

KINGSMEAD SCHOOL HOYLAKES LIMITED
Including Boarding and Early Years Foundation Stage

Anti-Bullying and Cyberbullying Policy

Summary

This anti bullying policy has been produced in line with the Department for Education advice 'Preventing and Tackling Bullying' July 2017, The Early Years Foundation Stage Statutory Framework 2017, The Equality Act 2010 and Kingsmead School's Behaviour Policy.

Statement of Intent

At Kingsmead School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

Kingsmead School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Kingsmead School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together.

This policy is available to parents of pupils and prospective pupils from the school office. It is also available and known to staff, including recently appointed staff.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. We recognise and are alert to the fact that SEND can be a motivation for bullying and prejudice. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage.

Definition of Bullying

"Bullying may be defined as: *Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally*". Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies (see references).

Bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including email, social media and SMS or other instant messages), and emotional (by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural family background, special educational needs, prejudice, disabilities or physical attributes (such as hair colour or body shape). It may be also unpleasant in other ways.

Bullying can happen anywhere and at any time and can involve everyone - pupils, other young people, staff and parents. Bullying incidents may occur off the school premises such as on school or public transport, in shops or towns. Where bullying is reported to school staff it will be investigated and acted upon.

KINGSMEAD SCHOOL HOYLAKES LIMITED
Including Boarding and Early Years Foundation Stage

Cyberbullying – Definition

Cyberbullying can be defined as “the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.” It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend themselves.

Cyberbullying can involve Social Networking Sites, like Instagram, Tumblr, Twitter, Facebook, Snapchat and Whatsapp. Using emails and text messages to contact others in a threatening or abusive manner or hijacking/cloning e-mail accounts. The use of mobile phone camera images to cause distress, fear or humiliation.

Technology has provided a new medium of ‘virtual’ bullying which can occur in or outside of school. Cyber bullying is a different form of bullying which can happen 24/7, with a potentially bigger audience. For more information on responding to and how to keep safe from cyber bullying please refer to Childnet International and Beat bullying links under ‘further resources’. Kingsmead School will regularly take into account developments in technology and re-evaluate its policy for I.T.

The School’s Response to Bullying

At Kingsmead School, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the school’s policy on equal opportunities, as well as with its social and moral principles, and will not be tolerated.

Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and, whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

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

Signs Of Bullying

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoiled by others
- Books, bags and other belongings suddenly go missing or are damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self-confidence
- Frequent visits to First Aid with symptoms such as stomach pains, headaches etc
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares etc
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

KINGSMEAD SCHOOL HOYLAKES LIMITED
Including Boarding and Early Years Foundation Stage

Preventative Measures

Kingsmead School takes pride in its ethos of good behaviour and has in place the following preventative measures to ensure that bullying does not become a problem which is associated with Kingsmead School:

- All new pupils (including our youngest pupils) are briefed thoroughly on the school's expected standards of behaviour and given a booklet which provides guidelines as to what to do if they think they are being bullied. We guarantee that whistle-blowers who act in good faith will not be penalised and will be supported.
- All new members of staff are given guidance on the school's anti-bullying policy and in how to react to allegations of bullying in their first week at Kingsmead School. They are required to read the school's policy as part of their induction. We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school and how to protect themselves from bullying and cyber bullying. The programme is structured to enforce the message about community involvement and taking care of each other.
- All staff have access to an online anti-bullying module.
- Other lessons, particularly RS, English and Drama highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- If pupils witness any incident of suspected bullying they are encouraged to tell a member of staff at once if they know that bullying is taking place in line with our policy on whistle-blowing.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any bullying incidents are kept in the Headmasters Office, in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced pastoral team of Form Tutors, Head of Departments and Senior Master who support the Head Master and are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying. Staff are aware of their responsibilities in respect of any type of bullying and of how their conduct can aid the safety of pupils. Staff have access to training, information and guidance.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. She is available to give confidential advice and counselling support to pupils who can refer themselves to her, with their parents' permission, when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil to her.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.
- Our First Aid Centre displays advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, Samaritans etc.
- We provide leadership training to our Head Boys/Girls and their team of prefects which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.
- We have banned initiation ceremonies designed to cause pain, anxiety or humiliation.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

KINGSMEAD SCHOOL HOYLAKES LIMITED
Including Boarding and Early Years Foundation Stage

Cyberbullying – Preventative Measures

In addition to the preventative measures described above, Kingsmead School:

- Expects all pupils to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all Junior and Senior pupils with their own personal school email address. Access to sites such as 'hotmail' is not allowed inside school.
- Adheres to the BECTA guidelines regarding E-teaching and the internet.
- Offers guidance on the safe use of social networking sites and cyber bullying in ICT and PSHEE lessons which covers blocking, removing contacts from 'buddy lists' and sharing personal data.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Students are not permitted to use mobile phones during the school day, except with the express permission of a member of staff for a special reason.
- The use of cameras on mobile phones is not allowed in washing and changing areas.
- Computers in school are only used for academic work except with the express permission of a member of staff. Social networking sites are not accessible on the school network.
- Pupils are clear about how they may report instances of cyber bullying, abuse and suspicion or dangerous behaviour by other pupils, staff, volunteers or those outside school.

Procedures For Dealing With Reported Bullying

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform an appropriate member of the pastoral team as soon as possible.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The victim will be interviewed on his/her own and asked to write/transcribe an account of events. In the case of EYFS and KS1 the adult interviewing will write the account.
- The alleged bully, together with all others who were involved, will be interviewed individually and asked to write/transcribe an immediate account of events. In the case of EYFS and KS1 the adult interviewing will write the account.
- The incident will be recorded on a school incident form and signed and dated before it is given to the Senior Master, Head of Juniors or EYFS Manager who are responsible for keeping all records of bullying and other serious disciplinary offences, in his/her office.
- The Senior Master, Head of Juniors or EYFS Manager will inform the form tutors of both the bully/bullies and the victim[s] as soon as possible. In serious incidents, the Headmaster should be informed.
- The victim will be interviewed at a later stage by a member of the pastoral team separately from the alleged perpetrator. It will be made clear to him/her why revenge is inappropriate. He/she will be offered support to develop a strategy to help him or herself.
- The alleged bully will be interviewed at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as set out in the relevant Discipline Policy (EYFS, Infants and Juniors) or (Senior Department); for example,

KINGSMEAD SCHOOL HOYLAKES LIMITED
Including Boarding and Early Years Foundation Stage

detention, withdrawal of privileges or exclusion. In particularly serious and/or persistent cases, the bully should expect permanent exclusion.

- The parents/guardians of all parties will be informed and in certain circumstances invited into school to discuss the matter. Their support should be sought and they will be encouraged to tackle the issue with their child.
- A way forward, including disciplinary sanctions and counselling, will be agreed. This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures in accordance with the school's Behaviour Management Policy.
- 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.
- In very serious cases and only after the Head Master has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Kingsmead School to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely. The school may exclude a pupil, either temporarily or permanently, in cases of severe and persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.

EYFS Children

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Mrs J Cowan, the Head of the EYFS, is in day-to-day charge of the management of behaviour in the EYFS Department.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see another teacher, who will explain the inappropriateness of a particular action but such instances are rare. Parents are always informed via a note in the prep book, home link book or whenever possible through conversation at the end of the day of the incident. In cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's Teacher and the EYFS Manager to agree a joint way of handling the difficulty.

Complaints Procedure

Parents and pupils are encouraged to use our complaints procedure (which is available from the Headmaster's Office) if they feel that their concerns about bullying (or anything else) are not being addressed properly. Parents of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted if they are unhappy with the way in which their complaint has been handled. The complaints policy explains how to complain to Ofsted.

Please also refer to the School's Child Protection Policy available on the School's website.

KINGSMEAD SCHOOL HOYLAKES LIMITED
Including Boarding and Early Years Foundation Stage

Compiled	March 2011	M G Gibbons
Reviewed	February 2014 March 2015	M G Gibbons
Approved	February 2014	TJT (Governor)
Revised	February 2014 March 2015 March 2016 September 2017	T Evans M Wilson G Mallery M Wilson
Circulated	January 2013	School P Drive

p/school-policies/pastoral/A4isi

KINGSMEAD SCHOOL HOYLAKE LIMITED
Including Boarding and Early Years Foundation Stage

SCHOOL BULLYING INCIDENT FORM

School	KINGSMEAD SCHOOL		
Date of Incident		Time of Incident	

Nature/Type of Incident (Please Tick)

<i>Extortion</i>	<input type="checkbox"/>	<i>Personal possessions taken/damaged</i>	<input type="checkbox"/>
<i>Isolation/Being Ignored or Left Out</i>	<input type="checkbox"/>	<i>Forced into something against will</i>	<input type="checkbox"/>
<i>Physical</i>	<input type="checkbox"/>	<i>Written</i>	<input type="checkbox"/>
<i>Verbal (Name-Calling, Taunting, Mocking)</i>	<input type="checkbox"/>	<i>Spreading Rumours</i>	<input type="checkbox"/>
<i>Cyber (Email, Internet, Text)</i>	<input type="checkbox"/>	<i>Other (please specify)</i>	<input type="checkbox"/>

Details of Young People involved

	Names	Year Group	Gender	Ethnic Origin Code	Role*
1					
2					
3					
4					
5					
6					

*Role: **V** Victim **R** Ring Leader **A** Associate **B** Bystander

Location of Incident (Please Tick)

<i>Classroom</i>	<input type="checkbox"/>	<i>School Bus</i>	<input type="checkbox"/>
<i>Playground/Yard</i>	<input type="checkbox"/>	<i>Outside/Around School Gates</i>	<input type="checkbox"/>
<i>Corridor</i>	<input type="checkbox"/>	<i>To/From School</i>	<input type="checkbox"/>
<i>Toilet</i>	<input type="checkbox"/>		

If you feel the incident was motivated by any of the following please tick

<i>Appearance</i>	<input type="checkbox"/>	<i>Race/Ethnic Origin *</i>	<input type="checkbox"/>
<i>Disability/SEN</i>	<input type="checkbox"/>	<i>Sexual Orientation</i>	<input type="checkbox"/>
<i>Gender/Sexism</i>	<input type="checkbox"/>	<i>Home Circumstances including Looked After Children/Young People</i>	<input type="checkbox"/>
<i>Religion</i>	<input type="checkbox"/>		

KINGSMEAD SCHOOL HOYLAKELIMITED
Including Boarding and Early Years Foundation Stage

Brief summary of Incident

** Reminder: These incidents should be recorded separately.*

Action Taken
include any exclusions, parental involvement, or involvement with external agencies.
Generally
With Individuals (as noted on page 1)
1.
2.
3.
4.
5.
6.

Form completed by:	Date:
--------------------	-------

Follow-up	Date

Please pass to MW, SH or AG as appropriate



Kingsmead School

Anti Bullying Policy - Pupil Leaflet

What is a bully?

A bully is someone who persistently hurts another person by hitting them, calling them names, spreading rumours about them, forcing friends to ignore them or trying anything else to upset them. A bully also sometimes manipulates other people.

Bullies usually say that it is their victim's fault for being different. They may pick on someone who is tall or small, or fat or thin, or wears glasses, or has a different accent, religion, or is shy, or clever, or good looking, or disabled or.... Any excuse will do, and if there is no real reason, then bullies will invent one.

If this is happening to you, tell yourself that it is not your fault, and that it is the bullies who need to change not you.

What to do if you are being bullied?

Talk to someone you can trust. At home this could be a parent, friend or relative, in member of staff.

If the first person you talk to doesn't really help, don't give up. Speak to someone else. In school, action will be taken either the same day or the following school day at the latest.

If you can, write down everything the bullies have done or said to you and try to write down how you feel.

When you have found someone you can trust and who is helpful, discuss what you have written with that person. Be very careful to only write down the things that have really happened

If you find it difficult to talk to an adult, ask one of your friends to come with you, or ask them to speak for you.



parent, friend or relative, in member of staff.

really help, don't give up. will be taken either the the latest.

bullies have done or said to

When you have found

You could telephone Childline (Freephone 08001111). Their helpers provide a confidential counselling service for young people in trouble or danger. Online help can be found at www.childline.org.uk



You could telephone online counsellors for support using the website www.kooth.com. They offer free, safe and anonymous online support for young people.



Bullybusters provides support for victims of bullying and their families (Freephone 08001696928) and Bullybusters are also online at www.bullybusters.org.uk.

What not to do

Don't try to deal with the problem on your own. Ask for help.

Don't hit the bullies. You and the bully might both be injured and you might end up being accused of bullying yourself.

Always tell the truth about what has happened. Don't exaggerate. If a small part of what you are saying is shown to be untrue, then people may not believe the rest of what you tell them.

Don't believe the lies the bully tells about you.

Don't hide what is happening from the adults you trust. Keeping things secret is the bully's biggest weapon against you. That is why they go to so much trouble to stop you telling.

Never ignore bullying. Anyone who tells you to do so is wrong. You do not have to accept it as part of growing up because you have the right to be free from harm from others. That is why we have an anti-bullying policy.

Always remember that bullies tend to focus on something you have but wish they had. Make a list of all the things you enjoy and concentrate on them.

Cyber Bullying

Cyber Bullying is a form of bullying which involves using technology, mobile phone. It includes sending nasty or threatening texts or Emails, online, posting humiliating videos or pictures online or sending them to else's identity in order to upset them, bad mouthing or spreading site or group, making prank calls or sending prank texts or messages.



such as the internet or a posting abusive messages others, taking on someone rumours, setting up a hate

- Report any cyber bullying, whether it's targeted at you or not.
- Never respond or retaliate, as this can make things worse.
- Block any users that send you nasty messages.
- Save and print out any bullying messages, posts, pictures or videos.
- Make a note of the dates and times, and any details you have about the sender's ID and the URL.
- Don't pass on cyber bullying videos or messages – that makes you as bad as the bully.
- Don't ignore it. If you see cyber bullying going on, report it and offer your support.

KINGSMEAD SCHOOL HOYLAKES LIMITED
Including Boarding and Early Years Foundation Stage

Adult Bullying

Bullying is wrong whatever the age of the person who is bullying you. Adults can bully children in many different ways.

If an adult is doing something to you, or trying to make you do something you don't like, even if you are not sure that this is bullying, then you must talk to someone.

If this is happening in school you can talk to your parents. If this is happening at home you could talk to a trusted teacher. Do not keep a secret. It is very important that you talk openly about it.

Working together

You do not have to be the victim of something. It is wrong to do nothing when you are someone being bullied. The bullies may think that you approve of what they are doing. Part of the fun that the bullies have comes from the attention they get from others who are watching. You can help by:-

- Reporting the bullies to your form teacher
- Telling the bullies to stop and that what they are doing is wrong
- Talking to the victim and giving them advice
- Talking with friends about dealing with bullies
- Or, by taking part in anti-bullying activities in school. These include:
 - carrying out anti-bullying surveys
 - designing anti-bullying posters
 - discussing bullying in PHSE

Are you a bully?

If you are bullying someone, you need help and advice too!

First of all you need to stop and think!

Think how it would feel if you were the person you are bullying. Your actions are wrong and hurtful.

If you are part of a group of friends with someone who is a bully, you must refuse to join in. If you are thinking, "They won't be friends with me if I did that", then ask yourself if these friends are worth having.

Often people who are bullying someone are unhappy with themselves or something in their life. Taking this out on others is not going to help, because you will regret your actions, making you feel worse.

If you are unhappy, you can talk to someone. Talk to someone you can trust. In school this could be your form teacher, head of Seniors, or Juniors, learning mentor or another teacher.

Concerns about what is happening to you, or to someone else you know can be reported by putting a note in the "grey posting box" marked "PUPIL CONCERNS" at reception.

At home it could be a parent, friend, relative or someone from Childline, Bullybusters or Kooth. They will not judge you. They are there to help.

REMEMBER!
WE DO NOT ACCEPT ANY BULLYING IN KINGSMEAD SCHOOL!



Approved	Jan 2014	Academic Committee
Reviewed	November 2017	M Wilson

P-drive/antibullyingpolicyleaflet/A4isi