

Anti-Bullying Policy

Statement of Intent: Aims & Objectives

At Davenies, our community is based upon respect, good manners and fair play. 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 pupils can develop to his full potential. This Policy (which applies to all staff and pupils at Davenies, including those in the EYFS) and its implementation, has regard to the DfE's non-statutory guidance *Preventing and Tackling Bullying* (2017) which is available on the staff intranet. We expect our pupils to treat member 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.

Davenies prides itself on its respect and mutual tolerance. Parents (and guardians) have an important role in supporting Davenies in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they cooperate closely together (please see our *Behaviour Policy*). Acceptance of this Policy forms part of our Parent Contract - Terms & Conditions.

Bullying, harassment, victimisation and discrimination will not be tolerated. We endeavour to 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. Any kind of bullying is unacceptable. Davenies is clear that abusive comments and interactions are abuse and should never be tolerated or passed off as "banter" or "part of growing up".

This Policy should be read in conjunction with the School's *Child Protection Policy* which refers to Peer-on-Peer Abuse and the School's duties under KCSIE (September 2018): Part 5.

Definition of Bullying

Bullying may be defined as the intentional hurting, harming or humiliating of another person or group by physical (including sexual), verbal (including cyber bullying), and/or emotional means (by excluding, tormenting or spreading malicious rumours). Bullying can involve manipulating a third party to tease or torment someone and/or can involve complicity that falls short of direct participation. Bullying is often hidden and subtle, but can also be overt and intimidatory. It may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email).

Bullying may involve actions or comments that are racist, sexist, homophobic, religiously or culturally prejudiced, or which focus on gender, disabilities, family background or circumstances, Special Educational Needs, physical attributes (such as hair colour or body shape), or because a child is adopted. Bullying can happen at any time. The School always treats it very seriously knowing that it can cause psychological damage. It conflicts sharply with the School's *Behaviour Policy* and *Equality Policy*, as well as with its social and moral principles.

Training

There are weekly pastoral meetings, with published minutes and staff information sessions where possible (as well as potential) bullying issues are discussed. There is also a Pastoral noticeboard in the staff area, which is regularly updated. There is a termly parent rep meeting and a half-termly School Council meeting, all of which are forums for discussion on preventing and tackling bullying.

The Year 8 School Leaders receive advice and some training on safeguarding and awareness of the signs of bullying. Furthermore, Year 8 pupils are given the opportunity to volunteer to become trained Peer Mentors, and are made aware of the signs of bullying and what to do about it.

All staff training is structured to raise awareness of the issue of bullying and ensure that the principles of this Policy are understood, legal responsibilities are known, effective implementation strategies are defined to resolve and prevent problems, and sources of support are available. This Policy is reviewed annually.

Signs of Bullying

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 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 Medical Room 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, experiences nightmares
- 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.

Preventative Measures & Reporting Procedures

We take the following preventative measures:

- At Davenies we raise awareness of and prevent bullying by using educational elements such as PSHE, assemblies, projects, drama, stories, literature, historical events, current affairs etc.
- We use appropriate assemblies to explain the School's policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is ordered to enforce messages about community involvement and taking care of each other.

- Other lessons, particularly RS, English and Drama highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable, and by developing social skills.
- We make sure pupils are clear about the part they can play to prevent bullying, including when they find themselves bystanders.
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place.
- All reported incidents are recorded and investigated at once; we always monitor reported incidents.
- The TAG system is used and widely advertised through the school. Assemblies and class discussions are held on using this system. **TAG: Tell** the bully how you feel, **Ask** the bully to stop, **Get** help if he doesn't stop.
- We have a strong and experienced Pastoral Team (see *Pastoral Care Policy*), comprising:
 - Deputy Head
 - Head of Pre-Prep
 - Head of Junior School
 - Pastoral Heads of Middle and Senior Schools
 - Head of Learning Support
 - School Nurse

all of whom support the Deputy Head and are trained in handling any incidents as an immediate priority, are alert to possible signs of bullying, and have specialised skills to understand the needs of the pupils, including those with SEN, learning difficulties or disabilities. Any incidents of bullying are recorded in the Pastoral Log on the Davenies Manager System to evaluate the effectiveness of the approach adopted or to enable patterns to be identified.

- The Deputy Head also keeps a separate termly Bullying Record to identify specific incidents each term and to look for longer-term patterns. This is also used to inform the Headmaster on patterns of behaviour.
- Our Pastoral Team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- 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 trained to be alert to inappropriate language or behaviour.
- Our Medical Room displays advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists, such as Childline, Kidscape, and Get Connected.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips, and that occur in the vicinity of the school involving our pupils.
- We endeavour to have an open and transparent system of investigation and outcome. Whenever possible, all parties will be informed about incidents, investigations, outcomes and, where necessary, punishments.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

Cyberbullying

Definition

Mr Bill Belsey, the creator of the web site: <http://www.cyberbullying.org/> defined this unpleasant 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 websites, mobile phones, text messages, photographs and email. The School has regard to the DfE's non-statutory guidance *Cyberbullying: Advice for headteachers and school staff* (2014) which is available on the staff intranet.

Preventative Measures & Reporting Procedures

In addition to the preventative measures and reporting procedures described above, we adhere to the active management of hardware, software and connectivity. At Davenies:

- We expect all pupils to adhere to policies for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils' usage;
- We may impose sanctions for the misuse, or attempted misuse of the internet;
- We offer guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking and removing contacts from "buddy lists";
- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Mobile phones (and their associated cameras) are not permitted in classrooms or public areas of the school, and must be handed into the School Office upon arrival at school; and
- Staff may only use mobile phones for urgent school business, such as a medical emergency.

See the School's *IT Handbook* for further information.

Reporting Bullying to the Police or Social Services

Some forms of bullying are illegal and should be reported to the police and become a Child Protection Issue. These include:

- Violence or assault
- Theft
- Repeated harassment or intimidation, e.g. name calling, threats and abusive phone calls, emails or text messages
- Hate crimes

For further information on the threshold of reporting a bully to outside agencies, please refer to <https://www.gov.uk/bullyingatschool/reportingbullying>

Procedures for Dealing with Reported Bullying

If an incident of bullying is reported, the following procedures must be adopted:

Immediate Action

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will collate the immediate facts: What has happened? Who was involved? What was seen and by whom?
- He/she will sanction individuals if necessary, according to the *Behaviour Policy*, and pay specific regard to the 'hands to yourself' directive and the 'Be Kind' aspect of the Davenies Code.
- He/she will be responsible for noting the incident in the appropriate schoolbooks.
- He/she must record the incident in the 'Pastoral' section of the School's MIS.
- He/she must email both the Form Teacher(s) and the relevant Pastoral Head, stating a brief outline of the incident, those involved and that it has been recorded as above.

All the above actions must happen as soon as possible and always before the member of staff leaves at the end of the day.

Usually the Pastoral Head will require the Form Teacher to contact the victim's parents by telephone, on the day of the incident.

To Follow

- The Form Teacher(s) and the Pastoral Head will decide together whether further investigation is warranted.
- The Form Teacher of the victim will conduct this further investigation.
- In matters of a serious nature, the relevant Pastoral Head may conduct the investigation.
- Where the Pastoral Head feels this constitutes *Peer on Peer Abuse* (please see the School's *Child Protection Policy*), one of the School DSL's must be informed immediately.
- In matters of an extremely serious nature, the Deputy Head will investigate.
- Where the Pastoral Head deems it necessary, the parents of the victim and/or the offender will be contacted and asked to discuss the incident in person. This will take place following a discussion with the Deputy Head. Such meetings will usually take place in the Meeting Room.
- A way forward, including disciplinary sanctions and possibly counselling, should be agreed. This should recognise that suitable support is needed both for those who are being bullied and for those who bully others, as well as dealing with appropriate disciplinary measures.
- A meeting involving all the parties, with close staff supervision, may be helpful in developing a strategy for all concerned to move forward from the incident.

In the Longer Term

- Three recorded checks should be made by the victim's Form Teacher / Tutor one day, one week and one month after the allegation, to check that there have been no recurrences, and should be added to the Outcome section of the School's MIS. If there are no further concerns, at that stage the incident may be closed by a member of the Pastoral Team.

- A system to monitor and review the outcome of the incident is set up on the School's MIS.
- In very serious cases, it may be necessary to make a report to the Police or to Social Services. Bullying is not a specific criminal offence but there are criminal laws which apply to harassment and threatening behaviour.

Possible Disciplinary Procedures

It is important to realise that this is directly linked to the *Behaviour Policy (including Rewards & Sanctions, Expulsions & Suspensions)* within the school. A variety of disciplinary procedures can be employed by staff and applied to the perpetrator to reflect the severity and seriousness of the incident and to convey a deterrent effect. Owing to the fact that there are a great many different scenarios, there must be an allowance of 'common sense' on the part of the staff when issuing a disciplinary procedure:

- *Written Warning* in the School Book.
- *A verbal apology* to the victim, within the presence of the Form Teacher.
- *A Minus*, written in the School Book along with a brief explanation.
- A handwritten *letter of apology*, done during a morning or lunch break period.
- *Community Service* requirement, such as tidy and sorting 'lost' property in the school changing rooms, or tidying a key area of the school, e.g. the lockers.
- *Behavioural Report Card* (to be signed by staff after each lesson, break, games session and to be shown to the Form Teacher and parents each day). This will be for a short period only, and after consultation with the Deputy Head.
- *Headmaster's Detention* – this takes place on a Friday, between 4:00pm – 5:00pm, supervised by the Headmaster or the Deputy Head. It takes precedence over all other school activities, matches or outings.
- A '*consideration day*' at home, whereby the offender has an opportunity to think through their actions away from the school environment and the possible influence of their peer group. This is decided upon by the Headmaster, after consultation with the relevant staff and following a discussion with the victim's parents.
- *Suspension* – the perpetrator is sent home for several days.
- *Expulsion* – the Headmaster may choose to permanently exclude an individual for a very serious incident, usually after consultation with all parties involved as well as some members of the school's governing body.

Pre-Prep

The Pre-Prep promotes and rewards good behaviour. This is done regularly in Circle Time, story time and assemblies and with the use of stickers and stars. The promotion and reward system is designed as a way of developing an ethos of kindness and co-operation which, in turn deters anti-social behaviour.

Pupils who bully will initially be told to sit on the bench in the dell for a length of time deemed suitable by the teacher or assistant on duty. Then the pupils involved will be spoken to and a resolution achieved. The Form Teacher will be informed and, if appropriate, the incident will be recorded in the Pastoral Log on the School's MIS.

If the same pupils bully again and they are in Years 1 or 2, they will sit on the bench for 15 minutes during the following break time. Reception boys will miss free activities in the classroom during the afternoon for

15 minutes. The Form Teacher will be informed and the incident will be recorded. The Head of Pre-Prep will also be informed and talk to the pupil.

If the same pupil bullies again, they may have to be kept in during morning playtime with their form teacher or the Head of Pre-Prep. The incident will be recorded and the parents will be informed and may be asked to come into school to discuss the problem with the teachers and/or the Head of Pre-Prep.

If the same pupils bully again, they will be sent to the Headmaster.

Bullying incidents are always discussed under the agenda 'boys to watch' in fortnightly staff meetings so that all staff are aware of concerns. This is of paramount importance as all staff undertake playground duties.

Data Protection

The School retains records within the Pastoral Log of the School's MIS. Supporting information may be retained by the Pastoral Team for up to 5 years after the incident. For further information, please see the School's *Data Protection Privacy Notices*.

Updated: **September 2018, RC/DB**

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Procedures for Dealing with Reported Bullying

At Davenies, there is a 'hands to yourself' approach to life in school.

What is Bullying?

At Davenies Bullying is seen as:

- intentional hurting, harming or humiliating of another person;
- one time is one time too many;
- any aggressive contact between boys i.e. hitting, slapping or pushing hard and deliberately 'slide' tackling;
- any overly physical contact i.e. wrestling;
- any malicious verbal 'banter' (N.B. banter is unacceptable in school);
- any form of racist or homophobic comment;
- any use of IT equipment to spread gossip, rumour or unpleasantness towards another individual;
- ultimately, any adult involved in a potential bullying incident must decide if the matter is a bullying incident (i.e. a clear power imbalance).

