Anti-Bullying Policy (including EYFS)

This policy has been drawn up with regard to DfE Guidance "Preventing and tackling bullying: Advice for headteachers, staff and governing bodies" (July 2017) and Cyberbullying: Advice for headteachers and school staff (2014). Bullying of any description is not acceptable and will be taken most seriously. Gad's Hill School aims to provide a community in which each person is respected as an individual and is valued. It is our belief that every person has the right to education and to work here in a safe and secure environment free from intimidation, threat or harm from any other person.

RELATED POLICIES:
S3   Behaviour management policy which includes the General School Rules – (including pupil use of mobile phones) as Appendix A
S4   Safeguarding policy and appendices
S6   E-Safety

AIMS
1. To ensure that all people (children and adults) in the school community are able to work in a safe and secure environment free from humiliation, harassment, oppression and abuse.
2. To clarify for all members of the school community that bullying is not acceptable and must be discouraged. Everyone must act in a positive way to ensure that bullying is challenged and reported.
3. To ensure that all pupils, parents, staff, governors and others are aware of this policy and know that appropriate action will be taken.
4. To recognise that bullying can take place off-site and that the school will endeavour to respond appropriately as if it had happened on site by involving external agencies.

WHAT IS BULLYING?
Bullying is behaviour that is 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, looked after or is a carer, or is vulnerable due to family dynamics e.g. single sex parents, or a pupil who is already receiving support coordinated by several agencies. Bullying may occur directly or through cyber-technology (social websites, mobile 'phones, text messages, photographs and email). It might be motivated by actual differences between children, or perceived differences.

Bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

Bullying makes other people feel uncomfortable or threatened whether this is intended or not. Bullying is about power. Victims feel powerless to stop it. Others, such as parents for instance, may feel powerless to know how to help.

Bullying can take many forms but may be:
- Physical: pushing, hitting, kicking, spitting etc;
- Verbal: name-calling, gossiping, spreading rumours, persistent teasing
- Emotional: tormenting, humiliating, ignoring, excluding

- Sexual: unwanted physical contact, comments of an unwanted sexual nature
- Cyber: harassment, alarm, distress or humiliation that uses internet, social media or telephone technology (see S6 E-safety policy)

Bullying may be directed towards people or pupils viewed as "*different*" as a result of their protected characteristics (for example; race, religion, sexuality, gender, disability, etc).

Bullying may also be "silent" and without obvious overt activity but result in a pupil / person being isolated or excluded from group activities, or friendship groups.

It is important to bear in mind that many behaviours, which in the school context are called bullying, may be defined in law as threatening behaviour, criminal damage, theft, assault, sexual harassment, or hate crime. It is the right of pupils and parents to report such incidents to the Police.

Bullying does not occur solely between pupils. From time to time accusations of bullying of pupils by adults (this could include a parent of a pupil) in school are raised, pupils bullying adults or indeed adults bullying adults.

SERIOUSNESS OF BULLYING
Those being bullied may show signs of physical harm or emotional changes in behaviour such as becoming shy and nervous, feigning illness or clinging to others for support. Their work may deteriorate. They may lack concentration or be absent from school. In the most serious cases, bullying can lead to psychological damage and even suicide. Although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

Encouragement to Tell (Disclosure by pupils being bullied)
It is important that we create an atmosphere in school where anyone who is being bullied, or others who know about it and bystanders, feel that they will be listened to, and that action taken will be swift and sensitive to their needs. Pupils will be taught through assemblies and the SMSC curriculum about their choices when they believe they have witnessed bullying. They will be encouraged to tell a teacher, another member of staff or a senior prefect or their mentor. Disclosure (telling someone) can be direct and open, or indirect and anonymous. Post boxes are available for indirect/anonymous disclosure. Everyone, including bystanders to bullying who do not disclose the issue must understand that, through their inaction, they are allowing bullying to continue.

PROCEDURES
The exact course of action will vary with each situation but the main objectives should be that bullying is curtailed by the behaviour being brought into the open, discussed and strategies put in place to resolve the problem. It is always important to make clear that the bully's behaviour is unacceptable and the bullying must stop, but also that revenge is not an appropriate option for the victim.

Following a report of possible bullying:
1. A record of the report or incident should be made by the tutor on Isams under the most appropriate heading. Tutors should not list the incident as a bullying incident unless it is clear that the incident fits the definition of bullying (see page 1).
2. Head of Seniors / Juniors will review Isams records each day to monitor pupil behaviour and will monitor or investigate potential bullying incidents as necessary. If, on investigation, an incident of bullying has not been recorded as such then SMT will re-categorise it as appropriate to the circumstances.

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3. The tutor should take some form of action to resolve the incident if that is possible. If the situation is complex or time-consuming it should be referred to a member of the SMT for their action. Any action taken should be recorded as an update to the original Isams report.
4. An accurate record must be maintained of any interview with any of the involved parties (victim, witnesses, and alleged bully).
5. Other staff will be informed of events to enable future monitoring. Depending on the nature and scale of events parents may be informed by the form tutor or SMT.
6. The behaviour of any pupil suspected of bullying will be monitored through use of the form book, report cards and feedback from pupils and staff.
7. Cases of serious bullying that are subsequently referred to police or children's services will be logged on the school's SIS as a safeguarding incident.
8. A bullying incident will be addressed as a safeguarding concern when there is *'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant har*m'. Where this is the case, the DSL will report their concerns to Kent/Medway Children's Services. If a criminal offence is thought to have occurred the school may inform the Police.

Our anti-bullying policy is designed to integrate with the school's behaviour management policy. The application of sanctions will depend on the individual circumstances of each incident. When pupils are involved the school will provide support to both the victim and the bully to help change his/her behaviour and to overcome the issues involved. The school may draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying.

Cyber bullying
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.

The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones. Guidance for the appropriate use of mobile electronic devices in the school setting is detailed in the E-safety policy.

Staff and pupils sign an 'acceptable user agreement' for the use of computer and mobile electronic devices when they join the school. These are updated when necessary, to take account of developments in technology.

Parents and pupils are expected to take all reasonable measures to curtail or limit e-safety incidents or cyber bullying. Abusive message sent via social media must be reported by parent/pupils to the social media organisation or CEOP. Parents and pupils must make full use of privacy settings to block comments from third parties that may be upsetting or inflammatory.

 Pupils must not respond or reply to anti-social messages with similarly inflammatory messages that are likely to perpetuate matters.

Bullying outside school premises
Teachers have the power to discipline pupils for misbehaving outside of the school premises "to such an extent as is reasonable". This can relate to bullying incidents occurring anywhere off the school premises such as on school or public transport, outside local shops or in town or village centre.

Parents are responsible for their child's behaviour outside of school hours. If they consider another person or a pupil at the school has committed an offence against them or their family

out-of-hours and off-site then they may wish to report the matter to the police who will deal with the matter as appropriate.

The school welcomes parents, pupils or individuals reporting incidents of poor behaviour by pupils and reserves the right to investigate and take action as appropriate. The school will take positive steps to investigate reports that are potential safeguarding issues likely to result in a referral to children's services or, involve an actual or risk of serious harm to an individual or, involve serious damage to property or, involve evidence of prolonged anti-social behaviour or bullying or, incidents of potential "hate crime".

The school will not usually get involved in investigating or policing minor disputes, petty behavioural issues, disagreements, or arguments, name-calling (including exchanges of social media) that occur out-of-school hours and off-site unless the behaviour and the individuals involved show a pattern of repeated incidents and therefore potential bullying.

Reported incidents that are identified by the school as bullying will be investigated and acted on. The Headmaster will consider whether to notify the police or local authority of action taken against a pupil. If the misbehaviour could be criminal or pose a serious threat to a member of the public the police will be informed.

In cases of misbehaviour or bullying teachers may only discipline the pupil on school premises or elsewhere when the pupil is under lawful control of the staff member.

EVALUATION
A log of any bullying incidents is maintained on the School Information System, iSAMs, will be monitored by SMT and used to evaluate the effectiveness of the approach adopted, and enables the identity of possible patterns of anti-social behaviour, such as:
- numbers of pupils/employees being bullied
- pupil/employees willingness to report incidents
- staff vigilance and response to bullying behaviour and
- numbers of pupils, staff and parents feeling secure about the school's response to bullying.

Bullying complaints and their subsequent investigations will be recorded. The Governor responsible for safeguarding will review an auditable selection of bullying complaints to ensure compliance with policy. The Governing Body has overall responsibility to review the number of bullying incidents each year and review the school's policy and its effectiveness.

TRAINING
The Director of Standards and Development is responsible for arranging a programme of staff development, which will include anti-bullying strategies. This will include training for teachers, support staff and governors and will ensure 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 available. It may also be necessary to invest in specialised skills to understand the individual needs of pupils, including those with special educational needs or disabilities, and lesbian, gay, bisexual and transgender (LGBT) pupils.

EDUCATION
Measures taken to prevent bullying include:
- raise awareness about bullying behaviour and about the school's anti-bullying policy.
- the education of pupils concerning bullying. This will be done within school assemblies and other subjects as appropriate to the curriculum.
- raising awareness of bullying and challenging attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti-bullying ethos in the

school through the delivery of the SMSC programme, assemblies, tutorial activities, projects, drama, stories, group work, circle time, befriending, mentoring, mediation, assertiveness development and literature.

- the appreciation of differences between people, the importance of avoiding prejudice-based language and empathy with others is addressed in all key stages as shown in the SMSC programmes of study.
- enabling pupils and adults to inform staff of their concerns either directly or indirectly without fear of further bullying or discrimination.

SANCTIONS

For pupils: any of the school's formal punishments can be used against bullies as appropriate and with regard to the behaviour management flow-chart (*Appendix within Policy S3 – Behaviour Management policy)* and will be applied fairly, consistently and reasonably, taking account of and special educational needs or disabilities that the pupil may have and taking into account the needs of vulnerable pupils. The punishment will reflect the seriousness of an incident, convey a deterrent effect and demonstrate that bullying is unacceptable.

Sanctions include verbal reprimand, demerit, detention, behaviour Pupil Improvement Plan (PIP) and temporary exclusion. For persistent offenders or incidents considered as gross acts of aggression a pupil could be permanently excluded.

For employees: action may be taken within the context of the schools competency or disciplinary process

For other adults, including parents: sanctions may involve temporary or permanent exclusion from the school site or in extreme cases the withdrawal of their child from the school.

COMMUNICATION

This policy is communicated to staff, parents and pupils via the staff and student handbook located on the SIS and on the website under statutory information. It is made clear that bullying is not acceptable, will not be tolerated and action will be taken to prevent and, where it occurs, to discipline those who breach school policy. Values of respect for staff and other pupils, an understanding of the value of education, and a clear understanding of how our actions affect others are a key part of the school ethos; these are reinforced by staff and older pupils who set a good example to the rest of the school.

Assemblies are used within school to communicate specific issues to pupils; parents are periodically invited to attend an informative discussion on bullying; and staff discuss specific issues that arise among pupils to manage the situation and prevent escalation.

Staff and older pupils are to set an example of good behaviour and respect for others: the behaviour management policy promotes acceptable standards of behaviour, which celebrates success and creates a positive school environment.

PARENT AND PUPIL INVOLVEMENT

Parents, as well as all staff and pupils, should know that the school will not tolerate bullying, and takes a positive approach to educating pupils to combat it. Details of the school's anti-bullying policy, behaviour policy, grievance procedures, can be found in the student handbook, which is available on the School Information System. Parents are encouraged to report any concerns that they have to their child's form tutor or to the Headmaster. Parents are encouraged to reinforce the value of good behaviour at home.

If a pupil or adult feels that they are being bullied, or as a bystander, if they witness anyone being bullied, or are aware of incidences of cyber-bullying, they should inform their form tutor

or another member of staff, or use a pupil postcard. No accusation of bullying will be ignored. Individuals should not respond to bullying with violence.

RESPONSIBILITIES
School Staff and Governors
Any incidents of bullying, of a child or another adult must be reported to the Head of Department, Head of School or Headmaster as appropriate.

Governing body
The 'nominated governor' i.e. the chair of the safeguarding committee will liaise with the headmaster over all anti-bullying strategies and individual cases where appropriate. The governing body will discuss, review and endorse agreed strategies on the initiative of the 'nominated governor'.

The Headmaster
The head has a legal duty under the *School Standards and Framework Act 1998* to draw up procedures to prevent bullying among pupils. The Head will:
- ensure that all staff have an opportunity of discussing strategies and reviewing them;
- determine the strategies and procedures;
- discuss development of the strategies with the leadership group;
- ensure appropriate training is available;
- ensure that the procedures are brought to the attention of all staff, parents and pupils.

The Head of Senior School and the Head of Kindergarten and Junior School will:
- be responsible for the day-to-day management of the policy and systems;
- ensure that there are positive strategies and procedures in place to help both the bullied and bullies;
- keep the head and designated teacher informed of incidents;
- arrange relevant staff training;
- determine how best to involve parents in the solution of individual problems.

Curriculum Group Leaders/Heads of Department will:
- be responsible for ensuring that the school's positive strategies are put into practice; and
- know the school's procedure and deal with any incidents that are reported.

Form tutors will:
- be responsible for liaising with (curriculum group leader or head of department) over all incidents involving pupils in their form;
- be involved in any agreed strategy to achieve a solution; and
- help deliver the anti-bullying programme in the SMSC course.

All staff will:
- know the policy and procedures;
- be observant and to ask pupils what is happening to them;
- deal with incidents according to the policy;
- never let any incidence of bullying pass by unreported, whether on-site or during an off-site activity;
- teachers will participate in the delivery of SMSC in lessons or form time as appropriate.

BULLYING OF EMPLOYEES IN THE SCHOOL COMMUNITY
Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include:
- spreading malicious rumours
- unfair treatment
- picking on someone
- regularly undermining a competent worker
- denying someone's training or promotion opportunities

Bullying and harassment can happen: face-to-face, by letter, by email or by phone. Bullying itself isn't against the law, but harassment is. This is when the unwanted behaviour is related to one of the following:
- age
- sex
- disability
- gender (including gender reassignment)
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

WHAT EMPLOYEES SHOULD DO IF BULLIED OR HARASSED?
Employees should see if they can sort out the problem informally first. If they cannot, they should talk to their Head of Department, Headmaster or trade union representative. If the problem is not resolved, a formal complaint should be made using the grievance procedure or whistle-blowing procedure. If this doesn't work and they're still being harassed, they can take legal action at an **employment tribunal**. They could also call the ACAS (Advisory, Conciliation and Arbitration Service) helpline for advice: (Telephone: 030 123 1100; Text phone: 18001 0300 123 1100, Monday to Friday, 8am to 8pm, Saturday, 9am to 1pm). ACAS has also produced a guidance leaflet on bullying and harassment. **Download 'Bullying and harassment at work: advice for employees' (PDF, 209KB)**
The employer is for preventing bullying and harassment and liable for any harassment suffered by their employees. ACAS has produced a booklet for employers, including advice on setting up a policy as well as how to recognise, deal with and prevent bullying and harassment. **Download 'Bullying and harassment at work: a guide for managers and employers' (PDF, 305KB)**

CRIMINAL LAW
Although bullying in itself is not a specific criminal offence, it is important to bear in mind that some types of harassing, threatening behaviour or communications could be a criminal offence. (e.g.: under the Protection from Harassment Act 2003, the Public Order Act 1986, the Malicious Communications Act 1988). If staff feel that an offence has been committed, they should seek assistance from the police.

REFERENCES
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.
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

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tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people.

The Diana Award: Anti-Bullying Ambassadors programme to empower young people to take responsibility for changing the attitudes and behaviour of their peers towards bullying. It will achieve this by identifying, training and supporting school anti-bullying ambassadors.

The BIG Award: The Bullying Intervention Group (BIG) offer a national scheme and award for schools to tackle bullying effectively.

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