

## ANTI-BULLYING POLICY

Date	Review Date	Contact
01.09.18	01.09.19	Principal
<b>Date approved by Proprietor: 01.09.18</b>		

This policy is made available to parents of pupils and prospective pupils via our website newburyhall.com and parents are made aware that it is available on request.

At Newbury Hall we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere and our bullying policy reflects this commitment. We regard the right of every child to enjoy all aspects of his or her education here without negative interference from other pupils, as being of paramount importance. Any incident where a pupil's conduct adversely affects another's ability to enjoy this right is deplored. However, when a pupil persistently or repeatedly acts in such a way that another's happiness is directly and seriously affected we are likely to regard this conduct as bullying. We take such cases very seriously. Pupils are told and regularly reminded that allegations of bullying will always be investigated thoroughly. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should have the confidence to be able to tell, and know that incidents will be dealt with promptly and effectively and without retribution.

*'A definition of bullying, stating that it is repeated over time and intentionally hurts another pupil or group physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer - it may occur directly or through cyber-technology (social websites, mobile 'phones, text messages, photographs and email)'*

- extract from the non-statutory advice: "Preventing and Tackling Bullying, Advice for headteachers, staff and governing bodies" October 2014

### What Is Bullying?

Bullying is when a person or group of people repeatedly act in ways that deliberately causes hurt, fear or embarrassment to another person, even though they have been asked to stop. Bullying is difficult for victims to defend themselves against.

The impact of bullying can be devastating. The long-lasting impact of physical and psychological bullying stems directly from the short-term impacts that children experience as the result of being constantly bullied. Depression and anxiety tend to characterize their emotional outlook well beyond the bullying years, extending into their adult lives where they become chronic, sometimes lifelong, problems. These issues make eating, sleeping, working, exercising and engaging in interesting hobbies – all the hallmarks of a full, balanced life – more difficult. They also make it more difficult to make and keep relationships, whether with friends or romantic partners.

Bullying can be:

**Verbal:** Name-calling, put downs, sarcasm, teasing, spreading rumours about the student or their family, belittling others abilities and achievements, degrading comments about student's cultural, religious or social background, ridiculing appearance

**Emotional:** Being unfriendly, excluding, tormenting, put downs due to being good at school work or having problems with school work

**Physical:** Striking, pushing, kicking, hitting, punching spitting or any use of violence, extortion, demanding or hiding money or possessions, practical jokes

**Racist:** Racial taunts

**Gestural:** Rude gestures

**Relational:** Deliberate and repeated social exclusion, reputation damage by the spreading of rumours or innuendo, offensive notes or graffiti, forcing others to act against their will, deliberately trying to get someone into trouble

**Sexual:** Unwanted physical contact or sexually abusive comments

**Homophobic:** Focussing on sexual orientation or perceived sexual orientation

**Cyber:** All areas of internet, such as email and internet chat room misuse, mobile phone threats by text messaging and calls, silent phone calls and the misuse of associated technology, i.e. camera and video facilities.

A bullying incident should be treated as a child protection (CP) concern when there is 'reasonable cause to suspect that a child is suffering or likely to suffer, significant harm.'

#### THRESHOLD FOR REPORTING BULLYING TO AN EXTERNAL AGENCY

In all cases of bullying, cyberbullying and bullying outside of school staff must follow the school's reporting procedures and ensure the Principals and DSLs are aware of such incidents. In any extreme cases the Principal and DSLs will decide whether it is appropriate to take the matter further and report the incident to outside agencies such as the police or children's social care. Newbury Hall will report to and seek advice from West Berks LCSB when an incident of bullying leads staff to conclude that there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm.

#### Objectives of this Policy

- To implement and maintain a whole school approach to address the problems of bullying.
- All pastoral staff, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.

All pastoral staff, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.

For pupils who experience bullying - they are heard. They know how to report bullying and get help. They are confident in the school's ability to deal with the bullying. Steps are taken to help them feel safe again. They are helped to rebuild confidence and resilience. They know how they can get support from others.

For pupils who engage in bullying behaviour sanctions hold them to account for their behaviour and help them to face up to the harm they have caused. For all incidents the Principal would: Interview the child and inform the parents by email of the problem and the action taken. We would adhere to the C1 to C7 behaviour management system. Any sanctions would be based on the individual situation and will almost certainly involve communication and dialogue with both victim and perpetrator in order to try and resolve the issue. If bullying persists, exclusion will be considered.

It is vital for staff to be alert to children who may be vulnerable and at risk from bullying.

#### Outcomes

- Regularly survey students to elicit feedback about their perceptions of the prevalence of bullying, and when and where it occurs. See student first impressions and exit surveys as well as half-term feedback forms
- All students to have strategies to deal with bullying, whether a victim or witness, and these will be proactive
- All bullies to have strategies to curb bullying tendencies
- The pastoral culture is structured to support a set of values and code of behaviour that will not tolerate bullying.
- To maintain and expand on the PSHE programme which identifies types of bullying behaviour and appropriate strategies for houseparents, teachers and students to combat it.

#### Policy in Action

- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- Bullies will be supported to change their behaviour. Consideration will be given to circumstances including safeguarding issues that may be a factor. An attempt will be made to help the bully (bullies) change their behaviour
- As part of their induction Newbury Hall students will be introduced to the policy and the many people who are here to help them.
- All students will be made aware of what actions are considered bullying and that bullying is unacceptable behaviour and that there are procedures in place for dealing with this problem (student care line, PHSE programme etc)
- House Captains will participate actively in identifying and reducing the incidents of bullying and setting a role model.

The Newbury Hall policy allows for students to use mobile phones, tablets and laptops to aid their studies in class. Use is strictly constrained to the academic sphere - gaming and social media (including messaging) is prohibited, unless the express permission of a member of staff is obtained. This policy is designed to reduce the risk of cyberbullying and encourage focused learning throughout the school day.

If pupils are seen to be using technology inappropriately the Newbury Hall “choice system” will be implemented.

See also the policy Mobile Phones: Acceptable Use policy which is available on our website and on request.

For the student

1. Believe that any form of bullying is not acceptable.
2. Report any incident of bullying to a Houseparent, teacher, a member of administration or the Principal.

**If you are being bullied here are some actions you can take:**

- Ignore the bully – walk away, use strong body language, hold your head high and put your shoulders back, send a message that you just don't care.
- Don't show your anger – take away the power of their taunts by agreeing with them or using humour.
- Don't fight back – you may get into trouble if you use physical force. Aggression may cause more violence.
- Be confident – practice ways to show confidence even though inside you may not feel it
- Take charge of your life – only you can control your actions and behaviour. Become strong and confident by exercise, sport and practicing other skills such as music or computers.
- Seek guidance from a houseparent or teacher who will support you and help you become more confident.
- Be a good friend – by being a good friend you will make good friends.

If you are the person who is bullying here are some actions you can take:

- Think about what you are doing and how it affects others – it is not funny or cool to hurt others. Think about how others feel when you tease or bull them.
- Try to resist the temptation to bully, find someone to talk to.
- Others may feel intimidated by bullies but they do not respect them. Find ways to show your strengths and leadership qualities that do not hurt others

- Ask an adult you respect for some mentoring or coaching on how you could change.

#### For the staff

- Staff should be active in identifying and eliminating bullying behaviour while on playground supervision, on the corridors, in the classroom and in the residence.
- Houseparents and teachers should report suspected victims of bullies to the Principal for early intervention and monitoring

#### Procedure for staff

- Houseparents and teachers **MUST** respond to all incidents of bullying
- If you receive a complaint reassure the pupil that you will take it seriously and that you will be back in touch with them as soon as you have completed your investigation.
- Once it has been established that bullying has occurred, explain to the perpetrator that bullying is not tolerated in this school and the consequences if this behaviour continues.
- All incidents to be recorded in the incident book and passed to the Principal
- Perpetrators and victims to be reported to Houseparents and the relevant Tutor for follow up monitoring
- Parents of both the victim and the bully are informed where there have been instances of bullying and a plan of action implemented
- In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
- All physical forms of bullying will result in sanctions as detailed in the Behaviour Management Policy, up to the Governors' Disciplinary Panel for suspension or expulsion.

All staff will have access to Incident Forms blank copies of which will be left in the Incident Form pigeonhole. These forms will be passed to the DSLs. DSLs will meet weekly to analyse and discuss issues arising. If a case of bullying is suspected after reading through Incident Form, then a Bullying Behaviour Form will be filled out and appropriate action undertaken. Strategies implemented will be analysed on a weekly basis during SLT meetings. This will enable us to monitor all cases and with further analysis during half-term meetings, enable us to see a clear overview of how the anti-bullying systems are functioning.

Records will be kept in the Behaviour Management file and updated to ensure the safety and progress of students are maintained.

All staff will attend regular training which will include a beginning of year Safeguarding and Reporting training day prior to the start of term. Staff will be made aware of their legal duty to safeguard and promote the welfare of children and the mechanisms for doing so. Staff will receive online training from the West Berks Safer Schools police liaison officer and when necessary advice will be sought from the West Berks LSCB. Students will have regular staff

one-to-one interviews in which their views will be sought and issues surrounding bullying, cyberbullying and bullying outside of school will be discussed so that students feel supported and confident about reporting issues.

Newbury Hall is aware of the importance of recognising the needs of pupils with SEND and protected characteristics and so any decisions involving these particular students will be analysed with this in mind

#### Procedure for parents

If you suspect your son or daughter is a victim of bullying please:

- Contact the Principal to address your concerns
- The school will liaise with parents on a regular basis until your child feels safe.

Students can contribute their views and experiences with bullying. They can take leadership roles in school to promote respect and inclusion, communicate about bullying prevention with their peers, and help develop rules and policies.

Parents can contribute to a positive school climate through regular communication with the school, visiting when possible and taking an active part in their children's experience.

School staff can keep parents informed, make them feel welcome, and treat them as partners.

Schools can consider identifying a school coordinator to support parent and youth engagement strategies. Newbury Hall can set times for meeting with parents and where this is not practicable Skype or telephone conversations can be held. Newbury Hall will raise awareness through regular staff training and ensure that staff are aware of current guidance. The Principal will ensure that the school anti-bullying policy is understood including reporting and recording arrangements and that staff legal responsibilities are known. Training and regular review will ensure that action is defined to resolve and prevent problems including in relation to online bullying. Newbury Hall will make it clear to parents, students and staff that all have a role to play in preventing all kinds of bullying and that Newbury Hall has a zero tolerance approach to bullying and abuse of any kind.

**Signed:**

**Date:** 01/09/18



**Jon Crocker**  
**Principal**