



South Hampstead

High School

GDST

South Hampstead High School Junior School (including the EYFS)

Anti-Social and Bullying Behaviour Policy

At SHHS, promotion of kindness, respect and tolerance underpins our ethos. 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. The aims of our anti-bullying policy are:

- to make it clear to all pupils 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 pupils 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 encourage pupils to pass it on to staff if they believe another pupil is being bullied;
- to ensure staff respond effectively to any specific incidents.

What is bullying?

Bullying is defined as taking wilful and / or persistent action to hurt, threaten or frighten someone else. Normally bullying involves repeated actions, a pattern of hurt, offence or intimidation, however a single incident that is wilful and extremely hurtful will have a lasting impact on the victim so may also be deemed bullying. 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, hurt feelings, joking and friendly teasing.

Bullying can manifest itself in various forms, including:

Verbal	(e.g. name calling, taunting, mocking, threatening, spreading rumours, teasing, sexism, racism, casual or deliberate use of derogatory language that demeans an individual or group for their culture, beliefs, personal characteristics or personal challenges)
Physical	(e.g. pushing, kicking, hitting, damaging possessions, blocking someone's path)
Emotional	(e.g. deliberate isolation, coercion, being made to feel uncomfortable because of religion, gender, sexuality, disability, appearance (e.g. weight), health condition (e.g. eczema), ethnicity or race);
Cyber-bullying	(e.g. offensive text messaging and emails, posting offensive comments or 'memes' on shared social networking pages, inappropriate use of chat rooms, instant messaging and websites (e.g. personal sites or posting comments on sites or via apps.)

The above is not a definitive list. At times, persistent exclusion of an individual from their natural friendship group or social activities, or inciting others to exclude an individual, may be defined as bullying. Behaviour on the part of one or more pupils towards another, which causes serious, prolonged distress or psychological damage, constitutes serious bullying and will be dealt with as swiftly and effectively as possible. This policy may also be applied to this type of behaviour between pupils when off school premises.

There is a recognition that some pupils may be more at risk of bullying than others. The school does not tolerate any negative behaviour towards pupils on the basis of perceived differences or because of their vulnerabilities, and is quick to address anything that is seen, heard or drawn to the attention of staff. Pupils behaving inappropriately will be dealt with according to the Behaviour Policy and / or the Anti-bullying policy and the victim will be supported through the pastoral care system.

Pupils are encouraged to talk directly to a member of staff if they feel that they are being bullied. This is on the understanding that the member of staff will listen carefully to the issues and help her to decide how best to proceed.

All pupils are taught and reminded, through PSHE, assemblies and form-time activities, that to be a bystander to bullying is to become part of the problem. Every pupil has a responsibility to each other to prevent bullying, through calling peers out on inappropriate behaviour and alerting staff if they have seen or heard such behaviour taking place in school, outside of school or online.

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 or lack of concentration. 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.

Procedures

As a school we have a responsibility to respond promptly and effectively to issues of bullying.

- The member of staff to whom the issue was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- The teacher will then inform an appropriate member of the Senior Leadership Team as soon as possible. In any cases of suspected bullying, the Head of the Junior School will be informed. In some instances the Headmistress or Deputy Head Pastoral may be informed and involved.
- The victim will be interviewed on her own, which will be recorded by the adult.
- The alleged perpetrators, will be interviewed individually and this will be recorded by the adult.
- Members of the Senior Leadership Team will review the outcome of the interviews and any investigation; parents will usually be contacted at this point, if not before. Next steps and best course of action will be agreed.
- The victim will be supported by her class teacher, possibly with input from members of the Senior Leadership Team; strategies and a plan will be put in place for ongoing support.

- The alleged bully will be interviewed at a later stage by a member of staff, most likely her class teacher and / 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.
- Parental 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 pupils' files.
- A way forward, including disciplinary sanctions and possibly counselling will be agreed. This will recognise that suitable support is needed for both pupils who are bullied and for pupils 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 opportunity to discuss the experience with a member of staff of their choice
- offering continuous support
- working to restore self-esteem and confidence

Pupils who have bullied will be helped by:

- establishing the wrong-doing and identifying the need for change
- informing parents or guardians
- offering continuous support to establish improved patterns of behaviour

The following strategies may be used:

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

Outcomes

If it transpires that bullying has taken place, an appropriate sanction will be imposed in order to impress on the perpetrator that what she has done is unacceptable, deter her from repeating that behaviour and signal to other pupils that the behaviour is unacceptable and deter them from doing it. Bullying is regarded as a serious misdemeanour and may come with a sanction of internal suspension, fixed term or permanent exclusion (see Junior School Behaviour Policy).

Prevention

We discuss bullying openly in school and regularly raise awareness through assemblies, PSHE, and in subject areas such as drama, as appropriate. At the beginning of each year, class teachers go through the anti-bullying section of the homework diary, reinforce the Golden Rules and establish a class code of conduct or set of 'class rules'. Pupils are taught to use 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 pupils to become more assertive at dealing with situations where they feel somebody has been unkind to them. Pupils are frequently reminded that they can talk to their class teacher or other adults around the school about any of their worries; this is reinforced in

assemblies. As part of the Computing curriculum and on-going PHSE programme, pupils are taught what cyber bullying is and why it is unacceptable. The ICT Acceptable Use Agreement reinforces the expectations around appropriate online behaviour. Staff are always on duty at times when the pupils are not in class. They are alert to inappropriate language or behaviour. The Senior Leadership Team in are alert to possible signs of bullying and work closely with all staff on any relevant concerns. They also oversee the handling and reporting of 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 and 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.

Monitoring, evaluation and review

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

Re-written in January September 2017 and reviewed in September 2018 by Gabrielle Solti (Head of Junior School)

Reviewed September 2019, 2020 by Caroline Spencer (Head of Junior School)

Date of next review: September 2021