

# Anti Bullying Policy

The school has a Behaviour Policy which governs the standards of behaviour the school expects from its pupils. This Policy refers to more persistent behaviour, as outlined below.

This policy applies to all pupils at Mayfield Preparatory School, including all pupils in the Early Years Foundation Stage.

The policy is drawn up following DfE guidance ‘Preventing and Tackling Bullying (July 2017)’ and Cyberbullying: advice for headteachers and school staff (November 2014).

## AIMS AND OBJECTIVES

At Mayfield Preparatory School, our community is based upon respect, good manners and fair play. We ensure that bullying at the school is prevented as far as is reasonably practicable. 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 engage the pupils with discussion of differences between people and the importance of avoiding prejudice-based language. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed; but orderly, kind and caring atmosphere. All pupils should care for and support each other, and be good role models for others to emulate

Mayfield Preparatory School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Mayfield Preparatory School in maintaining high standards of behaviour. It is essential that school and home have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of pupils and prospective pupils on our website and on request. It is also available and known to staff.

Bullying, harassment and 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. Any kind of bullying is unacceptable. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage.

At Mayfield Preparatory School, we aim to prevent the act of bullying and to help staff and pupils to deal with it when it occurs. We will teach children responsibility for their own actions and increase awareness of bullying and its harmful effects on others.

## DEFINITION OF BULLYING

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

‘Preventing and Tackling Bullying (October 2014) (DfE guidance).

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 is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer - it may occur directly or through cyber-technology (social websites, mobile 'phones, text messages, photographs and email). Bullying may also include sexting and any other issues named in KCSIE of relevance to the school (such as banter, sexual assaults, gender-based issues).

## CYBERBULLYING – DEFINITION

Mr Bill Belsey, the creator of the web site: <http://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 Social Networking Sites, like Bebo, Facebook and Myspace, emails and mobile phones, used for SMS messages and as cameras.

## THE SCHOOL'S RESPONSE TO BULLYING

At Mayfield Preparatory 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 introversion and loss of confidence, 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, whilst respecting that people have different opinions to our own.

## SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unhappiness at school, crying
- Unwillingness to come 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 spoiled 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
- 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, experiences nightmares
- 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.

## PREVENTATIVE MEASURES

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

- All new pupils (including 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.
- We raise awareness of staff through training, so that the principles of the school policy are understood, legal responsibilities are known, action is defined to resolve and prevent problems, and sources of support are available; if appropriate, we may bring in specialist trainers to help our staff, including the SENCO, understand the needs of our pupils, including those with special educational needs or disabilities, and lesbian, gay, bisexual and transgender (LGBT) pupils.
- 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 Mayfield Preparatory School. They are required to read the school's policy as part of their induction.
- Our Personal, Social and Development Education (PSD) 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 the message about community involvement and taking care of each other.
- We use Assemblies, projects, drama, stories, literature, historical events, current affairs, House meetings and other lessons to explain the school policy on bullying and to highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.

- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Head of Pastoral Care in order that patterns of behaviour can be identified and monitored. If there are trends in these records investigations are carried out.
- We have a strong and experienced pastoral team of Form Tutors, Heads of Department, and House Master/Mistresses who support the Head of Pastoral Care 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. Inset sessions are held regularly, using outside experts.
- 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.
- We encourage close contact between the staff and parents/guardians, and would always make contact if we were worried about a pupil's well-being.
- We have clear policies communicated to parents, pupils and staff.
- We create an environment of good behaviour, caring, kindness and respect, with helpful examples set by staff and older pupils and celebration of success.
- We involve parents and make sure pupils are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.
- Around school, we display advice on where pupils can seek help, including details of confidential help lines and web sites connecting to external specialists, such as Childline, Kidscape, Get Connected, Samaritans.
- All pupils have access to a telephone helpline, enabling them to call for support in private.
- We operate a peer counselling scheme, whereby trained older pupils are encouraged to offer advice and support to younger pupils.
- We provide leadership training to our Head Boys/Girls and their team of prefects/heads of House which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

## CYBERBULLYING – PREVENTATIVE MEASURES

In addition to the preventative measures described above, Mayfield Preparatory School:

- Expects all pupils to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our ICT Department monitors pupils' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Adheres to the BECTA guidelines regarding E-teaching and the internet.

- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking, removing contacts from “buddy lists” and sharing personal data.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- In ICT lessons, pupils are given age-appropriate information about grooming, internet sites containing violent or adult content, and sharing personal information/photographs.
- Lower III are given e-safety advice by neighbourhood watch police officers as necessary to warn them of internet dangers upon leaving Mayfield.
- Lower III (Year 6) and Upper II (Year 5) pupils are given -a safety workshop delivered by Street Teams, which helps warn them of the dangers of internet usage, e-safety and to prevent cyberbullying.
- Discourages use of technologies to tease, bully or threaten.
- Pupils are not permitted to have mobile phones in classrooms, public areas of the school, or where they may cause annoyance to others. Any mobile phones must be handed in to the school office at the beginning of the school day and collected at the end of the school day.
- Staff are not permitted to have their personal mobile phones in classrooms or public areas of the school. School mobile phones are permitted to be used by staff when going on school trips or off-site, such as taking a class to the Queen Mary’s swimming pool.
- The school has official cameras to take photographs of school events. Photographs are then made available to parents. Parents and families are permitted to take photographs at school events as long as everyone consents and with the understanding that the photographs are not to be published or released into the public domain.
- Shares information, discussion and co-operation between teachers and parents, including regular e-safety and cyberbullying workshops delivered to the parents by the Head of ICT.

For further information, see the school policies on mobile phones, internet usage, e-safety and images of children.

## PROCEDURES FOR DEALING WITH REPORTED BULLYING, INCLUDING CYBER-BULLYING AND BULLYING OUTSIDE SCHOOL

If an incident of 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 (Form Tutor, Head of Early Years Foundation Stage, Deputy Head or Head of Pastoral Care) as soon as possible.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The 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 immediate account of events.
- The incident should be recorded on a school incident form and signed and dated before it is given to the Head of Pastoral Care who is responsible for keeping all records of bullying and other serious disciplinary offences, securely in his office
- The Head of Pastoral Care will inform the Form Tutors of both the bully/bullies and the victim[s] as soon as possible. In very serious incidents, the Headmaster should be informed.
- 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 Policy; for example, detention, withdrawal of privileges or suspension. In particularly serious and/or persistent cases, the bully should expect permanent exclusion. They are also made aware of the fact that support would be made available to them should he/she need it due to unforeseen problems.
- 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. This should recognise 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 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.
- Mayfield Preparatory School will attempt to resolve such issues internally under the school's own disciplinary procedures. When there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm', any such abuse will be referred to local agencies. It would be an expectation that in the event of disclosures about pupil on pupil abuse that all children involved, whether perpetrator or victim, are treated as being "at risk".
- 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.

## 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. Bev Higgins, the Head of the Early Years Foundation Stage, is in day to day charge of the management of behaviour in the Early Years Foundation Stage.

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 Pastoral Care, who will 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 Head of the Early Years Foundation Stage and to agree a joint way of handling the difficulty.

## RECORDING AND MONITORING

All bullying incidents should be recorded on a school incident form and signed and dated before it is given to the Head of Pastoral Care who is responsible for keeping all records of bullying and other serious disciplinary offences, securely in his office. The Head of Pastoral Care monitors closely the impact of any bullying on individual pupils. Actions are always taken to address bullying incidents and prevent further bullying.

## BULLYING OF STAFF

If a member of Staff feels he/she is being bullied, then he/she should follow the guidelines outlined in the Grievance Procedure.

Reviewed on : November 2017

Review Date : November 2020

Head Teacher : Matthew Draper

Chair of Governors : June Aubrook