



BELMONT GROSVENOR *School*

POLICY ON ANTI-BULLYING

LAST REVIEWED: September 2017

For the purposes of this booklet 'School' means Magic Tree Nursery, Belmont Grosvenor School, Before/After School care and BGS Holiday Club.

Please read in conjunction with:

- Safeguarding and Child Protection Policy and Procedures
- IT Policies and procedures booklet (including cyber bullying)
- Pastoral care Policy
- Equality Policy
- Behaviour, rewards and sanctions Policy (with support for the victim and bully)
- SEN and Disability as defined in the SEN Policy and with reference to the Equality Act 2010
- PSHE common planning

APPENDIX A CAUSE FOR CONCERN FORM

APPENDIX B ALLEGED BULLYING FORM

APPENDIX C LOG OF BULLYING INCIDENTS

APPENDIX D E SAFETY RECORD OF CONCERN

APPENDIX E THE CHANNEL REFERRAL AND INTERVENTION PROCESS

Belmont Grosvenor School accepts the findings of research which shows that the solution to the bullying rests in bringing the bullies and the bullied together in a "no blame" way in the implementation of restorative practice. This may be with the form teacher, Pastoral Care (PC) Mentors or Deputy Head. Here they should acknowledge that the behaviour is unacceptable and agree the way forward, which helps both the bully and the victim. In some cases the Library or Front Hall may be used as a safe haven during break times.

Aims:

The school aims to provide a safe and secure learning environment for all pupils where bullying is prevented in so far as reasonably practicable by the implementation of an effective anti-bullying strategy. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed; but orderly, atmosphere. All pupils should care for and support each other. In this way we hope to develop self awareness and awareness for the feelings of others and for our school to become a resilient, empathic community.

Bullying is wrong and damages individual children. We therefore do all that is reasonably practicable to prevent bullying at BGS. We develop a school ethos in which bullying is regarded as unacceptable behaviour.

This policy aims to produce a consistent school response to any bullying incident that may occur.

We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

Belmont Grosvenor School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of pupils and prospective pupils on our website and on request.

Policies and procedures are in place so that it is easy to report bullying including cyber bullying and bullying outside school. Records are kept to evaluate the effectiveness of our approach.

Guidelines:

"Bullying may be defined as: Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally and is often motivated by prejudice against particular groups eg race, religion, culture, sex, gender, homophobia, SEN and disability or because a child is adopted. It is a persistent, repeated and intentional act. There is an imbalance of power which makes it hard for those being bullied to defend themselves... it may occur directly or through cyber technology (social websites, mobile phones, text messages, photographs and email. Taken from 'Preventing and Tackling Bullying' October 2014

- 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'. Even where safeguarding is not considered to be an issue, schools may need to draw on a range of external services to support the pupil, or to tackle any underlying issue which has contributed to a child engaging in bullying.
- Teachers have the power to discipline pupils for misbehaving outside the school premises eg public transport, outside local shops or in a town or village centre 'to such an extent as is reasonable'
- Bullying may be emotional or physical and is serious in that it may cause psychological damage and even suicide (although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour).

Emotional: calling names; spreading rumours; teasing; making people feel 'small'; interfering with property; isolating people; talking about people behind their back; sending unpleasant emails, text messages or notes.

Physical: deliberately pushing and shoving; any threatening behaviour.

Sexual harassment: making inappropriate comments about appearance and attractiveness, uninvited propositions, uninvited touching and innuendo.

Cyber bullying: is the use of ICT, particularly mobile phones and the internet, deliberately to upset someone else. It may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and emails) 'Virtual' bullying' is a different type of bullying and can happen at all times of the day, with potentially bigger audiences as people forward on content at a click.

Peer on Peer abuse:

This will entail the effective implementation of the school's usual safeguarding and anti-bullying policies.

Peer on Peer abuse is abuse by one or more pupils against another pupil. It can manifest itself in many ways and can include sexting, sexual assault and gender based issues. Abusive comments or interactions should never be passed off or dismissed as 'banter' or 'part of growing up'. Through the pastoral care system the victims will be supported by the staff with regular monitoring, time with the ELSA, and through completion of the Welfare Risk Assessment.

Racist Bullying: Britain is a multi-racial and multi-faith country and everyone has the right to have their culture and religion respected by others. Nobody has the right to call a child names or to treat them badly because of their colour, race or religion. It's illegal and it can be stopped. Racist bullying is not just about skin colour, it can be about ethnic background or religion too. Racist bullying is the only type of bullying that schools must record.

Any incidents of prejudicial behaviour will be reported directly to the SLT or the Head Teacher. Prevent procedures will be followed if there are any concerns about radicalisation.

All incidents will be fully investigated and recorded in line with the Pastoral care Policy and Risk Assessment for pupil welfare. Pertinent records will be kept in line with procedures for any other safeguarding incident.

Parents/carers will be contacted and the incident discussed in detail, aiming to identify motivating factors, any changes in circumstances at home, parental views of the incident and to assess whether the incident is serious enough to warrant a further referral. A note of this meeting is kept alongside the initial referral in the safeguarding file.

The DSL follow-up any referrals for a period of four weeks after the incident to assess whether there is a change in behaviour and/or attitude. A further meeting with parents would be held if there is not a significant positive change in behaviour.

The school's Anti Bullying Policy will be promoted:

- Through the PSHE, P4C lessons and other curriculum subject lessons, through stories, literature, historical events, current affairs, circle time, drama lessons, through discussion of differences between people and the importance of avoiding

prejudicial based language, at play times and during assemblies and collective worship and during Anti Bullying Week.

- Pupils are encouraged not to be silent when faced by bullying. It must be pointed out that talking about bullying of oneself or a friend is not 'snitching', but taking steps to protect a human being from being harmed.
- Pupils are encouraged to go to any member of staff if they or a friend are being bullied. The children are made aware of what the sanctions are for bullying and members of staff take action to reduce the risk of bullying at times and in places where it is most likely. Any issues related to alleged bullying incidents are resolved by the member of staff following the incident. Recording is at the discretion of the teacher depending on the severity of the incident and may involve child scribing or teacher as age of pupil and circumstances dictate.
- The awareness of staff continues through training, dialogue at regular meetings and briefings and through taking action to reduce the risk of bullying at times and in places where it is most likely. The Pastoral Care mentors meet weekly with the Head and Deputy to look at all issues and concerns relating to all aspects of Pastoral Care, discipline and allegations of bullying
- KS2 Pupils have a copy of the flowchart for bullying in their school planner and this information is displayed in each form room and throughout the school.
- The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. A range of P.S.H.E. materials are available to help pupils learn how to keep safe. Resources are also supplemented by material from appropriate charities and agencies e.g Child line and NSPCC. The following Information is made available to pupils Child Line helplines, posters, NSPCC and Childline 'kidzone' website addresses, Crucial Crew.

References:

Websites

Keeping Children Safe

KS2/3

Bullying & child abuse

www.ceop.gov.uk

www.missdorothy.com

www.kidscape.org.uk

www.childline.org.uk

www.nspcc.org.uk

www.thehideout.org.uk

Domestic Violence

Internet Safety

www.ceop.org.uk

KS2/3

www.childnet-int.org

www.kidsmart.org.uk

Preventing and Tackling Bullying (July 2017) and Cyberbullying: Advice for Headteachers and school staff (2014) has been consulted when developing our strategy.

Preventing and tackling bullying

Department for Education

October 2014

Cyber Bullying: Advice for Headteachers and school staff (2014)

- School's arrangements for consulting with and listening to pupils are through the School Pupil Council, the School Pastoral Care mentors, PSHE programme, P4C lessons, age appropriate questionnaire, class lunch with SLT and form teachers / time.
- At BGS we take a very positive approach towards behaviour and we expect everyone – pupils and teachers alike – to show courtesy, consideration and respect to others at all times. We explain and discuss the required behaviour of all pupils, in a way appropriate to the age group and in line with restorative practice principles. If, however, “bullying” occurs, it is dealt with immediately according to the school policy.
- The school will make reasonable use of relevant legislation and guidelines to affect positive behaviour regarding ICT and Internet usage both on and off the school site. Under the Children Act 1989 the school is permitted to report and act on instances of cyber bullying, abuse, harassment, malicious communication and grossly offensive material; including reporting to the police, social media websites, and hosting providers on behalf of pupils.
- The school does not tolerate text, cyber or internet bullying and will deal with it in line with this policy.
- E-Safety Record of Concern should be used to raise e-safety concerns about any user of the Belmont Grosvenor IT system. It should be used to record non-child protection issues like misuse of the school network or any equipment provided to carry out their duties or aid learning.
- The Deputy Head and PC mentors will monitor and update this policy on a yearly basis.

Staff Training:

- Awareness of anti bullying is raised through staff training and shared staff meeting so that the principles of the school policy are understood, legal responsibilities are known, action is defined to resolve and prevent problems. All staff will be encouraged and supported, to promote the Anti Bullying Policy through corporate responsibility. By taking action to reduce the risk of bullying at times and places where it is most likely.

- The Policy is reviewed at regular intervals during staff meetings to re familiarise staff with its principles, legal responsibility to keep children safe, escalation to external agencies and that these are understood and implemented
- Documents listed at the end are available in the staffroom, from the Head or on the internet
- Staff are encouraged to be proactive and vigilant at all times by acting as a presence around school especially at change of lessons; in changing rooms and cloakrooms; and at break and lunch time. Staff expectations and vigilance ensure this happens. Weekly staff briefings share concerns to which can be acted on. See supervision policy.
- E Safety training is undertaken each year by staff (2016) and updates given as required with a view to a three year cycle.
- E Safety training is also undertaken by parents

Implementation of the policy:

Should a bullying incident be reported to any member of staff the following procedures should be followed this enables patterns to be identified:

How can bullying be stopped?

- Encourage all pupils as follows:
 - Do not be silent - this gives the bully power. Doing nothing maintains the bully's power.
 - Tell a member of the school staff if you are being bullied, or if you know someone else is being bullied.
 - Staff have access to the five questions from restorative practice to encourage discussion and a sense of responsibility.
 - Realise that telling an adult about bullying is not sneaking. You are taking steps to protect a human being from harm. Write down the details of a bullying incident for the staff.
 - Try to support the victim.
 - Trust that the school will act, even if its actions are not obvious. There is a procedure staff members have to go through in order to be certain that bullying is occurring.

Procedure with the alleged Victim.

- Staff should make the alleged victim feel at ease by assuring him/her they will: listen and take seriously; accordingly all staff will handle disclosures with sensitivity, Such information cannot remain confidential and staff will immediately communicate what they have been told to the Pastoral Care mentor or Deputy Head; try to protect him/her, try to help him/her cope and try to help him/her coexist with the bully.
- Tell the child that they have done the right thing by telling you
- Ask him/her if she wishes to have a friend present.
- Give him/her time to explain the situation and listen carefully.
- Record in the Cause for Concern file and on the Alleged Bullying form for the attention of PC Mentors.

- Notify the form teacher.
- In some cases a member of staff may act as a scribe to record a child's words as appropriate.
- PC Mentors to ask him/her to write down his/her version of events. Ask him/her to sign and date this as a record.
- Pass no immediate judgement.
- Make clear that other staff may need to be involved and that the problem will be treated seriously and looked into as a matter of urgency.
- Notify the PC Mentors who will continue to investigate.
- The PC Mentors may notify the parents and suggest that they: listen to their child; talk to the staff concerned; avoid confrontation with other parents; keep their child informed of their actions.
- If the allegation is of a serious nature, refer the matter immediately to the Deputy Head or Head teacher.
- All staff involved must assure the pupil that the school is acting, even if those actions are not obvious at first, and keep him/her informed of what has been done.

Procedure with the alleged Bully/Bullies.

- Usually the staff involved will be the Form Teacher, PC Mentors and Deputy Head plus the IT co-ordinator if the issue involves cyber bullying.
- The staff involved should explain calmly what allegations or suspicions exist. They should not presume from the outset that the person being interviewed is guilty – no blame policy.
- The staff should listen to the alleged bully's version of events and explain that bullying is wrong and unacceptable.
- Ask him/her to write down his/her version of events. Ask him/her to sign and date this as a record.
- In some cases a member of staff may act as a scribe to record the child's words as appropriate.
- In some cases the member of staff dealing with the bullying incident may request an additional adult to be with them.
- Reconciliation between victim and bully will be encouraged by the Form Teacher, PC Coordinators, and Deputy Head.
- Depending on the individual incident, the Form Teacher, PC Mentors, and Deputy Head may need to phone the alleged bully's parents and ask them (where possible) to come in and discuss the allegations. They will be encouraged to avoid confrontation with other parents and to keep their child informed about what is happening.
- In more serious cases, at the discretion of the Head teacher, privileges may be removed and freedom restricted.
- In even more serious cases, in line with the School's Discipline and Exclusion Policy parents may be asked to remove their child for a specified period temporarily or permanently.
- It will be at the discretion of the Head teacher, based on the facts and the well being of the child, if the bullying issue needs to be referred to external agencies.

A way forward should always be agreed and pupils themselves may have ideas as to what is best to do to resolve the situation. This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, to be

treated equally, as well as dealing with appropriate disciplinary measures in accordance with the school's Behaviour, Rewards and Sanctions Policy and Discipline and Exclusion Policy.

Record Keeping

- Records of interviews with the pupils, conversations with the parents, plus any action taken should be filed in the pupils' records in the office. Written notes should also be stored in the Cause for Concern File, stored in a safe place in the Greenwood staffroom or if pertaining to radicalisation in the safeguarding file.
- **Anti-Bullying Log**
Incidents of alleged bullying are taken very seriously. Forms for completion are stored in the C for C File, Anti Bullying File and Welfare Risk Assessment File and should be completed by, in the first instance, the child's Form Teacher (who may have been informed of the alleged incident by any member of staff or any child). Actions taken are detailed on the form, as are details of monitoring that will take place over a number of weeks. The Pastoral Care Committee keep a Belmont Grosvenor School Log of Bullying Incidents stored in the Anti Bullying File. The form details: the date of the alleged incident; pupils involved (both alleged victim and person who has alleged to have caused harm); year group; type of incident; action taken and when parents have been contacted. It is the responsibility of the child's Form Teacher to make sure this log is up to date. The Pastoral Care Committee checks the log in the weekly meetings and staff are made aware by email and in staff briefings. After a number of weeks' monitoring, the log may be closed, once it is agreed by PCM, staff, parents and child that the matter has been brought to a successful conclusion and the children concerned are settled and happy again.
- There should be no comments which staff could not justify if a pupil or parent asked to see the file.
- The Head teacher and Deputy Head should be kept informed of all bullying incidents.
- Staff will be informed verbally where it is felt appropriate to do so.
- A record of allegations, incidents and action taken is held by the head teacher

EYFS Children

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's 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. The EYFS coordinator is in day to day charge of the management of behaviour in the Nursery Department.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions; but sometimes we may remove a treat for hurtful behaviour. Parents are always informed when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's Teacher / Key worker and the EYFS coordinator and to agree a joint way of handling the difficulty.

Copies of our Behaviour Management Policy for our EYFS children are available from the school office and on our website.

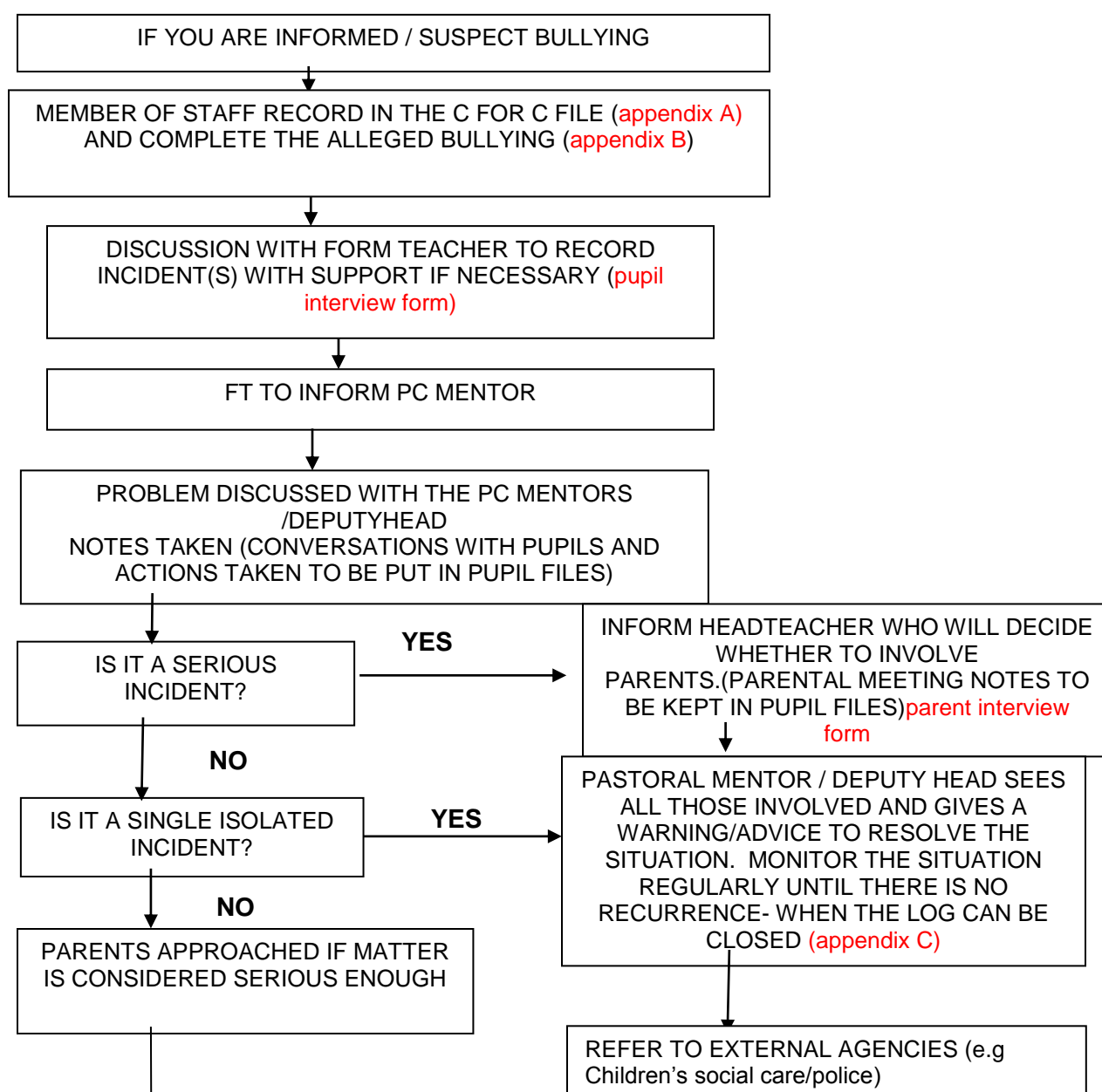
- ‘Keeping Children Safe in Education’ September 2016

has been consulted in formulating this policy.

Non-statutory DfE advice Preventing and Tackling Bullying (July 2017) and Cyberbullying: Advice for Headteachers and school staff (2014) has been consulted when developing our strategy.

Supplementary advice for parents about tackling online bullying is also available Independent Schools Inspectorate Regulatory Checklist for Schools 2017 has been consulted in updating this policy.

FLOW CHART FOR BULLYING – STAFF PROCEDURE

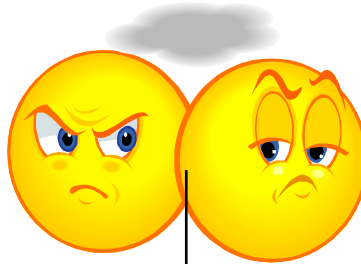


PRE PREP FLOW CHART FOR BULLYING

SUMMARY MADE OF ALL INTERVIEWS AND ACTION TAKEN IS RECORDED AND PLACED IN PUPIL FILES AND IF APPROPRIATE IN THE PUPIL SANCTION RECORD BOOK HELD BY JYM

If you are bullied

If your friends are being bullied



Tell a grown up

What will they do?

They will listen and help you



PREP FLOW CHART FOR BULLYING

**If you are
bullied**

**If you think
someone else is
being bullied**

Tell someone straight away

Who do you tell?

Your form teacher

**A prefect or any member
of staff**

Who will they tell?

PC Mentors or Deputy Head

What will happen?

**They will listen and
help you**

**If it is serious or it
carries on, parents will
be told about it**

APPENDIX A

ALLEGED BULLYING

FORM TEACHER TO COMPLETE AND PASS TO PC MENTORS/DEPUTY HEADTEACHER.

PUPIL NAME -----

FORM -----

TEACHER -----

DATE -----

Alleged incident and names/s of other pupils involved

Action taken (please circle/tick)

FORM TEACHER/PC MENTORS/DEPUTY HEAD TEACHER
ACTION TAKEN

FORM TEACHER / PC MENTORS / DEPUTY HEAD

- Talked to all involved and necessary advice/warning given.
- Monitored week 1.
- Monitored week 2.
- No recurrence/closed week 3.
- Further action needed – see attached sheet.

APPENDIX B
Cause for Concern

Name:	Form:
Incident:	
Action taken:	
Signed:	Date:
Referred if necessary: NW/AS	Date:

BELMONT GROSVENOR SCHOOL-LOG OF BULLYING INCIDENTS (KEPT BY PCM)

APPENDIX C

Date of Incident	Pupil(s) involved (av – alleged victim) (ah – person alleged to have caused harm)	Year Group	Type of incident	Action	Parents contacted?

APPENDIX D

E-Safety Record of Concern

This form should be used to raise e-safety concerns including cyber-bullying about any user of the Belmont Grosvenor IT system. It should be used to record non-child protection issues like misuse of the school network or any equipment provided to carry out their duties or aid learning.

When completed this form should be handed to the e-safety coordinator and a copy placed in the C4C folder.

Refer to the 'Responding to incidents of misuse flow chart' as to how the concern is handled and escalated

If the matter you are raising is of a child protection nature please refer to the Safeguarding and Child Protection

Name of Pupil:			
Form:			
Teacher:			
Date:			
E-Safety Concern (please record details of the alleged incident and name/s of other pupils involved)			
Received by		Date	
Action taken by the Form teacher/Esafety Coordinator/IT technician			
Subsequent strategies put in place			

PLEASE TICK AND DATE

Form teacher / E-Safety Coordinator / IT Technician

- Talked to all involved and necessary advice/warning given.
- Monitored week 1.
- Monitored week 2.
- No recurrence/closed week 3.
- Further action needed – see below.

Name:	Signed:
Position:	Date:

Any further action notes or comments:

APPENDIX E

The Channel Referral and Intervention Process

In addition to reading the [Prevent duty](#) and the [advice on promoting fundamental British values](#), you should also read the statutory guidance on ['Keeping children safe in education'](#), the ['Working together to safeguard children'](#) and the non-statutory guidance [The Prevent duty Departmental advice for schools and childcare providers](#).

If we are concerned about individuals or groups that are vulnerable to being drawn into terrorism we must raise this concern within school following the normal safeguarding routine.

- Cause for Concern identified
- Report your concern to one of the School DSL
- The DSL will gather more information
- Discussion with local prevent police/North Yorkshire Authority

For North Yorkshire County Council staff the contacts are as follows:

Children and young people's service - Nick O'Brien, Safeguarding Group Manager,
01609 534234 nick.o'brien@northyorks.gov.uk

Health and adult services - Christine Appleyard, Locality Head Care and Support, 01609
534628 christine.appleyard@northyorks.gov.uk or Geraldine Mahon, Safeguarding
Manager, 01609 534366 geraldine.mahon@northyorks.gov.uk

Safeguarding children and adults in North Yorkshire - North Yorkshire County
Council's customer resolution centre 01609 534527

North Yorkshire Police - 101

Parents and pupils are encouraged to use our complaints 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 EYFS children should be aware that they have the right to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled (the complaints procedure explains how to complain to Ofsted)

Note: A school cannot be considered to meet its duty of care towards its pupils if it does not readily have a clear picture of bullying incidents throughout the school whatever system is in place to record concerns. (Independent schools inspectorate January 2017)

Date: September 2017

Review Date: September 2018