St Mary's School
CAMBRIDGE

Anti-bullying Policy

This policy is the responsibility of the Senior Leadership Team (SLT) including the Designated Safeguarding Leads. The Board of Governors considers this policy as part of its collective responsibility to carry out an annual review of safeguarding.

Last review: September 2020.

Next review: September 2021

Scope

This Policy was written with regard to the following guidance:

Keeping Children Safe In Education (2020)

Working Together to Safeguard Children (2018)

'Preventing and Tackling Bullying' (July 2017) Department of Education (DfE)

'Cyberbullying – Advice for Headteachers and School Staff' (2014) DfE

Information Sharing advice for safeguarding practitioners (July 2018) DfE

Searching, screening and confiscation: advice for schools (January 2018) DfE

Relationships education, relationships and sex education and health education guidance (June 2019) DfE

Sexual violence and sexual harassment between children in schools and colleges (May 2018) DfE

Advice and guidance: How can we stop prejudiced based bullying in schools (EHRC)

Additional advisory materials for parent/s, guardians and staff can be found at Appendix A.

It should be read in conjunction with St Mary's School Cambridge ('School') *Safeguarding and Child Protection policy, Behaviour Management Policy, Discipline, Exclusions and Required Removal Policy, the On-line Safety Policy, the Pupil Internet and IT Acceptable Use Policy, PSHEE policy, SEND Policy, Sex and Relationships Education Policy and the Arrangements for Risk Assessment*.

Aims and Objectives

At St Mary's School, Cambridge ("the School"), our community is based upon respect for all, good manners and the gospel values of love and justice. We are committed to providing a safe and caring environment

that is free from disruption, violence and any form of harassment so that every one of our pupils can develop to her full potential and learn in a secure environment. Bullying damages children and the School does all it can to prevent it, by developing a School ethos in which bullying is regarded as unacceptable.

The School prides itself on mutual tolerance and the celebration of diversity. The School is committed to actively promoting and safeguarding the welfare of its pupils. This policy seeks to produce a consistent approach to bullying and to comply with the School's duties under the Equality Act 2010.

Parents/guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at school and at home, and that the School and parents co-operate closely together.

This policy is available to parents of pupils and prospective pupils on our website and on request It is also communicated to all staff and pupils.

This policy applies to all day and boarding pupils in the School, including those in the Early Years Foundation Stage (EYFS) and applies to actions which take place both inside, and outside of the School.

Definition of Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, pregnancy and/or maternity, special educational needs and disability, or because a child is adopted or is a carer – it may occur directly, indirectly or through cyber-technology (social websites, mobile phones, text messages, photographs and email).

Put another way, bullying is the intentional hurting, harming, or humiliating of another person. It may take many forms, including but not limited to: physical (including any threat of or use of violence of any kind (including sexual violence), hitting, kicking, pushing someone around, spitting, fighting, or taking, damaging or hiding someone else's belongings, books, clothes or sports kit or so-called initiation ceremonies or hazing; sexual (harmful written comments or spoken words which draw attention to body shape, hair colour, manner of dress, alleged sexual attractiveness (or lack of it), close friendships (or the lack of intimate relationships in an individual's life or other unwanted conduct of a sexual nature such as telling sexual stories, making lewd comments, calling someone sexualised names, sexual jokes or taunting, physical behaviour such as deliberately brushing against someone, interfering with clothes, displaying pictures, photos or drawings of a sexual nature and online sexual harassment which may include non-consensual sharing of sexual images and videos (sexting); inappropriate sexual comments on social media, exploitation, coercion and threats and upskirting); verbal (including cyber-bullying via email, social media, gaming, and SMS or other instant messages); and emotional/psychological (including by excluding the person, being sarcastic, name-calling, tormenting or spreading malicious rumours in person or by mobile phone texts, emails or social media).

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 intimidating, and often involves an imbalance of power between the perpetrator and the victim whether that be a physical, psychological or intellectual imbalance, or by the perpetrator having the capacity to socially isolate the victim.

Bullying is often motivated by prejudice against particular groups, and may involve actions or comments regarding a person's race, religion, gender, sexual orientation, special education needs or disabilities (SEND), or because of a child's familial circumstances, such as they are adopted, in care or that they have caring

responsibilities. Prejudiced – based bullying because of a protected characteristic will not be tolerated. Bullying may be motivated by actual differences between children, or perceived differences. For example, bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case. A person may be vulnerable to bullying simply because they are new to School and appear to be uncertain or has no friends. They may also become a target because of an irrational decision of a bully.

The School's Response to Bullying

At the School, we always treat bullying very seriously. It conflicts sharply with the School's social and moral principles, and potentially with its Equality Policy, and will not be tolerated.

Sometimes unkind behaviour is thoughtless or is not deliberate or intended to hurt. Some pupils may see their hurtful conduct as 'teasing' or a 'game'. This behaviour is unacceptable but may not be malicious and may be corrected by advice. However, if unchallenged or dismissed, this type of behaviour can have a wearing and significant impact on targeted individuals. The School will never dismiss bullying as "banter" or "horseplay", and all reported incidents of bullying will be dealt with by staff in accordance with this policy.

The School understands that bullying can be so serious that it may cause physical, emotional and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the *Behaviour Management Policy*.

Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. Such behaviour may include bullying (including cyberbullying), causing physical harm, initiation/hazing type violence and rituals, sexting, upskirting or any form of sexual harassment or violence.

The School's policy and procedures with regard to peer on peer abuse are set out in the School's *Safeguarding and Child Protection Policy*. Concerns about a pupil's welfare because they are the victim or perpetrator of bullying behaviour must be reported in accordance with the Cambridge and Peterborough Safeguarding Children Partnership Board (SCPB) threshold document. The School will always treat a bullying incident as giving rise to a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, upskirting, sexting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Signs of Bullying

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school.
- Displays of excessive anxiety, becoming withdrawn or unusually quiet.
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others.
- Books, bags, money and other belongings suddenly go "missing", or are damaged.
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary).

- Diminished levels of self-confidence.
- Frequent visits to the Medical Centre with symptoms which may relate to stress or anxiety, such as stomach pains or headaches.
- Unexplained cuts and bruises.
- Frequent absence, erratic attendance or late arrival to class.
- Choosing the company of adults rather than peers.
- Displaying repressed body language and poor eye contact.
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/ recorded, as appropriate, in accordance with this policy.

Bullying – Preventative Measures

The School's response to bullying does not start at the point in which a pupil has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

Pupils

The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of School;

- Class or form tutors remind pupils at the start of the academic year of their responsibility to ensure that bullying does not occur and to talk to a member of staff if they witness, suspect or experience bullying.
- All new pupils (including boarders and EYFS pupils) are briefed thoroughly on the School's expected standards of behaviour. They are told what to do if they encounter bullying. We tell pupils that those who report bullying in good faith will not be punished and will be supported.
- We use appropriate assemblies and RE lessons (junior school) to explain the School's policy on bullying. Our PSHEE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. The programme is structured to enforce messages about community involvement and taking care of each other. It focuses on the importance of equality and diversity and pupils are encouraged to avoid prejudicial and exclusionary language. Positive attitudes are fostered towards people with any protected characteristic.
- Other lessons highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable. Staff are aware of learning opportunities in class (drama, stories or interactive).
- All of our pupils are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place.
- All boarders know how to report anxieties to a member of the Boarding staff or to another member of the pastoral team.
- All senior school pupils have access to the School counsellor and details of how to contact the counsellor are given to all pupils.

- All Boarding pupils have access to the Independent Listener and details of how to contact her are on notice boards in Mary Ward House and in the pupil welcome booklet.
- In the senior school we operate a peer mentoring scheme, whereby trained older pupils are encouraged to offer advice and support to younger pupils.
- The School buildings (including Mary Ward House) display advice on where pupils can seek help, including details of confidential help lines and websites where they can connect with external specialists, such as ChildLine, NSPCC, Kidscape, Bullying UK, Kooth, Papyrus and the Samaritans.
- In the senior school, we provide leadership training to our Head Girls and their team of prefects which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils; and
- The School does not tolerate peer-group "initiation ceremonies" or hazing rituals designed to cause pain, anxiety or humiliation to pupils, and all staff remain alert to such actions.

Staff

- Upon induction, all new members of staff are given training and guidance on the School's anti-bullying policy and on how to react to, and record allegations of bullying at the School. The School will ensure that all School staff understand the principles of the School's policy, the School's legal responsibilities, actions to be taken to resolve and prevent incidents of bullying from arising or escalating and also details of sources of further support;
- The School recognises that certain children may be more at risk of bullying than others and may require additional support when dealing with an incident of bullying, for example children with SEND and LGBTQ pupils. The School will ensure that staff receive appropriate training to be able to understand the specific needs of our pupils, and to enable all staff to provide an inclusive environment for all pupils.
- There is a fixed agenda item on the weekly staff briefing at the junior school. General pastoral information is shared with colleagues and more specific / personal information is shared with colleagues on a 'need to know' basis.
- 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 Deputy Head Pastoral and Boarding (senior school) and the Head of Juniors (junior school) in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced pastoral team of Tutors, Heads of Year, and Head of Boarding and Matrons who support the Deputy Head Pastoral and Boarding and the Head of Juniors and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying.
- 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. INSET sessions are held regularly.
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. She is available to give confidential advice and counselling support to pupils who can refer themselves to her when they have social, emotional, or behavioural concerns. Any member of teaching staff in the senior school or any member of the senior leadership team in the junior school or nursing staff may refer a pupil to her as appropriate.
- In the senior school the School Chaplain will give support and guidance to pupils of all faiths who are able to refer themselves to her whenever they wish (for example at a time of family break-up, sickness or bereavement). The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community.

- Staff are always on duty at times when pupils are not in class and patrol the School site, particularly at times and in areas where bullying behaviour might occur. They are trained to be alert to inappropriate language or behaviour at all times.
- In the Junior school 'worried' posters are on display in the classrooms and around school and give advice on who the pupils should speak to if they are worried about something. The House system at the junior school ensures there is a group whereby the older pupils are encouraged to support younger pupils.
- In the senior school anti-bullying posters are on display and anti-bullying week in November provides a further opportunity for discussion in assemblies and form time.
- In Mary Ward House, the Boarding staff act *in loco parentis.* Staff are aware that boarding houses provide more opportunities for bullying and are therefore always vigilant and alert to signs of issues with or between boarders. The informal house environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. Boarding house staff are always on duty to supervise the pupils.
- 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 incidents. Disciplinary measures will be taken in accordance with the School's *Behaviour Management Policy* and will be applied in a fair, consistent and reasonable manner, taking into account the needs of SEND and vulnerable pupils.
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Safeguarding and Child Protection Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL) without delay.

Parents

- This policy is readily available on the School's website and on request which parents are made aware of so that they are clear on the School's approach to bullying and what to do if their child experiences bullying.
- We encourage close contact between the teaching members of staff and parents/guardians and between the Head of Boarding and parents/guardians and will always make contact if we are worried about a pupil's well-being.
- If parents know or suspect that their child, or another pupil, is being bullied, they should contact the School without delay. All concerns will be taken seriously; and
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and implementation of this anti-bullying policy.

Procedures for Dealing with Reported Bullying

The School ensures that all instances of, or concerns about bullying and cyber-bullying, both on and away from School premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept on *MyConcern* and monitored by the Deputy Head - Pastoral and Boarding (Senior school) the Head of Juniors (Junior school). Records will also be kept on files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of this anti-bullying policy.

The School recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. All staff will be trained in handling an allegation and will be aware that they must listen to the pupil, not ask leading questions and make a written record of the allegation to the best of their ability. We encourage every pupil to understand that every complaint of bullying will be taken seriously, they will receive support and advice and in many cases the problem can be dealt with on a no-names basis, the primary aim will be for the bullying to stop not the punishment of the bully unless this is necessary and we may need to support the bully as well so we can address the cause/s of the bullying behaviour.

If an incident of bullying is reported, the following procedure will be adopted:

1. The member of staff to whom the incident was reported, or who first discovers the situation, will reassure and support the pupil/s involved. The member of staff should listen carefully, not ask leading questions, keep an open mind but must not promise confidentiality.
2. The member of staff will record the information regarding the incident/s and inform an appropriate member of the School's pastoral team about the bullying allegation as soon as possible. This will, if necessary, be discussed with the Deputy Head, Pastoral and Boarding or the Head of Juniors (as appropriate). The Deputy Head, Pastoral and Boarding or Head of Juniors will inform the tutors, Head of Year/s and Head of Boarding of both the alleged perpetrator(s) and the victim(s) as soon as possible. The Heads of Year or tutor will record the incident on *MyConcern*. In very serious incidents, the Head should be informed.
3. The member of staff (or other person appointed to take the matter forward) will form an initial view of the allegation and will consider the nature of the alleged incident/situation. He/she will consider if it is physical, verbal, sexual, intimidatory, exclusionary, is it a one-off incident or part of a pattern of behaviour? Who is involved? Who should be informed – the DSL, Head, parents, children's social care, the police? Can the alleged bully be questioned without disclosing the victim's identity? What is the likely outcome if the allegation is correct in whole or in part?
4. If the alleged bullying behaviour raises a safeguarding concern, the matter should be reported in accordance with the School's *Safeguarding and Child Protection Policy* before any further investigation is carried out. If the bullying potentially involves harmful sexual behaviours, staff will follow the guidance set out in part 5 of *Keeping Children Safe In Education September 2019*. Where the member of staff considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the member of staff will discuss this with the Head, and will report the matter to the Police without delay if considered necessary;
5. Where there are no safeguarding concerns as above, the victim and the alleged perpetrator/s and any witness/es will each be interviewed individually by the member of staff or another delegated member of staff on her own (or, if appropriate, with a suitable person present for support) and asked to write their account of events.
6. If the incident is not serious, possible outcomes may be that there has been a misunderstanding which can be explained to the alleged victim with advice to the alleged bully, or if the complaint is justified in whole or in part, further action will be needed.
7. Once investigated, and where a complaint of bullying behaviour is upheld, every effort will be made to resolve the matter through action which may include one or more of the following:
    a. Consideration as to whether the bullying incidence should be addressed as a safeguarding concern and if so, the School's *Safeguarding and Child Protection Policy* will be followed.
    b. Counselling of all appropriate parties.
    c. Advice and support of the victim and, where appropriate, the perpetrator, establishing a course of action to support including support from the School Counsellor or from external services.

d. Advice and support for the bullying in trying to change her behaviour. This may include clear instructions and a warning or final warning.

e. Consideration of the motivation behind the behaviour and whether external services should be used to tackle underlying issues.

f. A supervised meeting between the bully and victim to discuss the way to avoid future conflict (with the victim's agreement).

g. A disciplinary sanction against the bully in accordance with the School's Behaviour, Management, Suspension and Exclusions policies.

h. Notifying the parents of one of both pupils about the matter and the action which has been taken.

i. Such other action as may appear to the Head to be appropriate.

8. A monitoring and review strategy will be put in place and put on record.

Risk Assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be identified, assessed and appropriate action will be taken to reduce the risks identified. The format may vary but the School's approach to promoting pupil welfare will be systematic and pupil focused. The Head and Head of Juniors, as appropriate, has overall responsibility for ensuring that matters which affect pupil welfare in each school are adequately risk assessed and for ensuring that relevant findings and/or necessary changes are implemented, monitored and evaluated. Day to day responsibility for carrying out risk assessments under this policy will be delegated to the Deputy Head Pastoral and Boarding in the senior school and to the Head of Juniors in the junior school, who has been trained in, and tasked with, carrying out the assessment.

Record Keeping

All records created in accordance with this policy are managed in accordance with the Staff Data Protection Policy, the retention guidelines and the Information sharing advice all held in St Mary's cloud all staff - data protection tile. Records created may contain personal data. The School has a number of privacy notices which are published on the School website and which explain how the School will use the personal data of parents and pupils.

Cyber-Bullying

Cyber-bullying 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*" (Belsey, http://www.cyber-bullying.org/). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend himself/ herself. The School acknowledges that cyber-bullying may take place inside School, outside of School and at any time of the day.

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, sexual, discriminatory, 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.

The School acknowledges that cyber-bullying may take many different forms including cyber-stalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, encouraging derogative comments on online platforms, upskirting and sexting.

The School has a role to play in teaching pupils about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform, or app. In taking this forward, the School has regard to the DfE's non-statutory guidance on *Teaching online safety in school* (updated June 2019).

Additional advisory materials for parent/s, guardians and staff can be found at Appendix B.

Prevention of cyber-bullying

For the prevention of cyber-bullying, in addition to the measures described above the School:

- Expects all pupils to adhere to its *Pupil Internet and IT Acceptable Use Policy* and *Online Safety 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 in accordance with the *Behaviour Management Policy*.
- Issues all pupils with their own personal School email address. Access to all social media sites and personal email sites such as "Gmail" is not allowed from School computers/ tablets/devices inside the School.
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHEE lessons, which covers blocking, removing contacts from "friend" lists and sharing their personal data.
- Ensures its pupils are aware of the various forms in which cyber-bullying can take place, that it can have severe and distressing consequences, and that participation in cyber-bullying will not be tolerated.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure.
- Has a clear policy on mobile phone use by pupils; and
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas or EYFS areas.

Procedures for dealing with cyber-bullying

The School will follow the procedures set out in this policy and the *Safeguarding and Child Protection Policy* where relevant for incidents of cyber-bullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating pupil conduct and protecting the reputation of the School, and the welfare of its pupils.

Although cyber-bullying is not a specific criminal offence, there are criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, upskirting and sexting. Where the School considers that a reported incident of cyber-bullying may amount to a criminal offence, it will inform the Police.

Electronic devices

In response to an allegation of cyber-bullying, certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Head or Head of Juniors as appropriate. Staff do not require the consent of the pupil, or their parents to undertake a search, provided they have

reasonable grounds for suspecting that the pupil is in possession of a prohibited item, and provided they have the Head's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the *Search and Confiscation Policy*.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyber-bullying. Parental consent to search through electronic devices is not required.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the *Behaviour Management Policy*. The School may then take steps to punish the pupil in accordance with the *Behaviour Management Policy* and the *Discipline, Exclusions and Required Removal Policy*, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's *Safeguarding and Child Protection Policy*.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

EYFS Children

Even the School's youngest children are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful, and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Agata Wygnanska, the Head of EYFS, is in charge of the management of behaviour in the EYFS setting.

We explain to our EYFS children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS setting; but sometimes we may remove a privilege for hurtful behaviour. Occasionally, a child may be sent to see Kerry Owens, the Head of Lower School, who will explain the inappropriateness of a particular action and introduce a more appropriate action; but such instances are rare. Parents are always informed when any sanction or reproof is needed towards their child, and in cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into the School to discuss the situation with the child's teacher and the Head of EYFS or the Head of Junior School, to agree a joint way of handling the difficulty.

Please see the *Behaviour Management Policy* for more information.

Complaints Procedure

Parents and pupils are encouraged to use our *Complaints Policy and Procedure* (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly. Parents of boarders and of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted or the Independent Schools Inspectorate (ISI), if they are unhappy with the way in which

their complaint has been handled (the *Complaints Policy and Procedure* explains how to complain to Ofsted/ISI).

Monitoring and Review

The School will record all incidents of reported bullying in accordance with this policy.

The Head of Juniors and the Deputy Head Pastoral and Boarding will review all incidents of reported bullying to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. Records of bullying incidents will also be used to evaluate the effectiveness of the School's anti-bullying procedures, and to highlight any necessary amendments.

Appendix A

Useful websites and telephone numbers:

www.childline.org.uk

Tel 0800 1111 freephone number, helpline for children and young people providing advice and support by phone and online 24 hours a day

www.nspcc.org.uk

Tel 0800 800 5000 helpline for parents, adults and children for advice and support to report suspected incidents of bullying

www.bullying.co.uk

www.youngminds.org.uk

www.childnet.com

wwww.thinkuknow.co.uk

www.kidscape.org.uk

www.Kooth.com

www.cyberbullying.org

www.digizen.org

www.changing faces.org.uk

www.stonewall.org.uk

www.theredcard.org

Appendix B

Cyberbullying is bullying that takes place using technology.

Pupils should remember the following:

- The *Pupil Internet and IT Acceptable Use Policy* sets out the School rules about the use of School and personal devices and technology.
- Think before you send – whatever you send can be made public very quickly and could stay online forever and could be viewed by the public, family and friends and by future employers.
- Respect others. Think about what language you use online and what images you send/share.
- If you or someone you know are being cyberbullied then tell someone. Tell someone you trust such as your parents, any member of staff, or a helpline such as Childline on 0800 1111.
- Don't reply online.
- Save the evidence – learn how to keep recording of messages, pictures or online conversations and this will help to show what is happening and can be used by the School to investigate the matter.
- Don't do nothing. Block the bully and report him/her.

The following websites may be helpful:

http://www.childnet.com/young-people

https://www.thinkuknow.co.uk

https://www.childline.org.uk/Explore/Bullying/Pages/online-bullying.aspx

https://www.safetynetkids.org.uk