



**AVON HOUSE
PREPARATORY SCHOOL**



**CELEBRATING & SUPPORTING
EVERY CHILD**

Avon House School

**Anti-Bullying Policy (10a)
(Whole School including EYFS)**

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Introduction

We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying, harassment, victimisation and discrimination of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a 'TELLING' school. This means that anyone who knows that bullying is happening is expected to tell the staff. We are also a 'LISTENING' school and we are committed to listen to pupils and parents who report issues of bullying and to take the concerns seriously. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the school and each other, in return.

Avon House is a Rights Respecting school and so expects all who attend will honour the children's charter. Many of the articles apply to this policy which as a school we apply to the day to day life of the school. We are a school community built on three values;

- Respect for yourself
- Respect for others
- Respect for our school community

This policy considers 'Preventing and Tackling Bullying' published by DfE, July 2017.

Definition of Bullying

Bullying is a sustained imbalance of power in a relationship, either one to one or several to one with intent to harm verbally, emotionally or physically. Bullying can cause psychological damage and results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on, the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber all areas of internet, such as email and internet chat room misuse; mobile threats by text messaging and calls; misuse of associated technology, i.e. camera and video facilities

Definition of Cyberbullying

Cyberbullying is bullying with the use of digital technologies. It can take place on social media, messaging platforms, gaming platforms and mobile phones. It is repeated behaviour, aimed at scaring, angering or shaming those who are targeted. (UNICEF) Examples include:

- spreading lies about or posting embarrassing photos of someone on social media
- sending hurtful messages or threats via messaging platforms
- impersonating someone and sending mean messages to others on their behalf

Face-to-face bullying and cyberbullying can often happen alongside each other. But cyberbullying leaves a digital footprint – a record that can prove useful and provide evidence to help stop the abuse.

Prejudice-Based Bullying

Prejudice-based bullying is when bullying behaviour is motivated by prejudice based on an individual's actual or perceived identity; it can be based on characteristics unique to a child or young person's identity or circumstance. It is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, gender identity, special educational needs or disabilities, or because a child is in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

It is important to remember that a bully in one situation may be the victim in another

Aims and Objectives

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow the correct procedures when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- To train staff to recognize the causes and types of bullying and to make sure they implement procedures correctly.

Signs and Symptoms

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 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 of accent or vocabulary).
- Diminished levels of self-confidence.
- Frequent visits to the doctor with symptoms such as stomach pains, 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, experiencing 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.

Vulnerable Pupils

Bullying can happen to all children and young people and it can affect their social, mental and emotional health. School staff should support all pupils who are bullied. This means being alert to the effect any form of bullying can have and being especially alert to where it may have a severe impact. There is evidence to suggest that pupils that are badly bullied in school are more likely to be bullied out of school, for instance either on their way to or from school or through cyberbullying.

Some pupils are more likely to be the target of bullying because of the attitudes and behaviours some young people have towards those who are different from themselves. For example, those with special educational needs or disabilities, those who are adopted, those who are suffering from a health problem or those with caring responsibilities may be more likely to experience bullying because of difference.

Cyberbullying

Although Avon House does not allow children to bring mobile devices to school staff must be vigilant as this form of bullying can potentially have a large audience outside of the school day. If a member of staff suspects that a child is the subject of bullying online they must report it to Head of Department or a senior member of staff for investigation. Safe use of mobile devices is covered by the curriculum in both PHSEE and computing.

Preventative Measures

- Avon House is a 'TELLING' school where pupils are encouraged to tell of anti-social behaviour and a 'LISTENING' school where staff are willing to listen to pupils and parents
- Avon House carries out Social Surveys every year in years 3- 6 to give every pupil individually a chance to say how they are coping academically and socially in order to spot any bullying that may have escaped the close monitoring in the school
- In the Pre-Prep, 'mood monsters' are used to discuss how children are feeling and any concerns that are raised are explored.

- A worries and concerns box (Daniels Building) is in place for pupils to post any concerns they have. Their post can include their name or be anonymous. The box will be emptied each Friday when the class Incidents and Concerns books are signed off and any concerns will then be dealt with by a senior staff member or a pastoral lead.
- All reported incidents are recorded and investigated at once
- The weekly staff briefing provides opportunities for pupil matters to be raised, including concerns about bullying
- The school displays posters from Childline and the NSPCC in the changing room
- House Leaders and the Head Teacher regularly meet to discuss pupil issues
- The School engages with the National Anti-Bullying Week with a themed assembly and a range of activities throughout the week.

Procedures

Avon House has an Action Plan (according to the guidelines in this policy) when a report of bullying is made.

- Avon House uses a flow chart to guide them in the event of a report of bullying by anyone
- Such a report might come from the pupil itself, or from the parents or teachers or other pupils
- The School will investigate all concerns fully
- In the first instance the Class Teacher (CT) will be informed and it is their responsibility to take the concerns seriously. Unless the report is of a minor nature e.g. a falling out between two pupils for the first time which has been labelled 'bullying' by someone [in which case the CT can deal with it and monitor closely thereafter]
- A note will be raised in the class concerns book and referred to the Head Teacher or Deputy Head.
- If there is any evidence of injury, this should be recorded in the Accident Book (kept in the classrooms) and the situation reported to the Head Teacher or Deputy Head immediately. Safeguarding will be considered as a priority.
- The House Leader will be informed and will meet with the child, the Head Teacher and any other parties.
- Parents will be advised and asked to help. During the parent meeting it will be made clear that we do care and we will investigate thoroughly.
- Various options are available at this stage (as set out on the flow chart)
- Observations/referral to surveys already conducted in the class can give much needed insight
- IOP's (Individual Outcome Plans) can be raised with appropriate and realistic behavioural targets
- A Staff Survey can be triggered where every member of staff working with a specific pupil can be asked to fill in a survey sheet
- Referral to other professionals can be arranged in cooperation with the parents
- Support will be offered to both victim and perpetrator either through school channels or through our school counselling programme. House leaders and the Welfare Administrator will also be used as support
- Feedback meetings with the parents and continuous communication are considered to be essential for a good outcome



- A log will be kept in the bullying record which is kept locked in the Head Teacher's office
- Raising awareness of staff through training so that the principles of this policy are understood, that legal responsibilities are known, action is defined to resolve and prevent problems and sources of support made available.

Prevention

Avon House will use various methods for helping staff and pupils to prevent bullying. As and when appropriate, these may include:

- Upon induction, all new members of staff are given guidance on the School's anti-bullying policy and on how to react to and record allegations of bullying. All School staff understand the principles of the School policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support.
- The School has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside School hours, on school visits and trips or that otherwise occur outside of School. The School has the right to take disciplinary measures in respect of such acts.
- Staff need to be alert to pupils who may be vulnerable and at risk from bullying. Vigilance when on playground duty, during sporting and extra-curricular activities.
- Social Surveys (see above), where every pupil is given the opportunity every year to talk about their experiences in school and to 'tell' if they feel any other pupil is having a hard time
- If a case should become intractable, Staff Surveys (see above) can be administered where every member of staff who works with a particular pupil is surveyed to make absolutely sure that nothing has been missed
- School Assembly presentation – where the fact that we are a 'TELLING' and 'LISTENING' school can be reinforced
- PHSEE lessons – which can include role plays with staff and/or pupils to act out different scenarios, with time for discussion and to explore strategies and outcomes
- Project work in class, which could include writing stories or poems or drawing pictures about bullying leading onto having discussions about bullying and why it matters
- Parents can play a key role in preventing bullying by having good conversations at home with their children. If their child is demonstrating changes in any way talking to the school in the first instance may help with early indicators if a child is needing help

Outcomes/Sanctions

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- There may be withdrawal of privileges.
- Withholding participation in any school trip or sports events that are not an essential part of the curriculum.
- Class teachers/INCLUSION LEAD can raise an IOP (Individual Outcome Plan) with appropriate and realistic behavioural targets.
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- In serious cases, suspension or even exclusion will be considered.

Advice for Parents

This policy is available on the School's website so that they are clear on the School's approach to bullying and what to do if their child experiences bullying.

We encourage close contact between the Senior staff, Teachers and Parents, and will always make contact if we are worried about a pupil's well-being;

If parents suspect that their child, or another pupil, is being bullied, they should contact the School without delay. All concerns will be taken seriously. We welcome feedback from parents on the effectiveness of our preventative measures and implementation of this anti-bullying policy.

Monitoring, Evaluation and Review

Any bullying incident will be treated as a safeguarding concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. Through our incident and concerns books in any event where a member of staff is concerned about a child a record will be made and will be followed up with a recording in the school bullying record which is held in the Head Teacher's office. Our Worries and Concerns box should also pick up issues that pupils do not feel they can talk to adults about. This helps to identify any bullying incident patterns. The school will always involve parents where necessary, and make sure that pupils are clear about the part they and their parents can play to prevent bullying, including when they find themselves as bystanders.

This policy is reviewed by the Senior Leadership Team annually.

Help Organisations:

Childline	08001111
Advisory Centre for Education (ACE) Centre	0300 0115 142
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	020 7730 3300
Youth Access	020 8772 9900
Bullying Online	www.bullying.co.uk
Kidscape	www.kidscape.org.uk
DfES Bullying Info	www.dfes.gov.uk/bullying/
UNICEF	https://www.unicef.org/end-violence/how-talk-your-children-about-bullying
Anti-bullying advice "Safe to Learn" Embedding Anti-Bullying Work in Schools	
dcscf-00656-2007	

Reviewed August 2021 AC
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Appendix I

Anti-Bullying Policy Procedure Flow Chart

