



## **Glebe House School**

### **ANTI-BULLYING POLICY**

**Reception – Div VIII**

**The policy will be published on the website for current and prospective parents, governors and volunteers. It is available on the Dropbox system for Staff. Hard copies are available from the School Office.**

<b>Author</b>	<b>Headmaster</b>
Policy initiated	September 2018
Review Frequency	Annual , as necessary
Latest reviews	October 2019
Review due date	September 2020
References	

### ANTI-BULLYING POLICY

#### INTRODUCTION

This policy has regard for *Working Together to Safeguard Children (July 2018)* and *KCSIE (Sept 2019)*, and should be read in conjunction with the school's behaviour and safeguarding policies.

***Non Statutory advice Behaviour and Discipline in Schools (2016), Non Statutory DfE Advice Preventing and Tackling Bullying (2013) and Preventing and tackling bullying (2017) are useful sources of guidance.***

This policy applies to all children from Reception to Div VIII. The nursery works on a system of golden rules that prepares children for the rules of the school from Reception.

1. Bullying can happen to all children and young people and it can affect their social, mental and emotional health. School staff should support all pupils who are bullied. This means being alert to the effect any form of bullying can have and being especially alert to where it may have a severe impact.

2. Some pupils are particularly vulnerable to bullying and may be severely affected by it, such as those with special educational needs or disabilities. Others may be particularly vulnerable because they are going through a personal or family crisis, or suffering from a health problem. Children in care that are frequently on the move may be vulnerable because they are always the newcomer. Those with caring responsibilities may be vulnerable because they are socially isolated. These vulnerable young people may also be at risk of turning to social media for consolation or to get their own back by cyberbullying. Therefore counselling and education on e-safety can help.

3. There is evidence to suggest that pupils that are badly bullied in school are more likely to be bullied out of school, for instance either on their way to or from school or through cyberbullying.

4. There will also be a range of other local or individual factors that result in some children being more vulnerable to bullying and its impact than others. Being aware of this will help schools to develop strategies to prevent bullying from happening. It will also help schools be alert to those children who may be severely affected when it does occur.

5. The impact of bullying can be severe because of the nature and extent of the bullying or because it is combined with other factors such as those mentioned above that also affect the social, mental and emotional health of the pupil.

6. The nature and level of support will depend on the individual circumstances and the level of need. These can include a quiet word from a teacher that knows the pupil well, asking the pastoral team to provide support, initiating the family support process or referring to Child and Adolescent Mental Health Services (CAMHS).

7. There may be cases of bullying that also raise safeguarding and/or child protection concerns and these would trigger the School's Safeguarding and Child Protection Policy.

8. With the above factors in mind, all pupils are vulnerable to bullying and must be considered as possible victims regardless of their confidence, stature or intelligence.

#### OBJECTIVES

At Glebe, we believe that every child should be able to learn at school free from bullying of any kind and that they should feel safe and supported. We recognise that staff, and all members of the school community, should be able to fulfil their function free from bullying in a safe and supportive environment.

Governors, staff, parent volunteers, parents and children work together to create a happy, caring, learning environment in which respect for one another is actively promoted.

## Glebe House School - Anti-Bullying Policy

---

Bullying, either verbal, physical or indirect will not be tolerated. It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

### AIMS

To make it clearly understood by all members of the school community that bullying will

- not be tolerated at Glebe House School.
- To prevent, as far as is possible, bullying taking place.
- To respond effectively to particular incidents.
- Through the curriculum, to raise awareness about bullying behaviour, challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help to build an anti-bullying ethos in the school.

### WHAT IS 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***". DCSF Guidance Safe to Learn: Embedding anti-bullying work in schools.

Department of Education guidance:

There is no legal definition of bullying. However, it's usually defined as behaviour that is:

Repeated

Intended to hurt someone either physically or emotionally

Often aimed at certain groups, for example because of race, religion, gender or sexual orientation.

It takes many forms and can include:

Physical assault

Teasing

Making threats

Name calling

Cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

**There are many definitions of bullying**, but most have three things in common:

- It is deliberately hurtful behaviour
- It is repeated often over a period of time
- It is difficult for those being bullied to defend themselves

**Bullying can take many forms** but four main types are:

- Physical
- Verbal
- Emotional
- Psychological

**It can take the form of -**

name-calling, insulting remarks, taunting, mocking, offensive comments, gossiping, spreading hurtful and untruthful rumours.

threatening behaviour and remarks, hitting, kicking, pushing, taking belongings, spreading nasty stories about someone, excluding someone from social groups, cyber-bullying including, inappropriate text messaging, sending offensive or degrading images by phone or via the internet, including social networking sites, producing offensive graffiti.

## **Glebe House School - Anti-Bullying Policy**

---

### **It can be related to -**

race, religion or culture  
special educational needs or disabilities  
appearance or health issues,  
sexual orientation, sexist issues, gender and sex  
home or care issues

### **It can take place between -**

Pupils, pupils and staff, staff, parents and staff.

### **It can be carried out -**

By individuals  
By groups  
Face to face  
Indirectly, such as notes, email, or cyber-bullying

### **It can result in -**

Damaging self-confidence and self-worth  
Emotional damage  
Psychological damage and even suicide  
Physical damage  
Inverted feelings of guilt  
Damaging impact on the whole school community

### **Possible signs of bullying - children may:**

Be unwilling to go to school  
Begin performing poorly in their school work  
Come home regularly with clothes and books damaged  
Become withdrawn  
Become distressed or stop eating  
Cry themselves to sleep or have nightmares  
Have unexplained bruises or scratches  
Refuse to say what is wrong  
Lose belongings  
Become isolated at school

### **Possible signs of bullying - adults may:**

Become increasingly withdrawn  
Have increased numbers of absence  
Suffer health problems  
Demonstrate deterioration in the quality of their work

### **Who are the victims?**

Any child can be bullied. However, there are certain risk factors, which make the experience of bullying more likely. These include:

Lacking close friends at school  
Being shy  
Coming from an over protective family environment  
Being from a different racial or ethnic group to the majority  
Being different in some obvious respect from the majority  
Having special educational needs

## Glebe House School - Anti-Bullying Policy

---

Being a “provocative victim” – a child who behaves inappropriately with others, interrupting games or being a nuisance.

### STRATEGIES FOR DEALING WITH BULLYING

#### PREVENTION

Preventive measures are based on raising awareness amongst pupils, staff, parents and other members of the school community. Everyone, therefore, should be familiar with the Anti-bullying Policy.

- Everyone has the right to feel comfortable, at ease and happy both in the school environment and when travelling to and from school.
- Bullying in its various forms will not be tolerated.
- Anyone who is aware of bullying must report it – to a friend who can tell a teacher, to a teacher or other adult in school, to a parent. To remain silent is tantamount to telling the bully to carry on bullying.
- Bullying will be dealt with very seriously.
- Staff training in issues connected with anti-bullying and promoting positive behaviour takes places on a regular basis.
- Form Teachers have a key role to play in raising awareness amongst pupils when establishing expectations about behaviour within their form.
- Assemblies, PSHEE lessons (see PSHEE Policy) and Form Times will be used to make children clear about the Anti -Bullying Policy and to ensure that they understand what they should do if they are being bullied or they know someone who is being bullied.
- Bullying and Anti-Bullying may also be addressed in other lessons such as Science, Drama, English and R.S
- External agencies may be invited to lead workshops/give presentations on Anti-Bullying.

**All Staff** should be vigilant at all times, particularly when on duty in the Dining Room, supervising in the changing rooms or at playtime, or in other areas or freer situations where and when bullying may take place.

To encourage/monitor good behaviour and to aid communication, Playtime Books are used by the Staff on duty. Incidents relating to disagreements, misunderstandings and behaviour causing concern should be noted in the book and shared with the tutor as soon as possible, to be noted on the individual record or to be moved to a bullying report form where appropriate.

**Parents** - The Handbook for Parents will make it clear that there is a school policy on Anti-Bullying. Staff will reinforce this during the meeting with parents and make it clear to that the school welcomes a parent informing us as soon as they have any knowledge or any suspicion that bullying may be happening.

#### RESPONSES

Bullying can be brought to the attention of staff either by the victim(s), their friend(s), their parent(s) or other interested people. The response should involve corrective action and supportive action both for the victim and the bully. It is important that instances of bullying are noted and the victim is supported whether or not the bully has been identified. Investigations of the reported bullying should have a high priority, but discretion is important. The children should know that there is always somebody ready to listen and to provide immediate support. In a case of bullying where safeguarding and/or child protection concerns are raised, the School’s Safeguarding and Child Protection Policy procedures would take precedence.

## Glebe House School - Anti-Bullying Policy

---

### Recommended procedure when an incident occurs:

The following is a list of actions available to staff depending on the perceived seriousness of the situation (see Behaviour Policy). The emphasis is always on a caring, listening approach as bullies are often victims too – that can be why they bully.

- Investigate the incident as soon as possible. Discussions at length with the victim. This will require patience and understanding.
- Listen, believe there might be an issue to be investigated, act. Identify the bully/bullies.
- Staff must remember to not ask leading questions or promise that they won't tell anyone.
- Obtain witnesses if possible.
- Make a note of the incident(s) on the individual record of the pupil or separately in written form
- Report the incident to the Headmaster

The Headmaster will then speak with the alleged bully. Explain to them the details and ask them to tell the truth about the situation/incident. Make it clear that bullying is not acceptable at Glebe House School. In some minor cases, the Headmaster will refer back to the Behaviour Policy and consider sanctions based on the details within.

In more serious or repeated cases a **Bullying Report Form** (Appendix A) should be completed by the Headmaster and the staff informed. These forms (both blank and completed) are kept in a file in the Headmaster's office.

- If the bully owns up then follow the procedure outlined below.  
If the bully does not own up, investigate further. If it is clear that they are lying, continue with the procedure. It is hoped that children will usually own up if presented with all the facts.

### Steps to follow:

- Arrange separate discussions with parents of bully and victim
- A behaviour sheet to be filled out by the bully
- Sanctions for the bully may include withdrawal from favoured activities, loss of playtimes, exclusion from school, depending on the perceived severity of the incident(s).
- A proper, written apology should be made to the victim.
- All teachers should be informed so that they may watch carefully for any reoccurrence.
- Continue monitoring the situation by observing at playtimes/lunchtimes and having discussions with victim to ensure no repetition.
- A series of regular meetings with the victim may be helpful. The victim needs to know that he/she has support at all times; their self-confidence will, at the very least have been seriously damaged.
- As the behaviour of the bully (hopefully) improves, then favoured activities etc can be reinstated, and the child should be praised for good behaviour. This will rebuild the child's self-esteem, which may have been damaged after being caught bullying, or could have been low anyway, hence the bullying.
- A series of regular meetings with the bully may be helpful. The bully needs to know that the school will help them to moderate her behaviour and to establish positive relationships with their peers.
- If behaviour persists then the behaviour modification programme mentioned in the behaviour policy would be used.
- If necessary, the procedures for dealing with major breaches of discipline as laid out in the Behaviour Policy would need to be followed.

## **UNDERTAKING**

In order to identify incidents of bullying and the identities of bullies, at Glebe House School we have agreed to carry out the following strategies:

- All staff watch for early signs of distress in pupils
- All staff listen, believe, act
- Children are told they can write notes and give them to their tutor or any teacher, if they feel they cannot speak about their problems.
- The Childline telephone number to be displayed clearly in school along with other independent listeners

**Remember that the worst reaction to being told about bullying is to do nothing.**

**Glebe House School - Anti-Bullying Policy**

---

<b>BULLYING REPORT FORM</b>	<b>APPENDIX A</b>
-----------------------------	-------------------

Date:	Reported by:
-------	--------------

Name of "Victim":
-------------------

Name/s of alleged bully/ies:
------------------------------

Name/s of alleged bully/ies:
------------------------------

Name/s of alleged bully/ies:
------------------------------

Time	Place	Type of behaviour
Before school		Group bullying
Morning Lessons		Pushing/shoving
Break		Hitting/kicking
Lunch Break		Property destroyed/work damaged
Afternoon Lessons		Belongings taken/hidden
After School		Persistent hurtful comments
		Exclusions from friendship groups or activities

Discussion with "Victim"

Discussion with Bully/ies

Outcome

Signed: \_\_\_\_\_ (member of staff)

**To be seen by Form Teacher/Other members of Staff involved and then filed in Head's office**

