

# WINDLESHAM HOUSE SCHOOL

## SUB POLICY: ANTI-BULLYING



**Updated: April 2018**

**Sub Policy: 03.01**

**Responsible Member of Staff: Head of Pastoral Care, Rachel Foster /Jonathan Farrer**

**Responsible Governor: Martina Asmar**

**Statement of Policy:** *Windlesham is committed to providing a caring, friendly and safe environment for all our children so that they may learn and thrive in a relaxed and secure atmosphere. Bullying in any of its guises is not tolerated, and any incident of it will be dealt with as a matter of greatest importance.*

### **Reporting on Compliance and Effectiveness**

An annual report to the Governing Body from the Responsible Member of Staff in the Spring Term.

#### **1) Policy Statement**

This policy will help staff to achieve the vision of the school, which is that the staff and governors at Windlesham are committed to providing a caring, friendly and safe environment for all our children so that they may learn and thrive in a relaxed and secure atmosphere. Bullying in any of its guises is not tolerated. Any bullying will be dealt with as a matter of greatest importance. This will ensure that the school provides an environment where every child can feel:

- Safe
- Healthy able to enjoy and achieve
- Able to contribute to future economic well-being
- Able to make a positive contribution.

To protect the rights of all children to have a safe and secure learning environment Windlesham will continuously work towards preventing acts of bullying, harassment, and other forms of aggression and violence as these behaviours are unacceptable and interfere with both our school's ability to educate children and the child's ability to learn. If such a case arises, the staff at Windlesham will follow the anti-bullying guidelines laid out in this policy. This will enable staff too:

- Identify children displaying unacceptable behaviour and how to support them in order that they develop the necessary skills to participate in the school community effectively and positively
- Keep all other children safe, happy and confident

This policy also applies to our Early Years Foundation Stage and after school care

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### 2) Clarification of terms

#### Definition of bullying

A bully is defined as someone who deliberately sets out to hurt another person on more than one occasion. All children have upsets and squabbles: these are not classed as bullying and are dealt with through the behaviour policy.

#### Definition of cyber-bullying

Cyber bullying is the use of technology such as mobile phones, email, chatrooms, on line streaming or social media sites such as Facebook and Twitter to harass, threaten, embarrass, intimidate or target a child. Unlike physical bullying, cyber bullying can often be difficult to track as the cyber bully (the person responsible for the acts of cyber- bullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face to face.

#### Types of bullying

- Physical- deliberately hurting particular children on a regular basis
- Verbal. Deliberately hurting feeling through name calling etc.
- Ostracising: Making someone feel left out and different by deliberately setting out to exclude them

#### Types of Cyber –bullying

- **Defamation** putting mean online messages through email, instant messaging, chat rooms or websites set up to make fun of someone.
- **Exclusion:** intentionally leaving someone out of a group such as instant messaging, friend sites, or other on line group activities.
- **Outing:** Sharing secrets about someone online including private information, pictures and videos.
- **Trickery:** Tricking someone into revealing personal information then sharing it with others
- **Impersonation** ; Pretending to be someone else when sending or posting mean or false messages online
- **Harassment;** Repeatedly sending malicious messages to someone on line
- **Cyber stalking;** continuously harassing and defamation including threats of physical harm.

#### Actions not considered to be bullying

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- Not liking someone
- Isolated acts of exclusion
- Accidental bumping in to each other
- Making children play things a certain way
- A single act of telling a joke about someone
- Arguments
- Expression of unpleasant thoughts or feelings regarding other
- Isolated acts of harassment, aggressive behaviour, intimidation, or meanness.

### **3) Roles and responsibilities**

The education act 2002, Education and inspections Act and Equalities Act 2006 all make reference to schools legal responsibility to prevent and tackle bullying. This policy is displayed on the website and follows the anti-discrimination law. This means that staff must act to prevent discrimination, harassment and victimisation with the school.

#### **The role of Governors**

- The governing body supports the Headmaster in all attempts to eliminate bullying from our school. The governing body will not condone any bullying at all in our school, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately.
- The Headmaster monitors incidents of bullying that do occur, and reviews the effectiveness of this policy on an annual basis. The governors require the Headmaster to keep accurate records of all incidents of bullying, and to report to the governors on request about the effectiveness of school anti-bullying strategies.
- A parent/carer who is dissatisfied with the way the school has dealt with a bullying incident can ask the chair of governors to look into the matter. The governing body responds in line with the complaints policy to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the Headmaster, and asks him to conduct an investigation into the case, and to report back to a representative of the governing body.

#### **The role of the Headmaster**

- It is the responsibility of the Headmaster to lead the school anti-bullying strategy, and to ensure that all staff (both teaching and non-teaching) are aware of the school policy, and know how to identify and deal with incidents of bullying. The Headmaster reports to the governing body about the effectiveness of the anti-bullying policy on request.
- All staff ensure that all children know bullying is wrong, and that it is unacceptable behaviour in this school. The Headmaster draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Headmaster may decide to

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use an assembly as the forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished.

- The Deputy Headmaster ensures that all staff understand the Anti- Bullying policy at their induction meeting as laid down in the staff handbook, and are equipped to identify and deal with all incidents of bullying. All staff must report incidents to the Headmaster for follow up.
- The Headmaster sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

#### **The role of the Teacher and Support staff**

- Members of staff will do all that they can to eradicate bullying: they will ensure that they follow the school's anti bullying policy.
- All members of staff will routinely attend training that equips them to identify bullying and to follow school policy and procedures with regard to behaviour management.
- Staff will use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They will use drama, role play, stories etc. within the curriculum, to help pupils understand the feelings of bullied children and to practise the restraint required to avoid lapsing into bullying behaviour. Ring time will be used to praise, reward and celebrate the successes of children and thus to create a positive atmosphere.
- Members of staff will keep vigilant watch on suspected 'bullies'; any incidents will be handled carefully. It is important that each child responsible for initiating bullying is dealt with appropriately. The person dealing with the incident will need to collect all the relevant information and then provide the senior master with a copy in order that he can decide on the action. All cases are individual and various strategies will be employed by the headmaster to address this issue.
- Teachers and support staff will do all they can to support a child who is being bullied

#### **Bullying in the work place**

Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The headmaster, with the support of the governing body, will deal with this: formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff.

In the event of the headmaster being involved in such incidents, reports will be given immediately to the chair of governors who will also take formal action where necessary.

#### **The role of Parents**

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- Parents, who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's houseparent/tutor immediately. If they are not satisfied with the response, they should contact the senior master and then the headmaster. If they remain dissatisfied, they should follow the school's complaints procedure, as detailed in the 'Terms and Conditions' and the Complaints Policy.
- Parents have a responsibility to support the school's anti-bullying policy, actively encouraging their children to be a positive member of the school.

### **The role of Pupils**

Pupils are encouraged to tell anybody they trust if they are being bullied, and if the bullying continues, they must keep on letting people know. Pupils learn that even as bystanders they might also be held responsible by default (of bullying) by not preventing a situation from unfolding.

### **Reporting, sanctions and monitoring**

#### **Procedures**

The following steps must be taken when dealing with the incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached, or who suspects/observed bullying
- The senior master will be informed
- Clear account of the incident will be recorded in writing either by the victim or the member of staff recording the victim's verbal statement.
- The senior master will interview all concerned and will record on ISAMS the incident
- Teachers will be kept informed and asked to monitor the situation
- Parents will be informed by house parents/tutors
- A range of sanctions will be used as appropriate as laid out in our reward and sanctions policy in the event of persistent bullying this could lead to exclusion
- There will be regular audits and analysis of incidents and logs and interventions to continually improve our practice.

This school has set procedures to follow in implementing sanctions where a bullying incident has occurred, as described above sanctions are applied in appropriate proportion to the event. In the event of all other avenues being exhausted or in particularly serious cases that lead to exclusion, governors will examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

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**Charter Against Bullying**

**BULLYING**

**Any bullying will be dealt with as a matter of greatest importance**

**SPEAKING OUT**

The most important point about bullying is to speak out about it. Whether it is happening to you or to someone else, you must speak out about it to a member of staff or to any adult. Often children keep quiet about bullying, out of fear or in the hope that it will stop. If you do speak out, you can be assured that the adult to whom you speak will treat what you say as a matter of great importance, and will be able to do something to stop the bullying. If nothing happens when you first speak out, speak out again - **DON'T GIVE UP!**

**BULLYING**

Bullying is the deliberate and conscious desire to hurt, threaten or frighten someone else. It can be physical or verbal in nature.

**BULLYING INCLUDES**

Name calling, teasing and taunting. Physical assault is very distressing but verbal abuse is also painful. Bullying also includes rude gestures (e.g. pulling faces), intimidation, extortion and social exclusion. Any act designed to cause fear is a form of bullying. This also includes cyber bullying or any form of electronic bullying. There is a separate policy on this.

**EXCUSES**

There are no excuses for bullying. You should not try to say "It was only a joke" or "I didn't mean it". You must think how you would feel if somebody behaved in the same way to you.

**IF YOU ARE BEING BULLIED**

Remember:

- 1.** It is not your fault. It is the bully who is at fault, and who may need help.
- 2.** Tell an adult (your tutor, your Houseparents, the Head or the Head of Pastoral Care, or any adult in the school). If nothing happens at first, speak out again. **DON'T GIVE UP.**
- 3.** If necessary, ask a friend to speak out for you.

**THE BULLY CAN EXPECT**

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The bully must recognise the nature of what they are doing, and recognise the hurt which they are causing.

The bully can expect any or all of the following:

- 1.** To be seen by a member of staff. Serious cases will be passed on to Houseparents, the Deputy Head and the Head.
- 2.** To have the problem explained and to be warned about their future behaviour.
- 3.** To be made to take responsibility for their actions by changing their behaviour and apologising to their victim.
- 4.** To undergo appropriate sanctions (such as loss of free time, conduct detention) and to have their behaviour recorded.
- 5.** To have their parents and the staff informed of their behaviour.
- 6.** If they repeat their behaviour after a clear warning, to suffer more serious sanctions (including Fatigues, suspension from school, or, in the worst possible case, to be asked to leave the school).