



## Anti-Bullying Policy

(Whole School Including EYFS)

<b>First Issued:</b>	September 2003	<b>Next Review:</b>	May 2020
<b>Reviewed:</b>	May 2018	<b>Version:</b>	2.0
<b>Responsible:</b>	Deputy Head Pastoral / Pastoral Care Team		

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Orley Farm School is committed to preventing all forms of bullying from occurring, including racial, religious, cultural, sexual/sexist, homophobic, transgender, special educational needs and disability and cyber (social websites, mobile 'phones, text messages, photographs and email);

It could include:

**Verbal** – name calling, teasing

**Emotional** – leaving people out, nasty looks

**Physical** – hurting people, interfering with their belongings or writing unkind notes or letters.

**Cyberbullying** – misuse of wireless, internet and mobile technologies. Any bullying via mobile phone or internet that impacts on school life in anyway, will be dealt with as seriously as any other type of bullying.

**Seriousness of Bullying** – Bullying is an extremely serious matter and is capable of causing significant psychological and physical damage. (Although bullying is not a specific criminal offence, there are criminal laws which apply to harassment, threatening and physical behaviours.)

### **The Aims**

- To clarify for pupils and staff that bullying is always unacceptable
- To take measures to prevent all forms of bullying occurring
- To encourage pupils and staff to identify and report any incidents
- To support the needs of those identified as having been involved in bullying to prevent it reoccurring
- To demonstrate that it can be dealt with positively; to ensure that effective behaviour modification occurs
- To demonstrate that pupils do not need to 'suffer in silence' (using reference to DfE Guidance)
- To ensure that all pupils and staff are aware of the seriousness of bullying in causing psychological damage and even suicide

### **Objectives**

- All members of the school have a responsibility to help eliminate bullying behaviour from the school
- There is a weekly PSHE lesson and an Extended Form Period (Circle Time in Pre-Prep including Early Years) during which preventative, as well as investigative and remedial activities take place
- Pupils are also made aware of the schools 'who to turn to on a Rainy Day' doc of the people they can speak to
- The above aims are implemented throughout the curriculum where possible and are enhanced through assemblies and especially in RS lessons.
- The pupil planner has an information and advice leaflet that was compiled by pupils and staff (See Pupil Planner)

- As well as Extended Form Time, this policy is regularly promoted during assemblies, on a daily basis as necessary and via the Drama Curriculum and School Council meetings

### **Prevention**

- Teaching and non-teaching staff are made aware through INSET
- During their induction procedures after appointment
- At least triennially thereafter
- At the start of every year all pupils discuss bullying and are given their own copies of “Building Good Relationships” (See Pupil Planner)
- Bullying is covered as a topic within the PSHE syllabus

### **Procedure (identifying bullying patterns)**

- If a child is being bullied or knows someone else who is, they must tell an adult straight away so that it may be dealt with
- If a child receives any uninvited mobile phone/internet communication, they must save it for evidence
- If parents hear about any supposed incidents of bullying they must inform their child’s tutor, class teacher, Year Group Lead and or Head of Section
- All staff are vigilant for pupils with recurrent aches, pains, visits to the nurse, reluctance to go to the playground, desire to remain with adults, changes in behaviour and deterioration of work
- In the event that behaviour is seen and deemed to be bullying, it is recorded in the Whole School Sanction Log on the MIS to enable patterns to be identified

### **Procedure (dealing with incidents)**

- If an incident is reported it will be investigated seriously, thoroughly and as sensitively as possible; initially by the tutor/class teacher who may then involve the Year Group Lead and / or Head of Section, in liaison with the Deputy Head (Pastoral)
- Proposed action will be discussed with the victim, this will include appropriate support
- Both parties will have opportunities to explain the situation as they see it and receive any help and support that may be necessary
- Bullying rarely occurs without witnesses and their evidence along with that of those actually involved would also be recorded in writing
- Staff will record all the information on the MIS and inform the relevant Head of Section / Deputy Head
- Parents of those involved will be informed
- Bullying reported off the school premises may be dealt with in school
- Consequences of serious cases will be decided by the Deputy Head(s) in consultation with the Head and other staff. Strong sanctions such as exclusion may be necessary in cases of severe and persistent bullying
- In the event that a bullying incident occurs it will 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.’ In such cases the school will report our concerns to the local authority social care department.

- Information on all recorded incidents of bullying can be found in the 'Whole School Sanction Log' on the MIS
- All staff teaching individuals have access to this information

### **Monitoring and Evaluation**

The Deputy Head (Pastoral) is responsible for this:

- By liaising with tutors, Class Teachers, Year Group Leads and Heads of Section and by recording and dealing with incidents
- Reviewing and revising the school's PSHE programme

### **Success Criteria**

This policy will be considered successful if staff, parents and pupils view any form of bullying as unacceptable and that there are clear and effective ways of dealing for digression.

*For further reference please refer to: [www.gov.uk](http://www.gov.uk)*

DfE October 2014 Preventing and Tackling Bullying  
(Publication Number DFE-00292-2013)