

WARWICK PREPARATORY SCHOOL



Anti-Bullying Policy and Procedures

Last Review:	Summer 2018
Next Review:	Summer 2019
Responsible:	Headmistress

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1. INTRODUCTION AND BACKGROUND

- 1.1 This policy applies to the whole school, including EYFS and After School Care.

This policy was written with regard to the DfE document 'Preventing and tackling bullying': Advice for headteachers, staff and governing bodies – July 2017. Other documents considered in the review of this policy are: DCSF 'Safe to Learn: Embedding Anti-Bullying work in schools' and Sexual violence and sexual harassment between children in schools and colleges 2017.

- 1.2 Our Anti-Bullying Policy and Procedures form part of a suite of documents and policies which relate to the welfare, health and safety of pupils in school. In particular there are links with the Behaviour Policy, Safeguarding: Child Protection Policy, Acceptable Use Policy, our PSHEE Scheme of Work (which includes Protective Behaviours; a practical and down to earth approach to personal safety. It is a process with encourages self-empowerment and brings with it the skills to avoid being victimised), Equal Opportunities Policy, Racial Equality Policy, Sex & Relationships Policy, Disability Policy and E-safety Policy.

2. STATEMENT OF ETHOS: WARWICK PREP

- 2.1 We place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do.
- 2.2 In celebrating each girl and boy for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.
- 2.3 We seek to prepare all our boys and girls for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active, and compassionate global citizens.
- 2.4 In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

Statement of Religious Ethos

- 2.5 Founded on Christian principles, we welcome pupils of all faiths and none. King's High School and Warwick Preparatory School are committed to enhancing the contribution we can make to society as a whole, and, in embracing diversity, to equal opportunities for all.

Aims

- 2.6 Scholarship - To foster a love of learning, intellectual curiosity, independence of thought, and effective learning habits.
- 2.7 Environment - To provide a safe, stimulating and supportive school environment, where each pupil can feel inspired, challenged and valued.
- 2.8 Community - To foster a vibrant school community, built on trust and respect, and instil a sense of social responsibility.
- 2.9 Character - To develop resilience and confidence, and to inculcate integrity.
- 2.10 Opportunity - To provide a rich and stimulating school experience, where our pupils can explore and develop their interests, gifts and talents, and discover new ones.

3. OBJECTIVES

3.1 At Warwick Prep, our objective is:

- To communicate effectively to all members of the school community the school's stance on bullying, including its policies and procedures.
- To engage members of the school community in reaching a shared understanding of what bullying is.
- Bullying, harassment, victimisation and discrimination will not be tolerated at Warwick Prep School (See Appendix 1). We treat all of our pupils and their parents fairly, with consideration and we expect them to reciprocate this towards each other, the staff and the school. Any kind of bullying is unacceptable. This policy applies to the whole school community.
- To promote an open atmosphere in which victims and witnesses know that it is right 'to tell', know who to tell, and feel safe to do so.
- To raise awareness of the school's expectations in terms of behaviour and to adhere to our Fair Rules and codes of conduct.
- To promote an ethos whereby it is better to prevent bullying, rather than merely react to it when it occurs.
- To raise awareness with staff so that they can identify different sorts of bullying and know how to deal with cases sensitively, supportively and effectively.
- To work with children in a range of ways to equip them with social and emotional skills in order to reduce bullying and to be able to counter and deal with bullying.

4. DEFINITION OF BULLYING

4.1 Bullying can be defined as 'behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example those with protected characteristics. Protected characteristics are the nine groups protected under the Equality Act 2010. They are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

It might also be motivated by actual differences between children, their circumstances and perceived differences.' Bullying can happen anywhere and at any time and can involve everyone - pupils, staff and parents.

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.

4.2 There are many different types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes: name-calling, taunting, mocking/teasing and threatening to cause harm.

Emotional and Social bullying involves hurting someone's reputation or relationships. Social bullying includes: writing something offensive or drawing offensive images, leaving someone out on purpose, spreading rumours about someone, telling other children not to be friends with someone and embarrassing someone in public.

Physical bullying involves hurting a person's body or possessions. Physical bullying includes: pushing, tripping, pinching, hitting, kicking, spitting, taking or damaging someone's property and making mean or rude hand gestures.

Sexual bullying involves unwanted physical contact or sexually abusive comments.

Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on

content at a click. There are at least seven types of cyber-bullying, ranging from abusive text messages, emails and phone calls, to bullying in internet chatrooms, social networking sites and instant messaging:

1. text messages - unwelcome texts that are threatening or cause discomfort.
2. picture/video-clips via mobile phone cameras — images sent to others to make the victim feel threatened or embarrassed
3. mobile phone calls - silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible
4. emails - threatening or bullying emails, often sent using a pseudonym or somebody else's name
5. chatroom bullying - menacing or upsetting responses to children or young people when they are in web-based chat-room
6. instant messaging (IM) - unpleasant messages sent while children conduct real-time conversations online
7. bullying via websites - use of defamatory blogs (web logs), personal websites and online personal polling sites

4.3 Bullying can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle but it can also be overt.

5. SIGNS AND SYMPTOMS

5.1 A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and understand that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away

- cries themselves to sleep at night or has nightmares
- starts bed wetting/soiling themselves
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or 'go missing'
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating / over eating
- is frightened to say or refuses to say what's wrong
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber-message is received
- provides improbable excuses to explain any of the above

5.2 These signs and behaviours are not exhaustive and could indicate other problems, but bullying should be considered a possibility and should therefore be investigated.

6. PREVENTATIVE MEASURES

6.1 The ethos of the school helps to instil mutual respect for the whole school community, but in addition, a number of strategies and preventative measures have been put in place at Warwick Prep in order to minimise bullying. Pupils are supervised at all times, including break and lunchtimes and after school. Supervision levels are high on the playground and at lunchtime, and secluded areas of the school are minimal.

6.2 Staff, pupils and parents are all made aware of the strategies that are in place in order to minimise bullying at Warwick Prep.

6.3 Staff are asked to;

- Read the Anti-Bullying Policy on an annual basis.
- Termly, discuss and monitor the functionality of the procedures for dealing with incidents of bullying by Head of PSHEE at staff meetings.
- Attend/invite trainers for Anti-Bullying staff training.
- Ensure there is a common understanding of the definition of bullying.
- All staff, including non-teaching staff, are made aware of recognised types of bullying, and the signs and symptoms that possible victims may display.
- Follow the procedures detailed in 'Section 7' when dealing with incidents of bullying.
- To use the PSHEE scheme of work (which includes Protective Behaviours), form time periods, assemblies, Anti-bullying Week and Safer Internet

Week to educate children about bullying - both its prevention and how to deal with it.

- The school follows the 360 safe scheme. The Head of Computing is qualified in EPICT, e-safety awareness and the school follows advice from the Safer Internet Centre and CEOP.
- To refer to the school's Fair Rules and award Fair Rules stickers when they are followed.
- To use the anti-bullying display board in the Pre-Prep and Prep department to ensure all pupils can see the advice on anti-bullying at Warwick Prep School.

6.4 Pupils are to;

- read or have it read to them the Anti-Bullying at Warwick Prep advice in their pupil planner at the beginning of each academic year. (See Appendix 2)
- discuss annually at School Council and review the Anti-Bullying Advice. (See Appendix 2)
- be re-introduced to the school's Fair Rules at the beginning of each academic year. They are referred to throughout the year with jigsaw pieces stating the Fair Rules as displayed throughout the school. In addition, every Form Room in Nursery, Pre-Prep and Prep has a laminated copy of Fair Rules, which we hope will provide consistent boundaries across the school and help the pupils aspire to positive relationships, good attitudes and excellent behaviour.
- be encouraged to adopt these Fair Rules and are rewarded with a Fair Rules sticker for following them.
- attend assemblies and take part in Form Time that will cover anti-bullying themes throughout the year.
- complete their PSHEE scheme of work (which includes Protective Behaviours) and Computing scheme of work an anti-bullying ethos is developed and self-esteem enhanced. Children learn through a combination of direct discussion about bullying and indirect strategies in teaching and other aspects of school life.
- participate in the annual National Anti-Bullying week (November), which is coordinated by the schools' PSHEE Head of Department and the annual National Safer Internet Week, which is coordinated by the schools' Computing Head of Department.
- be taught the importance of keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- be regularly reminded of the school's rules for the safe use of the internet.

- 6.5 Through other parts of the curriculum, as raised in drama, stories, historical events, current affairs etc. pupils are given the opportunity to discuss discriminatory actions and bullying, as they arise.
- 6.6 Through the teaching of Protective Behaviours pupils learn that they can talk with someone about anything, even if it's awful or small. Each term all pupils complete their own network hand where pupils list adults that they trust and can talk to. Pupils in Middle and Upper School are also told about ChildLine and are made aware how they can contact ChildLine.
- 6.7 At Warwick Prep our initial concern is to prevent bullying rather than to punish bullies. However, bullying is a major offence and will be firmly dealt with. Information about the school's policy and procedures on bullying is made available to parents on the school website and through the annually produced Parent Handbook which is available to all new and existing parents.
- 6.8 The Parent Handbook explains the school's approach to preventing and dealing with bullying and notifies parents where they can obtain a copy of the full Anti-Bullying Policy and Procedures.
- 6.9 Parents are expected to support the School's code of conduct as set out in the '**Fair Rules**' and to support the school's stance on bullying.
- 6.10 We encourage parents to tell the school of concerns, including those relating to incidents out of school. Any concerns raised by parents will be sympathetically heard and investigated and the parents of both victims and bullies will be supported.
- 6.11 Cyber-bullying: Preventative Measures
In addition to the preventative measures as described above, Warwick Prep is fully aware that cyber-bullying is increasingly common place in schools and has therefore taken additional measures to help prevent its growth. Certain sites are blocked by our IT Network filtering system (including social networking sites) and our IT Department monitors pupils' use in accordance with our pupil AUP.
- 6.12 Pupils' mobile phones are not permitted in school. Pupils carrying a mobile phone for the purpose of communication on the journey to and from school, by foot, bicycle or public transport, are instructed to leave them in the care of the School Office until the end of the formal school day.
- 6.13 Governing Body
The "nominated Child Protection Governor" will liaise with the Chairman of Governors, the Head and Head of Pre Prep / Prep over all anti bullying strategies and individual cases where appropriate. The Governors will discuss, review and endorse agreed strategies on the initiative of the nominated Governor and in any case will discuss the Head's annual report on the working of the policy.

7. PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING

- 7.1 After a suggestion of bullying, those involved should be spoken to sensitively, in the first instance, by the Form Teacher. The Form Teacher must listen carefully to all accounts. If necessary the victim, the bully and any witness may be asked to write a report on the incident.
- 7.2 The Form Teacher must never ignore suspected bullying or make premature assumptions.
- 7.3 The Form Teacher must protect and support a child who has been bullied.
- 7.4 The Form Teacher must help the child/children who has/have bullied to recognise the effect of their behaviour and to take responsibility for it.
- 7.5 Records will be checked for any patterns/recurrences and evidence will be collated.
- 7.6 The Form Teacher will notify the Head of Pre-Prep or Prep and the bullying behaviour (as detailed earlier) must be recorded using the school's 'Bullying Incident Report Form' (See Appendix 3).
- 7.7 The Form Teacher will contact the parent(s) of the child/children demonstrating bullying behaviour and ask them to attend a meeting with the Form Teacher and the Head of Pre-Prep or Prep to discuss the incident.
- 7.8 The Form Teacher will contact the parent(s) of the victim(s) and ask them to attend a meeting with the Form Teacher and the Head of Pre-Prep or Prep to discuss the incident.
- 7.9 The pupil/pupils bullying will offer a verbal and written apology to the victim/s.
- 7.10 Sanctions will be applied in line with our Behaviour Policy.
- 7.11 All necessary staff are to be made aware of the pupils involved via a pastoral alert.
- 7.12 If any bullying behaviour is repeated after the above, then it will be referred immediately to the Headmistress who will then refer to the Behaviour Policy.
- 7.13 A monitoring or review strategy will be put in place for each case, ensuring both victim and bully are supported as appropriate.
- 7.14 All recorded cases of bullying are discussed at regular Senior Leadership Team meetings and incidences and patterns of behaviour analysed.
- 7.15 A record of all bullying incidents is kept in the Bullying Incident File which is kept in the rooms of the Head of Pre-Prep and Head of Prep. Any completed yellow

'Bullying Incident Report Forms' must be first copied and placed in the Sanctions File and the original is to be placed in the Bullying Incident File.

- 7.16 In an extreme case it could be necessary to make a report to the Police or Children's Services. However, it is the policy of Warwick Prep to attempt to resolve all issues internally under the school's own disciplinary procedures, unless the matter was of such gravity that a criminal prosecution was likely.
- 7.17 If the school feels the problem is more serious than we are qualified to deal with, then we recommend that the parents and the school contact an Educational Psychologist known to the school, to provide professional advice on the matter.
- 7.18 Pastoral care is a high priority at Warwick Prep and we make every effort to ensure the physical and emotional well-being of all our pupils. Although we have procedures in place to deal with bullying, it is not a common occurrence and any incidences are dealt with swiftly and, we strongly believe, effectively. We value parental support and work with our parents as a partnership.

8. HELPFUL ORGANISATIONS & CONTACT DETAILS

- Childline – 0800 1111
 - Bully Busters Helpline: 0800 169 6928 bullybusters.org.uk
 - National Bullying Helpline: 0845 22 55 787 nationalbullyinghelpline.co.uk
 - NSPCC Helpline – 0808 800 500 help@nspcc.org.uk.
 - Parentline Plus - 0808 800 2222
 - The Samaritans – 01789 298 866 or 08457 909 090
 - Cruse Bereavement Line – 0808 808 1677 helpline@cruse.org.uk
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- **The Anti-Bullying Alliance (ABA):** Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues.
 - **Beatbullying:** A bullying prevention charity with an emphasis on working directly with children and young people. In addition to lesson plans and resources for parents, Beatbullying have developed the Cybermentors peer support programme for young people affected by cyber-bullying. www.beatbullying.org
 - **Kidscape:** Charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people. Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204 or www.kidscape.org.uk

- **Restorative Justice Council:** Includes best practice guidance for practitioners 2011.

Cyber-bullying:

- ChildNet International: Specialist resources for young people to raise awareness of online safety and how to protect themselves.
- <http://www.bullying.co.uk/cyberbullying/what-is-cyberbullying/?gclid=CK3Cr-6w-9ECFeyT7QodQ48AGg>
- <http://www.bullying.co.uk/cyberbullying/what-to-do-if-you-re-being-bullied-on-a-social-network/>
- https://www.thinkuknow.co.uk/11_13/Need-advice/Cyberbullying/

LGBT (Lesbian, Gay, Bisexual and Transgender):

- **EACH:** A training agency for employers and organisations seeking to tackle discrimination on the grounds of gender and sexual orientation.
- **Schools Out:** Offers practical advice, resources (including lesson plans) and training to schools on LGBT equality in education.
- **Stonewall:** An LGB equality organisation with considerable expertise in LGB bullying in schools, a dedicated youth site, resources for schools, and specialist training for teachers.

SEND:

- **Mencap:** Represents people with learning disabilities, with specific advice and information for people who work with children and young people.
- **Changing Faces:** Provide online resources and training to schools on bullying because of physical difference.

9. MONITORING AND EVALUATION

At Warwick Prep, the Senior Leadership Team will monitor the procedures and effectiveness of this policy and make changes as appropriate. It will be reviewed annually.

Policy Reviewed: Summer Term 2018
Date of next Review: Summer Term 2019

Appendix 1:
Discrimination, Victimisation and Harassment.

Discrimination in relation to the nine protected characteristics is illegal; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex and sexual orientation. However, for the school community, discrimination is also unacceptable on any of the other grounds referred to in this policy statement.

Failure to comply with the policy will be fully and promptly investigated using the appropriate procedures.

There are four ways in which discrimination may occur:

1. Direct discrimination: This means treating someone less favourably than others would be treated in the same or similar circumstances on the grounds of race, sex etc.
2. Indirect discrimination: This means applying a requirement or condition which cannot be justified to all groups but which has a disproportionately adverse effect on one group because the proportion of that group which can comply is smaller than the proportion of the group(s) which can comply with it.
3. Victimisation: This occurs when a person is treated less favourably than other persons would be treated because that person has done a 'protected act' under the Equal Pay Act, Sex Discrimination Act, Race Relations Act or Employment Equality Regulations, for example, by bringing forward proceedings or giving evidence or information.
4. Harassment: Harassment can take many forms, from the most obvious abusive remarks to extremely subtle use of power. As with unfair or unlawful discrimination, harassment can be intentional or unintentional. However, the key issue is not simply the intention of the offender but the impact of the behaviour on the person receiving it. Whatever the form, the school will provide support for any member of the school community who feels threatened or isolated because of such actions.

Appendix 2:

Anti-bullying at Warwick Prep School

Every pupil at Warwick Prep School has the right to be healthy and stay safe in an enjoyable environment. School should always be a place where children and young people feel safe from all kinds of bullying.

What is Bullying?

- An act of aggressive behaviour towards others
- Persistently 'picking on' someone every day
- It is intentionally harmful, carried out by an individual or a group
- It can lead to a person feeling anxious and lacking in confidence and far worse
- It can have **serious consequences** for both the person being bullied and the alleged bully/bullies

When is it Bullying?

- When someone **keeps** hurting your feelings
- When someone **keeps** hurting you physically
- When you hurt someone's feelings (for example, by calling them names) on purpose
- When someone teases you or makes you upset every day

When it is not Bullying?

It is not bullying when you have the occasional argument with a friend, if you hurt someone's feelings by mistake or if you accidentally hurt someone when playing games.

What are the types of Bullying?

- Emotional: Hurting people's feelings, leaving someone out
- Physical: Punching, kicking, hitting, pushing
- Verbal: Being teased, name-calling
- Racist: Graffiti, calling someone racist names
- Discriminatory: Being unkind or making comments about a person's disability or learning support needs
- Cyber: Saying unpleasant things by text, email, on social media and messaging

Warwick Prep does not tolerate any form of bullying.

What to do if you are being bullied?

- Tell an adult (teacher, member of staff, parent)
- Tell someone you trust
- Walk away
- Ignore them

What not to do if you are being bullied?

- Hit back or fight back
- Use bad language or say anything back
- Ask someone to hurt the bully

Who Can I tell?

- A friend
- A family member
- Mrs Dodsworth
- Mrs Alder
- Mrs Ward
- Mrs Smeeton
- Form teacher
- Any member of staff
- Parents
- Childline 08001111

What to do if you see someone being bullied;

- Don't ignore it
- Let the bully know they are doing something wrong
- If safe to do so, tell the bully to stop
- Don't stay silent or the bullying will keep happening, tell someone
- Don't lose your temper
- Do give support to the person being bullied

All staff and pupils will work together to:

- Make Warwick Prep a place where everyone can feel safe and happy
- We will all help everyone to get on with each other and we believe that every person has the right to be who they are
- Most importantly: If you are being bullied, Start Telling Other People (STOP)

What will happen if a case of bullying is reported?

- The Form teacher /Head of Prep /Head of Pre Prep will investigate and where possible, both parties will work together to find a way to solve the problem

- Both parties will be interviewed separately
- Parents will be informed and invited in to School to discuss the matter
- A way forward, including disciplinary sanctions and/or counselling will be agreed depending on how severe the bullying is

What will happen if the Bullying Continues?

If the bully does not stop the bullying there will be consequences in line with the Behaviour Policy.

Any Questions or Concerns?

Speak to your Form teacher or a member of Staff. Everyone is here to help to make Warwick Prep a safe and enjoyable environment in which to learn and grow and be the best you can be!

Appendix 3:

BULLYING INCIDENT REPORT FORM

Date of incident:
Time of incident:
Location of incident:
Child(ren) being bullied (include class):
Child(ren) bullying (include class):
Reference of previous report forms:
Description of incident:
Form completed by:
Actions agreed:

A copy of this form should go to the Form Teacher and Head of Prep/ Head of Pre-Prep.
Please make necessary staff aware of the situation via a pastoral alert.