



# BROOKE PRIORY SCHOOL



## ANTI-BULLYING POLICY INCLUDING EYFS

### **AIMS AND OBJECTIVES**

At Brooke Priory 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 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.

Brooke Priory School prides itself on its respect and mutual tolerance. Particularly important is the respect and tolerance of protected characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation at an age appropriate level. Parents/ guardians have an important role in supporting Brooke Priory in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they 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 will not be tolerated. We treat all 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 our school and any instances will be recorded and, where appropriate, will result in disciplinary action.

This policy applies to all pupils in the school, including those in the Early Years Foundation Stage/Nursery.

### **DEFINITION OF BULLYING**

Bullying can be defined as behaviour by an individual or group, normally 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 by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours) means. 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 intimidatory.

Bullying may involve actions or comments that are prejudice based or discriminatory, which are disrespectful or hurtful to protected characteristics. These include; sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape). Child on child abuse (details on the child protection policy) should also be recorded on the BPS Bullying Report Form (see appendix A). It may also be unpleasant in other ways.

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

### **DEFINITION OF 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 carried out repeatedly over time, often against a victim who cannot easily defend himself/ herself. The school addresses issues of this nature during PSHE and ICT lessons, showing guidance to children about acceptable use of technology.

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'S RESPONSE TO BULLYING**

At Brooke Priory, we always treat bullying very seriously. It conflicts sharply with the school values, and potentially with its policy on equal opportunities, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. 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, during a Brooke Priory School activity. Issues outside of school are often useful for staff to be aware of for context and supporting children, but are not subject to our disciplinary routines.

### **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
- Presenting 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.
- Any patterns of attendance over time (non-specific)

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 (see below).

## **BULLYING - PREVENTATIVE MEASURES**

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with Brooke Priory:

### Pupils

- All new pupils (age appropriate) are briefed thoroughly on the school's expected standards of behaviour. The School Rules, which are based on our school values are highlighted and referred to by staff and are displayed. 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 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;
- Other lessons, particularly RE, English and Drama 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 our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place;
- Advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists such as Childline, are displayed on appropriate notice boards around the school.
- Circle Time and School Council Meetings are used by children to voice any concerns or worries they may have across a range of areas. Effective strategies include School Council highlighting areas in the school that are secluded or of concern and pupil voice on respect of protected characteristics.
- Diversity is celebrated and coached within cultural assemblies and express yourself days.
- Children devise their own class rules, which assists to minimise the opportunity for bullying and develops a caring, respectful relationship between each other.
- Our open-door policy allows parents and pupils the opportunity to discuss or share any bullying concerns they may have and receive advice and assistance.

### Staff

- Upon induction, all new members of staff are given guidance on the school's anti-bullying policy and on how to react to and record allegations of bullying at Brooke Priory School.
- All reported incidents are recorded on the 'Brooke Priory Bullying Incident Report Form' and investigated at immediately as practicable. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Head in order that patterns of behaviour can be identified and monitored;

- Our leadership 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 occasionally
- The school can contact R.C.C should we require further support, such as with SEN, Disabilities and Gay, bisexual and transgender pupils.
- 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;
- The school has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside normal 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.
- Brooke Priory School support and welcome staff with SEN/d and LGBT.
- Staff are assigned (normally the class teacher) to ensure the victim are supported and monitored.

### Parents

- We encourage close contact between the teachers and parents/ guardians, and will always make contact if we are worried about a pupil's well-being; and
- We are open to feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

### **CYBERBULLYING - PREVENTATIVE MEASURES**

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

- Expects all pupils to adhere to its policy for the safe use of the internet/ 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;
- Offers guidance and builds resilience in the children to protect themselves through ICT lessons.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Mobile phones are not permitted at school under any circumstances for pupils.
- Information on use of technology is shared appropriately with parents.
- Children are comfortable and clear to report all instances of bullying/concern to their teacher.

### **PROCEDURES FOR DEALING WITH REPORTED BULLYING**

Brooke Priory School ensures that all instances of or concerns about bullying and cyberbullying 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 by the Head, and also on pupil files and files relating to safeguarding where appropriate, in order to enable the school to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

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

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved;
- He/she will inform an appropriate member of the Senior Management Team as soon as possible;
- The victim will be interviewed on his/ her own (or, if appropriate, with a suitable person present for support) and asked to write an account of events if appropriate.
- The bully/ bullies, and all others who were involved, will immediately be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an account of events if appropriate.

- Consideration will be made to SEND children and the age of the child when investigating and assessing. This may include support of SENCO or class teachers.
- The incident should be recorded on the 'bullying report form' and given to the Head who is responsible for keeping all records of bullying and other serious disciplinary offences, securely in a locked cabinet in his/ her office.
- The Head/Assistant Heads will inform the Form teacher of both the bully/bullies and the victim[s] as soon as possible.
- The victim may be interviewed again at a later stage by a member of the Senior Management team, separately from the alleged perpetrator. He/ she 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 alleged bully can be offered guidance/coaching on modifying his or her behaviour. The school's Behaviour Management Policy may also be invoked. Sanctions under the Behaviour Management Policy might include, for example, withdrawal of privileges or suspension 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 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. Their support will be sought;
- 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 is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the school's Behaviour Management 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 may be put in place and put on record;
- In very serious cases, and only after the Headmaster has been involved, it may be necessary to make a report to the Police or to Social Services. However, in many cases it will be possible to resolve such issues internally under this policy and the school's Behaviour Management Policy.
- A note on the file should be made to recognise if any instance of bullying are related to the protected characteristics. This allows the school to 'coach' and develop ethos and culture based on common themes.

### **NURSERY/EYFS CHILDREN**

Even the youngest children at Brooke Priory 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.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the Nursery and Kindergarten; but sometimes we may remove a treat for hurtful behaviour. We occasionally need to explain the inappropriateness of a particular action; but such instances are rare. Parents are always informed 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 The Assistant Head Pastoral or Headmaster, Duncan Flint, to agree a joint way of handling the difficulty.

Copies of our Behaviour Management Policy for EYFS children are available for their parents to read on our school 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 Ofsted, if they are unhappy with the way in which their complaint has been handled (The Complaints Procedure explains how to complain to Ofsted).

### **Advice for children:**

- Tell someone (Your teacher, an adult) – remember that the bullying will continue if those responsible think they can get away with their behaviour.
- Talk to a friend/friends about it.
- Consider whether you have been bullying yourself e.g. have you been name-calling, annoying, threatening, showing off etc? If you have, change what you are doing.
- If bullying continues after reporting it, report it again – talk to an adult.

### **Advice to parents**

- Watch for signs that your child might be bullied. Some of the following may indicate bullying: - wanting to miss school; a pattern of headaches or stomach aches; becoming withdrawn; nightmares; tension or unhappiness; taking it out on others at home; bruising; the disappearance of property; damage clothing etc.
- If you think that your child is being bullied, inform the school immediately, and ask to see a staff member who can help.
- Don't be swayed by your child's pleas not to interfere because of their fear, bullying needs to be addressed and this will be most effective with the school and the family working together.
- Encourage your child to develop friendships. A child who has friends is less likely to be bullied.
- Support your child in developing their talents and participating in sports in other activities that will build confidence, in a safe environment.
- Work on improving your child's self-esteem.
- If bullying involves severe physical abuse, you may wish to consider police action.

The school will endeavour to act/investigate upon any concern.

# Appendix A



## **BROOKE PRIORY SCHOOL** **Bullying Incident Report**



(To include child on child abuse/Sexual Harassment-Violence)

Protected Characteristics (Highlight): gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation

DATE:	
TIME:	
THOSE INVOLVED:	
STAFF DEALING WITH INCIDENT:	
FULL DETAILS:	
Continued on attached sheet yes/no	
OUTCOMES:	
CLASS TEACHER INFORMED:	DATE:
PARENTS INFORMED:	DATE:
MONITORING STRATEGY:	
REVIEW:	
This report must be handed to the Headmaster:	
Signed by person dealing with incident:	DATE:
Received by Headmaster:	
Signed:	DATE: