

Anti- bullying Policy

Definitions: When we use the term Preparatoria we mean, The Preparatoria School, sister school and nurseries. When we use the term children we mean, babies, toddlers, children and pupils.

When we use the term staff, we mean, teachers, leaders, Head of Schools, practitioners, apprentices, ancillary staff and volunteers.

Introduction

All children, young people and adults have the right to go about their daily lives without the fear of being threatened, assaulted or harassed. No one should underestimate the impact that bullying can have on a person's life. It can cause high levels of distress, affecting young people's well-being, behaviour, academic and social development right through into adulthood.

The Equality Act 2010 supports this policy and sets out the protected characteristics, in section 4 as;

- a. Age
- b. Disability
- c. Gender reassignment
- d. Marriage and civil partnership
- e. Pregnancy and maternity
- f. Religion or belief
- g. Sex
- h. Sexual orientation

We understand that individuals with these characteristics may be vulnerable to bullying and discriminated against. Our aim is to ensure that all children, adults and families are appreciated and valued. Through Assembly, teaching and conversations with children we actively promote British values of respect and tolerance, democracy, the rule of law and individual liberty. We use these opportunities to teach children what to do if they are bullied or feel discriminated against.

Managing Bullying.

Children are told that if they experience bullying or unwanted behaviour, they should take any of these actions that are helpful to them;

- Tell an adult

- Tell the person bullying them that the behaviour is unwanted
- Tell the bully that an adult will be informed about the behaviour
- Tell a friend and ask them to support them to tell an adult
- Tell the parent and ask for help to tell others

At the Prepatoria, we are committed to providing a caring, friendly and safe environment for all of our children and staff so they can learn in a relaxed and secure atmosphere free from oppression and abuse.

Bullying is an anti-social behaviour and affects everyone. All types of bullying are unacceptable at the Prepatoria and **will not** be tolerated. All children should feel able to tell, and when bullying behaviour is brought to our attention, prompt and effective action will be taken. We are a **TELLING** school.

This means that **anyone** who is aware of any type of bullying that is taking place is expected to tell a member of staff immediately. Where a member of staff feels bullied they should tell a senior member of the team or the Principal.

What Is Bullying?

"Bullying behaviour abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals would not be seen as bullying" (Torfaen definition 2008)

Bullying generally takes one of four forms:

- Indirect, being unfriendly, spreading rumours, excluding, tormenting (e.g. hiding bags or books)
- Physical, pushing, kicking, hitting, punching, slapping or any form of violence
- Verbal, name-calling, teasing, threats, sarcasm
- Cyber, all areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms and instant messaging

Mobile threats by text messaging & calls

Misuse of associated technology, i.e. camera and video facilities

Although not an exhaustive list, common examples of bullying include:

- Racial bullying
- Homophobic bullying
- Bullying based on disability, ability, gender, appearance or circumstance (prejudiced)

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be bullied. Everybody has the right to be treated with respect.

Children who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All Senior staff, teaching and non-teaching staff, children and parents should have an understanding of what bullying is
- All Senior staff and teaching and non-teaching staff should know what the Preparatoria's policy is on bullying, and follow it when bullying is reported
- All children and parents should know what the Preparatoria's policy is on bullying, and what they should do if bullying arises
- At the Preparatoria we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported
- Bullying will not be tolerated

Implementation

Schools

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear and precise account of the incident will be recorded and given to the Principal
- The Principal will interview all concerned and will record the incident
- Senior staff will be kept informed and if it persists the senior staff member will advise other appropriate staff members
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned
- If necessary and if appropriate, police will be consulted

Children

Children who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice
- Reassuring the child
- Offering continuous support
- Restoring self-esteem and confidence

Children who have bullied will be helped by:

- Discussing what happened
- Discovering why the children became involved
- Establishing the wrong doing and the need to change
- Informing parents or guardians to help change the attitude and behaviour of the child

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Detention
- Exclusion from certain areas of the Preparatoria premises
- Minor fixed-term exclusion

- Major fixed-term exclusion
- Permanent exclusion

Staff

Staff who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice
- Reassuring the staff member
- Offering counselling or support
- Restoring self-esteem and confidence through a mentoring policy

Staff who have bullied will be helped by:

- Discussing what happened
- Discovering why and how the bullying has taken place
- Establishing the wrong doing and the need to change
- Informing the staff member that the bullying must cease and disciplinary action will follow

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Advice and guidance will be taken from Citation, employment Law specialist
- Staff will be directed to the Staff Employment Law Handbook for further information

Within the curriculum The Preparatoria will raise the awareness of the nature of bullying through inclusion in Social, emotional, cultural awareness, form tutorial time, assemblies and subject areas, Circle Time teaching and diversity week, as appropriate, to eradicate such behaviour.

Monitoring, evaluation and review

The Preparatoria will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Preparatoria.

Prevention

We will use some or all of the following to help raise awareness of and to prevent bullying. As and when appropriate, these may include:

- Writing and implementing a set of Preparatoria rules
- Signing a behaviour contract
- Using Art, Drama or Music to reinforce awareness
- Reading stories about bullying or having them read to a class or assembly
- Having regular discussions about bullying and why it matters
- Setting up and sustaining a Student Support Scheme

Signs and Symptoms

Many children and young people do not speak out when being bullied and may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- uses excuses to miss school (headache, stomach ache etc)
- begins to suffer academically
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises or shows signs of being in a fight
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- changes their eating habits (stops eating or over eats)
- goes to bed earlier than usual
- is unable to sleep
- wets the bed
- is frightened to say what's wrong
- gives unlikely excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a text message or email is received

Adults who are bullied may exhibit some of these signs;

- begins to suffer lack of confidence in teaching ability
- attendance and punctuality may be poor
- lack of engagement with other staff members
- stops socialising with others
- eats alone at lunch time
- arrives late but leaves early each day
- inability to focus, is tearful or anxious

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should always be investigated.

The Prepatoria values all members of society and will actively promote inclusive behaviours. We are a TELLING school with zero tolerance towards bullying.