



Anti-Bullying Policy

Introduction

We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our students can develop his/her full potential. We expect our students to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All students should care for and support each other.

Our school prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting us 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 our standard terms and conditions.

This policy is available to parents of students and prospective students on our website and on request. It is also available and known to staff.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our students and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School. Any kind of bullying is unacceptable.

Definition of bullying

Bullying is action taken by one or more person with the deliberate, and generally repetitive, intention of harming another person, either physically or emotionally.

These actions can be directed by a child (or a group of children) towards another child or by an adult (or a group of adults) towards another child or adult. They can take a direct form (physical or verbal) or an indirect form (rumours, texting)

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

This policy takes into account the provisions of the DfE guidance: *Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies* and DfE published advice on *Preventing and tackling bullying dated October 2014* (ref: DFE-00292-2013)

Cyberbullying – definition

Mr Bill Belsey, the creator of the web site: www.cyberbullying.org defined this unpleasant and particularly intrusive phenomenon in the following terms:

"Cyberbullying 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."

Cyberbullying can involve Social Networking Sites, like Bebo, Facebook and Myspace, emails and mobile phones used for SMS messages and as cameras.

In this Policy, reference to "bullying" includes cyberbullying.

Signs of bullying

Changes in behaviour that may indicate that a student 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 go missing or are damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self-confidence
- Frequent visits to the infirmary with symptoms such as stomach pains, headaches etc
- 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 etc
- Talking of suicide or running away

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.

Aims and objectives

The School does not tolerate bullying and established this policy for its prevention (putting in place training and sanctions)

The School aims to create a safe and secure environment where all can work and learn in harmony.

This policy aims to put in place a procedure to enable the School to respond to any bullying incidents that may occur. It is directed towards all persons who are in relation with the School and seeks to clarify each person's responsibilities and role to eliminate all forms of bullying in our School.

The role of the Head of School

The Head of School takes measures to eliminate bullying from the School. Any incidents of bullying that do occur are taken very seriously and dealt with appropriately. The Head of School keeps accurate records of all incidents of bullying

It is the responsibility of the Head of School to implement the School anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) is aware of the School policy and know how to deal with incidents of bullying. The Head of School closely monitors anti bullying incidents. The Head of School ensures that all children and adults know that bullying is unacceptable behaviour in the School. The Head of School draws the attention of children and adults to this fact at suitable moments. For example, if an incident occurs, the Head of School may decide to use it as an opportunity in which to discuss with children why this behaviour was wrong, and why a student is being punished.

The Head of School ensures that all staff receives sufficient training to be equipped to deal with a bullying incident.

The Head of School sets the School climate of mutual support and praise for success, so making bullying less likely. When children know that each one is treated respectfully and that they belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

The Head of School keeps a bullying log book.

The Head of School is assisted in his role by the students' welfare officers ("CVS"). The role of the "CVS" is to ensure that students benefit of the best conditions possible during their schooling at the School.

The role of the teacher

Teachers in our School take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of all bullying incidents that happen in their class or of which they have been informed. They must attend sufficient training to know how to identify and deal with bullying.

If a teacher witnesses an act of bullying, he or she does all he or she can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the Head of School, the teacher informs the child's parents.

Teachers endeavour to give all their students their support and to maintain an environment of trust and mutual respect in their class.

The role of the students' welfare officer. The "CVS" works closely with the Head of School. They are always on duty at times when students are not in class and patrol the school, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.

Cyberbullying - preventative measures

In addition to the preventative measures described above, the School:

- Expects all students to adhere to its charter for the safe use of the internet, which they have all signed. Certain sites are blocked by our filtering system and our IT Administrator monitors students' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Offers guidance on the safe use of social networking sites and cyberbullying in vie scolaire and ICT sessions
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- The use of cameras on mobile phones or other devices is not allowed in the School.

Procedure

The following procedure needs to be adopted in the circumstance when a child complains of what can be described as bullying or where a member of staff suspects that bullying is taking place

1. Anyone suspecting that bullying is taking place, will inform the CVS (students' welfare officer), who will then inform the class teacher.
2. The class teacher makes a note of the incidents of bullying behaviour; The incident should be recorded on a school incident form and signed and dated before it is given to the Head of School or CVS, who is responsible for keeping all records of bullying and other serious disciplinary offences, securely in a locked cabinet in his/her office.
3. Other members of staff will be alerted of the situation.
4. A programme of careful observation will be initiated in and out of the classroom and the class teacher will make a note of the interaction of the children involved;
5. If evidence of bullying is found, the parents of the child/children accused of bullying will be contacted and a meeting arranged with the CVS.
6. The victim will be interviewed at a later stage by the CVS separately from the alleged perpetrator. It will be made clear to him/her why revenge is inappropriate. He/she will be offered support to develop a strategy to help him or herself.
7. The alleged bully will be interviewed at a later stage by the CVS, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as set out in the school's Behaviour and Discipline Policy. In particularly serious and/or persistent cases, the bully should expect permanent exclusion.

The role of parents

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 class teacher or the CVS immediately.

Parents have a responsibility to support the School's Anti-Bullying Policy and to actively encourage their child to be positive member of the School.

Engaging students

Anti-bullying is discussed by the teacher with his or her class to give students an awareness of their social and moral responsibilities as they progress through the school. Curriculum opportunities are also used to discuss bullying.

Monitoring and review

This policy is kept under continuous review by the Head of School.

This policy is the Head of School responsibility and he reviews its effectiveness annually by discussion with the "CVS" and teachers. All staff have a responsibility to bring to the CVS or to the Head of School's attention issues relating to this policy which are causing concern.

Complaints procedure

Parents are encouraged to use our complaints procedure (which is published on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly.

Policy required under IS Regulations Part 3 (10)

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