

# Kenton College Preparatory School

## Anti-Bullying Policy

<b>Audience</b>	Teachers, Parents, Governors
<b>Author</b>	Leon Bareham (Deputy Head Pastoral, Designated Safeguarding Lead) deputyheadpastoral@kenton.ac.ke
<b>Last review</b>	January 2017
<b>Next review</b>	January 2018
<b>Related policies</b>	Safeguarding and Child Protection, The Prevent Duty, Staff Code of Conduct, Whistleblowing, Safer Recruitment, Discipline, Wellbeing.  All of the above policies can be requested from the school. The Safeguarding and

## **Contents**

Introduction and Purpose	Page 3
Objectives of this policy	Page 4
Interpretation	Page 4
Roles and Responsibilities	Page 5
What is bullying	Page 5
Where does bullying happen	Page 6
Signs and Symptoms	Page 7
Bullying of children with Special Educational Needs	Page 7
Procedures for reporting and responding to bullying incidents	Page 8
Strategies for the prevention and reduction of bullying	Page 9
Sources of further information, support and help	Page 10
Appendix A	Page 11
(Advice Kenton College gives to all pupils)	

## Introduction and Purpose

The Board of Governors and staff of Kenton College take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The Kenton College Board of Governors are ultimately responsible for the provision stated in this policy..

At Kenton College we are committed to providing a warm, caring and safe environment for all our children so that they can learn and play in a relaxed and secure environment. We have zero tolerance for bullying and therefore bullying of any kind is unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect and pupils who are bullying others need to learn different ways of behaving. At Kenton College, we acknowledge that bullying does happen from time to time – indeed, it would unrealistic to claim that it does not. When bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

Stakeholder views about issues related to bullying are sought annually via Parent and Pupil Voice questionnaires. This enables Kenton College to monitor and evaluate the effectiveness of this policy. Stakeholder views obtained in July 2017 include:

Pupils:

Question/Statement	Agree or Strongly Agree
I have a say and my views are listened to	90.2 %
Teachers are concerned about my wellbeing	95.3 %
There is an adult at school that I can discuss personal problems with	83.3 %
The school deals with bullying cases	95.9 %

Parents:

Question/Statement	Agree or Strongly Agree
There is an adult my child can turn to	92.3 %
I feel that my child is safe when I leave them at Kenton	99.3 %
Discipline is applied fairly across the school	89.7 %

Any scores of 80% or below from one of the above (annually repeated) questions will automatically trigger a review lead by the DSL/Deputy Head Pastoral. This review will be 360 degrees in approach and a report submitted to the Headmistress with recommendations on how to improve the particular area of concern. The review will also immediately lead to an urgent update of this policy which staff will be required to read and sign to indicate their understanding of the changes implemented.

## **Objectives of this Policy**

The aim of this policy is to try and prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of Kenton College have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with Kenton College policy.

This will happen in the following ways:

- Kenton College will meet the legal requirement for all schools to have an anti-bullying policy in place.
- Kenton College will adhere to guidance published in: Preventing and tackling bullying: advice for school leaders, staff and governing bodies (DfE 2011).
- All governors, teaching and non-teaching staff, pupils and parents/guardians will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will know what Kenton College policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All pupils and parents/guardians will know what Kenton College policy is on bullying and what they can do if bullying occurs. This policy is published on the school website.
- Pupils and parents/guardians will be assured that they will be supported when bullying is reported.
- Whole school initiatives (staff training, celebration assemblies etc.) and proactive teaching strategies (PSHE/Wellbeing lessons, circle time etc.) will be used throughout Kenton College to reduce the opportunities for bullying to occur.
- A positive, caring ethos will be created within Kenton College environment where everyone can work, play and express themselves, free from the fear of being bullied.

## **Interpretation**

In this policy:

- The Board of Governors means the Board of Governors of Kenton College Preparatory School.

- DSL means the Designated Safeguarding Lead appointed by the School - Leon Bareham.
- Headmistress means the Headmistress of Kenton College Preparatory School.
- ICT means Information and Communication Technology.
- PSHE means Personal, Social, Health and Economic Education, also referred to as Wellbeing
- School means Kenton College Preparatory School.
- Upper Senior Coordinator is a pastoral leader for Years 7 & 8
- Lower Senior Coordinator is a pastoral leader for Years 5 & 6
- Head of Junior School is a pastoral leader for Years 2 - 4.

## **Roles and Responsibilities**

Name	Role	Location	Phone	Email
Maureen Cussans	Headmistress	School	0722205038	<a href="mailto:admin@kenton.ac.ke">admin@kenton.ac.ke</a>
Alison Hollas	Safeguarding Governor	Off-site	0722205038	<a href="mailto:admin@kenton.ac.ke">admin@kenton.ac.ke</a>
Leon Bareham	Deputy Head Pastoral & Designated Safeguarding Lead	School	0727483597	<a href="mailto:deputyheadpastoral@kenton.ac.ke">deputyheadpastoral@kenton.ac.ke</a>
Don Cruttenden	Upper Senior Coordinator	Maths Dept.		<a href="mailto:dcruttenden@kenton.ac.ke">dcruttenden@kenton.ac.ke</a>
Peter Nderitu	Lower Senior Coordinator	Geog room	0722888913	<a href="mailto:pnderitu@kenton.ac.ke">pnderitu@kenton.ac.ke</a>
David Longworth	Head of Junior School	4L room	0790308019	<a href="mailto:hjunior@kenton.ac.ke">hjunior@kenton.ac.ke</a>
George Hewlett	Junior Coordinator	2H room	0722671828	<a href="mailto:ghewlett@kenton.ac.ke">ghewlett@kenton.ac.ke</a>

## **What Is Bullying?**

Kenton College has adopted the following collaborative definition of bullying which is our shared understanding of what bullying is:

Bullying is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves (remember STOP – it happens Several Times on Purpose). Bullying is mean and results in worry, fear, pain and distress to the victims.

### **Bullying can be:**

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation
- Verbal name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone
- Physical pushing, kicking, hitting, pinching, throwing stones, biting, spitting, punching or any other forms of violence, taking or hiding someone's things
- Racist racial taunts, graffiti, gestures, making fun of culture and religion
- Sexual unwanted physical contact or sexually abusive or sexist comments
- Homophobic because of/or focusing on the issue of sexuality or protected characteristics (Equality Act 2010)
- Online/cyber setting up 'hate websites', sending offensive text messages, emails and abusing the victims via their mobile phones. This form of bullying can be especially distressing due to that fact that it can happen at any time. All forms of online bullying are treated as seriously as any other type of bullying and are dealt with accordingly. Pupils are educated about online bullying through lessons at all stages in the school. More details about this can be found in the ICT policy and the E-Safety policy (both available upon request to the school).
- Any unfavourable or negative comments, gestures or actions made to someone relating to their disability or special educational needs.

### **Bullying is not:**

It is important to understand that bullying is not the odd occasion of falling out with friends, name-calling, arguments or when the occasional trick or joke is played on someone.

It is bullying if it is done several times on purpose (STOP). Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying.

It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name-calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

### **Where does bullying happen?**

It can happen anywhere – in the classroom, in the corridor, in the toilets, in the dining hall, in the playground. Bullying may also happen on the way to and from school. In such cases, the Headmistress is empowered by law to deal with such incidents but must do so in accordance with Kenton College's policy.

## Signs and Symptoms

A child may indicate, by different signs or behaviour, that he or she is being bullied.

Parents/Guardians and Teachers should be aware of these possible signs and investigate further if a child:

Signs	Examples
becomes withdrawn, anxious or lacking in confidence	Refuses to talk about school once home, shows a lack of interest in taking part in extras, matches, plays etc.
starts stammering	Develops a previously unnoticed speech impediment - particularly when asked about school, friends or peers
cries themselves to sleep at night/has nightmares	Although nightmares are normal, repeated nightmares which disrupt sleep and the child is reluctant to talk about
feels ill in the morning	No build up to illness, bland descriptions such as "I just don't feel well" (is there a repeated pattern/day etc.?)
begins to underperform in school work	Effort grades need to be looked at closely at home and school
comes home with missing or damaged possessions	Labelled items will get back to the child. Listen carefully to a child's explanation as to how they got lost
asks for money or starts stealing money	Pupils are very rarely asked to bring money to school - check with the form tutor
has unexplained cuts or bruises	Parents can expect a call from Dr Lilian/note in diary if any injuries have been treated. If no contact, please see the child form tutor
starts swearing or using aggressive language	This may be a sign of frustration at a bullying situation (as perpetrator or victim)

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be taken seriously and investigated as soon as possible.

See Appendix A for the advice and messages Kenton College passes on to pupils.

## Bullying of children with Special Educational Needs

Kenton College is an inclusive school. We provide a secure, accepting, safe and stimulating environment where everyone is valued for who they are.

We have some children who have learning disabilities and/or communication difficulties. Everyone involved in Kenton College is very aware that these children can be especially vulnerable to bullying and we are therefore particularly vigilant at all times.

High attainers, gifted or talented pupils can also be affected by bullying. Staff will treat this type of bullying as seriously and in the same way as any other type of bullying.

## **Procedures for reporting and responding to bullying incidents**

All staff will respond calmly and consistently to all allegations and incidents of bullying at Kenton College. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved.

The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents (please note that the DSL may request other teachers to undertake investigations or part of investigations as the DSL seems fit e.g. Head of Juniors for a case involving Year 2 - 4 pupils):

- 1) Report all bullying allegations and incidents to the Designated Safeguarding Lead (DSL - Leon Bareham) who will log the incident and begin investigating. At the earliest possible time, the DSL will inform the Form tutors and other pastoral leaders of the incident.
- 2) The DSL will make sure the victim(s) is and feels safe and appropriate advice will be given to help the victim(s).
- 3) The DSL will listen and speak to all children involved about the incident separately.
- 4) The problem will be identified and possible solutions suggested.
- 5) The DSL will attempt to adopt a problem solving approach, which will move children on from them having to justify their behaviour.
- 6) Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
- 7) The DSL will reinforce to the bully that their behaviour is unacceptable.
- 8) The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see next section).
- 9) If possible, the pupils will be reconciled.
- 10) An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
- 11) In serious cases parents will be informed and will be invited to come into school for a meeting to discuss the problem.

12) After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

13) Bullying incidents will be discussed regularly at staff meetings.

## **Strategies for the prevention and reduction of bullying**

Whole school initiatives and proactive Value Based Education (V.B.E.) and teaching strategies will be used throughout Kenton College to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur.

These can include:

- PSHE/Wellbeing scheme of work from Year 2 -8 used to support this policy
- Use of Pastoral assemblies to promote positive behaviours and reinforce expectations
- Values-Based Education
- Giving Year 8 prefects a role in modeling and reinforcing positive behaviour towards others and reporting bullying to the Deputy Head Pastoral.
- Using praise and rewards to reinforce good behaviour
- Encouraging the whole school community to model appropriate behaviour towards one another
- Organising regular anti-bullying training for all staff
- Ensuring that questions directly referring to bullying are included in the Pupil Voice questionnaire distributed annually.

## Sources of further information, support and help

There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support available that teachers, parents and children have found useful below.

### Organisations:

Name of organisation	Website
Act Against Bullying	<a href="http://www.actagainstbullying.com">www.actagainstbullying.com</a>
Anti-bully	<a href="http://www.antibully.org.uk">www.antibully.org.uk</a>
Anti-Bullying Alliance (ABA)	<a href="http://www.anti-bullyingalliance.org.uk">www.anti-bullyingalliance.org.uk</a>
Anti-bullying Network	<a href="http://www.antibullying.net">www.antibullying.net</a>
Beatbullying	<a href="http://www.beatbullying.org.uk">www.beatbullying.org.uk</a>
Bully Free Zone	<a href="http://www.bullyfreezone.co.uk">www.bullyfreezone.co.uk</a>
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>
Childline	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Kidscape	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Parentline Plus	<a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>
The Children's Legal Centre	<a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a>
The Office of the Children's Commissioner	<a href="http://www.childrenscommissioner.org.uk">www.childrenscommissioner.org.uk</a>

### Telephone:

U.K. NSPCC 0800 280 285

### Documents:

Preventing and tackling bullying: advice for school leaders, staff and governing bodies (DfE July 2017)

## **Appendix A - Advice Kenton College gives to all pupils**

### **What can you do if you are being bullied?**

Wherever you are in school, you have the right to feel safe. Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.

- Try not to let the bully know that he/she is making you feel upset.
- Try to ignore them.
- Be assertive – stand up to them, look at them directly in the eye, tell them to stop and mean it.
- Stay in a group, bullies usually pick on individuals.
- Get away as quickly as you can.
- Tell someone you can trust – it can be a teacher, a teaching assistant, a parent, a friend, a brother, a sister or a relative.
- If you are scared, ask a friend to go with you when you tell someone.
- When you tell an adult about the bullying give them as many facts as you can (What? Who? Where? When? Why? How?).
- Keep a diary of what's been happening and refer to it when you tell someone.
- Keep on speaking out until someone listens and helps you.
- Never be afraid to do something about it and quick.
- Don't suffer in silence.
- Don't blame yourself for what is happening.

### **What can you do if you see someone else being bullied? (The role of the bystander)**

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger.

- Don't smile or laugh at the situation.
- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.
- Try and befriend the person being bullied.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and post it in the 'Listening' box which can be found in the library.
- Tell a teacher