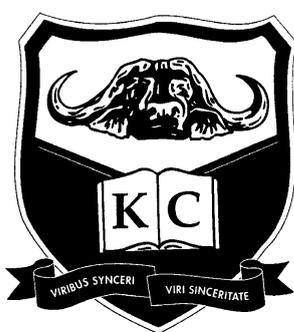


# Kenton College Preparatory School

## Anti-Bullying Policy



<b>Audience</b>	Teachers, Parents, Governors
<b>Author</b>	Leon Bareham (Deputy Head Pastoral, Designated Safeguarding Lead)
<b>Last review</b>	October 2021
<b>Next review</b>	October 2022
<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 if not published on the school's website ( <a href="http://www.kentonschoolnairobi.com">www.kentonschoolnairobi.com</a> )

# **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 – indeed, it would be unrealistic to claim that it does not. 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. We are a TELLING school. This means that 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, celebration assemblies 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

Role	Location	Email
Headteacher	School	<a href="mailto:admin@kenton.ac.ke">admin@kenton.ac.ke</a>
Safeguarding Governor	Off-site	<a href="mailto:admin@kenton.ac.ke">admin@kenton.ac.ke</a>
Deputy Head Pastoral & Designated Safeguarding Lead	School	<a href="mailto:admin@kenton.ac.ke">admin@kenton.ac.ke</a>
Heads of Year	School	<a href="mailto:admin@kenton.ac.ke">admin@kenton.ac.ke</a>
Deputy Head, Head of Juniors	School	<a href="mailto:admin@kenton.ac.ke">admin@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 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 (for instance, 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 documents such as google docs/sheets/slides/classroom.
- **Peer on peer:** can be between siblings, classmates, pupils in any year group etc.

## 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 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/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

A child may indicate, by different signs or behaviour, that he or she is being bullied. Parents/Guardians, Teachers and Non-Teaching staff 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	Labeled 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.
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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.

## **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. We have some children at school who have 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 DSL may request other teachers to undertake investigations or part of investigations as the DSL deems fit).

- 1) Report all bullying allegations and incidents to a Designated Safeguarding Lead 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) 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. If the behaviour is bullying, the DSL 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.
- 8) In serious cases parents/guardians 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 to prevent recurrence.

## **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
- Visual aids in all classrooms (see Appendix A)
- Use of Pastoral assemblies to promote positive behaviours and reinforce expectations
- Values-Based Education themes
- 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
- Anti-bullying training for all staff
- Anonymous Listening Box for use by pupils in the library
- Ensuring that questions directly referring to bullying are included in the Pupil Voice questionnaire distributed annually
- The whole school participates in anti-bullying week

## **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:**

<b>Name of organisation</b>	<b>Website</b>
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>

### **Telephone:**

U.K. NSPCC 0800 280 285

### **Documents:**

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

## 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.
  - 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 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