

**ST. ANNE'S PREPARATORY SCHOOL, CHELMSFORD**  
**Anti-Bullying Policy – updated annually (last reviewed October 2018)**  
**This policy also applies to EYFS**

**This policy should be read in conjunction with the Behaviour, Safeguarding and E-Safety Policies**

*This Policy reflects DFE Guidance - Preventing and Tackling Bullying (July 2017) and Cyberbullying: Advice for headteachers and school staff (November 2014)*

**Aims and Objectives**

Our aim is to ensure that pupils learn in a supportive, caring and safe environment without the fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. St. Anne's prides itself on its respect and mutual tolerance. Parents/ guardians have an important role in supporting the school in maintaining high standards of behaviour. It is essential that school and home have consistent expectations of behaviour and that they co-operate closely together. Our Anti-bullying policy is available to parents on our school website and in the Parents Handbook held in the office. Only when all issues of bullying are addressed will our pupils be able to benefit from the opportunities available at St. Anne's.

**DEFINITION OF BULLYING**

Bullying can be defined as "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally" (Guidance on Preventing and Tackling Bullying, Department for Education)

Bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours) means. It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape). It may also be unpleasant in other ways.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

**Bullying is not:**

It is important to understand that bullying is not the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done *several times on purpose* (STOP).

Children sometimes fall out and say things because they are upset. When occasional problems of this kind arise, although it is unkind, it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdown or a childish prank. We all have to deal with these situations and develop the skills to repair relationships.

## **DEFINITION OF CYBERBULLYING**

Cyberbullying can be defined as "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". It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/ herself.

Cyber-bullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

## **Bullying - Preventative Measures.**

At St. Anne's we endeavour to prevent bullying occurring in the first instance. An ethos of good behaviour and respect for staff and other pupils is encouraged through whole school assemblies, PSHE lessons and class circle time, drama, projects, class stories, literature, historical events and current affairs, with the discussion of differences between people and the importance of avoiding prejudiced based language. On-line safety is included as part of our Computing curriculum. Children are taught to value education and through our Code of Conduct they have a clear understanding of how their actions affect others. We make sure that pupils are clear about the part they can play to prevent bullying when they find themselves as bystanders. All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place.

Upon induction, all new members of staff are given guidance on the school's anti-bullying policy and on how to react to and record allegations of bullying. Staff are made aware of change in school policy through staff meetings and all school staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support. Staff model good behaviour and older pupils are encouraged to set a good example towards the younger children. Staff proactively gather intelligence about issues between pupils which might provoke conflict and early intervention generally through discussion or perhaps lessons often prevents any behaviour deteriorating into bullying.

All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Pastoral Care Lead in order that patterns of behaviour can be identified and monitored. 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.

The school has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, on school visits and trips or that otherwise occur outside of school. The school has the right to take disciplinary measures in respect of such acts.

## **CYBERBULLYING - PREVENTATIVE MEASURES**

For the prevention of cyber-bullying, in addition to the measures described above, St. Anne's:

- Expects all pupils to adhere to its E-Safety Policy and Acceptable Use Policy. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- Issues all pupils with their own personal school email address. Access to all social media sites and personal email sites is not allowed from school computers/ tablets inside school;
- Offers guidance on the safe use of social networking sites and sharing personal data;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Does not allow the use of mobile phones in classrooms and in public areas of the school.

## **Signs of Bullying**

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or absenting themselves from school. Pupils must be encouraged to report bullying in school. All staff must be alert to the signs of bullying and act promptly and finally against it in accordance with school policy.

Under the Children Act (1989) a bullying incident should be addressed as a Child Protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case the school staff should report their concerns to the local authority.

## **Procedures for reporting and dealing with bullying incidents**

At St. Anne's School all staff will respond calmly and consistently to all allegations and incidents of bullying. They will be taken seriously and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all those involved whilst allegations and incidents are investigated and resolved.

The following step by step procedures will be followed in all cases:

- Initially, staff will listen and reassure children that the incident will be taken seriously, they should record the concerns and pass them to the pastoral Lead.
- The Pastoral Lead will speak to all children involved about the incident separately.
- Appropriate action will be taken quickly to end the bullying behaviour.
- Appropriate advice will be given to help the victim.
- The Pastoral Lead will reinforce to the bully/ies that their behaviour is unacceptable and they will be given a warning. The bully/ies will be asked to genuinely apologise for what they have done.
- Work will be done with the bully/ies to help him/her/them understand and change their behaviour including investigating the underlying reasons as to why they are bullying.
- When threatening behaviour is involved, parents will be informed and invited into school to discuss the problem. This meeting will be with the Class teacher and Pastoral Lead. (Anti- bullying: A Guide is available for parents)
- After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- Should bullying continue the Head teacher may make the decision to exclude the child.

## **Race Equality/Inclusion Statement**

The policies and practices at St. Anne's School sets out to promote community cohesion and to provide a high quality educational experience for all children. We do not tolerate any form of racism, bullying or harassment. Staff aim to maximise the potential of all our pupils through:

- Setting suitable learning challenges,
- Responding to children's diverse needs.
- Overcoming potential barriers to learning.

We recognise that it is the responsibility of the entire school community to seek to provide equality of opportunity for all our children regardless of culture, language, religion, ethnicity, ability, disability, gender, sexuality or social circumstance.

### **Review**

The headteacher and all staff view bullying as a very serious impairment of the school's normal work and life, even though incidents are very small in number. They will therefore keep this policy under annual review.