

Highgate Pre-Preparatory School

Anti-bullying Policy

1 Introduction

- 1.1 It is a requirement that all schools have an anti-bullying policy. This policy reflects the DCSF Guidance on the prevention of bullying *Safe to Learn – Embedding anti-bullying work in schools*.

2 Aims and objectives

- 2.1 Bullying is wrong and damages individual children. We therefore do all we can to prevent it by developing a school ethos in which bullying is regarded as unacceptable.
- 2.2 We aim, as a school, to produce a safe and secure environment where all children can learn without anxiety, and measures are in place to reduce the likelihood of bullying.
- 2.3 This policy aims to produce a consistent school response to any bullying incidents that may occur.
- 2.4 We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the addressing and preventing bullying in our school.

3 Definition of bullying

- 3.1 We define a bully as someone who physically, verbally or psychologically abuses another person in such a way that they are left feeling vulnerable, frightened or intimidated.
- 3.2 Bullying can manifest in many different forms including racial, religious, cultural, sexual, sexist, homophobic, disability and cyber (social websites, mobile phones, text messages, photographs and email) bullying.
- 3.3 The seriousness of bullying should not be underestimated; it has the potential to cause psychological damage and even suicide (although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour).

4 Procedures to follow

- 4.1 The following procedure will be adopted in the circumstance of a child complaining of being bullied or a member of staff suspecting that bullying is taking place:
- The child's class teacher and the Principal will be informed, they will arrange a meeting with the parents of the child who they suspect is being bullied
 - The child's class teacher will make a note of any incidents of bullying behaviour

- c) Other members of staff will be alerted to the situation
- d) The class teacher will speak to the child who is being bullied, reassure him/her and request that any bullying behaviour be reported immediately. The child will be reassured that he/she will not get into trouble for doing so and that 'telling' is an important part of making things better.
- e) A programme of careful observation will be initiated in both the classroom and the playground and the class teacher will make notes about the interaction between the children involved.
- f) If evidence of bullying is found, the parents of the child/children accused of bullying will be contacted and a meeting will be arranged with the Principal and class teacher. If no evidence is found this will not necessarily be taken to mean that bullying is not taking place since the behaviour can often be subversive and secretive.
- g) Strategies to help the child accused of bullying to improve and change his/her behaviour will be initiated, as well as strategies to enable the bullied child to deal effectively with the unwanted behaviour of the bully:
 - o Circle Time sessions will be used to discuss bullying issues with the whole class
 - o Close communication will be maintained between all parties involved
 - o If the situation does not resolve itself other measures will be considered. These may include moving one child to another class, if they are being taught together and seeking the advice of a professional third party such as a psychologist

5 Reducing the risk of bullying

- 5.1 Teachers routinely attend training, which enables them to become equipped to deal with incidents of bullying and behaviour management.
- 5.2 Children at the Pre-Prep are supervised at all times by members of Pre-Prep staff. Staff are alert to the fact that bullying may take place at school and will act on any concerns they may have.
- 5.3 'Pupil News' is a standing item on the agenda of our Friday morning staff meetings. Staff are encouraged to share any issues or concerns they may have relating to children at the school. However, depending on the nature of their concerns it may be more appropriate to raise these directly with the Principal in the first instance.
- 5.4 We educate our pupils about bullying principally through the PSHE programme undertaken by class teachers in every year group. We also use educational elements such as assemblies, projects, drama, stories, literature, historical events and current affairs

6 Links with the Highgate Pre-Preparatory School Behaviour Policy

- 6.1 Responsible and caring relationships are promoted and encouraged in the Pre-Preparatory School through the Behaviour Policy, the use of the Golden Rules and Golden Time.
- 6.2 The Golden Rules underpin behavioural expectations in the school and all pupils learn them:
- Do be gentle
 - Do be kind and helpful
 - Do work hard
 - Do look after property
 - Do listen to people
 - Do be honest
- 6.3 Children who fail to keep these rules will be given a verbal warning and if the behaviour persists they may be issued with a 'Red Warning Card'. A record of warning cards issued is kept in the school office. If a child receives a warning card their parents will be informed and they will miss five minutes of their 'Golden Time' on Friday afternoon.
- 6.4 If a child continues to misbehave the class teacher will seek advice from the Principal. The Principal will discuss the situation with the child's parents and appropriate sanctions will be put in place. The nature of these sanctions will vary depending the age of the child and the severity of the behaviour. They will range from the child missing part or all of their Golden Time to strong sanctions such exclusion in the case of severe and persistent bullying.

7 The role of the Principal

- 7.1 It is the responsibility of the Principal to implement the Anti-Bullying Policy. The Principal reports to the Head Master about the effectiveness of the policy on request.
- 7.2 The Principal ensures all staff are aware of the school policy and have sufficient training to know how to identify and deal with instances of bullying.
- 7.3 The Principal promotes a positive ethos in the school where every member of the school community feels valued and respected and each person is treated fairly.
- 7.4 The Principal discusses any serious cases of bullying with the Head Master.

8 The role of the teachers and support staff

- 8.1 Teachers and support staff in the school take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of all incidents that effect children in their class.

5.2 If teachers or support staff are aware that bullying is taking place they will follow the School's procedure as set out in section 4 of this policy.

6 The role of parents

6.1 Parents who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying should contact their child's class teacher or the Principal immediately.

6.2 Parents have a responsibility to support the school's Anti-Bullying Policy and to actively encourage their child to be a positive member of the school.