

ANTI-BULLYING POLICY AND PROCEDURES

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1. Introduction & Background

This policy was written with regard to the DCSF Guidance 'Safe to Learn: Embedding anti-bullying work in schools' (and previously, the DfES publication 'Bullying, Don't Suffer in Silence') and to 'Every Child Matters'.

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, PSHEC and Scheme of Learning, Pastoral Care Policy, Equal Opportunities, Racial Equality, Sex & Relationships, Disability and E-safety Policies.

Our Anti-Bullying Policy and Procedures apply to the EYFS (including Wrap-Around Care), the Junior School and the Senior School of Northwood Prep.

The importance of this policy and its procedures is clearly stated in the 'Safe to Learn: Embedding anti-bullying work in schools' DCSF guidance: *"Bullying is among the top concerns that parents have about their children's safety and well-being at, and on the way to and from, school. Bullying is also a top concern of children and young people themselves. Bullying makes the lives of its victims a misery; it undermines their confidence and self-esteem, and destroys their sense of security. Bullying has an impact on its victims' attendance and*

attainment at school, marginalises those groups that may be particular targets for bullies, and can have a life-long negative impact on some young people's lives. At worst, bullying has been a factor in pupil suicide."

2. Definition of Bullying

Bullying can be defined as 'Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'. It is difficult for victims to defend themselves against bullying.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as email & internet chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology, i.e. camera & facilities

Bullying may be directed at an individual or it may arise out of the victim's ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in the family unit and thus affect a wider group.

It can take the form of racial, religious, cultural, sexual, sexist, homophobic or disability related bullying. It could involve physical (including sexual) intimidation, verbal, cyber (including chat room, e-mail, e-photos 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 that are racist, homophobic or which focus on disabilities or other physical attributes (such as hair colour or body shape).

Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences. We always treat it very seriously. It conflicts sharply with the school's policy on equal opportunities as well as with its ethos statement, social and moral principles.

Definition of Cyber bullying:

Mr Bill Belsey, the creator of the web site <http://www.cyberbullying.org/> defined this unpleasant phenomenon in the following terms:

"Cyber bullying 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."

Cyber bullying can involve Social Networking Sites, like Bebo and Myspace, e-mails and mobile phones, used for SMS messages and as cameras.

2. Aims

At Northwood Prep. our aim is that staff, children and parents work together to create a happy, caring learning environment in line with 'Our Fair Rules' and Pastoral Care Strategies. Our aim is to make the school one in which bullying has no place and to have a whole school approach to ensuring safety, security, openness and confidence.

3. Objectives

- To raise awareness of the school's expectations in terms of behaviour and to adhere to our Fair Rules and codes of conduct
- To communicate effectively to all members of the school community the school's stance on bullying
- To engage members of the school community in reaching a shared understanding of what bullying is
- To communicate effectively to all members of the school community the school's policy and procedures
- To promote an open atmosphere in which victims and witnesses know that it is right "to tell" and feel safe to do so
- To work 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. Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and 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 dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received
- refuses to say what is wrong
- provides improbable excuses to explain any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

5. Strategies and Preventative Measures:

Staff:

- Discuss, monitor and review our anti-bullying policy on a regular basis
- Ensure there is a common understanding of the definition of bullying
- All staff, including non-teaching staff, to be able to recognise types of bullying and signs of possible victims
- Staff to respond appropriately and to report suspected cases to the Heads of Section
- Record details of the situation with information from all involved

Staff must undertake to:

1. Never ignore suspected bullying.
2. Not make premature assumptions.
3. Listen carefully to all accounts – several pupils saying the same thing does not necessarily mean they are telling the truth.
4. Protect and support a child who has been bullied
5. Help the child who has bullied to recognise the effect of their behaviour and to take responsibility for it. Apply appropriate sanctions and support the child in changing their behaviour.
6. Inform and involve parents
7. Involve outside agencies where necessary
8. Follow up repeatedly, checking that bullying has not resumed.

The School Pastoral Care Group meets regularly to discuss matters which are referred to them or arise during the week. A plan of action is agreed and communicated to all staff.

Pupils

The Anti-bullying Policy is re-introduced to all pupils at the beginning of each academic year.

Through the curriculum, an anti-bullying ethos is developed and self-esteem and peer power enhanced.

Children will learn through a combination of direct discussion about bullying and indirect strategies in teaching and other aspects of school life.

Personal and Social Development is part of our PSHEC Scheme of Learning. Bullying is an issue which is discussed fully as part of this programme and on particular occasions, if issues arise.

As part of the PSHEC Scheme of Learning, all Form Staff in Senior School spend time discussing with the boys our Pastoral care flow chart, which pictorially explains what to do if you have a problem. This goes hand in hand with a leaflet entitled 'What to do if you are worried, concerned or upset'.

In addition, every Form Room in Senior School has a laminated copy of both the flow chart and the leaflet permanently displayed on its notice board.

'Being a Caring Member of the School Community' is a set of guidelines for Senior School, which we hope will help our boys grow into good citizens. We want them to learn to live and work with others in a spirit of co-operation and friendship. We spend time going through these guidelines with the boys and encourage them to take them on board in their lives.

Circle time is a Form Time when pupils can discuss problems within the agreed rules, support each other and praise the actions and deeds of fellow pupils or others in the school.

Circle Time enables staff and pupils to highlight areas of concern relating to relationships and behaviour within the school. We aim to give pupils opportunities to boost self-esteem and promote friendship.

Assemblies & Word of the Week: Each week throughout the school year is themed with 'word of the week'. These words are linked to social and moral behaviour e.g. respect, determination, bravery, humility, responsibility etc. Each week the theme for assembly will be based on 'word of the week'. In addition, any issues that have arisen which need highlighting will be dealt with at this time.

In EYFS and Junior School, assemblies, circle times and PSHEC lessons are constantly used as opportunities to discuss appropriate ways to behave and how to deal with behaviour that is not acceptable.

Parents

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 is made available to parents.

Parental Guides are produced on an annual basis. The November 2009 guide, entitled 'Exploration of our values and Principles', was presented to parents new to the school by our School Governors.

- Parents are expected to follow the School's Fair Rules and codes of conduct, and support the school's stance on bullying.
- 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.
- We provide parents with information on e.g. internet safety
- Parents of both victims and bullies will be supported

Cyberbullying: Preventative Measures

In addition to the preventative measures described above, Northwood Prep.:

- 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 IT Department monitors pupils' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all pupils with their own personal school email address. Access to social networking sites are not permitted on school premises.
- Adheres to the BECTA guidelines regarding E-teaching and the internet.
- Offers guidance on the safe use of social networking sites and cyberbullying.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- 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 School Office and to collect them at the end of the school day when signing out.

6. Procedures for Dealing with Incidents of Bullying

Bullying should always be referred to the Form Teacher, Year Group Co-ordinator and Head of Section, who will in turn inform the School's Pastoral Care Group.

Any bullying offences will be recorded in writing, with the date and type of incident, information on what action the school took and the impact this had on the bullying. This enables any patterns to be identified. Extreme or persistent bullying will be referred to the Head who, if necessary, may suspend or even exclude the offender.

In an extreme case it could be necessary to make a report to the Police or Social Services. However, it is the policy of Northwood 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.

- After a suggestion of bullying, those involved will be spoken to sensitively.
- The person doing the bullying will be spoken to in private with a view to making him realise how his behaviour has made another boy very upset and unhappy. The aim of the talk must always be to try to prevent another similar incident from occurring in the future and help the bully change his behaviour. The bullying behaviour and threats of bullying must stop immediately.
- The incident will also be discussed separately with the victim, in private, and if appropriate, the bully and the victim will be brought together with a view to reconciliation.
- If necessary, the victim, the bully and any witness may be asked to write a report on the incident.

Northwood Prep. Pastoral Care

- In cases of bullying, the Form Teacher, House Tutor or Head of Section will contact the parents of the bully and the victim. Parents may be asked to come to a meeting to discuss the problem.
- Parents will be updated on any relevant future developments.
- The person bullying will offer an apology to the victim/s and other appropriate consequences and sanctions may be enforced in line with our Behaviour Policy (e.g. Minus Mark, Yellow or Red Card (Detention)).
- Extreme or persistent bullying will be referred to the Head who, if necessary, may suspend or even exclude the offender.
- The Pastoral Care Group, which meets weekly, will communicate concerns and action taken to the whole staff through Pastoral Care Meeting Minutes posted in the Common Room and on the Staff Shared Area of the Computer Network. Weekly Sectional Meetings are also used as a forum for communication.
- A monitoring or review strategy will be put in place.
- In serious cases, suspension or exclusion will be considered.

If staff feel that 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 who has agreed to help in these circumstances.

Pastoral care is a high priority at Northwood Prep. and we make every effort to ensure the physical and emotional wellbeing 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.

7. Staff Training:

We will

- Discuss, monitor and review our Anti-Bullying Policy on a regular basis
- Discuss the school's definition of bullying at least annually to ensure common understanding
- Induct all staff, including non-teaching staff, to recognise types of bullying and signs of possible victims, to respond appropriately and to report suspected cases to the Heads of Section
- Record details of the situation with information from all involved

8. Monitoring and Evaluation

The Senior Leadership Team and the Pastoral Care Group will monitor the procedures and effectiveness of this policy and make changes as appropriate.

Appendix 1: Anti-bullying advice to Parents pages 8 -12

Appendix 2: Anti-bullying advice to Staff pages 13-16

Appendix 3: Anti-bullying advice to Pupils pages 17-18

Policy Reviewed: March 2010 SMN/PCG/SLT

Date of next Review: March 2011

Appendix 1



ANTI-BULLYING POLICY: ADVICE TO PARENTS

Bullying can happen in any organisation. We believe that Northwood Prep. is a very happy and well-disciplined school, where the incidence of bullying is rare. We also believe that we have a very good rapport with our parents and we keep each other informed of any problems.

OUR DEFINITION OF BULLYING:

Bullying can be defined as 'Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'. It is difficult for victims to defend themselves against bullying.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
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- Cyber All areas of internet, such as email & internet chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology, i.e. camera & facilities

Bullying may be directed at an individual or it may arise out of the victim's ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in the family unit and thus affect a wider group.

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Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences. We always treat it very seriously. It conflicts sharply with the school's policy on equal opportunities as well as with its ethos statement, social and moral principles.

THE WAY FORWARD:

It is not our intention to wait for bullying to happen before we act; we wish to pre-empt the problem.

- Every pupil has the right to enjoy his learning and leisure, free from intimidation, oppression or abuse
- The school community will not tolerate any unkind actions or remarks as these can be considered acts of bullying
- Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It can be a physical, verbal or indirect attack or cyber bullying. Any pushing, hitting, kicking, threatening, teasing or name calling, which happens repeatedly over a period of time, is bullying.
- We are a "Telling Community". Anyone who knows that bullying is happening is expected to tell the school staff.
Pupils should support each other by reporting all instances of bullying.
Bullying is too serious an issue not to report to parent or teacher.

All bullying is wrong.

APPROACH:

Personal and Social Development is part of our **PSHEC** syllabus. Bullying is an issue which is discussed fully as part of this programme and on particular occasions, if issues arise.

As part of the PSHEC syllabus, all Form Staff in Senior School spend time discussing with the boys our Pastoral care flow chart, which pictorially explains what to do if you have a problem. This goes hand in hand with a leaflet entitled 'What to do if you are worried, concerned or upset'.

In addition, every Form Room in Senior School has a laminated copy of both the flow chart and the leaflet permanently displayed on its notice board.

'Being a Caring Member of the School Community' is a set of guidelines for Senior School, which we hope will help our boys grow into good citizens. We want them to learn to live and work with others in a spirit of co-operation and friendship. We spend time going through these guidelines with the boys and encourage them to take them on board in their lives.

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Circle Time enables staff and pupils to highlight areas of concern relating to relationships and behaviour within the school. We aim to give pupils opportunities to boost self-esteem and promote friendship.

Assemblies & Word of the Week: Each week throughout the school year is themed with 'word of the week'. These words are linked to social and moral behaviour e.g. respect, determination, bravery, humility, responsibility etc. Each week the theme for assembly will be

based on 'word of the week' In addition, any issues that have arisen which need highlighting will be dealt with at this time.

In **EYFS and Junior School**, assemblies, circle times and PSHE lessons are constantly used as opportunities to discuss appropriate ways to behave and how to deal with behaviour that is not acceptable.

The School Pastoral Care Group meets regularly to discuss matters which are referred to them or arise during the week. A plan of action is agreed and communicated to all staff.

PROTECTING YOUR CHILD

If you think your child is being bullied at school, or on the way to school, get in touch with your son's Form Teacher, House Tutor or Head of Section. The matter will be looked into in a sensitive and caring way.

If you are not sure whether he is being bullied or not, look out for some of these signs:

4. Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and 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 dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

- refuses to say what is wrong
- provides improbable excuses to explain any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Take an active interest in your child's social life. Discuss friendships and how free time is spent.

Encourage your child to report bullying, either of themselves or others.

ACTION BY THE SCHOOL IN THE EVENT OF BULLYING:

Our initial concern is to prevent bullying rather than to punish bullies. However, bullying is a major offence and will be firmly dealt with.

Procedure:

- After a suggestion of bullying, those involved will be spoken to sensitively
- The person doing the bullying will be spoken to in private with a view to making him realise how his behaviour has made another boy very upset and unhappy. The aim of the talk must always be to try to prevent another similar incident from occurring in the future and help the bully change his behaviour. The bullying behaviour and threats of bullying must stop immediately.
- The incident will also be discussed separately with the victim, in private, and if appropriate, the bully and the victim will be brought together with a view to Reconciliation.
- If necessary, the victim, the bully and any witness may be asked to write a report on the incident.
- In cases of bullying, the Form Teacher, House Tutor or Head of Section will contact the parents of the bully and the victim. Parents may be asked to come to a meeting to discuss the problem.
- Parents will be updated on any relevant future developments.
- The bully will offer an apology and other appropriate consequences and sanctions may be enforced in line with our Behaviour Policy (e.g. Minus Mark, Yellow or Red Card (Detention))
- In serious cases, suspension or even exclusion will be considered.

If staff feel that 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 who has agreed to help in these circumstances.

Bullying offences will be recorded in writing, with the date and type of incident, information on what action the school took and the impact this had on the bullying. This enables any patterns to be identified. Extreme or persistent bullying will be referred to the Head who, if necessary, may suspend or even exclude the offender. In a very extreme case it could be necessary to make a report to the Police or Social Services. However, it is the policy of Northwood 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.

Northwood Prep. Pastoral Care

Pastoral care is a high priority at Northwood Prep. and we make every effort to ensure the physical and emotional wellbeing 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.



Appendix 2

ANTI-BULLYING: ADVICE TO STAFF

We believe that Northwood Prep. is a happy and well disciplined school, where the incidences of bullying are relatively few. However, measures need to be in place to deal with any occurrences.

OUR DEFINITION OF BULLYING

Bullying can be defined as "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'. It is difficult for victims to defend themselves against bullying.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
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Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences. We

always treat it very seriously. It conflicts sharply with the school's policy on equal opportunities as well as with its ethos statement, social and moral principles.

OUR POLICY

The staff and pupils at Northwood Prep. agree that any form of bullying will not be tolerated. Everyone who is part of the Northwood Prep. community has a responsibility to take action to care for each other.

STAFF AWARENESS

All staff need to be *aware* of the problem, which affects all schools including Northwood Prep.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and 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 dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received
- refuses to say what is wrong
- provides improbable excuses to explain any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Bullying can take place:

- Before or after school
- Before or after class - e.g. stealing a pencil case, verbal abuse
- In the class-room.
- At lesson change over
- During playtimes or break times
- During games - particularly at the beginning and end.
- In the changing rooms.
- During meals e.g. queue barging, isolation by excluding peers from the table.

Beware of the joke that is not funny, the game not everyone is playing, the accident that was not an accident, the borrowed item that is never returned.

STAFF ACTION

In class:

- We have our set of Fair Rules that protect the interests of all class members. In addition, Class or Form Teachers should have a fair code of conduct for their class.
- Teachers must not be bullies themselves.
- Teachers need to remember that they teach people, not a subject. Almost as much thought needs to go into how to manage a class, how to deal with poor discipline (or bullying), as preparation of teaching material.
- The loud and assertive (or aggressive) pupils should not be allowed to dominate; everyone should be involved in class discussions and nobody 'rubbished'. Punctuality is vital. A lot of bullying occurs before class starts or as pupils go from one lesson to the next.

On the games field:

- Staff must not lose sight of the fact that they are primarily school teachers, not coaches or referees.
- They should not tolerate unruly or rude behaviour, regardless of circumstances.
- We are all very proud of our sporting record but that must be secondary to good discipline and fair play.

In the Dining Room:

- This is a potentially difficult area to manage and the teachers on duty need full support of all the staff to ensure civilised behaviour.
- Potential problems include queue barging, unruly or unkind behaviour and exclusion of individuals.

DEALING WITH THE BULLY

- A lot of this can be done by the teacher on the spot, e.g. "That was unpleasant", "That was unnecessary". Do not accept lies or false excuses: "I didn't do it, he's got the wrong end of the stick"; "It was a game"; "We were having a joke"; "It was an accident"; "He offered to lend it to me". (These matters, however, are hard to prove when the victim has no witnesses to back him up.)
- Care should be exercised when dealing with the parties involved in an incident that may appear to be bullying. There may be more to an incident than meets the eye.

Northwood Prep. Pastoral Care

- All incidents of bullying should be reported to the Class or Form Teacher, Year Group Co-ordinator or member of the SLT.
- When cases of bullying are reported and proven, the incidents will be recorded. Any serious incidents of bullying or habitual bullies will be reported to the Pastoral Care Group and the Head.
- The Pastoral Care Group will communicate concerns and action taken to the whole staff through Pastoral Care Meeting Minutes posted in the Common Room and on the Staff Shared Area of the Computer Network.
- A monitoring or review strategy will be put in place.
- If uncertain, seek advice from the SLT on how to proceed.
- Our priority is to prevent bullying, rather than punish for it. It should be recognised, however, that bullying is a major offence and may be punished by suspension or, ultimately, exclusion.

SUPPORTING THE VICTIM

Support can be given by:

- Telling the victim he is not alone in this; he will be supported
 - Building up self-esteem
 - Trying to analyse if there is something they do that causes them to be bullied
 - Teach them to be more assertive (not aggressive)
 - There are strategy cards to remind them how they can help themselves and a book called 'Bullies, Big-mouths and so-called Friends'. It is a paperback with a child friendly format - ISBN 0-340-875-658.
 - Kind words from ALL staff.
- Support should be provided by any, or all, members of staff.

We are a "Telling Community". Anyone who knows that bullying is happening is expected to tell the school staff.

Pupils should support each other by reporting all instances of bullying. Bullying is too serious an issue not to report to parent or teacher.

Our Pastoral Care flow chart for Senior School, which pictorially explains what to do if pupils have a problem, goes hand in hand with a leaflet for our Senior School boys, entitled 'What to do if you are worried, concerned or upset'. Every Form Room in Senior School has a laminated copy of both the flow chart and the leaflet permanently displayed on its notice board.

Class Teachers and Form Staff should ensure that all pupils are aware of and understand what to do if they are worried, concerned or upset.



PUPILS' ANTI-BULLYING POLICY

BULLYING IS –

- Hurtful
- Deliberate
- Repeated over a period of time

Some examples of bullying are as follows:

- Name calling.
- Saying unkind things about a person's appearance, colour, culture or religion.
- Making fun of someone because they are not good at certain things such as drama, maths or games.
- Saying unkind things about a person's family.
- Hiding a person's possessions such as games clothes, planner or pencil case.
- Excluding someone from a game or an activity.
- Hurting someone in a physical way such as hitting, twisting arms or tripping.
- Damaging a person's possessions.
- Cyberbullying: using technologies – mobile phone, social networks, e-mail, including text messages, photographs etc. – deliberately to hurt or humiliate someone

ACTION TO BE TAKEN BY YOU IF YOU ARE FEELING BULLIED:

- If you can, you should ask the bully to stop. Look them in the eye; tell them to stop and then move away.
- You must also speak to someone as soon as possible; you should not feel that talking to someone will make the situation worse.

There are various people who you can speak to if you are feeling bullied

- Your Class or Form Teacher
- The teacher on duty
- Any member of staff.
- Your House Captain
- Your House Buddy.
- A friend – someone you can trust.
- Your parents or family when you get home

Our Pastoral Care flow chart for Senior School, explains what to do if you have a problem. There is also a leaflet entitled 'What to do if you are worried, concerned or upset', for Senior School boys. Every Form Room in Senior School has a laminated copy of both the flow chart and the leaflet displayed on its notice board.

ACTION TO BE TAKEN BY THE PERSON DOING THE BULLYING:

- The important thing to remember is if someone has asked you to **stop** doing something that they find hurtful, you must **stop at once**.
- If you continue, even if you mean it to be a joke, it would be wrong; **it would be bullying**.

We are a "Telling Community". Anyone who knows that bullying is happening is expected to tell the school staff.

Pupils should support each other by reporting all instances of bullying. Bullying is too serious an issue not to report to parent or teacher.