

BABLAKE & KING HENRY VIII SCHOOL

BKHS BABLAKE PREPARATORY
AND
BKHS PRE PREP

Procedures for Managing and Reporting Bullying

These procedures apply equally to the Early Years Foundation Stage (Reception), Key Stage 1 and Key Stage 2.

General Principles

At BKHS Bablake Preparatory and BKHS Pre Prep our community is based upon respect, tolerance, good manners and fair play. We are committed to providing a safe and caring environment free disruption, violence and any form of harassment so that everyone of our pupils can develop to his/her full potential. We expect out pupils to each other and 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.

We treat all our pupils fairly and with consideration and we expect them to reciprocate this towards each other, the staff and the Foundation. All forms of bullying are unacceptable, and any instances will be recorded and, where appropriate, will result in disciplinary action.

Definition of Bullying

Bullying can be defined as: "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally".

Bullying is the intentional hurting, harming or humiliating of another person physical (including any threat of or use of violence of any kind), sexual, verbal (including via 'banter', social media and SMS or other instant messages), emotional (including by excluding, being sarcastic, name calling, tormenting or spreading malicious rumours) means. 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 be overt and intimidatory.

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural background, disabilities or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time and can involve anyone – pupils, other young people, staff and parents.

Procedures for dealing with an incident of bullying

Year 1 - Year 6

All incidences of bullying are recorded on My Concern.

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

- The member of staff whom an incident is reported or who first discovers a situation will control the situation and provide reassurance and support to all involved.
- He/she will either inform the Assistant Head Pastoral for incidents at BKHS Bablake Preparatory or the Head of Pre Prep at BKHS Pre Prep. In the event that both these leaders are unavailable the Headmaster will be informed.
- He/she will inform the individuals involved that the incident will be thoroughly investigated.
- The victim will be interviewed on his/her own and asked to write an account of events.

- The bully / bullies, and all others who were involved, will be interviewed individually and asked to write an account of events.
- The incident should be recorded, signed and dated before it is given to either the Assistant Head or Head of Pre Prep.
- Following an analysis of the findings, a discussion will be had with the Assistant Head Pastoral or Head of Pre Prep and Headmaster if required to determine a suitable sanctions.
- The victim will be interviewed separately at a later stage and further support provided.
- The bully / bullies will be interviewed at a later stage 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 et out in the school's Behaviour Expectations Responsibility Steps; for example, loss of break time, detention or suspension. The school may exclude a pupil either temporarily or permanently, in cases of severe or persistent bullying or in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- A report will be logged onto My Concern by the member of staff investigating the incident.
- Parents of both the victim and the bully / bullies will be contacted separately by telephone. On occasion it may be necessary when the parents will be invited into school to discuss the matter in person. Parents will be informed of the detail of the incident, the investigation steps and the disciplinary sanctions. Parents will also be informed of any additional support that will be actioned to support the victim or to help modify the behaviour by the bully / bullies. This support will be provided by either the class teacher or Mrs Green.
- As part of the process, a meeting involving all the parties, with close staff supervision, may be convened to help pupils develop a strategy which will help all concerned to close the episode.
- All relevant staff will be informed of the incident, investigation and action steps to resolve the incident.
- The pupils will be actively monitored by duty staff

EYFS Children

- Even the youngest pupils are encouraged to treat each other with kindness and consideration. We expect them to be honest, helpful and polite, and to work hard and listen to each other.
- For incidents that occur in our Early Years setting we explain to the pupils involved that some form a behaviour that is hurtful to others is unacceptable.
- On rare occasions pupils will be sent to see the Head of Pre Prep who will explain the inappropriateness of a particular action.
- Parents will be informed when a notable incident has occurred and whether any sanction is needed.
- All incidents will be logged on My Concern.
- In cases of repeated instances of hurtful or inappropriate behaviour parents will be invited into school to discuss the situation with the child's class teacher, Head of Early Years, Head Pre Prep or Headmaster as necessary and agree to a strategy that will be used to support the child concerned.

Cyberbullying

- The school system is monitored by the security software Securus which is monitored by the Head of Computing and Digital Learning.
- All pupils will be expected to follow the school's Acceptable Use Policy.
- Online incidents identified as significant or in breach of the school's Acceptable Use Policy will be thoroughly investigated by the Assistant Head Pastoral or Head of Pre Prep.
- The victim will be interviewed on his/her own and asked to write an account of events online.
- The bully / bullies, and all others who were involved, will be interviewed individually and asked to write an account of events online.
- The incident should be recorded, signed and dated before it is given to either the Assistant Head or Head of Pre Prep.
- Following an analysis of the findings, a discussion will be had with the Assistant Head or Head of Pre Prep and Headmaster if required to determine suitable sanctions.
- The victim will be interviewed separately at a later stage and further support provided.
- The bully / bullies will be interviewed at a later stage 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 online behaviour together with any appropriate disciplinary sanctions as set out in the school's Behaviour Expectations Responsibility Steps; for example, loss of break time, detention or suspension. The school may exclude a pupil either temporarily or permanently, in cases of severe or persistent bullying or in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- A report will be logged onto My Concern by the member of staff investigating the incident.
- Parents of both the victim and the bully / bullies will be contacted separately by telephone. On occasion it may be necessary when the parents will be invited into school to discuss the matter in person. Parents will be informed of the detail of the incident, the investigation steps and the disciplinary sanctions. Parents will also be informed of any additional support that will be actioned to support the victim or to help modify the behaviour by the bully / bullies. This support will be provided by either the class teacher or Mrs Green.
- As part of the process, a meeting involving all the parties, with close staff supervision, may be convened to help pupils develop a strategy which will help all concerned to close the episode.
- All relevant staff will be informed of the incident, investigation and action steps to resolve the online incident.