



## Westbourne House School Anti-Bullying and Cyber-Bullying Policy



This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding.

### **Policy Statement**

Bullying is an action taken by one or more children with the deliberate intention of hurting another child or group, either physically or emotionally, repeatedly over time. This includes being unkind to any individual in a racial, religious, cultural, sexual/sexist, gender, homophobic, special educational needs, disability, home life (adopted, single family or acting as a carer) or cyber context (social websites, mobile phones, text messages, photographs and email). The school recognises that this behaviour has no place in the Westbourne House community and take steps to ensure that bullying at the school is prevented in so far as if reasonably practicable. This policy also addresses all forms of bullying and the need to eradicate as far as is possible the phenomenon of cyber bullying.

The School takes due notice of the DfE Guidance on the prevention of bullying as contained in Preventing and Tackling Bullying (July 2017) and Cyber-bullying: Advice for Headteachers and School Staff (2014). In due regard to cyber-bullying, please also refer to the school's E-Safety Policy.

The school recognises that a bullying incident should be treated as a child protection concern where there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

### **Aims**

Bullying is wrong and damages individual children, either physically or psychologically, and could even result in suicide. Although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable. We aim, as a school, to produce a safe and secure environment where all can learn without anxiety. The safety of the children is paramount in all situations (further detail of procedures for dealing with any safeguarding issues can be found in the school's Child Protection (Safeguarding) Policy and the Behaviour & Discipline Policy).

This policy aims to produce a consistent school response to any bullying incidents that may occur including a recognised procedure to follow indicating who to tell and how to record bullying to enable patterns to be identified.

We aim to make all those connected with the school aware of our opposition to bullying and make clear each person's responsibility to eradicate bullying in our school. This is done by raising awareness of staff through training, taking action to reduce the risk of bullying at times and in places where it is most likely; and by using educational elements such as personal, social and health education (PSHE), assemblies, projects, drama, stories, literature, historical events, current affairs and so on. With heightened awareness of identity-based bullying the whole school approach considers all of the equality strands:

- Race or ethnicity
- Gypsy/Roma/Travellers
- Asylum seekers or refugees
- Religion or belief
- Learning disability/difficulty (including sport)
- Disability
- Sexual orientation
- Gender
- Gender identity

### **Practice and Procedure**

Children are made aware of the issues surrounding bullying and know the importance of reporting any bullying incident to a member of staff, parent or a 'Friend' (Y8 Peer Counselling Group). Older pupils are always encouraged to set a positive example but all pupils should understand that being a bystander carries obligations to do something to improve the situation, like seeking help from a teacher.

In any instance of bullying, appropriate support is offered to the victim and the bully. The School's Anti-Bullying Policy is published on the School website and is referred to in the Year Group Information Meetings at the start of each academic year. This policy is dovetailed with the school's Behaviour and Discipline Policy making it clear what the sanctions are for bullying and the support offered to both the victim and the bully. The school aims to make sanctions relevant to the misdemeanour so as to have a deterring effect; these include temporary or permanent exclusion.

Whenever possible relevant cross-curricular opportunities are taken to highlight, enhance and reinforce anti bullying issues. In terms of cyber-bullying all pupils are made aware of the school's Acceptable Use of School Devices policy and what to do if they have any ICT safeguarding concerns through the ICT curriculum. Each child has signed a copy of the Acceptable Use of School Devices Agreement.

Anti-bullying guidelines are reinforced and there is significant coverage of all cyber-bullying issues in the ICT curriculum and the PSHE/Learning4Life programme; such as age appropriate information about grooming, internet sites containing adult or violent content, sharing personal information/photographs, use of technology to tease, bully or threaten.

Parents are also informed about cyber-bullying in information meetings which are organised on an ad-hoc basis or as and when the school sees a need.

### **Key E-Safety Procedures**

- Photographs may only be taken using school cameras and downloaded onto the school's network. In certain circumstances (ie: boarding trips, residential trips) it may be necessary for staff to use their own personal cameras; in which case permission from the Head and/or Head of Pre-Prep must be sought and photos are deleted once downloaded. All photos of children must be deleted from the device as soon as possible and must be stored securely on a password protected school computer. Staff should try to avoid using mobile phones to take photographs of the children.
- Mobile phones must be switched off and kept out of sight in the classrooms (eg: handbag or locker). The exceptions to this are:

- when a member of staff takes children to use the school facilities such as the Sports Hall, Swimming Pool, Millennium Hall, takes children into the school grounds or on excursions and residential trips. On these occasions, staff are asked to carry their phone in order to be able to summon help quickly should there be a need and to remain in quick communication with the school office.
- for the IENCo's use in the Pre-Prep Cabin so that the phone can be used in the case of an emergency or if staff need to contact the IENCo should a child be in 'distress'.

- Pupils are not allowed mobile phones in school.
- Pupils only have supervised access to ICT devices during the school day and within boarding time.
- All devices used in school have appropriate filtering and monitoring of internet usage (please refer to the Acceptable Use of School Devices Policy).

#### **With due regard to boarding:**

- the policy is provided to all involved in boarding including parents;
- the boarding handbooks for parents, pupils and staff all detail the policies and procedures of the school with regard to anti-bullying.

#### **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 form teacher/tutor immediately.

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school.

#### **The role of the Tutor/Teacher**

Teachers are expected to be positive role models who set a good example and take all forms of bullying seriously, and intervene to prevent incidents from taking place. All incidents of bullying are referred immediately to the appropriate Head of Year.

If, as teachers, we become aware of any bullying taking place between members of a class, we deal with the issue immediately. This may involve counselling and support for the victim of the bullying. The incident is immediately referred to the Head of Year who may then involve the Deputy Head and Headmaster, depending on the severity of the situation.

Teachers attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

In the Pre-Prep, the teachers under the guidance of the Head of Pre-Prep use age-appropriate support for victims and bullies.

#### **The Role of Heads of Years (including the Head of Pre-Prep, who oversees all EYFS and KS1 pastoral matters):**

The Heads of Years ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Heads of Years draw the attention of children to this fact at suitable moments.

For example, if an incident occurs, the Heads of Years may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished.

The Heads of Years will also use the PSHE/Learning4Life programme as a vehicle for ensuring that the school ethos of anti-bullying is laid out and reinforced.

The Heads of Years in the Prep School keep records of all incidences of bullying:

- In Years 3&4, the Head of Pastoral – Junior Department, keeps records of all incidences of bullying and deals with them in accordance with the incremental stage of sanctions set out in the Junior Department Behaviour & Rewards Procedures (see Appendix 2 of the Behaviour & Discipline Policy)
- In Years 5-8, the Heads of Years deal with the incidents of bullying in accordance with the incremental stage of sanctions set out in the Years 5-8 Behaviour & Rewards Procedures (see Appendix 3 of the Behaviour & Discipline Policy).
  - In addition to the sanctions set out in the Behaviour & Discipline Policy; any pupils found bullying, in Years 5-8, will also be placed on the Unkindness Register, which is logged on School Manager.

### **The role of the Head**

It is the responsibility of the Head to implement 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 deal with incidents of bullying. The Head reports to the governing body about the effectiveness of the anti-bullying policy on request.

The Head 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 Head ensures that all staff receive sufficient training to be equipped to appropriately deal with all incidents of bullying, to raise awareness, to understand the principles of the school policy, to know legal responsibilities and sources of support that are available.

### **The role of Governors**

The governing body supports the Head in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the governing body does not allow bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

The governors require the Head 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. The senior master reports to the governors on all things pastoral once a term.

The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the Head and asks him/her to conduct an investigation into the case and to report back to a representative of the governing body.

### **Differentiation / Inclusion**

All pupils are involved in the implementation of this policy

The involvement of the Individual Needs Department may be invited at any point, when it is deemed appropriate.

### **Assessment and Record Keeping**

The Heads of Year keep appropriate logs and records in individual cases, for both perpetrator and victim to enable patterns to be identified and to evaluate the effectiveness of the approach adopted. These logs are entered on to the School database.

### **Staff Training**

The Senior Management Team is responsible for ensuring all staff are fully aware of the anti bullying policy, practice and procedures, along with e-safety. Tutor and Staff meetings ensure regular communication, evaluation and review. Staff attend INSET as appropriate.

The Designated Safeguarding Lead (DSL) is also trained in e-safety and is aware of the potential for serious child protection/safeguarding issues to arise from:

- Sharing of personal data
- Access to illegal/inappropriate materials
- Inappropriate on-line contact with adults/strangers
- Potential or actual incidents of grooming
- Cyber-Bullying

All staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training is offered as follows:

- A planned programme of formal e-safety training which is regularly updated and reinforced; along with a regular audit of the e-safety training needs of all staff. It is expected that some staff will identify e-safety as a training need within the performance management process.
- All new staff receive e-safety training as part of their induction programme
- The Head of ICT receives regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- E-Safety policy and its updates will be presented to and discussed by staff in staff meetings/INSET days.
- The Head of ICT will provide advice/guidance/training to individuals as required.

### **Supporting Policies:**

- E-Safety Policy
- Data Protection Policy
- Child Protection (safeguarding) Policy

### **Monitoring and review**

In response to government recommendation, incidents of identity-based bullying are monitored, considering all of the equality strands mentioned above and are recorded in the Unkindness Register.

Monitoring of any bullying activity and the education of the school community in combatting this is carried out. A self-assessment of how the school deals with bullying is undertaken every year in an "Anti-Bullying SEF". Pupils take part in the Every Child Matters audit which covers their perception of how effective anti-bullying measures are in school.

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

<b>Last Review Date</b>	<b>Next Review Date</b>	<b>Reviewer(s)</b>
February 2018	August 2018	Deputy Head Head of ICT Head of Years 3-8 (Pastoral) IENCo