



# Hawkesdown House School

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## ANTI BULLYING POLICY

**This is a whole school policy including EYFS.**

This School Policy is reviewed annually and has regard to the DfE advice 'Preventing and Tackling Bullying' (2017) and DfE Advice for Parents and Carers on Cyberbullying (August 2013, updated July 2017), the Equality Act (2010) and Cyberbullying: Advice for head teachers and school staff (2014)

See also Behaviour Policy, PSHEE Policy, Use of Technology Policy, Safeguarding Children Policy and Anti-Bullying Guidelines for Children booklet (See Appendix 1)

### Statement of Intent

Hawkesdown House we believe that corporal punishment must not be used or threatened. We are committed to providing a caring, friendly and safe environment for all our pupils, so they can learn in a relaxed and secure atmosphere. We recognise the seriousness of bullying, both physical and emotional (which may cause psychological damage). Every student has the right to be safe and happy in school and to be protected when they are feeling vulnerable. Bullying of any kind is unacceptable at our school. When bullying occurs, all pupils should be able to tell someone and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff.

### Objectives of this Policy

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying and what they should do if bullying arises.
- Pupils and parents should be assured that they will be supported when bullying is reported.

### Definition of bullying

A working definition of bullying, such as that it may be repeated over time and intentionally hurts another pupil or group physically or emotionally 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).

The four main types are:

#### EMOTIONAL / VERBAL

- being unfriendly, excluding, tormenting, spreading rumours, looks, gestures
- name calling, teasing, insulting, prejudicial taunts on the grounds of race, creed, gender, culture or SEND.
- Written versions of the above.

## PHYSICAL

- hitting, kicking, unwanted physical contact, taking or hiding belongings including money

## ICT (CYBER) RELATED

- harassment or defamation by email or text posting on any website, misuse of the internet such as email and chat rooms, mobile phone threats by messaging and calls, misuse of any associated technology i.e. camera, video facilities.

## SEXUAL

- any bullying behaviour whether physical or non-physical that is based on a person's sexuality or gender. It is when sexuality / gender is used as a weapon by boys or girls towards other boys or girls. It can be carried out to a person's face, or behind their backs or through the use of technology.

Bullying can arise between the following relationships;

- Pupil to pupil
- Pupil to staff
- Staff / adult to pupil
- Staff to staff

Peer on peer abuse is abuse, and abusive comments and interactions will not be tolerated by the School or passed off as just 'banter', just 'having a laugh', or 'part of growing up'. (See Safeguarding and Child Protection Policy). Gender may affect peer on peer abuse and staff must be vigilant in this regard.

Bullying outside the home can be an indication that a child could be experiencing abuse at home. It is important for staff to understand that children who bully may be victims themselves. (see London Child Protection Procedures and Practice Guidance for further information).

A bullying incident should be treated as a child protection concern when there is reasonable cause to believe a child is suffering or likely to suffer significant harm.

### **Why it is important to respond to Bullying**

- Bullying is unacceptable in any form and the School will always respond to concerns and take appropriate action.
- When
- The impact of bullying can have extremely serious consequences for a child, including psychological damage and loss of self-esteem.

### **Some signs and symptoms**

A pupil may indicate by signs or patterns of behaviour that he or she is being bullied. He/She may;

- become frightened of walking to or from school
- be unwilling to go to school
- feel ill in the morning and complain of tummy / head aches
- begin to do poorly in school work
- become withdrawn, starts stammering
- regularly have books or clothes destroyed or stolen
- become distressed, stop eating, overeat
- cry easily or have nightmares
- become tired and listless due to inability to sleep
- become disruptive or aggressive
- have possessions go 'missing'
- be frightened to say what is wrong
- have frequent injuries and unexplained bruises

- run away
- self-harm

These signs and behaviour traits could indicate other problems, but bullying should be considered as a possibility and should be investigated.

## **Prevention of Bullying**

As well as recognising the signs and symptoms of bullying and using strategies to deal with this, Hawkesdown House School actively strives to **prevent** bullying in all aspects of the curriculum and day to day running of the school.

Pupils are given the 'Anti-Bullying Guidelines for Children' booklet which they are required to read, understand and sign. A copy of this will be sent home for parents to read and understand too. (Located in the Policies and ISI Documentation Folder in Storebox).

Staff awareness is raised through INSET and regular training. Staff are also required to be extra vigilant at times and in places where bullying is more likely.

Our School values (JACK values) promote kind and sensitive behaviour, and reward this with community spirit awards, stickers and praise. Success is celebrated publicly, by everyone so that a positive ethos is created. JACK is part of our ethos and is very much present and part of each day at Hawkesdown House.

Staff are required to set an example to the pupils by thoughtful, caring behaviour to each other and to other children.

Assemblies will often take the theme of being kind to one another and showing children how they should respect and cherish their fellow peers.

We have introduced Senior Buddies as a result of a School Council meeting whereby the representatives wanted to do more for the School and Anti-bullying Week campaigns. Elected Form 3 Senior Buddies partner up with a different class. These children have been chosen as role models and are there for younger pupils who might want to speak to an older child.

Our PSHEE programme covers a range of aspects related to bullying and the procedures, should any child encounter this. All pupils are expected to abide by the School Rules. We endeavour to develop self-confidence in our pupils so that they are enabled to speak out against bullying and aim to create an inclusive, safe environment in which it is easy for pupils to report bullying and where discussion is free.

Staff are required to be extra vigilant at times and in places where bullying is more likely.

## **Mobile phone usage**

Children are forbidden the possession of mobile phones at the School to avoid the possibility of taking pictures or videos of each other or of the staff. Parents accompanying children on trips to the Park are also requested not to photograph or video the children.

## **What Can Adults Do to Stop Bullying?**

- Give support to those who are bullied.
- Help a bully to change his behaviour and make certain that he/she does so.
- Encourage people who see bullying to report it.
- Investigate the facts.
- Inform the parents of both the victim and the bully and of the actions taken to prevent the bullying.
- Educate children to protect themselves against bullying behaviour.
- Work in partnership with the School

## **What Can a Child Do if He or She is Being Bullied?**

- Tell an adult – teacher or parent.
- Tell an older child/Senior Buddy or his friends.
- Tell themselves that they don't deserve to be bullied.
- Avoid situations where bullying is possible.
- Say NO to the bully.
- Be assertive and confident.
- Try to ignore the bullying.
- Try not to show that he or she is upset.

**The following procedures are in place at Hawkesdown House School.**

1. Teachers must be vigilant at all times and report a bullying incident or any concerns they may have about a child to the Head immediately.
2. Parents may report any concerns they may have about their child being bullied to the Head.
3. Likewise, the Head will discuss the bullying incident with the victim's parents and later with the victim present.
4. An official warning is given to the bully and his parents. The parents and the bully are reminded that the School's Sanctions Policy will be followed rigorously.
5. Upon admission to Hawkesdown House School, all children and their parents are made aware of this anti-bullying policy.

The Headmistress will use her discretion to resolve any cases of bullying. This discretion will take into account the fact that children sometimes bully others because:

- They do not know that it is wrong
- They are copying other members of their family or friends
- They have been encouraged by their friend to bully • They are taking out their insecurities on others
- They are going through a difficult time and are taking out their aggression on others.
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If deemed necessary, the Headmistress will notify the parents of both the aggressor and the victim, will interview others discreetly and use her judgement as to how best to resolve the situation understanding that supports for both the bully and the victim is essential. If a child has been guilty of bullying, this will be noted on their file and sanctions/official warnings, would be put in place. It is possible that, in an extreme case, the school could decide that suspension, or even permanent exclusion, was warranted to prevent bullying. In conclusion, bullying is a threat to the good order and atmosphere of a school and can break out at any time and involve anyone. It is the duty of everyone in the school community to try to ensure that bullying does not take place and that Hawkesdown House School is a happy and caring environment.

The aim of the school in this area is to prevent bullying as much as possible and deal rapidly and strongly with it should it occur. The school PSHE programme seeks to address the causes of bullying and help children to understand the issue and our policy towards it. This policy is to be used in conjunction with the school's Behaviour Policy.

**Outcomes**

1. The bully may be asked to apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. Reconciliation of all involved if possible
4. After the incident/s have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

**Support**

**For pupils who have been bullied:**

The school will assure the bullied student of continued interest in their welfare and offer any time required for talking through recent events. The school will explain what steps have been taken to offer protection for the future and give an undertaking that it will respond to any further instances affecting that pupil. All staff are all expected to play a part in restoring the pupil's confidence in the safety of day to day routines in the school. If longer term counselling is required, the Head, and external agencies can become involved.

**For pupils who have bullied:**

Whilst an applied sanction is both corrective and appropriate, the school will also take extra steps to educate the bully. Time will be spent in counselling and in encouraging the bully to empathise with the victim so that learning might prove the best deterrent to any repeat behaviour. The Head will take responsibility for ensuring this happens.

### **Reporting and Recording**

A bullying incident should be treated as a child protection concern where there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. In this case a decision would be taken to seek external advice from the local childcare services.

So that it is easy to report bullying, including cyber-bullying and bullying outside school, records are kept to evaluate the effectiveness of the approach adopted or to enable patterns to be identified.

Where a bullying incident occurs, it is recorded by the class teacher, including the date, the parties involved and an account of the incident and a copy given to the Head. The Head keeps a centralised record of incidents.

Incidents of bullying are discussed as they occur in weekly staff meetings, to ensure all staff are kept informed.

### **Raising Awareness**

At Hawkesdown House School, we raise awareness through staff training e.g. ChildNet visit. 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. Where appropriate, the school will invest in specialized skills to understand the needs of their pupils, e.g. OT Training, including those with special educational needs or disabilities, and lesbian, gay, bisexual and transgender (LGBT) pupils.

### **Bullying Linked to Disability**

At Hawkesdown House School, we are aware that a child with a disability, be it physical or mental, may be subject to bullying from other pupils. These children will be continually monitored to ensure that they are not the subject of ridicule or bullying in any way. By nature of their disability, e.g. autism, some children may be seen to provoke other children into an act of aggression or verbal abuse. However, this is not acceptable and to prevent this, teachers and assistants impress on all pupils, the need to be kind and thoughtful to everyone.

### **Bullying Linked to Ethnicity or Faith**

There is no place for either of these in our School culture. Each family is welcomed into the School community and is valued for their contribution to our happy, stable and cosmopolitan environment.

### **The Equality Act 2010**

The Equality Act 2010 replaces previous anti-discrimination laws with a single Act. A key provision is a public-sector Equality Duty, which came into force on 5 April 2011. It replaces the three previous public-sector equality duties for race, disability and gender, and also covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Duty has three aims. It 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; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

Schools are now required to comply with the Equality Duty.

The Act also makes it unlawful for the responsible body of a school to discriminate against, harass or victimise a pupil or potential pupil in relation to admissions, the way it provides education for pupils,

provision of pupil access to any benefit, facility or service, or by excluding a pupil or subjecting them to any other detriment. In England and Wales, the Act applies to all maintained and independent schools, including Academies and Free Schools, and maintained and non-maintained special schools.

### **Cyber Bullying Policy**

With increasing availability to children of electronic devices that give unrestricted access to the internet, the school considers online safety as part of both safeguarding and anti-bullying arrangements. Limitations in the provision of hardware and the vigilance of teachers and parents have a part to play in the safeguarding and protection of pupils at school and children at home. As it is not possible to deny access to technologies that have both good and injurious potential, pupils are taught to exercise their good sense in the knowledge of what is available to them and the risks to which they may be subject, in line with their age and experience.

- (a) use of mobile phones and cameras;

No pupil should have a mobile phone in school. No pupil should take a photograph by either camera or mobile phone of another child or of a member of staff unless given express permission by staff and in an appropriately supervised context and setting.

- (b) the taking of official and parental photographs of pupils in school;

Similarly, parents are asked not to take photographs of pupils who are not their own children at school events such as a sports day.

- (c) use of computers and other devices in school, including filtering and monitoring of internet usage;

All computer settings are set to the highest level of security and firewalls are in place. No child has access to email in school. All children's use of the internet is closely supervised.

- (d) information about grooming, internet sites containing violent or adult content, and sharing personal information/photographs;

Pupils are given age appropriate information about internet safety. Pupils have no access at all to social media websites on the school network and via the wireless network infrastructure

- (e) use of technologies to tease, bully or threaten;

No pupil, member of staff or other adult associated with the school shall use technology to tease, bully or threaten. Should this occur then the child will be subject to the sanctions set out in the behaviour policy and in the most serious cases shall be suspended and permanent exclusion considered. Any adult would be guilty of gross misconduct and appropriate action will be taken that may include notifying the Disclosure and Barring Service as well as the police.

- (f) The management of personal data in line with statutory requirements.

The School ensures that all devices are fully encrypted, including personal devices used by staff.

**ChildNet International deliver workshops to all children and hold evening parent masterclasses every two years.**

### **Appendix 1**

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## Anti-Bullying Guidelines

Best Friends for Ever!!!

I have read and understood this policy.

I promise I will not bully anyone or ignore other people's bullying.

Signed: \_\_\_\_\_

(Pupil)

I've have read and understood this policy.

(Parent/Guardian)

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### THE GOLDEN RULES

We are gentle  
We don't hurt others  
We are kind and helpful  
We don't hurt anyone's feelings  
We listen  
We don't interrupt

We are honest  
We don't cover up the truth  
We work hard  
We don't waste our own or others' time  
We look after property  
We don't waste or damage things

8. Remember, you may be able to solve small friendship problems yourself but if someone is continually making you unhappy in any way, and you need help to deal with it, tell a teacher.

9. It can be any teacher, and you do not have to speak in front of everyone else. Ask the teacher if you can speak to her/him quietly - she or he will speak to you as soon as possible. If you have a friend who is bullied but is afraid to tell anyone, you should tell a teacher. Your name will not be mentioned if you do not want it to be.

10. The teachers promise to listen to your worries, to take them seriously and to do what we can to help. We can't work miracles but we will do our best to improve things for you.

11. If someone accuses you of being rough or unkind, we promise to listen to your side of the story in private and to be as fair as we can. We know there are always two sides to a story!

12. We cannot force people to be friends, but we can - and do - insist that people are kind, polite and gentle to everyone in school.

13. Remember - if you want a friend, be a friend. A smile and a friendly attitude are the most important things. Find someone else who is on his own, from whatever class, and ask him to play with you.

**We are Kind...**

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### If someone is unkind, rude or rough towards you:

- Tell them you don't like it and ask them not to - sometimes people think they are just teasing or playing, and they may not think how upset you are.
- If they continue, try to stick up for yourself and tell them firmly to stop. No matter how upset you feel, try not to let them know. Being calm and firm goes on in the right. Don't be tempted to behave as badly as the other person.
- Try to be strong by saying 'NO' loudly. Practice in front of a mirror.
- If possible, walk away. Even better, find someone else to talk to play with. Find an older boy or a Senior Buddy if possible.
- If someone will not let you join in a game, don't follow them or keep asking. It will make them even less likely to want you another time! Remember, some games only need a certain number of people, and certain board games can only take a few. Find something else to do and try to enjoy it.
- Remember, everyone has had days and good days. Most days have some of both - try to remember the good things and it will be easier to deal with the bad things.
- If you are different in some way, be proud of it! It is good to be an individual.

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### If you know someone is behaving in this way:

- Do not join in;
- Speak out - the bully may think you agree with his actions.

### What happens if you bully?

If your behaviour is bad or bullying, your teacher will deal with it to begin with and set targets for improvement. You may also miss a break time. Remember, it is your decision how you behave - do not let others encourage you into unkind or rough behaviour.

If your bad behaviour continues, you will be sent to the Headmistress and an appropriate punishment will be given. This could involve reporting to teachers several times a day; missing break time or other activities; making amends to the person you have bullied, etc.

If you still choose to behave badly, your parents will be contacted.

If you still choose to behave badly, you will be sent to the Headmistress and you may be sent home.