



The Blue Coat School

ANTI-BULLYING POLICY

This Anti-Bullying Policy was devised by the Headmaster and the Head of Pre-Prep and the Head of Prep in consultation with colleagues in the school.

Date of Next Review: Michaelmas 2021

ANTI-BULLYING POLICY

1. AIMS AND OBJECTIVES

1.1

The Blue Coat School community is based upon respect, good manners and fair play. The School is committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of the pupils can develop to his or her full potential. Pupils are expected to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

1.2

The Blue Coat School prides itself on its respect and mutual tolerance. The School community is diverse with pupils from a variety of cultural, religious and ethnic backgrounds. Some pupils require additional support and help. Parents/guardians have an important role in supporting The Blue Coat School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this Policy forms part of the School's Terms and Conditions.

1.3

Bullying, harassment, victimisation and discrimination will not be tolerated. All pupils and their parents are treated fairly and with consideration and it is expected that they will reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. Where necessary, the sanctions described in the Behaviour Management and Exclusions Policy will be applied for behaviour that constitutes bullying or harassment of any kind.

1.4

Staff at The Blue Coat School also recognise that there might be underlying causes for a child's behaviour. If staff suspect a child's behaviour is because the child is suffering, or is likely to suffer, significant harm, then the procedures set out in the Safeguarding and Child Protection Policy are followed and it will be treated as a child protection concern and discussed with the Designated Safeguarding Lead (DSL) or one of the Deputy DSLs. Staff are aware that some children may be particularly vulnerable to being bullied, including children with special educational needs or children going through a personal or family crisis or suffering from a health problem.

1.5

This policy has regard to the Equality Act (2010) and the DfE publications: 'Behaviour and Discipline in Schools – Advice for headteachers and school staff' (2016); 'Preventing and Tackling Bullying – Advice for headteachers, staff and governing bodies' (2017); 'Supporting children and young people who are bullied: advice for schools' (2014), 'Cyberbullying: Advice for headteachers and school staff' (2014) and any other relevant legislation or Guidance.

1.6

The Blue Coat School Anti-Bullying Policy applies to all children in the school including those in the Early Years Foundation Stage (Nursery and Reception).

1.7

The Blue Coat School Anti-Bullying Policy is available for parents on the school website and in Main Reception and the Pre-Prep Office.

2. DEFINITION OF BULLYING

2.1

Bullying may be defined as the intentional hurting, harming or humiliating of another person or group of people either physically or emotionally, repeated over time by an individual or a group. It is often motivated by prejudice against particular groups such as age, disability, race, religion or belief, sex or sexual

orientation (and the other protected characteristics set out in the Equality Act 2010) or other prejudices such as culture, homophobia, special educational needs, or because a child is adopted or is a carer. It might be motivated by actual differences between children, or perceived differences. 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). It may occur directly or through cyber-technology (social websites, gaming, mobile 'phones, text messages, photographs and email). It could involve physical (including sexual) intimidation, verbal, and emotional means (teasing, 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 can happen anywhere and at any time. It can cause physical and emotional harm which may cause serious and lasting psychological damage. Harassment and threatening behaviour, or communications can be criminal offences. It is always treated very seriously, particularly when bullying is in respect of the protected characteristics. It conflicts sharply with the School's Policy for Equal Opportunities, as well as with its social and moral principles. The School will take action in response to a single incident of bullying irrespective of whether or not this is the first such incident or a repeated pattern. The incident will be managed and recorded as set out in Section 6 below so that patterns can be seen and so that the single incident does not become the first of a series.

3. SIGNS OF BULLYING

3.1

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

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags and other belongings suddenly going missing, or being damaged
- Changes to established habits (e.g. giving up music lessons, changing accent or vocabulary)
- Psychological damage and diminished levels of self-confidence
- Frequent visits to the Health Centre with symptoms such as stomach pains, headaches
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares
- Talking of suicide or running away

3.2

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

4. PREVENTATIVE MEASURES

4.1

The following preventative measures are taken:

- Training is provided for staff so that they are aware of the principles of this policy. This also forms part of the induction process for new staff.
- House, Form time, Year Group time and Assemblies are used to explain the school policy on bullying (including cyber-bullying). The PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other. It specifically tells pupils whom they should inform if they are being bullied, or are worried that another pupil is being bullied.

- Project work, drama, stories, literature, historical events, current affairs and lessons in other subjects are used when appropriate to discuss differences between people, highlight the issue of prejudice-based language and bullying and to develop the children's social skills by teaching moral and spiritual values that show bullying to be unacceptable. The role of the bystander is also discussed. All pupils are encouraged to tell a member of the teaching or pastoral staff at once if they know that bullying is taking place.
- All reported incidents are recorded and investigated at once. Reported incidents are always monitored to enable patterns to be identified and to enable the school to evaluate the effectiveness of its approach.
- The Head of Prep and the Head of Pre-Prep are responsible for handling any incidents as an immediate priority in Prep and Pre-Prep respectively, and they respond to possible signs of bullying. They are supported in this by the Form Tutors, Pastoral Tutors, Year Group Leaders and House Heads in Prep, and the Class Teachers and Teaching Assistants in Pre-Prep.
- Pupils of all faiths are able to refer themselves to the School Chaplain. She will give support and guidance to them whenever required, perhaps at a time of family break-up, sickness or bereavement. The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community. She is supported in working with individual children by members of the pastoral team which includes Mrs Neeson, who works mostly in Pre-Prep, and Miss Levett who works mostly in Prep.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are alert to inappropriate language or behaviour.
- Staff are alert to the possibility that cyber-bullying may take place.
- In the Houses, staff support the House Head who acts *in loco parentis*. The informal House environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. Close contact between the House Head and parents/guardians is encouraged, and contact would always be made if there were concerns about a pupil's well-being.
- Year Group Leaders have a responsibility for oversight of the welfare of the children in their year group, particularly in Prep. They ensure that support is provided for children where required and they assist the Head of Prep or Head of Pre-Prep in raising awareness of the needs of children in their year group.
- In Pre-Prep the staff support the Head of Pre-Prep in reinforcing standards and values, providing opportunities for friendly, informal discussion of matters of concern to individual pupils outside the formal classroom. Any matters of concern identified in Aftercare are referred to the Head of Pre-Prep by the Aftercare staff.
- The Health Centre, Houses, Prep classrooms and Pre-Prep foyers display advice on where pupils can seek help, including anti-bullying posters and details of Childline (0800 1111).
- Leadership training is provided to School Officers and House Captains, which includes the importance of offering support and assistance to younger pupils.
- The School reserves the right to investigate incidents that take place outside school hours, on school visits and trips, and in the vicinity of the school, involving pupils at the school.
- If necessary or appropriate, the School will seek support from external services for a pupil who is being bullied or for help in tackling any underlying issues which have contributed to a child engaging in bullying.
- Feedback from parents and guardians on the effectiveness of the School's preventative measures is welcomed.

5. CYBER-BULLYING

5.1

Staff at The Blue Coat School are fully aware of the increasing availability to children of electronic devices that give unrestricted access to the internet and that these devices have the potential to be used in positive and negative ways. The Designated Safeguarding Lead has overall responsibility for Online Safety in the School but staff and parents are also responsible for online safety. The school has high-level intelligent

web-filtering solutions which are managed by the Network Manager in conjunction with the Director of ICT. Certain websites are blocked by the school's internal filtering systems.

5.2

The ICT Acceptable Use Policy (Staff), the ICT Acceptable Use Policy (KSI pupils), the ICT Acceptable Use Policy (KS2 pupils), the Online Safety Policy and the Remote Learning Policy are reviewed and updated annually and presented to the Governors' Safeguarding, Health and Safety Committee. The Chair of this Committee is also the Safeguarding Governor. The Headmaster sits on this Committee together with the Head of Prep and the Head of Pre-Prep, both of who are trained as Designated Safeguarding Leads. The expected behaviour of all ICT users are clearly set out in these documents. Staff sign the ICT Acceptable Use (Staff) agreement annually. The KS2 agreement is signed by KS2 pupils and their parents annually. The KSI agreement was issued to the parents of KSI pupils during the COVID-19 lockdown period because the children were working online. It is not routinely issued as this age group do not use ICT independently. This agreement is displayed in the Prep Media Room and a simplified version is displayed at computer stations in Pre-Prep.

5.3

If a pupil is found to be in violation of this agreement, including the misuse or attempted misuse of the Internet, then the appropriate disciplinary action will ensue. If there are safeguarding concerns for a child as a result of any such violation then the principles set out in the Safeguarding and Child Protection Policy will be followed.

5.4

Monitoring software is installed in Prep onto the teacher workstation in the Media Room so that computer usage can be monitored by staff. In Pre-Prep, Class Teachers and Teaching Assistants monitor the use of technology closely. The ICT Department monitors pupils' use of the internet. All Prep pupils are issued with their own personal school email address. Access to free email providers such as 'hotmail' is not allowed.

5.5

The children are not allowed to use personal mobile devices at school. They are taught the importance of keeping names, address, passwords, mobile phone numbers and other personal details safe. They are taught about cyber-bullying and the safe use of social networking services in Computing lessons in Pre-Prep and Prep. Cyber-bullying is also discussed in PSHE lessons in Pre-Prep and Prep. They are taught in age-appropriate ways to understand the risks posed by adults or young people who use the internet and social media to bully, groom, abuse or radicalise other people, especially children and young people. The school is guided by reference material regarding the use of the Internet in schools from The Child Exploitation and Online Protection Centre (CEOP) and follows the guidelines for 7 – 11 year olds on the www.thinkuknow.co.uk website. Staff are also guided by information on the UK Safer Internet Centre website www.saferinternet.org.uk and the DfE publication: 'The use of social media for online radicalisation'.

5.6

If an electronic device that is prohibited by the School has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence then they must give the device to the police as soon as is reasonably practical. Material on the device that is suspected to be evidence relevant to an offence, or that is an image of a child being sexually harmed or an extreme pornographic image, should not be deleted prior to giving the device to the police. If a staff member finds material that they do not suspect contains evidence in relation to an offence, they can decide whether it is appropriate to delete or retain the material as evidence of a breach of school discipline. Staff should make all such decisions in conjunction with the Designated Safeguarding Lead (DSL), a Deputy DSL or the Headmaster.

5.7

The School has subscribed to National Online Safety. Staff complete online training modules to raise awareness. Parents are also sent 'Wake Up Wednesday' emails about current issues on a weekly basis. These help to raise awareness and keep parents informed.

5.8

Pupils are required to report issues and concerns as part of the Acceptable Use agreement. They are regularly reminded of this during lessons. Any issues or concerns raised by pupils or identified by staff are investigated and appropriate action is taken which might include disciplinary action and sanction. If there has been a serious breach of the agreement or the issues or concerns raised are serious, then the matter might be referred to the Police. Safeguarding concerns might also be referred to Children's Services following the principles set out in the Safeguarding and Child Protection Policy.

5.9

Data Protection laws are followed for the management of personal data.

6. **PROCEDURES FOR DEALING WITH REPORTED BULLYING**

6.1 Prep

6.1.1

The following procedures are adopted in incidents of bullying (including cyber-bullying):

- The member of staff to whom the incident is reported, or who first discovers it, will control the situation, and reassure and support the pupils involved.
- He or she will inform a Prep member of SLT as soon as possible and record the information on iSAMS.
- If appropriate, the victim will be interviewed on his or her own by the Head of Prep together with another appropriate member of staff and asked to recount the events which will be recorded in writing. It will be made clear to him or her why revenge is inappropriate.
- If appropriate, the alleged bully/bullies will be interviewed individually by the Head of Prep together with another appropriate member of staff and an account of the events will be recorded in writing. It will be made clear to him or her why his or her behaviour was inappropriate and caused distress if this is relevant or appropriate as a result of the investigation. The range of disciplinary measures will be explained, which, in extreme and persistent cases, may result in exclusion. Any underlying causes for the bullying behaviour will be considered including those set out in 1.4 above and action will be taken if appropriate as set out in the Safeguarding and Child Protection Policy.
- Other children/classes who have observed the incident(s) may be spoken to by their Form Tutor, Pastoral Tutor or the Head of Prep. It may be appropriate for the whole of the year group to be involved in either a class-based or assembly-based discussion.
- The incident will be recorded to enable the school to evaluate the effectiveness of its approach or to enable patterns to be identified.
- Members of staff in Prep will be informed on a 'need-to know' basis. The Headmaster will also be informed.
- The parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- A way forward which may include disciplinary sanctions and/or counselling, should be agreed. This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- The bullying incident will be followed up to check that bullying has not resumed, ideally during the fortnight after an incident and again later in the term or at the beginning of the next term if this is more appropriate.
- In very serious and persistent cases, and only after the Headmaster has been involved, it may be necessary to make a report to the Police or to Children's Services. However, it is the policy of The Blue Coat School to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.

6.2 Pre-Prep

6.2.1

The following procedures are adopted in incidents of bullying (including cyber-bullying):

- The member of staff to whom the incident is reported, or who first discovers it, will control the situation, and reassure and support the pupils involved.
- He or she will inform the Class Teacher as soon as possible who will inform a Pre-Prep member of SLT.
- If appropriate, the victim will be interviewed on his or her own by the Class Teacher and the Head of Pre-Prep, and notes will be kept of the interview. It will be made clear to him or her why revenge is inappropriate.
- If appropriate, the alleged bully/bullies will be interviewed individually by the Class Teacher and the Head of Pre-Prep, and notes will be kept of their comments. It will be made clear to him or her why his or her behaviour was inappropriate and caused distress if this is relevant or appropriate as a result of the investigation. The range of disciplinary measures will also be explained, which, in extreme and persistent cases, may result in exclusion. Any underlying causes for the bullying behaviour will be considered, including those set out in 1.4 above and action will be taken if appropriate as set out in the Safeguarding and Child Protection Policy.
- Other children/classes who have observed the incident(s) will be spoken to by their Class Teacher and/or the Head of Pre-Prep. It may be appropriate for the whole of Pre-Prep to be involved in either a class-based or assembly-based discussion.
- The incident will be recorded to enable the school to evaluate the effectiveness of its approach or to enable patterns to be identified.
- Members of staff in Pre-Prep will be informed on a 'need-to know' basis. The Headmaster will also be informed.
- The parents/guardians of all parties should be informed and invited into school to discuss the matter with the Class Teacher and the Head of Pre-Prep.
- A way forward which may include disciplinary sanctions and/or counselling, should be agreed. This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures.
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6.3

Records of bullying incidents and how these were dealt with are maintained by the Head of Prep and the Head of Pre-Prep respectively. These records include details of behaviours which could escalate into bullying incidents and include records of any bullying in respect of the protected characteristics. The Head of Prep and Head of Pre-Prep compile a report on the number and type of bullying and behaviour concerns for the Governors' Safeguarding, Health and Safety Committee at least termly.

6.4

The School seeks advice and guidance from external specialists if required, particularly if any trends or patterns are identified in bullying such as bullying of children with SEND, homophobic, racial, religious, cultural or cyber bullying or peer-on-peer abuse including sexual harassment and sexual violence. Further details of the School's policy towards peer-on-peer abuse are set out in the Safeguarding and Child Protection Policy.

7. RELATED POLICIES, MONITORING AND POLICY REVIEW

7.1

It is a standing agenda item to discuss bullying incidents at the Governors' Safeguarding, Health and Safety Committee so that policy and practice can be amended if required.

7.2

This Policy should be read in conjunction with other related whole school policies including: Behaviour Management, Discipline and Exclusions, Data Protection Policies, Safeguarding and Child Protection, Online Safety, ICT Acceptable Use and Guidance for Staff on the Use of Photographs and Videos of Pupils by the School. The Staff Code of Conduct sets out procedural guidance including guidance on the use of mobile phones and cameras. All staff are expected to sign this Code of Conduct annually.

7.3

The Policy will be reviewed at least annually to ensure that it complies with statutory requirements and to ensure that any changes in practices are accurately reflected. It will be presented to the Governors' Safeguarding and Health and Safety Committee for approval in the Michaelmas Term each year. The minutes of this meeting will be presented to the Governors.