



# Cleve House International School & Preschool Anti Bullying Policy

For information and guidance and incorporating the school's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

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**Anti Bullying Policy**

<b>Policy Title</b>	Anti Bullying Policy
<b>Function</b>	For information and guidance and incorporating the School's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
<b>Status</b>	Approved
<b>Audience</b>	Students, Parents/ Carers, Headteacher, Teachers, Support Staff, Independent Schools Association etc.
<b>Ownership / Implementation</b>	The Headteacher has overall responsibility for ensuring that this policy is implemented.
<b>Implementation Date</b>	September 2023
<b>Review period</b>	Every Three Years
<b>Last Reviewed</b>	September 2023



### **Introduction**

This policy has been prepared with due regard to DfE guidance “Preventing and Tackling Bullying” (2014) which replaces DfE guidance “Preventing and Tackling Bullying” (2010).

The aim of this policy is to set out the school’s commitment to providing a safe and secure learning environment for all members of the school community, embedding the procedures and practices adopted to ensure that the school is free from all forms of bullying and harassment. This commitment extends to all adults and people who work within the school community.

The procedures and processes in place to deal with any concerns from employees or other adults are set out in our Safeguarding Policy and also in the Staff Handbook.

### **Rationale**

Cleve House International School (CHIS) is committed to creating a safe and secure environment for all within our community. We believe everyone should enjoy school (and work) free from any form of bullying, humiliation, oppression or harassment. Bullying is recognised by KCSIE (2023) as a form of ‘child-on-child abuse’ and therefore bullying behaviour of any kind will not be tolerated.

Bullying is defined as actions, words or behaviours of one person (or group) which are detrimental to the emotional, physical or psychological health and well-being of another person (or group). Bullying may be overt or covert, but it normally persists over a period of time and is intended to hurt a particular person or group physically and/or emotionally. Its effects can be devastating, totally undermining the self-esteem and confidence of the recipient(s) of the bullying behaviour. It can lead to long term psychological damage and even suicide.

Bullying can take many forms including racial, religious, cultural, sexist, special educational needs or disability-linked or homophobic comments, actions or attitudes. It may include the misuse of mobile phones, social networks, sending text messages and emails and other forms of cyber bullying. *Please see our Safeguarding Policy, EDI Statement and Online Safety Policy for further information.*

We are committed to eliminating discrimination, harassment and victimisation in wider society through addressing prejudice and prejudice based bullying early on in the lives of our students. This is part of the Public Sector Equality Duty which is required under the Equality Act 2010 and covers these protected characteristics; disability, gender, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity.

We take our responsibility for meeting the Public Sector Equality Duty (Equality Act 2010) seriously and take active steps to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- foster good relations between people who share a protected characteristic and people who do not share it.

All forms and all incidents of bullying will be treated seriously.

### **Objectives**

- To provide a safe, caring and secure, bully-free environment for all children in the school
- To set out the processes that will be followed in response to allegations of bullying
- To identify actions that the school will put in place to prevent bullying in all its forms

### ***Guidance for pupils - what to do if are being bullied or know of anyone else who is being bullied in school***

1. If you are being bullied you **must** tell someone. It is not your fault and together we can make it stop.
2. If you know of someone else in school being bullied, **tell an adult**. Then something can be done to help them and to stop it.
3. Speak to your Teacher, or any other trusted adult who works at Cleve House International School & Preschool. If you find that hard, tell your parents or someone at home so that they can contact the school. You will not be in trouble.
4. If you are worried about bullying but do not feel you can talk to someone at home or in school, you can always contact Childline either online or on 0800 1111.
5. Remember no-one deserves to be bullied, so don't let it happen – tell someone.
6. Remember to treat others with respect at all times. Do not get involved with bullying behaviour. Do not tease, hit, push, kick or call people names, even if they appear not to mind. It is very hurtful and upsetting.
7. Do not use texts, mobile phones, emails or any other form of electronic communication to send unkind and hurtful messages to others. This is also a form of bullying and it will not be tolerated at CHIS. *See the information for pupils about cyberbullying later in this document.*
8. Be kind and thoughtful to others. Do not watch others being unkind and do not get drawn into unkind bullying behaviour. Go and tell an adult what is happening.
9. Do not retaliate. This may be just what a bully is trying to get you to do.

**Our Peer Mentor Team have created a child friendly version of this Anti Bullying Policy to help you further! You can find this in the School Library!**

**Guidance for teachers - what to do if bullying is reported to you**

Incidents of bullying are likely to be referred to the Class Teacher in the first instance. Senior staff may then be called in to help. Although the nature of the response will depend upon the circumstances the standard procedure after referral should be for the teacher to:

1. Listen carefully to what is being said. Take a written account from the reporting child of any incident including the effects of the bullying. These notes should be included in your Safeguarding referral form for the incident. All bullying incidents are monitored by the safeguarding team.
2. Explain to the child what you intend to do about it.
3. Liaise with other relevant colleagues, who should be informed and may have further useful background information.
4. Communicate with parents/carers.
5. Arrange to meet with those involved in the bullying. This may be an individual, a group seen individually, a group seen together or a group of observers who have failed to intervene. You may invite another member of staff to be present at the meeting.
6. Explain the nature of the problem for the victim. Ask for suggestions as to how those involved might help and list ideas.
7. It may be appropriate to impose a consequence, and in accordance with the school's Behaviour policy. (The teacher will use discretion and judgement about the level of consequence to impose, according to the history, seriousness and intent of the incident/s and in conversation with a Senior Member of Staff.)
8. Make it clear that bullying behaviour is treated very seriously by the school and totally unacceptable.
9. Discuss strategies with the reporting child of necessary ways to deal with the situation in the future if applicable (e.g. no retaliation, telling an adult straight away etc.)
10. Liaise with the parents/carers as appropriate to discuss progress and keep staff informed.
11. Arrange to meet with all parties concerned after one or two weeks to discuss developments. Longer term follow up meetings may be advisable.
12. If appropriate the school will use circle time, social stories and similar strategies to work with groups of children who continue to struggle with their behaviour and relationships.
13. Where children's bullying behaviour persists, the parents of the bully will be alerted to the situation and invited in to school for a meeting.
14. If following further support and intervention the child's bullying behaviour does not stop the child may, *in extremis*, be asked to leave the school.

In some cases parents report concerns about bullying behaviour directly to a senior leader. In these cases the senior leader will liaise with the relevant staff and will agree how best to proceed. Parents will be informed of the next steps as soon as possible.

**In all cases**, whether reported by child or adult, a dated note should be made of the incident and outcome. This should be entered onto the online Safeguarding Incident Log. This allows incidents to be monitored and possible patterns of behaviour or concern to be identified.

**Guidance for parents – what to do if your child is being bullied**

If you discover that your child is being bullied do not encourage him or her to “hit back”. It may be quite contrary to your child’s nature, is often what the bully wants and does not help to resolve any underlying problems. Emphasise to your child that there is nothing wrong with him or her and that the situation can be changed. Then please contact the school. Incidents of bullying should be referred immediately to the child’s Classroom Teacher. Senior staff may then be called in to help. Although the nature of the response will depend upon the circumstances, we have a standard procedure to follow, which does not necessarily involve punishment in the first instance, though it may. Staff are experienced and use tact and discretion in their follow-up. The school will listen and ensure action is taken to resolve the situation.

**Prevention of Bullying**

We aim to be proactive in seeking to ensure that the school is a bully-free zone and a telling school, and so to this end we work hard to create an environment where mutual respect and consideration for others are demonstrated by all children and adults and are of paramount importance within our community. Incidents of bullying at Cleve House International School & Preschool are extremely rare. This is achieved through:

- ensuring that all children are familiar with their rights and responsibilities as members of our community.
- creating a positive school ethos and atmosphere where each individual is respected and valued.
- including consideration of issues relating to friendships and bullying during school assemblies, PSHE, drama and general class discussions.
- using minor incidences of unkindness which occur as opportunities for discussion and teaching about relationships.
- involving students in the creation of a child friendly version of this policy
- listening carefully to any complaints about friendship issues, unkindness or bullying.
- a prompt investigation into any allegations or concerns about bullying behaviour.
- following guidance in this policy consistently when dealing with bullying behaviour.
- applying the school’s procedures rigorously and fairly, with efforts made to support both the bullied and the bully as appropriate.
- being ready to take decisive action if required to do so to ensure the welfare of children in the school.
- ensuring all staff receive appropriate training at regular intervals.
- use of assemblies reactive and proactive
- Peer Mentors within Upper Key Stage 2 to assist other children
- monitoring children’s behaviour during unstructured times when there is a greater risk of bullying behaviour occurring (contextual safeguarding e.g. break time, lunch time, hallways etc)
- Speaking openly and honestly with the children about healthy relationship and using their feedback to monitor the effectiveness of the school’s anti-bullying policy.

At school we will ensure that every pupil knows where, when and to whom they can talk about any incidents of minor unkindness or bullying. This may be staff at school or parents at home. Pupils must feel confident that talking to adults is the proper course of action if they witness or experience bullying behaviour.