



## ANTI-BULLYING POLICY 2022

This is a whole School policy and applies to all members of Cophthorne Preparatory School including EYFS.

<b>Version:</b>	One
<b>Author:</b>	Mrs C Lee, Designated Safeguarding Lead
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<b>Approved by:</b>	Mrs S Coutinho, Chair of Governors

### 1 Introduction

- 1.1 Bullying is behaviour or language which deliberately and repeatedly causes physical or mental (psychological) hurt to another.
- 1.2 It is repeated over time and intentionally hurts another pupil or group physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or a carer.
- 1.3 Bullying may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs or email)
- 1.4 Bullying is totally unacceptable and will not be tolerated at Cophthorne Preparatory School.
- 1.5 Every allegation of bullying will be taken seriously.
- 1.6 Bullying is often not physical therefore very hard to 'see'.
- 1.7 Staff and pupils must be made aware of the psychological damage that can occur and manifest itself in various changes in behaviour, often several months, years after the event. There are staff suitably trained in mental health for children and adults and are available to support a child or member of staff if needed. Alongside our school counsellor, life coach and external agencies.
- 1.8 The aim of this policy is to make all children, parents and staff aware of the anti-bullying approach Cophthorne takes, what we do to prevent it, and what to do if you (or you suspect your child) may be a victim of bullying.

### 2 Prevention

- 2.1 The school positively promotes a non-tolerance of bullying via:
  - formal PSHE/RSHE lessons. The differences between unkindness, teasing and bullying are explained and explored
  - Avoiding the use of prejudice language, having a strong sanction policy to deter this.
  - tutor sessions, assemblies and day-to-day informal contact with the children
  - Projects, Anti-bullying week, annual bullying surveys.
  - appropriate supervision of situations, early detection and conflict resolution.
  - Celebrations of Diversity – assemblies, PSHE, Literature
  - appropriate levels of supervision in the changing rooms, any queue (such as at meal times) and during free time



- controlled access to the internet.
- conformity to the school's strict terms and conditions on the use of mobile phones
- promotion of the school's Core Values that encourage children to "Treat others the way you would like to be treated"
- the school behaviour policy actively promotes respect for people and discourages any acts of bullying
- Staff INSET training to review policy and check it is understood by the whole community, legal responsibilities are known, specialist help sought to understand the needs of all pupils, including those with SEND, lesbian, gay, bisexual and Transgender (LGBT) pupils.
- Analysis of the annual bullying survey by the Pastoral team with relevant follow up as is necessary, as well as looking at trends.

### **3 Discovery & Reporting**

- 3.1 Pupils who are being bullied may show changes in behaviour, eg becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults.
- 3.2 There may be changes in work patterns, a lack of concentration, or truancy.
- 3.3 All staff should be aware of these possibilities and to report promptly any suspicions of bullying to the Director of Wellbeing who will liaise with the Head and any relevant staff.
- 3.4 All children are encouraged to report incidents of bullying whether they are the recipient or an observer. Those to whom they can talk are listed around school and in their Homework Diaries. Year 7 and 8 have a 'time to talk' app on their iPads where they can directly email the Director of Wellbeing.
- 3.5 Cophorne is a 'telling' school. Pupils are actively encouraged to tell if they witness or experience any form of unkindness.

#### **Stage 1**

- 3.6 Listen to the recipient, taking notes of details.
- 3.7 Listen to the accused, taking notes.
- 3.8 If the incident is "low-level" get both parties together to iron out differences.
- 3.9 Offenders are invited to suggest how things can be improved, consider the effects of their anti-social behaviour, its effects on others and to apologise to the victim.
- 3.10 Explain the effect to the bully and ask that they do not retaliate.
- 3.11 Give opportunity for a 'no blame' policy to work.
- 3.12 Perpetrator and victim are all brought up to date with proceedings and told that the distressing behaviour should stop immediately and any future recurrence should be reported.
- 3.13 Staff are kept informed and will monitor the situation discreetly.
- 3.14 Report the incident to Director of Wellbeing/Head of Pre-Prep with all notes placed on 'my concern'.

#### **Stage 2 (if stage 1 has no effect)**

- 3.15 A further punishment will be given with the approval of Head/Head of Pre-Prep and Director of Wellbeing. Parents will be contacted.



3.16 Issue a warning that punishments, including possible suspension, will be given if there is a repeat occurrence.

3.17 Support will be offered to the victim and to the bully (via an effort to modify behaviour).

### **Stage 3 (if stage 2 has no effect)**

3.18 Inform Head/Head of Pre-Prep who will request parents attend a meeting where the possibility of suspension discussed.

### **Stage 4 (if stage 3 has no effect)**

3.19 If the bullying continues, a pupil will be suspended or even excluded (at the Head's discretion)

## **4 Recording of Information**

4.1 The Director of Wellbeing/Head of Pre-Prep keeps records of all reports of bullying, with dates and statements where possible, whether action has been taken or not.

4.2 These are recorded in their files and on 'my concern' as well as a separate 'bullying' log. The log will also take into account the 'pupil profile' and any reasonable adjustments that may have been/ or need to be made to deal with the incident.

4.3 Bullying incidents are monitored regularly by the Director of Wellbeing, SENCO, Year Coordinators and Matron to enable patterns to be identified and interventions evaluated.

4.4 A bullying incident is treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

4.5 This will then be dealt with under the safeguarding policy.

4.6 Incidents of serious or repetitive bullying will be passed to the Head.

## **5 Protection of Recipient**

5.1 The recipient should know that his/her name will be kept out of discussions wherever possible, assuming they wish this.

5.2 Pupils will be made aware that action will always be taken and that this will be positive action designed to improve the situation and that it will not have adverse effects on the recipient.

5.3 Increased supervision will be arranged if particular times or places are identified.

## **6 Criminal Law**

6.1 Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986.

6.2 Depending on the nature and severity of the incident, the school may seek assistance from the police.

## **7 Cyber Bullying**

7.1 The rapid development of, and widespread access to technology has provided a new medium for 'virtual bullying', which can occur in or outside school.

7.2 Cyber-bullying is a different form of bullying and can happen at all times of the day with a potentially bigger audience, and more accessories as people forward on content at a click.



7.3 The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images ( or files) on electronic devices, including mobile phones.

7.4 Refer to E-Safety policy for further guidance.

### **8 Bullying outside school premises**

8.1 Copthorne Prep teachers have the power to discipline pupils for misbehaving outside the school premises ' to such an extent as is reasonable.'

8.2 This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

8.3 When bullying outside school is reported to school staff, it will be investigated and acted on.

8.4 The Head will also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil.

8.5 If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

8.6 In all cases of misbehaviour or bullying the class teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

### **9 Negotiation and Action**

9.1 Our aim is to help the bully adapt their behaviour as well as helping the recipient adapt theirs, if appropriate.

9.2 The power of the bully will be reduced by redirection.

9.3 The school provides 'safe zones' where the recipient can go, knowing that there will be a staff presence.

9.4 The school is prepared in appropriate cases to arrange counselling for bullies and the bullied.

9.5 The Kidscape charity runs a helpline for all parents, guardians, concerned relatives and friends of bullied children. Tel No: 08451 205 204.

9.6 Children experiencing bullying problems can call Childline on 0800 1111.

9.7 The School Counsellor is available for support following the agreement of the parents concerned.

### **10 Follow Up**

10.1 The situation will be closely monitored by staff and pupils.

### **11 Staff Bullying**

11.1 Where staff come across incidents involving bullying they must report these incidents to a member of SLT who will deal with any allegations. See Grievance Policy.

### **12 Related Policies**

- Safeguarding Policy
- Pupil 'contact'
- Restraint of Pupils
- Safer Recruitment and Selection
- Whistleblowers
- Behaviour Management Policy



- E-safety policy
- Mobile telephone policy
- Staff Code of Conduct
- Low level concern policy

This policy will be reviewed annually by Governors.

## **Bullying - We Care**

### **DEFINITION**

Bullying has occurred when someone deliberately and repeatedly causes someone else to be unhappy. It can be:

**Physical:** when someone is hurt.

**Verbal:** when someone is spoken to in a hurtful way.

**Extortion:** when someone is forced to give something

**Exclusion:** when someone is deliberately left out.

**Cyber:** when someone is addressed in a hurtful way via the internet or mobile phone

Bullying includes being racist, sexist, or homophobic. Bullies sometimes pick on children on grounds of disability, culture or religious beliefs.

**At Cophthorne Preparatory School we will not tolerate bullying.**

### **WHO CAN YOU TELL?**

Reporting bullying is NOT sneaking. You are doing everyone a favour, so report it if you are being bullied or know of someone who is being bullied.

Firstly try to tell your Form/ Class Teacher. |

A member of staff must be told at some point, so why not tell them straight away?

### **WHAT WILL HAPPEN?**

We will listen to you.

1. Your Form or Class Teacher or the Deputy Head or Director of Wellbeing/Head of Pre-Prep, will talk to you to find out exactly what is happening.
2. They will then talk to the bully to find out their side of the story.
3. If possible they will try to get you together to sort out the problem.
4. They will make sure that the bullying does not continue by seeing you or the bully on several occasions. You must tell them if it happens again.
5. They will protect you. They will ask other pupils or Prefects to help.
6. If you feel you are not being helped, then you should see the Head.



## WHAT WILL NOT HAPPEN?

1. It will not get worse, so don't let the bully threaten you and tell you not to 'sneak'.
2. You will not be left alone to fight for yourself. We will help you.

# is it BULLYING?

When someone says or does something  
*unintentionally* hurtful  
and they do it once, that's  
**RUDE.**

When someone says or does something  
*intentionally* hurtful  
and they do it once, that's  
**MEAN.**

When someone says or does something  
*intentionally* hurtful and they *keep doing it*—  
even when you tell them to stop or show  
them that you're upset—that's  
**BULLYING.**



At Copthorne Prep School we will not tolerate bullying in **ANY** form.

Remember always tell someone you trust if you are worried in anyway – this is always the RIGHT thing to do.