WETHERBY PREPARATORY SCHOOL
MARYLEBONE

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Anti-Bullying Policy

Policy reviewed by:	Lloyd Jackson
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Reviewer's signature:	
Head's signature:	

Circulation: This policy is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with the boys.

Please note: 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

Statement of Intent

At Wetherby Preparatory 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 boys can develop his full potential. We expect our boys to treat members of staff with courtesy and co-operation so that they can learn in a relaxed; but orderly, atmosphere. All boys should care for and support each other.

Wetherby Preparatory School prides itself on its respect and mutual tolerance. Parents have an important role in supporting our 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.

Acceptance of this policy forms part of our standard terms and conditions.

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our boys 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.

This policy follows the guidelines written in the Department for Education document, '**Preventing and Tackling Bullying**' July 2017.

Definition of Bullying

Bullying can be described as being 'a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully'. It can range from ostracising, name-calling, teasing, threats and extortion through to physical assault on persons and/or their property. Bullying is often hidden and subtle. It can also be overt and intimidatory. It can be an unresolved single frightening incident which casts a shadow over a child's life, or a series of such incidents and can cause serious psychological damage.

Bullying may be defined as the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including chatroom and SMS messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation.

Bullying may involve actions or comments that target protected characteristics, as defined by UK law (see Appendix 1). These include comments that are racist or homophobic or which focus on disabilities and special educational needs or other physical attributes (such as hair colour or body shape). It can be motivated by prejudice on religious, cultural, or gender grounds. In particular, cyberbullying can take place through the use of social websites, mobile phones, text messages, photographs and email.

Bullying may involve sexual violence or sexual harassment such as, forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.

Further details can be found in our **Safeguarding and Child Protection policy**.

Bullying can happen anywhere and at any time. We always treat it very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles.
At Wetherby Preparatory School, staff, parents and boys work together to create a happy, caring, learning environment. Bullying, whether verbal, physical or indirect, will not be tolerated. It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Bullying can be brought to the attention of staff either by the victim(s), their friend(s) or their parent(s).

Signs of Bullying

Changes in behaviour that may indicate that a boy 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 spoilt 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 the office with symptoms such as stomach pains and headaches
- 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, experiences nightmares
- 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.

Preventative Measures

We take the following preventative measures:

- We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give boys an awareness of their social and moral responsibilities as they progress through the school. The programme enforces the message about community involvement and taking care of each other.
- Other lessons, particularly English, TPR and Form Periods 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. There is a discussion of differences between people, and the importance of avoiding language based on prejudice.
- The school aims to create an environment of good behaviour and respect by using helpful examples set by staff and older boys and celebrating success (in Year Groups' and Friday's Assembly, Wetherbuzz, etc.)

- All our boys are encouraged to tell a member of staff at once if they know that bullying is taking place, whether it is affecting them directly or not. If they do not feel confident they can always drop a note in the 'Red Box' and are encouraged to message teachers directly on Microsoft Teams, using their school log in.
- Staff will be aware that the most likely places for bullying to take place will be in the corridors and during playtime.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents through iSAMS and in Weekly Staff Meetings.
- Our Form Tutors support the Heads of Year and SMT in handling any incidents as an immediate priority, and are alert to possible signs of bullying.
- 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.
- Staff are always on duty at times when boys 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.
- 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 boys.
- Internal INSET on identifying bullying and our anti-bullying procedures take place with the whole staff at the start of the school year.
- We welcome feedback from parents on the effectiveness of our preventative measures. Parents have been invited to presentations by Childnet on Internet Safety and Cyberbullying.

Definition of Cyberbullying

Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Preventative Measures for Cyberbullying

In addition to the preventative measures described above, Wetherby Preparatory School:

- Expects all boys to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our ICT Department monitors boys' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all boys with their own personal school email address.
- Follows advice issued by **UK Safer Internet Centre** regarding E-teaching and the internet.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking and removing contacts from "buddy lists".
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Mobile phones are not permitted in classrooms, public areas of the school, or where they may cause annoyance to others. Boys must hand them in on arrival. All electronics are banned on school trips.
- The use of cameras on mobile phones is not allowed in washing and changing areas or any other areas of the school unless prescribed by a supervising teacher.

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 boys involved.
- He/she will inform the Head of Year or a member of SMT 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 own and asked to write an account of events.
- The alleged bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events.
- The incident should be recorded on iSAMS.
- Form Tutors and SMT should be informed immediately. All staff informed in weekly staff meeting.
- 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 why revenge is inappropriate. He will be offered support to develop a strategy to help him.
- 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 behaviour was inappropriate and caused distress. He will be offered guidance on modifying his behaviour, together with any appropriate disciplinary sanctions.
- The parents of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- A way forward, including disciplinary sanctions and counselling, should be agreed. This should recognise that suitable support is needed both for children who are being bullied and for boys who bully others, as well as dealing with appropriate disciplinary measures. Strong sanctions such as exclusion may be considered in the cases of the most serious and persistent bullying.
- 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 of harassment and threatening behaviour, and only after the Head 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 Wetherby Preparatory School to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that staff feel a criminal offence may have been committed.
- Please also see the **Behaviour, Discipline and Exclusion policy**.

Monitoring

Where incidents of bullying have occurred, the Head or Deputy Head (Pupils and Operations) will monitor the situation closely.

Recording Incidents

All incidences of bullying or alleged bullying will be recorded. Staff will log it as an iSAMS note in a boy's pastoral section and Heads of Year and SMT will monitor any cases using Tootoot. Training will be given to relevant staff on how to use Tootoot. All incidents will be logged against an individual boy's file to record the events and spot any patterns.

The Hub

The Hub is a pastoral initiative to support boys during the school day that is staffed by the Assistant Head (Pastoral) and DSL.
The Hub is designed to be a designated space where boys can go and discuss any issues related to their mental or social wellbeing.

School Counsellor

The School Counsellor visits Wetherby Preparatory School to see boys who are in need of help with emotional or behavioural issues. Referrals to the school counsellor should be made through the Assistant Head (Pastoral) and DSL, Head of Learning Enrichment and Head and parental consent must be gained prior to the session. The counsellor will always provide feedback to the parents and in some cases to the school at his discretion.

Complaints Procedure

Parents and boys are encouraged to use our complaints procedure (a link is on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly.