

# Kenton College Preparatory School



## Anti-Bullying Policy

<b>Audience</b>	Teachers, Parents, Governors
<b>Author</b>	Leon Bareham (Deputy Head Pastoral, Designated Safeguarding Lead)
<b>Last review</b>	September 2022
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<b>Related policies</b>	<p>Safeguarding and Child Protection, The Prevent Duty, Staff Code of Conduct, Whistleblowing, Safer Recruitment, Discipline, Wellbeing.</p> <p>All of the above policies can be requested from the school if not published on the school's website (<a href="http://www.kentonschoolnairobi.com">www.kentonschoolnairobi.com</a>)</p>

## 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 oversight of the provision stated in this policy.

At Kenton College we are committed to providing a warm, caring and safe environment for the children in our care so that they can learn and play in a relaxed and secure environment. We have no tolerance for bullying and therefore bullying of any kind is unacceptable in our school. We take all incidents of bullying seriously and believe that nobody 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. When bullying does occur, everyone should be able to recognise it and know that incidents will be dealt with promptly and effectively in accordance with this policy. Anyone who knows that bullying is happening is expected to tell a member of staff immediately.

## Objectives of this Policy

The aim of this policy is to 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 this 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.
- All stakeholders will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will be conversant with this policy.
- All parents/guardians have access to this policy and can expect it to be utilised if bullying occurs - whether their child(ren) is a victim or perpetrator.
- Pupils will be taught to recognise bullying and they will be assured that they will be supported when bullying is reported.
- Whole school initiatives (staff training, staff duties, celebration assemblies, promoting positive behaviour etc.) and proactive teaching strategies (Wellbeing sessions, 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.

## Roles and Responsibilities

All pupils within the school have a role to play to report bullying and bullying-type behaviour.

All adults within the school have a role to play in recognising bullying and bullying-type behaviour and use the pastoral care structure to report their observations.

Teachers:

- Plan lessons carefully to limit opportunities for bullying-type behaviour
- Be punctual and alert when assigned duties throughout the school day
- Report any suspicions of bullying to the relevant form tutors and/or Head of Year

Form Tutors:

- Act on information received from pupils in their form group regarding bullying
- Liaise closely with their Head of Year if they suspect bullying is happening or have received reports of bullying from a pupil or parent
- Monitor the interaction of members of their form group upon resolution of a bullying incident

Heads of Year:

- Act upon information received in a timely manner to protect the victim(s) of bullying
- Meet with the Deputy Head Pastoral as quickly as possible to determine the next course of action
- Liaise with parents within the Year group when bullying has occurred to reinforce this policy

## What Is Bullying?

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

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (including cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

**Bullying can be:**

- **Emotional:** being unfriendly, excluding another from activities, tormenting (e.g. hiding personal belongings, threatening gestures), ridicule, humiliation.
- **Verbal:** name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks.
- **Physical:** pushing, kicking, hitting, pinching, throwing objects at another, biting, spitting, punching or any other forms of violence.
- **Racist:** racial taunts, graffiti, gestures, making fun of culture and religion
- **Sexual:** unwanted physical contact, sexually abusive or sexist comments

- **Online:** abusive or upsetting comments made on or in websites, text messages, emails, online “chats”/social media, gaming, collaborative online documents (see section below)
- **Child on Child:** can be between siblings, classmates, pupils in any year group etc.

## Cyber-Bullying Defined

Cyber-bullying is bullying that happens via electronic devices e.g. computers, smart phones, and tablets.

It can take place over text messages, social media, apps, or online forums and involves posting or sending harmful content, including messages and photos, and sharing personal information that causes humiliation.

It may include:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- trolling – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- shaming someone online
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts or stealing online identities to embarrass or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations

All staff (teaching and otherwise) should remain vigilant to signs of cyberbullying amongst pupils, and to report their concerns to the pupil’s form tutor, Head of Year or the Deputy Head Pastoral. Signs may include:

- A pupil being upset after using their mobile phone or a computer.
- Unusual quietness, anxiety, depression, secrecy over internet or mobile phone use.

See Appendix A for advice provided to all pupils.

## What 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. Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classified 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?

Bullying can happen anywhere – in the classroom, in the corridor, in the toilets/locker rooms, in the dining hall, on the playground. Teachers and Non-Teaching staff are placed on duty in these areas at various times outside of lessons. Pupils are encouraged to seek out the duty teacher if they suspect or witness any bullying behaviour. Bullying may also happen on the way to and from school. In such cases, the Headteacher is obliged to investigate and deal with such incidents but may only impose sanctions and/or punishments on the school premises.

## Signs and Symptoms of a child being bullied

A child may indicate, by different signs or behaviour, that he or she is being bullied. The staff at Kenton College appreciate the very negative, often long-lasting effects that bullying can have on a child, both physically and emotionally. To that end, Teachers, Non-Teaching staff and parents/guardians should be aware of these possible signs and investigate further if a child is displaying any of the following:

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 stuttering	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 has been made, please see the child's form tutor
starts swearing or using aggressive language	This may be a sign of frustration at a bullying situation (as perpetrator or victim)
suspicious behaviour with electronic devices	Reluctance to share browser history, emails, images, videos, social media posts etc with a teacher or guardian/parent. Deliberate interference with online school work e.g. deleting or editing google docs.

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. If parents notice any one or more of

these signs, they should report such to their child's form tutor/class teacher. Parents are encouraged to then leave this information with the school for it to handle the situation and ascertain the nature of the underlying issue. It can be detrimental to the process and the child's social and emotional development if parents/guardians inform a child that they are being bullied on the basis of any of the above signs or symptoms without a disclosure from the child about bullying behaviour.

## **Signs and Symptoms of a child who may be bullying:**

Children may be bullying others if they:

- Get into physical or verbal fights
- Have friends who have been known to bully others (including outside of school)
- Are increasingly aggressive
- Are frequently not meeting Kenton expectations
- Have unexplained extra money or new belongings
- Blame others for their mistakes; not accepting responsibility for their actions
- Are overly competitive and preoccupied with their reputation or popularity

## **Bullying of children with Specific 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. Kenton has pupils with specific educational needs, difficulties or challenges. Everyone involved in Kenton College is very aware that these children can be especially vulnerable to bullying and we are therefore 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 teachers 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 Deputy Head Pastoral may request other teachers to undertake investigations or part of investigations as the DSL deems fit):

- 1) Report all bullying allegations and incidents to the child(ren's) Head of Year who will
  - Inform the Deputy Head Pastoral and form tutors involved.
  - log the incident and begin investigating.

- 2) The Head of Year will make sure the victim(s) feels safe and appropriate advice will be given to help the victim(s).
- 3) The Head of Year will listen and speak to all children involved about the incident separately. If the behaviour is bullying, the Deputy Head Pastoral will reinforce to the bully/bullies that their behaviour is unacceptable.
- 4) The problem will be identified and solutions suggested - including appropriate action being taken to end the bullying behaviour or threats of bullying.
- 5) The bully/bullies may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see next section).
- 6) If possible, the pupils will be reconciled.
- 7) An attempt will be made, and support given, to help the bully/bullies understand and change his/her/their behaviour (see below)
- 8) In all cases of bullying, all parents/guardians involved will be informed and may be invited to come into school for a meeting to discuss the problem.
- 9) After the incident has been investigated and dealt with, each case will be monitored by the Head of Year to prevent recurrence.

For procedures for pupils to follow (those being bullied or those who witness bullying happening to another pupil), see Appendix A.

## **Support for the child(ren) found to be bullying**

Careful and detailed discussion with the alleged bully will occur to help them to consider how their actions have offended and hurt the victim, and how they can now learn to behave in ways which do not cause harm, and how they can repair the harm they have caused.

These discussions must involve liaison with the bully's parents or guardians.

A letter will follow to the parents or guardians warning about future sanctions for any continued bullying behaviour.

A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.

A monitoring and review strategy will be put in place. Where it benefits the perpetrator, a meeting will be convened that involves parents to aid children in understanding the implications of their behaviour and the possible outcomes.

## **Sanctions for pupils found to be bullying**

Pupils found to be responsible for bullying (first offence) can expect a fixed term suspension followed by a defined period of active monitoring (Report Card) via their Head of Year.

For repeated incidents of bullying or for a single serious case, Permanent Exclusion (Expulsion) may be considered by the Headteacher

In very serious cases, and only after the Headteacher has been involved, it may be necessary to make a referral to the Police

The school will always attempt to support the alleged bully toward rehabilitation into the community once the sanction is complete.

Due acceptance and remorse by the alleged bully is the ideal resolution.

Both child and parents/guardians have access to Head of Year and Deputy Head Pastoral.

Contact will be made with the victim's parents/guardians within 4 - 6 weeks of the incident in order to record satisfactory closure of the incident.

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

Whole school initiatives and proactive Value Based Education (VBE) 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 include:

- Wellbeing scheme of work from Year 2 -8 used to support this policy
- Staff allocated selected duty areas at all non-lesson times
- Visual aids in all classrooms (see Appendix A)
- Use of Pastoral assemblies to promote positive behaviours and reinforce expectations
- Values-Based Education/Character strength themes
- Giving Year 8 prefects a role in modelling and reinforcing positive behaviour towards others and reporting bullying to the Headteacher, Deputy Head Pastoral or Head of Year 8
- Using praise and rewards to reinforce good behaviour
- Encouraging the whole school community to model appropriate behaviour towards one another



- Anti-bullying training for all staff completed upon commencement of employment and renewed every 3 years.
- Listening Team (see Pastoral Care Policy)
- The whole school participates in anti-bullying week
- All Wellness Team members (school doctor, school nurse, matron & counsellor) are aware that they must pass on any information related to bullying to the relevant Head of Year or Deputy Head Pastoral as soon as they:
  - Receive a direct disclosure from a child regarding bullying of any sort
  - Encounter a child in distress
  - Encounter a child with unexplained injuries

## 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>
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>

## 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.
- Stand up to them, look them directly in the eye, tell them to stop.
- 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 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.
- Never be afraid to speak up.
- Don't suffer in silence.
- Don't blame yourself for what is happening.

## What can you do if you see bullying happening

### (The role of the bystander)

Ignoring bullying is cowardly and unfair to the person being bullied. You must not stay silent.. 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 – this could be a member of the Listening Team
- Tell a teacher

# CYBER-BULLYING

If you feel you are being bullied by email, text or online, do talk to someone you trust.

- Let the school know as soon as possible.
- Never send any bullying or threatening messages.
- Keep and save any bullying emails, text messages or images.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.
- Don't reply to bullying or threatening text messages or emails – this could make matters worse. It also lets the bullying people know that they have found a 'live' phone number or email address. They may get bored quite quickly if you ignore them.
- Don't give out your personal details online – if you're in a chatroom, watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you build up a picture about you.
- Don't forward abusive texts, emails or images to anyone. You could be breaking the law just by forwarding them. If they are offensive towards yourself or others, keep them as evidence and don't reply to the sender.
- Don't ever give out passwords to your mobile or email account.
- Remember that sending abusive or threatening messages is against the law.