

Including Sandford, our Early Years Foundation Stage provision

Anti-Bullying Policy

At St Gabriel's we aim to provide a secure and caring environment in which pupils can fulfil their true potential without fear. Pupils are very supportive of each other and form firm friendships. However, as a school we are not complacent and our views on bullying are made very clear. St Gabriel's believes that bullying behaviour adversely affects the safety and happiness of pupils and can lead to psychological damage and even suicide. Bullying causes low self-esteem and negative self-image; it is likely to affect their concentration and levels of achievement in and out of the classroom. Consequently, both pupils and staff have a firm understanding of what we perceive bullying is and what to do about it. The bullying incident could be treated as a child protection incident where there is suffering or risk of significant harm.

This policy has regard to KCSIE (Sept 2016) and Working Together To Safeguard Children (March 2015) together with non-statutory DfE advice "Preventing and Tackling Bullying (2014)". This policy is communicated to parents on our website and copies are available from the School Office on request. The policy is communicated to new staff as part of the Induction Process and to all staff as required on a regular basis.

Definition

Bullying is behaviour which makes other people feel uncomfortable or threatened, whether this outcome is intended or not.

There are so many definitions of bullying, but we believe at St Gabriel's that most forms of bullying have certain things in common:

- that it is deliberate and intentionally hurtful behaviour
- that it is repeated over a period of time
- that it makes pupils feel powerless
- that it lowers pupils' self esteem

There are different sorts of bullying, but the four main types are:

Physical:	hitting; kicking; pinching; taking; hiding or damaging belongings
Verbal:	name calling; teasing; insulting; writing and/or passing unkind or malicious notes.
Emotional:	being unfriendly; excluding; blanking; tormenting; spreading malicious rumours
Cyber:	includes the misuse of mobile devices and computers in or out of school and includes the sending of unkind or malicious text messages, inappropriate emails, postings, photographs or videos to social websites or other web spaces

Bullying is often motivated by prejudice and can include harassment such as racial, religious, cultural harassment; sexual, sexist or homophobic harassment; disability harassment; and related to a person's special education needs, learning difficulties, home circumstances, health or appearance.

Bullying may occur directly or through cyber-technology including social websites, mobile phones, text messages, photographs and email. The guidance on the use of technology in the classroom can be found in the ICT Acceptable Use Policy and associated policies.

Aims

1. To ensure that the unacceptable nature of bullying and the consequences of such actions are made clear to the whole community, including parents.
2. To ensure there is a clear procedure for Staff, Pupils & Parents to follow once an incident perceived as bullying, including cyber-bullying and bullying outside school has been reported.

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3. To ensure pupils grow in resilience against behaviours that may be perceived as bullying.

Our bullying policy aims to result in consistent prevention and response.

Communication of such a policy will involve:

1. the whole school community.
2. the PSHE programme and other opportunities within the curriculum
3. the Tutor programme including drama workshops
4. gatherings for collective worship regularly explore topics such as relationships, friendship, conflict, forgiveness, mutual trust and respect through stories, historical events or current affairs to reinforce the School's ethos and anti-bullying message.
5. Age appropriate information about grooming, internet sites containing violent or adult content and sharing personal information and photographs.

Pupils will:

- always be aware that it is a pupil's **perception** of an action towards them that is important
- always be aware of the behaviour we feel is unacceptable and will not be tolerated
- always be encouraged to be vigilant amongst themselves for signs that a pupil may **perceive** they is being bullied.
- always feel their fears are being taken seriously by a member of staff
- always respond quickly

Staff will:

- always aim to manage relationships with the pupils as assertively as necessary rather than aggressively.
- always take any allegations of bullying seriously
- talk regularly with the pupils about their behaviour towards others which could be **perceived** as bullying and what to do if they themselves encounter such treatment
- encourage pupils to tell an adult if they **perceive** they are being bullied
- always be vigilant for any signs of bullying; be it in the classroom, or during the pupils' free time
- always respond quickly and appropriately using the procedures outlined below in accordance with their experience and the training they have received

Parents will:

- always respond quickly
- always take any allegations their child makes seriously
- notify the School **IMMEDIATELY** if they think their child is being bullied
- reassure their child that the School will respond quickly, sensitively and firmly

Procedures for Staff

Appropriate training in all aspects of care is arranged to ensure that staff have the necessary professional skills, especially an awareness of the risk and indications of child abuse and bullying and how to deal with cases. The School seeks specialist help to understand the needs of pupils including those with a special educational need or disability, and lesbian, gay, bisexual and transgender (LGBT) pupils.

Staff are aware that pupils involved in a bullying incident either do not see their actions as 'bullying' or may even feel their action is justified and therefore will often be very reluctant to admit to them.

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It is imperative that staff build an accurate picture of what has happened and be sure of who is telling the truth. Subject Staff, Tutors, Class Teachers, Heads of School are all in an ideal position for honest and direct discussion with pupils.

If the incident is not too serious:

- staff should adopt a 'problem solving' approach in which staff remain neutral and use their knowledge of the pupils and their individual needs to enable pupils to have an opportunity to talk and focus on finding a solution.
- avoid direct questioning that might be perceived as accusatory or interrogational in style.

It may be appropriate to issue a sanction or reprimand which reflects the seriousness of the incident and conveys a deterrent effect, given at the staff's discretion in accordance with the School's Behaviour Policy. At all times the Tutor or Class Teacher and Head of School should be kept informed.

- All incidents should be recorded and the appropriate Head of School informed who will ensure that full records are kept to enable patterns to be identified
- The victim and perpetrator should be monitored closely over a period of time following any incident that is reported
- The victim and perpetrator will both need considerable support from staff

If the incident is serious:

(Such occurrences are rare at St Gabriel's but staff should be aware of the procedures.)

- Staff should inform the Head of School immediately who will discuss the matter with pupils concerned, the pupils' tutor or class teacher and the Vice-Principal. The Head of School will also inform the Designated Safeguarding Lead so that child protection issues may be considered. The 'problem solving' approach may well have been used unsuccessfully at a previous meeting and it is now likely that parents will be involved.

It is vital that accurate records are kept of incidents and how the school has responded. Such records could be used to assist with criminal proceedings against a pupil or to protect the school should a family decide to take legal action against the school.

In keeping with St Gabriel's Code of Conduct and Christian ethos we do not wish to give up on a pupil and exclusion as a response to bullying is used sparingly and always as a very last resort. Exclusion however may well necessary in cases of severe and persistent bullying.

Reported incidents of bullying and how they were resolved will be monitored very closely. Attention will be given to Who; Where; When; What; the action taken; and 'follow up'.

Such monitoring will assist St Gabriel's follow up. Progress made is recorded which also enables the School to evaluate the success/effectiveness of the anti-bullying policy. Monitoring such incidents also enables patterns to be identified, both in relation to individual pupils and across the School as a whole.

This policy focuses mainly on the bullying of pupils by pupils although it is recognised that a staff member could be a victim and on occasion may be perceived to be guilty of bullying. Staff members who are concerned about being bullied or harassed should contact a member of the Executive. Pupils and parents who feel that a member of staff is bullying should report this in accordance with the procedures set out below. Complaints against teachers will be dealt with in accordance with staff disciplinary procedures.

Procedures for Pupils

If you think you are being bullied, or you know that someone else is, **please tell us straight away.** Not telling us means the suffering will continue and the bully will carry on.

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Don't Suffer in Silence!

Tell
Any member of staff
Your Tutor or class teacher
Your Sixth Form Prefect
A Peer Listener
Your Parents

Be clear about exactly what happened.

Keep &/or save written evidence, messages, photographs, videos, texts or emails.

Avoid situations which could make matters worse.

Don't give the bully any power.

REMEMBER
IT IS THE BULLY WHO HAS THE PROBLEMS
NOT YOU!

You know that all incidents will be taken seriously

You know that staff will act immediately and sensitively

Procedures for Parents

- Your child has the right to be safe and happy at St Gabriel's, and to be protected when they are feeling vulnerable.
- Parents are perhaps our most powerful allies - as you are often the first to be told if a problem exists.

If you think your child may be being bullied, or tells you that they are, please let us know *straight away* regardless of whether you have been asked "not to tell anyone".

Keep &/or save written evidence, messages, photographs, texts or emails.

You may wish to contact your child's Head of School in the first instance or your child's tutor or class teacher. Alternatively you may wish to contact the Vice-Principal or Principal straight away.

Please be reassured!
We will take all incidents seriously
We will act immediately and sensitively

This policy should be read alongside the School's Child Protection (Safeguarding) Policy and Safeguarding Guidance, Behaviour Policy, Pastoral Care Policy and ICT Acceptable Use Policy.

Review

This Policy will be reviewed every two years by the Executive and Governors to assess its effectiveness, and will be updated as necessary in line with The Regulatory Requirements for Independent Schools. Pupils' views on the effectiveness of the arrangements are sought regularly and the effectiveness of the policy is reviewed taking into consideration behaviour patterns and records. In undertaking the review the Executive will take into account the results of the

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monitoring as set out above, as well as any changes in legislation and/or statutory guidance and other relevant information gathered (such as through a bullying survey).

Authorised by	resolution of the Board of Governors
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