings to make sure parents are aware of our ethos, policies and procedures.

What to do if bullying happens

All pupils (or their parents) are encouraged to tell a member of staff if they are being bullied, or if they know someone else is being bullied. This could be their form tutor, their Head of Year, the Deputy Head, or any member of staff they feel comfortable speaking to, or an older pupil (eg a Year 7 mentor).

- Pupils can email keepmesafe@kingsleyschool.co.uk to discreetly report concerns or post a letter in the 'Keep Me Safe' post-box.

Procedures for dealing with bullying (Senior School)

All reports of bullying should be taken seriously

- Teachers should listen carefully to all accounts, and try to avoid making premature assumptions. Most reports of bullying should be dealt with by the pupil's form tutor or head of year, with support from the Deputy Head (Pastoral).
- When dealing with incidents of bullying, our first priority will be to stop the bullying and support the victim, and secondly to deal with the girl doing the bullying.
- The school employs a variety of strategies when dealing with cases of bullying.
- Some cases may be best dealt with through **mediation by adults**, where a teacher discusses inappropriate behaviour directly with the girl who is doing the bullying, gives a clear message that bullying is unacceptable at this school, and agrees targets which will enable her to change her behaviour. Letters of apology may be requested. The teacher will also discuss behaviour and attitudes with the victim, and follow up to check there has been no repetition of the bullying.
- The teacher may set up a **support group**, which will include those who have been named by the victim, as well as more supportive pupils. The victim will not attend the meetings of this group, but her feelings will be conveyed to the group by the teacher in charge. Each person in the group will be asked what she can do to help the person concerned. An informal report of the meeting will be given to the victim, and to her parents, if appropriate. Monitoring or review meetings will be held to ensure that the victim notices an improvement in the situation, and that this improvement is maintained.
- If appropriate a year group 'Girls on Board' session might be done to highlight the behavior that caused the upset and how to support/act should this happen again.
- In cases where a girl has become isolated from her peer group, the form teacher or head of year may set up a **circle of friends** to support her integration into the form or teaching group.
- In all cases the teacher will monitor the situation, including having follow up meetings, and check frequently that there has been no repetition of the bullying behaviour.
- In all cases the teacher will discuss what is being planned or done with the victim, to make sure she is happy and confident about what is happening. The parents of pupils who report bullying should be reminded about the school's policy, and kept informed about what is being done to deal with the incident, and to monitor the situation afterwards.
- Parents of pupils who are reported as bullying may also be reminded about the school's policy, and be invited into school to discuss how best to support their child in recognising and

changing their behaviour. This may depend on the nature and severity of the bullying incident, and/or whether the pupil has been involved in previous incidents.

- A central record of bullying incidents is held by the Deputy Head (Pastoral) and HOYs.
- If pupils do not respond positively to attempts to stop bullying behaviour, or if the bullying behaviour is sufficiently serious, they will be dealt with according to the school's behaviour and discipline policies.
- Counselling and support may be offered (including referral to external agencies), or appropriate sanctions applied; more extreme or long term cases may lead to exclusion, or consultation with the police

Procedures for dealing with bullying (Preparatory School)

All reports of bullying should be taken seriously

- Teachers should listen carefully to all accounts, and try to avoid making premature assumptions. Most reports of bullying should be dealt with by the pupil's form tutor, with support from the Head of Prep.
- When dealing with incidents of bullying, our first priority will be to stop the bullying and support the victim, and secondly to deal with the pupil doing the bullying.
- The school employs a variety of strategies when dealing with cases of bullying.
- Some cases may be best dealt with through **mediation by adults**, where a teacher discusses inappropriate behaviour directly with the pupil who is doing the bullying, gives a clear message that bullying is unacceptable at this school, and agrees targets which will enable the pupil to change his/her behaviour. Letters of apology may be requested.
- The teacher will also discuss behaviour and attitudes with the victim, and follow up to check there has been no repetition of the bullying.
- In cases where a pupil has become isolated from the peer group, the form teacher may set up a **circle of friends** to support the reintegration into the form or teaching group. This will be supported by other pupils and monitored by teachers of the group.
- In all cases the form teacher will monitor the situation, including having follow up meetings, and check frequently that there has been no repetition of the bullying behaviour.
- In all cases the teacher will discuss what is being planned or done with the victim, to make sure he/she is happy and confident about what is happening.
- The parents of pupils who report bullying should be reminded about the school's policy, and kept informed about what is being done to deal with the incident, and to monitor the situation afterwards.
- Parents of pupils who are reported as bullying may also be reminded about the school's policy, and be invited into school to discuss how best to support their child in recognising and changing their behaviour. This may depend on the nature and severity of the bullying incident, and/or whether the pupil has been involved in previous incidents.
- A central record of bullying incidents is held by the Head of Prep School.
- If pupils do not respond positively to attempts to stop bullying behaviour, or if the bullying behaviour is sufficiently serious, they will be dealt with according to the school's behaviour and discipline policies.
- Counselling and support may be offered (including referral to external agencies), or appropriate sanctions applied; more extreme or long term cases may lead to exclusion, or consultation with the police

Bullying of school staff

The school takes seriously its responsibility to safeguard members of staff against bullying behaviour. Any incidents of bullying, including cyberbullying, will be dealt with according to the school's behaviour and discipline policies and procedures. Extreme cases may lead to exclusion, or consultation with the police.

Dissemination of information and consultation about this policy

This policy has been discussed by heads of year, teams of form tutors, the Student Council, and pupils through their form and tutor groups and by SLT and by governors. It has been informed by questionnaires completed by all pupils in the Senior School, including the Sixth Form.

The policy is explained to all Year 7 parents at a meeting early in the autumn term each year, and is regularly included in parent information evening agendas as pupils go through the school.

The policy is published in the parents and staff handbooks, and on the school website, and further copies are available on request from the school office.

Monitoring and Review

The effectiveness of this policy is monitored by Heads of Year, the Deputy Head (Pastoral) and the Head of Prep school, through discussion of individual cases and the record of bullying incidents. It is also informed by questionnaires completed by pupils.

It is reviewed annually.

Written: Summer 2021
Review date: Summer 2023