

ANTI-BULLYING POLICY

Written by	Assistant Head Pastoral
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This policy is applicable to all pupils, including those in the Early Years Foundation Stage (EYFS). It should be read in conjunction with the safeguarding suite of policies, E-safety, acceptable use and SMSC policy.

Sherborne Prep School is committed to providing its pupils with a caring and homely environment within which individuality can flourish, allowing them, without hindrance, to live their lives to the full in as many spheres as possible. Everyone has the right to be treated with kindness and respect and to be properly supported when they are not. Bullying, consequently, of any kind is deemed unacceptable and will always be taken seriously and acted upon.

AIMS

- To ensure a safe environment for all pupils at Sherborne Prep School
- To emphasise the fundamental importance of establishing and maintaining a positive, caring ethos within the school
- To ensure all members of SPS understand the nature of bullying, its effects and measures which are in place to minimise bullying behaviour
- To establish awareness in the whole school community that each can play their part in recognising bullying and take action when it occurs by preventing or responding appropriately to it
- To manage and record confirmed and suspected cases of bullying.

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 reciprocate towards each other, the staff and the school. We expect all staff and pupils to set helpful examples to others and we will celebrate any examples of success. Any kind of bullying is unacceptable. This policy applies to all day and boarding pupils in the school, including those in the EYFS.

DEFINITION OF BULLYING

"Bullying may be defined as: *Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally*"ⁱ.

¹ "Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies", DfE Guidance found at

<https://www.education.gov.uk/publications/eOrderingDownload/Preventing%20and%20Tackling%20Bullying.pdf>

Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including email, chat room and SMS messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation.

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural background, disabilities, special educational needs or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time and can involve everyone - pupils, other young people, staff and parents.

There are many different types of bullying that can be experienced by children and adults alike, some are obvious to spot while others can be more subtle. The different types of bullying that we look at below are some of the ways that bullying could be happening. All have an emotionally negative impact on a child.

Physical bullying

Physical bullying includes hitting, kicking, tripping, pinching and pushing or damaging property. Physical bullying causes both short term and long term damage.

Verbal bullying

Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse. While verbal bullying can start off harmlessly, it can escalate to levels which start affecting the individual target.

Social bullying

Social bullying, sometimes referred to as covert bullying, is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Social bullying includes:

- lying and spreading rumours
- negative facial or physical gestures, menacing or contemptuous looks
- playing nasty jokes to embarrass and humiliate
- mimicking unkindly
- encouraging others to socially exclude someone
- damaging someone's social reputation or social acceptance.

Cyber bullying

Cyber bullying can be overt or covert bullying behaviours using digital technologies, including hardware such as computers and smartphones, and software such as social media, instant messaging, texts, websites and other online platforms.

Cyber bullying can happen at any time. It can be in public or in private and sometimes only known to the target and the person bullying. Cyber bullying can include:

- Abusive or hurtful texts emails or posts, images or videos
- Deliberately excluding others online
- Nasty gossip or rumours
- Imitating others online or using their log-in

Mr Bill Belsey, the creator of the web site: www.cyberbullying.org defined this unpleasant and particularly intrusive phenomenon in the following terms:

"Cyberbullying involves 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."

Cyberbullying can involve cyber-technology such as Social Networking Sites, like Bebo, Facebook and Twitter, emails, gaming sites, text messages and mobile phones used as cameras, and photographs.

SPS will consider the welfare of all parties and will support the victim and perpetrator(s) to understand how unacceptable and damaging bullying is.

THE SCHOOL'S RESPONSE TO BULLYING

At Sherborne Prep School, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles. Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and, whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

PREVENTATIVE MEASURES

We have the following preventative measures in place in order to ensure that bullying does not become a problem which is associated with Sherborne Prep School. Further specific advice is in Appendix 2.

- All new pupils (including boarders and our youngest 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 whistle-blowers who act in good faith will not be penalised and will be supported.
- As part of their induction, all new members of staff are given guidance on the school's anti-bullying policy and in how to react to allegations of bullying in their first week at Sherborne Prep school. They are required to read the school's policy as part of their induction.
- We use appropriate assemblies to explain the school policy on bullying. Our Personal Development (PD) programme is structured to give pupils an awareness of their social, emotional and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other, rewarded through Dragon Values.
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place in line with our policy on whistle-blowing. There is a Pupil's Complaints Procedure Policy which is readily available to the children.
- All reported incidents are recorded on iSAMS and investigated at once. We always monitor reported incidents. Records of any incidents are kept by the Assistant Head Pastoral, in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced pastoral team of Tutors and a Boarding House Master who support the Assistant and Deputy Head and are trained in handling any incidents as an immediate priority and 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.
- The school has links to two trained School Counsellors, available from Sherborne Girls' School and Sherborne Boys' School and an independent counsellor through the Rendezvous local charity in Sherborne.
- Multi faith and spiritual support is given by Reverend Windle, who is one of our School's independent listeners. Pupils can refer themselves to her, perhaps at a time of family break-up, sickness or bereavement. She will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community. The school's other independent listener is Reverend Dr David Campbell who works at Sherborne School. He takes some of the whole school services at the end of each term so is known to the Prep school children.
- In their role as Independent Listeners, their contact details are held in each of the forms and in the boarding house so either can be contacted by any worried children. Children can refer themselves to an independent listener and a member of the pastoral team may recommend a child speaks to an independent listener.

- The 'independent Tutor' system also allows another outlet for children to use in the event of an issue and adds another personal level of pastoral support.
- 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.
- In the boarding houses, the House Master, assistant house tutors and the Matrons act *in loco parentis*. The informal house environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. A member of the boarding house staff is always on duty to supervise the pupils.
- We encourage close contact between the House Master and parents/guardians and would always make contact if we were worried about a pupil's well-being.
- All boarders and their parents are made aware of the contents of the school's anti-bullying policy and are aware that they can download copies from the school's web site. All boarders know how to report anxieties to their House Master and tutor team.
- We tackle the issues surrounding bullying and cyber-bullying as part of the PD curriculum. We utilise the Footprints Programme in Years 3-6 as part of their scheme, and Seal Programme in N-Year 2. In Years 7 and 8 we have a fully proactive scheme of work. The School also recognises Anti-Bullying Week and Safer Internet Day. Cyber bullying and keeping safe online is also tackled as part of the ICT curriculum.
- We use the 6 Sherborne Prep Core Values – kindness, perseverance, awareness, generosity, honesty and independence, as a way of tackling bullying by discussing issues surrounding these values in lessons, assemblies and in general conversation.
- Our Medical Centre, boarding house, the public boards, prep diaries, classrooms and the School Office display advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as Childline.
- All pupils have access to a telephone line enabling them to call for support in private in the Assistant Head Pastoral's office.
- We have banned initiation ceremonies designed to cause pain, anxiety or humiliation.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.
- We welcome feedback from parents, guardians and third party agencies on the effectiveness of our preventative measures.

CYBERBULLYING - PREVENTATIVE MEASURES

In addition to the preventative measures described above:

- We expect all pupils to adhere to our charter for the safe use of the internet, and to accept the rules of our acceptable use of technology policy. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- We may impose sanctions for the misuse, or attempted misuse of the internet.
- We issue all pupils with their own personal school email address. Access to social media sites are not allowed inside school and are blocked on our system. Boarders must remove social media apps that are age inappropriate when in residence.
- We offer guidance on the safe use of social networking sites and cyber bullying in PD lessons which covers blocking, removing contacts from 'buddy lists' and sharing personal data. Parents are also given clear guidance on age appropriate sites and best practice for using technology at home.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Children's use of mobile phones, iPods and other personal electronic devices during the working day is forbidden across the whole school, including EYFS. Only boarders are allowed phones in school and these remain in the boarding house during the day.
- In the evenings, mobile phones are not permitted in classrooms, public areas of the school, or where they may cause annoyance to others.
- The use of cameras by anyone is not allowed in washing and changing areas, or in the bedrooms of boarding houses.
- Staff may confiscate personal equipment that is being used during the school day for periods of up to 7 days.
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.
- The computer system must be used only in connection with School duties. Logs are held of inappropriate searches and children meet with the head of ICT to discuss any infractions.
- Limited use of E-mail and Internet facilities for personal purposes by staff is permitted. The School acknowledges that personal use may occur from time to time. Any such use must be in accordance with this Policy and must not disrupt staff duties. Abuse or excessive use of the e-mail and/or Internet will be dealt with through the disciplinary procedure.
- Staff may use personal mobile phones for work purposes but may not use a personal device to take photos or videos of children at school.

- Parent information sessions are provided annually.

PROTOCOL FOR DEALING WITH REPORTED BULLYING

If an incident of alleged bullying or cyber-bullying is reported, the following procedures are 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 pastoral team as soon as possible.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The alleged victim will be interviewed on his/her own and asked to write an account of events.
- The alleged bully, together with all others who were involved, will be interviewed individually and asked to write an account as soon as possible of events.
- The victim will be interviewed at a later stage by a member of the pastoral team separately from the alleged perpetrator. It will be made clear to him/her why revenge is inappropriate. He/she will be offered support to develop a strategy to help him or herself.
- The alleged bully will be interviewed at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as set out in the school's Behaviour Management Policy; for example, detention, withdrawal of privileges or suspension. In particularly serious and/or persistent cases, the bully should expect extended or permanent exclusion.
 - The incident must be recorded factually and objectively with a clear statement of an initial action plan on iSAMS under anti bullying. The Deputy Head and DSL will keep a record of the incidents and outcome for all bullying and other serious disciplinary offences. If the incident becomes a child protection issue, the DSL will open a Child Protection file which is kept securely. Where the incident is confidential a paper copy of information is held securely.
- The DSL will inform the tutors, House Master/Mistress and Headmaster of both the alleged bully/bullies and the victim[s] as soon as possible. An iSAMS alert will also go to relevant party inboxes. In very serious or repetitive incidents, the Headmaster will be informed.

- The parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- A way forward, including disciplinary sanctions and counselling, should be agreed.
- The School recognises that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures in accordance with the school's Behaviour Management Policy.
 - A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
 - A monitoring and review strategy will be put in place.
 - 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 the Social Services. However, it is the policy of Sherborne Prep school to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely. The school may exclude a pupil, either temporarily or permanently, in cases of severe and persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
 - Records on all alleged bullying, cyber-bullying and bullying outside school of which we are made aware will be kept on iSAMS in order to evaluate the effectiveness of the approach adopted or to enable patterns to be identified.

EYFS CHILDREN

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's 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. Heidi Berry, the Head of the Pre-Prep, is in day-to-day charge of the management of behaviour in Pre-Prep.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see the Head of Pre-Prep, who will explain the inappropriateness of a particular action but such instances are rare. Parents are always informed 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 Pre-Prep and to agree a joint way of handling the difficulty.

COMPLAINTS PROCEDURE

Parents and pupils are encouraged to use our complaints procedure (which is published on our website) if they feel that their 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 policy explains how to complain to Ofsted.

Appendix 1 – Advice to Staff on bullying

Indicators 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 bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags 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 such as stomach pains, headaches etc
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares etc
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers. Sherborne Prep School staff must make a strong stand against bullying. They should:

- Not allow it anywhere
- Support children who are being bullied
- Help the bullies to change their behaviour
- Tell children to 'tell' and back them up
- Take bullying seriously and find out the facts when told about an incident of bullying
- Ensure that children, parents and teachers take responsibility for any bullying that goes on
- Break up groups of bullies by not allowing them to play, sit, eat, etc., together
- Use peer pressure against bullying behaviour.

What to do when confronted with a report of bullying:

- Listen carefully and record all incidents
- Question, but do not ask leading questions
- Meet the alleged bully and the bullied separately with an appropriate member of senior staff
- Offer the victim immediate support and help by explaining and putting the school's procedures into action

- Consider the need for medical treatment/examination/counselling.

Sherborne Prep School is committed to reinforcing the messages below in PD, ICT, assemblies, tutor sessions and through our broader curriculum

- When someone is being bullied or is in distress, take action. Watching and doing nothing always suggests support for the bullying
- Pupils should inform an adult immediately if they do not wish to get involved at the scene of the problem
- Do not tolerate bullies in the same social group.

To counter cyber bullying, students must be made aware that:

- They must never share their password with anyone
- They must not send pictures of others or themselves electronically
- No student is allowed to take pictures or video on their phone of another student or member of staff, whether on school premises or not.

All children and staff must accept and adhere to acceptable use policy which are explained fully in E-safety sessions twice a term in ICT

In PD sessions and through tutoring students are encouraged to develop:

- Acceptance
- Patience
- Respect for others, themselves, their learning.
- Trust
- Empathy
- Co-operation
- Understanding

The Role of Counselling

Counselling may form an important part of any bullying case, both for the bully and the bullied. Staff should seek guidance from Assistant Head Pastoral as to the efficacy of counselling in cases of bullying. We also have a trained mediator on the staff body who will work with children when mediation is appropriate.

Appendix 2 – Advice to pupils on bullying

FOR PUPILS: SOME THINGS YOU SHOULD DO IF YOU ARE BEING BULLIED:

- Tell an adult you trust
 - Tell yourself that you don't deserve to be bullied
 - Get your friends together and say no to the bully
 - Stay with groups of people, even if they are not your friends. There is safety in numbers
 - Try to ignore the bullying
 - Try not to show you are upset, which is difficult
 - If possible, avoid being alone in a place where bullying happens
 - Try being assertive - shout 'NO' loudly
 - Walk quickly and confidently even if you don't feel that way inside
 - If you are in danger, get away. Do not fight to keep possession
 - Fighting back may make it worse
 - If you are different in some way, be proud of it. It is good to be an individual
-