



Anti-Bullying Policy	Associated Policies
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<b>Last reviewed</b>	September 2021	Safeguarding Policy
<b>Next review</b>	<b>September 2022</b>	Behaviour Policy
<b>Gov. sub-committee</b>	Education	E-safety Policy
<b>Owner</b>	Deputy Head: Pastoral	

This policy applies to all members of Richmond House School, including EYFS, and the provisions made apply to all activities including extra-curricular clubs and off site events such as trips and fixtures.

The guidance in this policy takes into account the advice given in the DfE documents ‘*Preventing and Tackling Bullying*’ (July 2017), *Cyberbullying: Advice for Headteachers and school staff* (2014), *KCSIE* (2021)

**Aim**

Richmond House School is committed to providing a caring, friendly and safe environment for all pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. The school and staff recognise the seriousness of bullying and the harm, both physical and emotional, it may cause to others. Therefore, bullying, harassment (including sexual), victimisation, cyberbullying, prejudice based or discrimination are all considered as forms of abuse and will not be tolerated or passed off as “banter” or “part of growing up”.

We treat all pupils and parents fairly, with respect, and we expect this to be reciprocated towards each other and the staff. If bullying does occur, all pupils should be able to tell a trusted adult and know that incidents will be dealt with appropriately at the earliest opportunity. We aim to encourage anyone who knows that bullying is happening to tell a member of staff or a responsible adult. This is underpinned through the anti-bullying units within the whole school PSHEe programme, the computing curriculum and is supported by the school’s pastoral framework, including anti-bullying assemblies, themed weeks and form time activities.

Our Behaviour Policy is shared with the whole school community and clearly states the ‘Desired behaviours’ expected from everyone, and lists the ‘Unacceptable behaviours’. Sanctions are clear and as a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported. Our aim is to ensure:

- All Governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All Governors, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when it is reported.
- All pupils and parents should know what they should do if bullying should arise.

## Definition of Bullying

***Bullying is the deliberate harmful behaviour by an individual or a group, repeated over a period of time, that intentionally upsets, intimidates, harms or humiliates another individual or group, either physically or emotionally.***

Bullying can take many different forms and is often motivated by perceived differences or by prejudice against particular groups, for example, race, religion, culture, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. Experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could be intellectual, physical or psychological.

Examples of Bullying include:

**Emotional.** Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), refusal to work with or cooperate with others

**Physical.** Pushing, kicking, hitting, punching or any use of violence

**Racial.** Racial taunts, graffiti, gestures, making fun of customs, music, accent or dress of anyone from a different culture

**Sexual/Sexist.** Unwanted physical contact, sexually abusive comments or remarks

**Homophobic.** Because of, or focussing on the issue of sexuality

**Verbal.** Name-calling, sarcasm, spreading rumours, teasing, degrading comments, ridicule, insults or 'jokes'. All acts of hostility, discrimination and the use of prejudice-based language are offensive and should be avoided.

**Disability and Special Educational Needs.** Pupils with special educational needs or disabilities are often at greater risk of being bullied.

**Online/Cyberbullying.** The use of Information and Communication Technology, particularly mobile phones, online Gaming and the internet, to deliberately upset someone else. Cyberbullying takes place between children; between adults; but also across different age groups. Young people can target staff members or other adults through cyberbullying.

Bullying hurts. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying as it can lead to psychological damage and even, in very serious cases, suicide or self-harm.

## Cyberbullying

Richmond House School believes that all members of the school have the right to learn and teach in a safe, supportive environment without fear of being bullied. We are committed to using Information and Communication Technology to promote learning and to equip children with the skills and knowledge to be able to use it safely and responsibly. The school's E-safety Policy explains the procedures the school has in place to safeguard children online. Many children get caught up in cyberbullying because they do not think of the consequences of their actions. Parents are advised to monitor the ways in which their child is using the internet, mobile phones and games, and follow any advice given from school. This advice is given through information evenings and on the Parent Portal.

Cyberbullying includes sending or posting harmful or upsetting text, images, or other messages, using the internet, mobile phones or other communication technology. There are some particular

features of cyberbullying that differ from other forms of bullying. These differences should be taken into account when determining how to respond effectively.

- Impact – the scale and scope of online/cyberbullying can be greater than other forms of bullying because it can invade homes and personal space.
- Targets and perpetrators - the people involved may have a different profile to traditional bullies and their targets
- Location – the 24/7 and ‘anyplace’ nature of cyberbullying
- Anonymity – the person being bullied will not always know who is attacking them
- Motivation – some pupils may not be aware that what they are doing is bullying
- Evidence – unlike other forms of bullying, the target of the bullying will have evidence of its occurrence

Advice to pupils and parents in relation to cyberbullying

- Think before messages are sent. Remember to respect others and what may feel like a joke can be hurtful. What is sent can be spread quickly and stay online forever.
- Change passwords regularly and do not share them with others.
- Set social networking sites to private and only share mobile numbers with close friends.
- Do not reply to any offensive messages but report them to an adult you trust. Replying to messages, especially with anger, is probably what the bully wants, and by not replying, the bully may think that the message has not been delivered or seen, or that they were not bothered by it.
- Save any offending or abusive messages and give them to a parent or member of staff
- Block the perpetrators of these messages.
- Report the incidents immediately to a parent, school and/or mobile phone operator. They will advise whether to take it further to the Police.
- Think about the information that they have in the public domain and where they go online.

### **Signs and Symptoms of Bullying**

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

- frightened to walk to or from school
- unwilling to go to school
- feels ill in the morning
- frequent absence, erratic attendance, late to lessons
- difficulty in sleeping, experiences nightmares or cries at night
- changes to their usual routine or established habits (e.g., giving up clubs, changes to vocabulary)
- begins to underachieve in school work or produces work that appears to have been copied, interfered with or spoilt by others
- frequent or regular visits to the School Office for medical reasons such as stomach pains or headaches
- choosing the company of adults over peer groups
- unwilling to join in activities
- stops eating; spends a long time in the dining room
- changes in behaviour such as stammering, poor eye contact, repressed body language
- self-confidence diminishes
- becomes aggressive, disruptive or unreasonable
- becomes withdrawn, anxious or unusually quiet
- becomes over emotional/ bursts into tears
- attempts or threatens suicide or runs away

- comes home with clothes torn or books damaged
- has possessions go 'missing' or damaged
- asks for money or starts stealing
- has unexplained cuts or bruises

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

### **Procedures**

1. All pupils are encouraged to report any incidents of bullying to a trusted adult. They must not be made to feel embarrassed or shy about telling someone. All pupils should feel confident that any allegations of bullying are taken seriously and will be acted upon.
2. Staff must be responsive to any allegations of bullying and the member of staff who is first contacted takes initial responsibility for investigating the incident.
3. If the member of staff considers the complaint to be serious, they should report this to the form teacher, likewise if any incidents are reported by parents, these should go to the class teacher in the first instance.
4. The incident must be investigated by speaking to all parties involved and a summary of the findings and actions taken, recorded on CPOMS. This information must be recorded for all pupils involved.
5. The class teacher is responsible for informing the Deputy Head: Pastoral of the concerns recorded and what support they have put in place to modify inappropriate behaviour and reassure the child that has reported the incident that they have support.
6. If appropriate, the class teacher shares relevant information with the other staff to support observations of behaviour or to help implement modifications. They may also communicate with parents to engage their support in the process.
7. The class teacher will plan a review meeting with all involved that may need further action. They will keep Deputy Head: Pastoral informed of the situation.
8. If the initial intervention put in place by the class teacher is not as successful as hoped, or when serious incidents occur, the Headmaster and/or Deputy Head: Pastoral will assume responsibility. A bullying incident should be treated as a child protection concern where there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm'. (See Safeguarding and Child Protection Policy)
9. When incidents of bullying occur the parents of the victim and the bully will be informed. The parents of all parties involved will be required to attend a meeting to discuss the actions to be taken.
10. Investigations should also be made to find the reasons for the bully's behaviour and support given to correct this behaviour. Sanctions will reflect the seriousness of the incident as laid out in our Behaviour Policy.
11. The victims will be offered support and help for dealing with the bullying.

### **Preventative Measures**

Richmond House School takes the following preventative measures;

- All pupils are encouraged to tell a member of staff or a parent at once if they are being bullied or know that bullying is taking place.
- We use assemblies and our PSHEe programme to explain our policy on bullying and to encourage children to speak out and look after each other. Emphasis is also placed on self-esteem and friendship skills, assertiveness and handling conflict.

- Our well-being emphasises the need to treat everyone with respect and how we do that. It also empathises the importance of positive mental health and supports lifelong skills in achieving this.
- Pupils are reminded of our behaviour expectations as outlined in the Behaviour Policy
- Other lessons such as RE, History, stories and activities also highlight the issues surrounding bullying and we reinforce our intolerance of bullying by teaching spiritual and moral values of respect and consideration of all.
- All reported incidents are investigated immediately and are subsequently monitored.
- We raise staff awareness through INSET, as part of Child Protection training. Staff should be aware and vigilant and should aim to uncover bullying when possible.
- All members of staff are made aware that their own conduct is influential and should avoid actions and statements which may imply support for any inappropriate behaviour.
- There is a zero tolerance approach to sexual violence and sexual harassment.
- We reserve the right to investigate incidents that take place outside of school hours, on school visits and trips and that occur in the vicinity of our school, which involve our pupils.
- Certain sites are blocked by our filtering system and our network manager monitors use of the internet. Sanctions are imposed for attempted misuse or misuse of the internet.
- Use of mobile phones are not permitted on site for pupils. Pupils are expected to hand in any phone to the office at the start of the day and collect it before they go home.
- E-safety information is given to pupils as part of the computing curriculum.
- Parents are provided with regular and relevant updates on events and advice.

### **Advice to Pupils**

Each year the school has a focused anti-bullying week that is based on the messages and material produced by the Anti-Bullying Alliance (ABA) which was founded in 2002 by NSPCC and National Children's Bureau. It brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues. The key messages are:

1. Tell someone you trust – getting help can solve the situation
2. Keep a record of what is happening
3. Do not retaliate
4. Surround yourself with people that make you feel good
5. Do not blame yourself it is not your fault
6. Be proud of who you are

### **Advice to Parents**

Parents should always encourage their child to speak out about bullying. If you believe your child is being bullied you should encourage your child to talk about what is happening, reassure them that the situation will change and contact the child's form teacher or the Pastoral Lead. Please do not confront the bully directly or his/her parents. For further advice and help the following website is recommended:

<http://www.anti-bullyingalliance.org.uk/>

### **Supporting Pupils**

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice

- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns.
- Reassuring the pupil and providing continuous support
- Restoring self-esteem and confidence
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

Pupils who have bullied will be helped by:

- Discussing what happened and establishing the concern and the need to change
- Informing parents/carers to help change the attitude and behaviour of the child
- Providing appropriate education and support
- If online, requesting content be removed and reporting account/content to service provider
- Speaking with local Police when appropriate.

### **Supporting Adults**

Adults (staff and parents) who have been bullied or affected by bullying will be supported by:

- Offering an immediate opportunity to discuss the concern with a Senior Leader.
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Where the bullying takes place outside of the school site, then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the school's behaviour and linked policies
- Reassuring and offering appropriate support
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

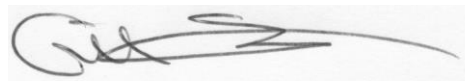
Adults (staff and parents) who have bullied will be helped by:

- Discussing what happened with a senior member of staff and establishing the concern
- Clarifying the school's official procedures for complaints or concerns
- If online, requesting content be removed and reporting account/content to service provider
- Instigating disciplinary, civil or legal action

A review of this policy, through the Governing Body and SLT, in line with the Safeguarding and Child Protection Policy, is undertaken on an annual basis.



Signed (Headmaster):



Signed (Chair of Governors):