Anti - Bullying

Date of Last Review:	September 2023
Staff member responsible for this policy:	Miss Claire Holloway
Name of Designated Safeguarding Lead for Child Protection, including for EYFS:	Miss Anna McNamara
Name of Deputy Designated Safeguarding Lead for Child Protection:	Mrs Harriet Mann
Name of Trustee responsible for Anti Bullying	Dr Nuyen Raju
Date shared with all staff:	September 2023
Date of next review:	September 2024

Policy Statement

St Olave's Prep School is committed to providing its pupils with a caring environment within which individuality can flourish. Everyone has the right to be treated with kindness and respect and to be properly supported when they are not. Bullying, consequently, of any kind is deemed unacceptable and will always be taken seriously and acted upon.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. We expect all staff and pupils to set helpful examples to others and we will celebrate all examples of success. Any kind of bullying is unacceptable. This policy is based on DfE guidance "Preventing and Tackling Bullying" July 2017 and supporting documents. It also considers the DfE statutory guidance "Keeping Children Safe in Education" September 2020 and 'Sexual violence and sexual harassment between children in schools and colleges' guidance. The school has also read Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Schools".

St Olave's is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). This policy applies to all members of our school community, including those in our EYFS setting regardless of gender, race, sex, ethnicity, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or disability. Further details are available in the school's Equal Opportunity Policy document. St Olave's seeks to implement this policy through adherence to the procedures set out in the rest of this document. This policy should be read in conjunction with our Cyber-Bullying Policy and our Safeguarding Policy.

Procedures

1. Recognising the Signs of Bullying

Not all anti-social behaviour can be termed 'bullying'. As children develop their social skills, they will inevitably fall out with friends, be unkind to others, fight, jostle, call names etc. Learning to deal with such situations, often with the help of an adult, is part of growing up.

Definition of Bullying

"Bullying may be defined as: Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally" [1]
We may define bullying as the following occurring over a period of time:
Physical – hitting, pushing or any act that invades personal space.
Verbal - Name calling, teasing and taunting. Racial and sexual harassment.
Social – Exclusion by groups or individuals. Discrimination on grounds of religion, culture, race, gender, disability or sexual orientation or because the child is adopted or is a carer.
Cyber – Intimidation and abuse via electronic means (text, e-mail, social networking sites)

Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including email, chat room 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, it can also involve notes or drawings. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural background, disabilities, special educational needs or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time and can involve everyone - pupils, other young people, staff and parents.

Definition of Cyber-Bullying

Mr Bill Belsey, the creator of the web site: www.cyberbullying.org defined this unpleasant and particularly intrusive 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 cyber-technology such as Social Networking Sites, like Bebo, Facebook and Instagram, emails, text messages and mobile phones used as cameras, and photographs.

Bullying Behaviour includes:
- Name calling and nasty teasing
- Threats and extortion
- Physical violence
- Emotional aggression
- Damage to belongings
- Leaving pupils out of social activities deliberately and frequently
- Spreading malicious rumours

Why do children bully?
Anyone can bully. However, the following may be causative factors:
- They don't know it is wrong
- They copy older brothers or sisters or other people in the family that they admire
- They haven't learnt other, better ways of mixing with their school friends
- Their friends encourage them to bully
- They want to win the admiration and approval of their peers
- They are going through a difficult time and are acting out aggressive feelings

2. Preventing Bullying

At St Olave's Prep School, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles. Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and, whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

We are proactive in the prevention of bullying.   Through PSHEE lessons, age-appropriate information sessions (for cyber bullying), workshops and in assemblies, the children learn what to do should they find themselves in uncomfortable situations such as being bullied and what to do if they witness another child being bullied. All incidents of bullying (including cyber-bullying incidents which occur outside of school) are thoroughly investigated and managed through to a resolution. Records of these incidents are kept and monitored in order to evaluate the effectiveness of the approaches adopted and to enable patterns to be identified.

What does the school do to prevent bullying?

- Our policy for tackling bullying is understood and accepted by all members of staff including lunchtime supervisors.
- We have procedures in place for dealing with incidents of bullying
- We have a strong pastoral system which supports the individual
- We have a coherent PSHEE curriculum which raises the awareness of bullying regularly throughout the year
- Our Behaviour and Discipline policy and procedures are based on the Golden Rules
- We have systems such as Circle Time which give children opportunities for expressing their views and feelings
- We raise awareness of bullying in assemblies and during Anti-Bullying Weeks
- We are improving the environmental quality and educational use of the school grounds
- We have effective supervision of the school grounds
- We have good communication with parents
- It is vital that staff are alert to children who may be vulnerable and at risk of bullying. Such pupils may include those who are:
    - ❏ Looked After Children
    - ❏ Gypsy, Roma and Traveller children
    - ❏ Children with Special Educational Needs or Disabilities (SEND)
    - ❏ Children from ethnic minorities
    - ❏ Children for whom English is an Additional Language
    - ❏ Children who are perceived to be gay, lesbian or bisexual

3. Dealing with reported incidents of bullying

All cases of alleged bullying should be reported to the Headteacher or senior member of staff. In any case of alleged bullying, either the Class teacher, the Headteacher, or a senior member of staff should first establish the facts, and build an accurate picture of events over time, through speaking to the alleged perpetrator(s), victim(s) and adult witnesses, as well as

parents and pupil witnesses if necessary and appropriate.

If the allegation of bullying is upheld, the Headteacher (or senior leader) should seek to use a restorative approach with the perpetrator(s) and victim(s) together. The perpetrator(s) should fully understand the consequences of their actions on the victim(s), and apologise without reservation. Both parties should be clear that a repeat of these behaviours will not be acceptable.

All bullying incidents must be recorded. Parents of both parties should be informed.

If the situation does not improve, the Headteacher (or senior leader) should meet with the parent(s) of the bullying child(ren) and agree clear expectations and boundaries which would be shared with the pupils involved. Any further incidents should lead to intervention (e.g. through outside agencies), further monitoring, support and sanctions as deemed necessary (as per Behaviour and Sanctions policy). Any necessary action should be taken until the bullying has stopped.

For the perpetrator this might involve:

- Sanctions (see Use of Sanctions Guidelines for Teachers in Behaviour and Sanctions policy)
- Being put on an individual behaviour report for a fixed time followed by a review. All targets should be agreed by parents, staff and child.
- Monitoring by all staff for both positive and negative behaviours to be reviewed weekly
- Mediation
- Help with social skills/behaviour

For the victim this might involve:

- Counselling
- Strategies for dealing with intimidating behaviour
- Help with social skills/behaviour
- Monitoring by all staff for both positive and negative behaviours to be reviewed weekly
- Parents/carers of the child should be regularly fed back to regarding the child's wellbeing

What should a child do if they think they are being bullied?

- Tell a teacher or another adult in the school
- Tell their parents
- If the child is scared to talk to an adult, they should ask a friend to come with them

How is a bully stopped?

- Talk to the child, explaining that bullying is unacceptable and makes others unhappy
- Set out the boundaries for what is acceptable
- Use sanctions, if appropriate, to reinforce the point
- Talk to parents and enlist their support
- Show the child how to join in with other children without bullying

- Set up a system for monitoring the child on a regular basis
- Give the child lots of praise and encouragement when they are co-operative or kind to other people

It is unusual for this approach not to be successful in our school but suspension or exclusion may be necessary in cases of more serious or persistent bullying.

Both victim and bully may be offered counselling and support, if appropriate.

4. Bullying by Members of Staff

Staff must remain aware of the way that their own behaviour is received and must take care not to bully pupils or other members of the staff.

The following behaviours would be perceived as bullying:
- Teasing others about their physical features or characteristics that they have little or no control over
- Ridiculing a person's work in front of others
- Showing inconsistency in the way that punishments or rewards are applied
- Physically intimidating others
- Insulting others
- Swearing in the presence of others
- Criticising colleagues in ways that are not constructive or are unnecessarily personal

Staff must set a good example to the children at all times. Bullying by a member of staff will be treated as a disciplinary matter. Any member of staff who feels that he/she is being bullied should initially raise the matter with their line manager or the Senior Leadership Team. If the problem persists, they should seek help through the School's Grievance Procedure and the Headteacher (see Grievance Policy and Procedure).

5. Staff Training (teaching and support staff)

Through staff training and at staff meetings and pupil business meetings we raise awareness of bullying at St Olave's in order to reduce the risk of it occurring. We regularly discuss places on the school premises where bullying may occur and times when it is likely to take place in order to minimise its occurrence. This is revised and reviewed regularly at staff meetings.

This document is reviewed annually by the Senior Leadership Team or as events or legislation change requires.

Cyber Bullying

St Olave's Prep School educates its pupils both in the proper use of telecommunications and about the serious consequences of cyberbullying and will, through PSHE and in ICT lessons and assemblies, continue to inform and educate its pupils in these fast changing areas.
St Olave's trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. St Olave's endeavours to block access to

inappropriate websites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in the ICT Suite, or any other location within the school which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, St Olave's audits ICT communications and regularly reviews the security arrangements in place.

Whilst education and guidance remain at the heart of what we do, St Olave's reserves the right to take action against those who take part in cyber-bullying.

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.
- St Olave's supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- St Olave's will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school.
- St Olave's will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.
- All members of the School community are aware they have a duty to bring to the attention of the Head teacher any example of cyber-bullying or harassment that they know about or suspect.

St Olave's Prep School embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur. Central to the School's anti-bullying policy is the belief that 'all pupils have a right not to be bullied' and that 'bullying is always unacceptable'. The School also recognises that it must 'take note of bullying perpetrated outside School which spills over into the School'. Under powers granted by the EIA 2006, the Head teacher is able to police cyber-bullying or any bullying aspects carried out by pupils, even at home. This policy will operate in conjunction with St Olave's Online Safety Policy.

Definition of cyberbullying

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning email accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, YouTube, Instagram and other social media sites

Legal issues

Cyber-bullying is generally criminal in character. The law applies to cyberspace.

- It is unlawful to disseminate defamatory information in any media including internet

sites.

- Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.
- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

Guidance for staff

If you suspect or are told about a cyberbullying incident, follow the protocol outlined below:

Mobile Phones
- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Go with the pupil and see the Head teacher, or in his absence, a member of the Senior Leadership Team

Computers
- Ask the pupil to get up on-screen the material in question
- Ask the pupil to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Accompany the pupil, taking the offending material, to see the Head
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

Guidance for pupils

If you believe you or someone else is the victim of cyberbullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your class teacher, or the Headteacher.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to your Class teacher, parents/guardian or the Headteacher (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive emails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

Guidance for parents

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be

cyber-bullying. St Olave's informs parents of the cyber-bullying policy and the procedures in place to deal with cyberbullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously St Olave's takes incidents of cyberbullying
- Parents should also explain to their sons or daughters legal issues relating to cyber-bullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact the Headteacher as soon as possible. A meeting can then be arranged with the Headteacher, which may involve other relevant members of staff
- If the incident falls in the holidays St Olave's reserves the right to take action against bullying perpetrated outside the school which spills over into the school.

E-Safety at home
Several sites offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following site:
www.nextgenerationlearning.org.uk/safeguarding-learners/Safeguarding-learners-content/Parents-and-carers/

Acceptable use agreement
This is displayed when logging in to all computers and is explained and discussed with pupils in ICT lessons.