



South Hampstead

Junior School

GDST

Anti-Bullying Policy

Junior School & EYFS

UPDATED BY

Caroline Spencer (Junior School Head)

LAST REVIEWED

September 2019

NEXT REVIEW DATE

September 2020

At South Hampstead, we believe that every member of our community has the right to be safe and happy and to feel that they will be protected if they feel vulnerable. Bullying is also strongly in breach of our School Code of Conduct. The aims of our anti-bullying policy are:

- to make it clear to all girls that mutual respect and tolerance are expected from all members of the school community at all times;
- to prevent bullying from taking place as far as possible;
- to make sure that all girls feel that they could tell someone that they are being bullied in the knowledge that it will be taken seriously and dealt with swiftly and sensitively;
- to respond effectively to any specific incidents.

WHAT IS BULLYING?

Bullying is defined as taking wilful and persistent action or hurt, threaten or frighten someone else. It may take the form of verbal or physical attacks, misappropriation of property, persistent hurtful comments or abusive messages, written or electronic. It is not the ordinary give and take of school life, which may include disagreements, joking and friendly teasing.

Bullying can be:

Verbal	name-calling, insulting, sarcasm, teasing
Physical	punching, slapping, pushing, kicking or any use of violence
Emotional	being unfriendly, tormenting (e.g. hiding books, threatening gestures), spreading malicious rumours, deliberate isolation or being made to feel uncomfortable because of religion, disability, special educational needs or appearance
Indirect	talking behind someone's back, bitching, excluding, spreading rumours
Racist	name calling, stereotyping, exclusion or treating someone unfairly because of their ethnicity, colour, religion or culture
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focussing on the issue of sexuality
Cyber	all areas of internet, such as email and social networking misuse, mobile threats by text messaging and calls, misuse of associated technology i.e. camera and video.

Any behaviour that a reasonable bystander would say was intended to hurt or upset the victim is wrong and could constitute bullying, including complicity that may fall short of participating directly in the bullying. It is no justification that the perpetrator says or believes that the victim is not upset or hurt by his or her actions or words.

Much bullying is performed in subtle ways, which are not easy to detect; a bully can use a simple look, word or gesture to a victim to signal an intended threat or insult. Some pupils are adept at changing a bullying situation into an apparently harmless one when an adult approaches. This makes it all the more important for the victim or another pupil to be able to come forward to report bullying, and for staff and parents to be alert to symptoms of bullying.

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual

absences or clinging to adults. People react in different ways so they may become angry or aggressive. There may be evidence of changes in work patterns, lack of concentration or truanting from school. Both teaching and non-teaching staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts and can have serious consequences. It can cause great psychological damage and even lead to suicide. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. As a school we have a responsibility to respond promptly and effectively to issues of bullying.

OBJECTIVES OF THIS POLICY

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises. As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.

PROCEDURES

- The member of staff to whom the issue was reported or who first discovers the situation, will control the situation, reassure and support the girls involved.
- The teacher will then inform an appropriate member of the Senior Leadership Team as soon as possible. In all serious incidents, the Head of the Junior School will be informed and may deal with the matter directly or delegate this to an appropriate senior member of staff. In some instances the Head of the whole school maybe informed and involved.
- The victim will be interviewed on her own and asked to tell her side of the story, which will be recorded by the adult.
- The alleged perpetrators, together with all others who were involved, will be interviewed individually and asked to tell their side of the story and this will be recorded by the adult.
- The incident will be recorded and filed.
- Other staff, as relevant, will be informed.
- The victim will be interviewed again at a later stage by a member of staff, most likely her class teacher or the Head of the Junior School. This will take place separately from the alleged perpetrator. She will be offered support to develop a strategy to help herself.

- The alleged bully will be interviewed at a later stage also by a member of staff, most likely her class teacher or Head of the Junior School. This will take place separately from the victim and it will be made clear why her behaviour was inappropriate and caused distress. She will be offered guidance on modifying her behaviour, together with any appropriate disciplinary sanctions.
- The parents/guardians of all parties should be informed and depending on the seriousness of the incident, maybe invited into school to discuss the matter, if the school sees this to be the next appropriate course of action. Their support should be sought and they will be kept informed about how the strategies put in place progress through regular meetings.
- Factual, contemporaneous notes will be kept of all investigatory meetings, meetings with parents, telephone calls and other relevant information. These notes will be kept in the relevant childrens' files.
- A way forward, including disciplinary sanctions and counselling, will be agreed. This will recognise that suitable support is needed for both girls who are bullied and for girls who bully others, as well as dealing with disciplinary measures.
- A monitoring and review strategy will be put in place.
- Bullying is also a Child Protection issue and cases may be dealt with in conjunction with the School's Safeguarding and Child Protection policy.

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of staff of their choice
- reassurance
- offering continuous support
- working to restore self-esteem and confidence.

Pupils who have bullied will be helped by:

- discussing what happened
- discovering why the pupil became involved
- establishing the wrong-doing and need to change
- informing parents or guardians to help change the attitude of the pupil
- offering continuous support to work to establish improved patterns of behaviour

The following strategies may be used

- assertiveness training (victim)
- discussion with a nominated member of staff
- peer support
- involvement of external agencies

OUTCOMES

Although each case may vary, where a girl or girls have been found to be bullied, the appropriate and proportionate sanctions will be applied, in accordance with the school's Behaviour Policy and taking into account and cumulative effect of the girl's behaviour.

Depending on the particular situation, sanctions, either individually or in combination, may involve such steps as:

- Loss of privileges
- A behaviour book or equivalent
- Making restitution to the victim (for example, for items destroyed or damaged)
- Being kept in at playtime
- Service to the school community
- Fixed-term or permanent exclusion*

PREVENTION

- As a community we want everyone to show greater awareness of others' feelings by being careful about what they say and do. We discuss bullying openly in school and regularly raise awareness through assemblies, PSHE, and in subject areas such as drama, as appropriate.
- Staff set a good example of how to behave towards each other
- At the beginning of each year, class teachers will go through the anti-bullying section of the homework diary, reinforce the Golden Rules and establish a class code of conduct.
- Girls are taught TAG as a strategy to prevent bullying.
- TAG (Tell them how you feel, Ask them to stop, Get an adult to help) is regularly reinforced and displayed all-round the school to encourage girls to become more assertive at dealing with situations where they feel somebody has been unkind to them.
- Girls know they can talk to their class teacher or other adults around the school. All Key Stage 2 classrooms have a worry box where girls can post notes to their teacher if they feel uncomfortable talking to them directly.
- As part of the ICT curriculum and on-going PHSE programme, girls are taught what cyber bullying is and why it is unacceptable.
- Staff are always on duty at times when the girls are not in class and patrol the school site, particularly areas where bullying might occur. They are alert to inappropriate language or behaviour.
- The Senior Leadership Team in the Junior School support the PSHE Coordinator and other members of staff in handling any incidents as an immediate priority, and are alert to possible signs of bullying. They also give support and guidance to other staff

* These sanctions will be imposed in severe or persistent cases of bullying, in accordance with the GDST Exclusion Policy.



on handling and reporting incidents, and on the follow-up work with both victims and bullies.

- The member of staff with responsibility for anti-bullying work in the Junior School (including the EYFS) is Ms Caroline Spencer, the Head of the Junior School.

PARTNERSHIP WITH PARENTS

We believe that working with parents/guardians is essential to establishing the school's anti-bullying ethos and resolving any issues that arise. We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

- Parents are encouraged to reinforce the principles of the Anti-Bullying Policy at home
- Parents are asked to let their daughter's class teacher know directly if they have cause for concern, either on behalf of their own children or because of rumours about others
- In any serious case of bullying, parents will be informed by the school and may be invited in to discuss the matter. We will keep in regular contact with parents until the issue is resolved.

MONITORING, EVALUATION AND REVIEW

We want a relevant, useful and practical anti-bullying policy that the whole school community reviews regularly so we can change parts that don't work. The Head of the Junior School is responsible for reviewing this policy annually and assessing its implementation as well as reviewing all recorded incidents to ensure the effectiveness of the approaches adopted and to identify any patterns. The policy will be promoted and implemented throughout the school. Staff will be trained on an annual basis on how to effectively implement the anti-bullying policy.

Links to other policies:

- Behaviour Policy
- Exclusions Policy
- ICT Code of Conduct
- Safeguarding and Child Protection Policy