Whole School Anti-Bullying Policy and Procedures
**(This applies to the Whole School Community
Including EYFS and Out of School Provision)**

Policy Statement:

This policy is available to all interested parties on the School website and upon request from the main School Office. It is available to all staff in the Cranford School Policies section on the Whole School Staff Team area on Microsoft Teams. The policy is reviewed annually, and when events or legislation requires, by the Headmaster and the Governors. The next review date is September 2024.

Our policy has regard to current Department for Education non-statutory advice: *'Preventing and Tackling Bullying: Advice for Headteachers, Staff and Governing Bodies'* (July 2017) and *'Cyberbullying: Advice for Headteachers and School Staff'* (2014). Cranford School is fully committed to ensure that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

The School seeks to implement its '**Whole School Anti-Bullying Policy'** through adherence to the procedures set out in the rest of the document. Please also refer to the **'Whole School Behaviour Policy and Procedures Including Sanctions and Rewards'** and Personal, Social, Health, Citizenship and Economic Education (PSHCEE) Schemes of Learning.

This Policy should be read in conjunction with the following related documents:

- **'Whole School Behaviour Policy Including Rewards and Sanctions'**
- **'Whole School Exclusions Policy and Procedures'**
- **'Whole School Safeguarding and Child Protection Policy'**
- **'Whole School Safeguarding and Child Protection Procedures'**
- **Whole School Child on Child Abuse Policy**
- **'Whole School Equal Opportunities Policy for Pupils'**
- **'Whole School Complaints Procedure for Parents'**
- **'Whole School Whole School Policy for Personal, Social, Health, Citizenship and Economic Education' (PSHCEE)**
- **'Network Code of Practice for Staff'** and **'Whole School Privacy Policy'**
- **'IT Code of Conduct for Pupils'**
- **'Whole School E-Safety Policy'**
- **'Staff Code of Conduct'**
- **'Anti-Harassment and Bullying Policy – Staff'**
- **Whole School Mental Health Policy**

Definition:

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'. ('Guidance on Preventing and Tackling Bullying', Department for Education July 2017).*

Put another way, bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media, photographs and SMS or other instant messages) and 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 also be overt and intimidatory.

Bullying may involve actions or comments that are sexual or sexist, homophobic, transphobic or racist.

It is often motivated by prejudice against particular groups, because of protected characteristics, for example on grounds of race, religion, culture or family background, sex, gender, homophobia, sexual orientation (LGBTQIA+ pupils), special educational needs, disabilities or physical attributes (such as hair colour or body shape) or because a child is adopted or is a carer. It may also be unpleasant in other ways. Bullying can happen anywhere and at any time and can involve anyone: pupils, other young people, staff and parents. It can also take place wholly online and sometimes online bullying can facilitate and incite offline bullying. The School recognises that online or 'cyberbullying' can also often occur concurrently with face-to-face bullying.

Bullying (physical or emotional) is a very serious offence which can cause extreme and long-lasting physiological and psychological damage or even suicide. Cranford School will ensure that every effort is made to prevent it. It conflicts sharply with the School's '**Whole School Equal Opportunities Policy for Pupils'**, as well as its social and moral principles, and with the Ethos and Values of the School. (It is to be noted that although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour).

Bullying can be exhibited through:

1. Intimidating and hurtful behaviour such as swearing, nasty nicknames, personal insults, (e.g. of a disability), racial and sexist taunts, malicious gossip, persistent teasing, aggressive and insulting gestures and spiteful practical jokes;
2. Deliberate exclusion of a girl or boy out of a friendship group or activity;
3. Making another pupil do something against her or his will;
4. Making a physical attack on another pupil;
5. Removal or vandalism of another person's belonging, including schoolwork.
6. Cyberbullying through, for example, Social Networking websites, like Facebook, Snapchat, Twitter, Instagram, Bebo and Myspace, Instagram, Facetime, emails, and mobile phone texts and photographs.

Any of the above forms of behaviour listed are regarded as totally unacceptable at Cranford School. Furthermore, bullying on the basis of protected characteristics is taken particularly seriously.

Our aims are to be alert to any of the above actions and to act swiftly to protect pupils. We strive to ensure that both pupils and staff are aware of what bullying is and how it can be prevented. We aim to work with bullies and their victims to restore a harmonious and respectful way of behaving both in and out of School.

Cranford School has a zero-tolerance policy to any kind of initiation ceremonies or similar, especially, given that these may amount to potential bullying and/or child to child abuse.

*Cranford School investigates and makes a formal record of all bullying accusations, regardless of the outcome, to assist Pastoral staff in spotting patterns and to ensure the single incident does not become the first of a series.

The School is particularly alert to practices, behaviours and interactions which may create or allow a hostile environment for pupils with protected characteristics and will intervene through appropriate action, such as disciplinary and/or educative action as the situation requires, with a view to creating a positive, inclusive culture in which every pupil can feel valued and flourish. The School recognises that this may entail addressing not only negative behaviours but also addressing a lack of positive behaviours and proactively dismantling a hostile environment.

Our staff body are aware of the issues of unconscious bias and ensure that those with protected characteristics are fully included in the life of the School. The Senior Leadership Team routinely consider the equality aspect of all policies when initiated or reviewed and value and seek to expand the opportunities for pupils to voice their views, thus creating a culture of listening to pupils.

The School recognises its responsibilities to treat any bullying issues which relate to protected characteristics in the same manner and gravity as any other examples of bullying. All complaints of racist or homophobic bullying or those against a transgender pupil, for example, will be taken seriously and treated in the same way as complaints against bullying which do not fall under this category.

Cranford School ensures that a proactive approach is taken at all times in responding to bullying on the basis of protected characteristics. The use of racist language, such as that used between pupils is never dismissed as 'banter' and is never tolerated. It is tackled determinedly, with a view to preventing it happening again.

Key Personnel:

The responsibility for implementing this policy lies with **all staff**, with particular responsibility lying with the Headmaster, Deputy Heads, Senior Assistant Head (DSL) Assistant Head (Junior Pastoral), Head of Pastoral (Seniors), Heads of Year, Heads of Key Stage, Form Tutors and Matron.

At Cranford School we encourage pupils to take responsibility for ensuring bullying is tackled and for fostering an environment of mutual respect and zero tolerance for negative and intimidatory behaviour. Peer Mentors are in place among the student body, and they act as role models, working with younger year groups and setting up sessions which link with team building and positive relationships.

Signs of Bullying:

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 to accent or vocabulary);
- Diminished levels of self-confidence;
- Frequent visits to Sick Bay 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 teachers.

Preventative Measures:

We take the following preventative measures:

- We use Assemblies and House/Form Time to explain the School Policy on bullying and to increase discussion about and awareness of bullying. Pupils are made aware that those who report bullying in good faith will not be punished and will be supported;
- The School has a 'Pupil-Friendly' version of the **'Whole School Anti-Bullying Policy and Procedures'** and a Key-Stage appropriate flow chart **'Anti-Bullying Procedures'** (see appendices) which are displayed in classrooms and discussed in Form and Year Group Tutor time.
- Our Personal, Social, health, Citizenship and Economic Education (PSHCEE) programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. The programme is structured to enforce the message about community involvement, mutual respect and tolerance and taking care of each other and is presented with the conscious avoidance of prejudice-based language;
- The Cranford Codes of Conduct remind pupils of the expected standards of behaviour. New pupils are briefed thoroughly on the School's expected standards of behaviour. All Junior and Senior pupils are reminded of the need to adhere to it. We aim to create an environment of good behaviour and respect, with helpful examples set by staff and older pupils and celebration of success;
- Other lessons, particularly RS, English and Drama 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;
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place. Pupils are educated to ensure they have a clear idea of the part they can play to prevent bullying, including when they find themselves as bystanders in a situation;
- All reported incidents are recorded on the School's secure network and in hard copy ('The Bullying Log') for regular review and are investigated at once. The 'Bullying Log' is kept securely in the Designated Safeguarding Lead's (DSL) Office. We always monitor reported incidents so that any patterns can be identified, and the efficacy of the Policy established. Governors are made aware of trends and changes in pupils' behaviour by means of updates to the Education Committee by the relevant member of the SLT. In addition to this, the Governor in charge of Safeguarding reviews the 'Bullying Log' on a termly basis;
- When recording incidents, the lead investigator distinguishes in the records any incidents of bullying which are based on protected characteristics. Bullying on this basis is taken particularly seriously and sanctions will reflect this;
- A structured complaints procedure is in place so that staff can report, record and deal with incidents;
- We have a strong and experienced pastoral team of Form Tutors, Heads of Key Stage and Heads of Year who are experienced in handling any incidents as an immediate priority and are alert to possible signs of bullying;
- The pastoral structure in the Senior School provides additional support, through the Heads of Year, for pupils' emotional well-being in and out of school;

- The School participates in an annual 'Anti-Bullying Week' which further raises awareness of bullying issues. Pupils are given the opportunity to complete a 'Happiness Survey' which allows them to answer questions about their well-being confidentially;
- Staff training is given to raise awareness so that the risk of bullying can be reduced by prompt action. Staff are made aware of the Policy and Procedures of the School regarding bullying on induction. All School staff understand the principles of the Policy, the legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support. They also know how to react to allegations of bullying; a central aspect of training for staff is raising awareness of the times and places bullying is most likely to occur;
- We invite a range of visiting speakers to deliver anti-bullying workshops with specific sessions covering the identification, prevention and reporting of bullying in School and online. These are for both pupils and parents.
- 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. The School's **'Whole School Behaviour Policy Including Rewards and Sanctions'** and **'Whole School Exclusions Policy and Procedures'** makes clear our expectations and strong sanctions, such as exclusion, may be necessary in cases of severe or persistent bullying;
- Our School Matron is an important part of our pastoral support service. She is available to give advice and support to pupils who can talk to her when they have social, emotional or behavioural concerns. She liaises with the staff who may refer a pupil to them and can give advice on understanding the needs of all our pupils, including those with special educational needs or disabilities, and lesbian, gay, bisexual and transgender (LGBTQIA+) pupils. Telephone helpline numbers (Childline, Kidscape, Get Connected, Samaritans) are available to pupils via Matron or Heads of Year, enabling pupils to call for support in private;
- Staff are always on duty at times when pupils 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;
- Where it is felt helpful to have an impartial third party involved, both the bully and the bullied may be referred, either separately or together to an external counsellor;
- We operate a peer counselling scheme with 'buddies' and 'mentors', whereby older pupils are encouraged to offer advice and support to younger pupils;
- The development of resilience is being encouraged throughout the curriculum, for example in STEM projects and through initiatives such as the Mindfulness Programme;
- 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 pupils;
- We encourage close contact between the Form Tutor and our parents and will always make contact if we are worried about a pupil's well-being;
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this Policy.

Partnership with Parents:

Cranford School recognises the importance of establishing strong partnerships with parents in order to both prevent and tackle bullying and also promote good behaviour in line with the School Values and '**Whole School Behaviour Policy and Procedures Including Rewards and Sanctions'**. This involves close communication with parents when dealing with any pastoral issue in school.

The School has strong commitment to working with parents and provides a range of opportunities including e-safety evenings, parent information events, welcome evenings and parent forums to enable a strong partnership to build and facilitate parents in supporting their children and the school in building a positive, safe environment for all.

Cyberbullying – Definition:

Please also refer to the School's IT Codes of Conduct and relevant Policy documents such as the **'Whole School Safeguarding and Child Protection Policy', 'Whole School Safeguarding and Child Protection Procedures'** and the current version of **KCSIE (2022)**. (More examples are listed on page 1).

Cyberbullying can be defined as 'bullying that takes place using technology. Whether on social media sites, through a mobile phone, or gaming sites, the effects can be devastating for the young person involved.' (*'Cyberbullying: Advice for Headteachers and School Staff'* (Gov.UK). It is an aggressive, persistent and intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/herself. The School recognises that cyberbullying can often occur concurrently with face-to-face bullying.

Cyberbullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using email to message others in a threatening or abusive manner; or
- Hijacking/cloning email accounts.

All staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include, but not limited to: bullying (including cyberbullying), gender-based violence/sexual assaults and sharing nudes and semi-nudes.

Staff Training in e-safety:

Staff receive regular training and refresher training on e-safety to support pupils in this area. We ensure that we educate pupils in the safe use of technology, particularly internet use and that of social media (e-safety) across a broad and balanced curriculum, which includes PSHCEE and Computing lessons and reinforcement in Assemblies.

Particular attention is paid to assisting children to adjust their behaviours in order to reduce risks and build resilience, including radicalisation, with particular attention to the safe use of electronic equipment and the internet. Pupils are educated in the risks posed by adults or young people who use the internet and social media to bully, groom, abuse or radicalise other people, especially children, young people and vulnerable adults.

Cyberbullying – Preventative Measures:

In addition to the preventative measures described above, Cranford School:

- Pupils from Year 5 upwards bring their own devices into school for use, the pupils, through the use of E-Safety lessons and adhering to the IT code of Conduct are shown appropriate IT use linked to BYOD.
- Expects all pupils to adhere to its IT code of Conduct for the safe use of technology. Certain sites are blocked by our filtering system and our Computing and IT Department

monitors pupils' use. We actively manage hardware, software and connectivity and teachers are vigilant during lessons, ensuring that pupils are using IT resources safely;

- Monitors pupil and staff use of IT. This is reviewed daily by the DSL and flagged content is followed up the Deputy Head (Academic)/Deputy Head (Junior School)/Head of Year/Deputy Head (Pastoral) as appropriate. Sanctions may be imposed for the misuse, or attempted misuse of technology;
- Issues all pupils with their own personal School email address. Pupils are not allowed access to social media sites from School computers in School.
- Offers guidance on the safe use of social networking sites and cyberbullying (and covers sharing personal data and other related issues) in Computing and PSHCEE lessons and assemblies;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Mobile phones are not permitted other than for pupils who travel on the School minibus. These are then handed in to the bus driver who keeps them in the School Office and collects them at the end of the day to return to pupils. However, Year 11 pupils are permitted to have mobile phones for use in their Common Room only; and in lessons when given permission (e.g. in GCSE lessons when used under staff supervision).
- The use of cameras and cameras on mobile phones is not permitted. All staff receive training on e-safety, cyberbullying and their responsibilities for safeguarding pupils in line with the guidance provided by KCSIE (2022) and the '**Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures'.**
- All staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse. In line with our Safeguarding Policy and Procedures any safeguarding issue is the responsibility of all staff. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender-based violence/sexual assaults and sexting. Staff should be clear as to the School's Safeguarding Policy and Procedures with regards to child-on-child abuse.

Appropriate Behaviour for Staff over the Use of Authority and Maintaining Discipline:

Please see the '**Whole School Behaviour Policy and Procedures Including Rewards, Sanctions**' and the **'Whole School Physical Intervention (Restraint) Policy'** for details.

Bullying, harassment and victimisation and unlawful discrimination will not be tolerated. We treat all our pupils, staff and parents fairly, without favouritism and with consideration and we expect them to reciprocate towards each other, the staff and the School.

Shouting, throwing missiles (e.g. objects, books, chalk), sarcasm and verbal humiliation is not acceptable. **No forms of corporal punishment are permissible**. **Nor is the threat of corporal punishment**. Corporal punishment is defined as: '*any degree of physical contact which is deliberately intended to cause pain, injury or humiliation'*.

Any physical restraint is only permissible when a child is in imminent danger of inflicting injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Please refer to the School's **'Whole School Physical Intervention (Restraint) Policy'** for more details.

Procedures for Dealing with Reported Bullying:

Cranford School ensures that all instances of or concerns about bullying and cyberbullying on and away from School premises are easy to report and that they are properly recorded. Records of instances of bullying and allegations of bullying will be kept in confidential 'Bullying Logs' in the School's secure network and in hard copy in the DSL's Office and files relating to safeguarding where appropriate in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of our Policy.

If an incident of bullying or unkindness is reported, the following procedures are adopted:

- If a pupil feels that she/he or another pupil is being bullied, she/he should report it to a member of staff;
- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupil(s) involved. They should then inform the DSL who will then inform the relevant pastoral leads. A report of the incident should be recorded on a Bullying Report Form. (See Appendix) This form should be circulated to the relevant pastoral leads by the Senior Assistant Head (DSL). The Pastoral Team will decide on a swift course of action. Bullying is often very covert, so the gathering of factual evidence is essential for proof;
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved;
- The victim will be interviewed on his/her own (or, if appropriate, with a suitable person present for support) and asked to write (if appropriate) an account of events;
- The alleged bully/bullies, together with all others who were involved, will be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an immediate account of events (if appropriate);
- All staff in the relevant section(s) of School will be informed;
- The victim may be interviewed at a later stage by the Form Tutor, Head of Year, Head of Key Stage or Assistant Head (Junior School) / Head of Pastoral Seniors or DSL, separately from the alleged perpetrator. It will be made clear to him/her why retaliation is inappropriate. He/she will be offered support to develop a strategy to help him or herself;
- The alleged bully may be interviewed at a later stage by the Form Tutor, Head of Year, Head of Key Stage or Assistant Head (Junior School) / Head of Pastoral Seniors or DSL, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance and support on modifying his or her behaviour, together with any appropriate disciplinary sanctions;
- The parents/guardians 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 pupils who bully others, as well as dealing with appropriate disciplinary measures. Sanctions might include detention, withdrawal of privileges or suspension from School. 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; this includes sanctioning any pupil who misuses their mobile phone and/or social media inside or outside of School to be unkind, intimidating or malicious towards another pupil.
- 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. The Headmaster and the DSL keep a 'Bullying Log'. This is reviewed regularly by the Headmaster, DSL and Assistant Head (Junior

Pastoral)/ Head of Pastoral Seniors, and at SLT level, so that patterns can be identified and the effectiveness of our Policy and Procedures evaluated. Strong sanctions, such as exclusion or expulsion may be necessary in cases of severe and persistent bullying.

- Reported cases of bullying out of school can be followed up in School.

Confidentiality:

The management and retention of any records and personal data will always be in line with the School's '**Whole School Privacy Policy'**, '**Whole School Policy for Confidentiality, Record Keeping, Parental Access to Records and Sharing of Information (Including EYFS)'** and **'Whole School Data Retention Policy'** all of which fully comply with General Data Protection Regulation 2018.

Child on Child Abuse:

Please refer to the **'Whole School Safeguarding and Child Protection Policy', 'Whole School Safeguarding and Child Protection Procedures' and Whole School Child on Child Abuse Policy.**

Child on Child abuse can include, but is not limited to: bullying, online bullying, sexual violence, sexual harassment, physical abuse, up-skirting, sharing nudes and / or semi nudes (sexting/ youth-produced sexual imagery), initiation/hazing type violence and rituals; and passing off abusive comments and interactions as 'banter'.

Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm is now a criminal offence. This is due to changes to the '*Voyeurism (Offences) Act' 2019*.

Staff are aware that abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. Child on child abuse can include different gender issues, for example girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence. Additional information regarding child-on-child abuse is in Annex A of the current version of 'Keeping Children Safe in Education' (KCSIE 2022) and in our 'Whole School Child on Child Abuse Policy'.

Abuse (physical, sexual or emotional) by peers should be taken as seriously as abuse perpetrated by an adult – don't be dismissive or set high thresholds.

Also bear in mind that there may be a risk to young children/young people other than the current victim. In cases of bullying (especially sexist, sexual and transphobic bullying due to the potential seriousness of violence), the School must always consider whether safeguarding processes need to be followed.

The threshold for **dealing with an issue of pupil behaviour or bullying under the safeguarding policy is when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm'.**

Risk of Significant Harm:

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- In very serious cases, (for example those of persistent and severe bullying due to the potential seriousness of violence), it may be necessary, where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm to follow the schools safeguarding policy and procedures in relation to a bullying incident. (Please see '**Whole School Safeguarding and Child Protection Policy**' and '**Whole School Safeguarding and Child Protection Procedures'.**

- It is important to recognise that in line with our Safeguarding Policy and Procedures, as a child protection issue, a case of this seriousness could require a referral or report to made to Social Services or the Police. In this case, the School (via the Designated Safeguarding Lead) will liaise directly with Children's Social Services and seek advice from them as to how to proceed with investigating the concern from an anti-bullying perspective and will always gain the permission and authorisation of Children's Social Services to do so.

EYFS Pupils:

Pupils in Reception and Pre-School are encouraged to behave towards each other with kindness and consideration. They are encouraged to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others.

They should respect everyone and learn to value differences and diversity. The Head of EYFS is responsible for the management of behaviour in the Pre-School and Reception classes.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions for our EYFS pupils; but sometimes we may remove a treat for hurtful behaviour.

Occasionally, a child may be sent to see the Head of EYFS who will explain the inappropriateness of a particular action, but such instances are rare.

Parents are always informed in person or via a note in the Contact/Reading Record Book when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the School to discuss the situation with their child's Key Person to agree a joint way of handling the difficulty.

Complaints Procedure for Parents:

Parents are provided with a copy of our **'Whole School Complaints Procedure for Parents'** via the School website and should refer to it if any concerns about bullying (or anything else) are not being addressed properly.

Parents of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled. Contact details are included in the **'Whole School Complaints Procedure for Parents'**.

Reviewed: September 2021: Headmaster, Deputy Head (DSL), Pastoral Team and Governors
Reviewed: September 2022: Headmaster, Deputy Head (DSL), Pastoral Team and Governors
Reviewed: September 2023: Headmaster, Pastoral Team and Governors
Reviewed: March 2024:   Headmaster, Pastoral Team and Governors
Review due: March 2025:   By Headmaster, Pastoral Team and Governors

'Whole School Anti-Bullying Policy and Procedures'   *Cranford School*

Anti-Bullying Policy and Procedures
'Pupil-Friendly' Version

Introduction:

Every pupil at Cranford School has the right to be healthy and stay safe in an enjoyable environment.

What is bullying?

School should always be a place where children and young people feel safe from all kinds of bullying. Bullying:

- Is an act of aggressive behaviour towards others
- Is persistent 'picking on' someone every day
- Is constant and repeated unkindness/hurtful behaviour
- Is intentionally harmful, and can be carried out by an individual or a group
- Can lead to a person feeling anxious and lacking in confidence and far worse.
- Can have **serious consequences** for both the person being bullied and the alleged bully/bullies.

When is it Bullying?

- When someone <u>keeps</u> hurting your feelings
- When someone <u>keeps</u> hurting you physically
- When your feelings have been hurt (for example, by being called names) on purpose
- When someone teases you or makes you upset every day.

When it is not Bullying:

It is not bullying when you have the occasional argument with a friend, if you hurt someone's feelings by mistake or if you accidently hurt someone when playing games. In the same way if someone hurts your feelings once, or accidently physically hurts you when playing a game, it is not bullying.

Types of Bullying:

- **Emotional:** Hurting people's feelings, leaving someone out.
- **Physical:** Punching, kicking, hitting, pushing.
- **Verbal:** Being teased, name-calling.
- **Racist:** Graffiti, calling someone racist names.
- **Discriminatory:** Being unkind or making comments about a person's disability or learning support needs, their religion or beliefs, their gender or about who they love or may be attracted to.
- **Cyber:** Saying unpleasant things by text, email, on social media and messaging.

Cranford School does not tolerate any form of bullying.

If you are being Bullied:

   Do:
- ✓ **Tell** an adult (teacher, member of staff, parent)
- ✓ **Tell** someone you trust
- ✓ Walk away from the bully/bullies
- ✓ If it is online take screen shots of the comments or messages or unkindness

   Don't:
- ✗ Hit back or fight back
- ✗ Use bad language or say anything back
- ✗ Ask someone to hurt the bully.

Who Can I tell?

- A friend
- A family member
- Dr Raymond
- Mrs Heard
- Mrs Carter
- Miss Hudson
- Teachers
- Any member of staff
- Form Tutor
- Head of Year
- Head of Key Stage
- Mrs Shephard (Matron)
- Parents
- School Council members.

What to do if you see someone being bullied:

- Don't ignore it
- Let the bully know they are doing something wrong
- If safe to do so, tell the bully to stop
- Don't stay silent or the bullying with keep happening, tell someone
- Don't lose your temper
- Do give support to the person being bullied.

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All staff and pupils will work together to:

- ✓ Make Cranford a place where everyone can feel safe and happy
- ✓ We will all help everyone to get on with each other and we believe that every person has the right to be who they are.

Most importantly: If you are being bullied, Start Telling Other People.

What will happen if a case of bullying is reported:

1. The Form Tutor/Head of Year/Head of Key Stage will investigate and where possible, both parties will work together to find a way to solve the problem.
2. Both parties will be interviewed separately.
3. Parents will be informed and invited into School to discuss the matter.
4. A way forward, including disciplinary sanctions and/or counselling will be agreed depending on how severe the bullying is.

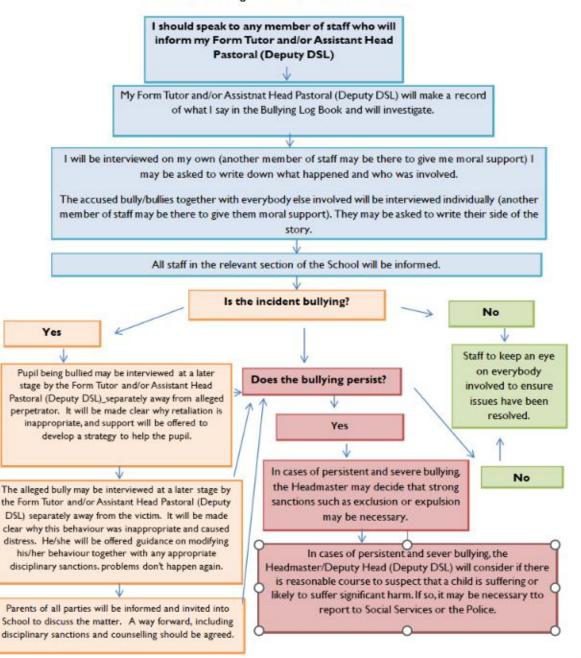**What will happen if the Bullying Continues?**

If the bully does not stop the bullying, there will be consequences. This could range from being taken out of School for a short time or permanently.

Any Questions or Concerns?

Speak to your Form Tutor or a member of staff. Everyone is here to help to make Cranford a safe and enjoyable environment in which to learn and grow.

Appendix 2

Anti-Bullying Procedures - KS2

If I think I am being bullied this is what I should do:

I should speak to any member of staff who will inform my Form Tutor and/or Assistant Head Pastoral (Deputy DSL)

My Form Tutor and/or Assistnat Head Pastoral (Deputy DSL) will make a record of what I say in the Bullying Log Book and will investigate.

I will be interviewed on my own (another member of staff may be there to give me moral support) I may be asked to write down what happened and who was involved.

The accused bully/bullies together with everybody else involved will be interviewed individually (another member of staff may be there to give them moral support). They may be asked to write their side of the story.

All staff in the relevant section of the School will be informed.

Is the incident bullying?

Yes

No

Staff to keep an eye on everybody involved to ensure issues have been resolved.

Pupil being bullied may be interviewed at a later stage by the Form Tutor and/or Assistant Head Pastoral (Deputy DSL)_separately away from alleged perpetrator. It will be made clear why retaliation is inappropriate, and support will be offered to develop a strategy to help the pupil.

Does the bullying persist?

Yes

In cases of persistent and severe bullying, the Headmaster may decide that strong sanctions such as exclusion or expulsion may be necessary.

No

The alleged bully may be interviewed at a later stage by the Form Tutor and/or Assistant Head Pastoral (Deputy DSL) separately away from the victim. It will be made clear why this behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his/her behaviour together with any appropriate disciplinary sanctions. problems don't happen again.

In cases of persistent and sever bullying, the Headmaster/Deputy Head (Deputy DSL) will consider if there is reasonable course to suspect that a child is suffering or likely to suffer significant harm. If so, it may be necessary tto report to Social Services or the Police.

Parents of all parties will be informed and invited into School to discuss the matter. A way forward, including disciplinary sanctions and counselling should be agreed.

'Whole School Anti-Bullying Policy and Procedures'   *Cranford School*

Appendix 3

Anti-Bullying Procedures – Senior School

All pupils are encouraged to tell any adult that they trust that they have witnessed bullying or are being bullied themselves.

Adult/child to inform a member of staff

Member of staff to inform DSL, who will inform the relevant pastoral leads.

Assistant Head (Pastoral) to log incident in the Bullying Log Book and inform Matron, Senior Assistant Head (DSL) and the Headmaster immediately. Head of Year will investigate in consultation with Assistant & Senior Assistant Head (DSL)

The person being bullied will be interviewed on their own (or with a suitable person present for support) and asked to write (if appropriate) an account of events.

The alleged bully/bullies together with all others involved will be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an immediate account of events (if appropriate).

All staff in the relevant section of the School will be informed.

Is the incident bullying?

No

Yes

Staff to monitor events after and evaluate the effectiveness of the action points.

Pupil being bullied may be interviewed at a later stage by an Assistant Head or Head of Year separately away from the alleged perpetrator. It will be made clear why retaliation is inappropriate, and support will be offered to develop a strategy to help the pupil.

Does the bullying persist?

Yes

No

The alleged bully may be interviewed at a later stage by an Assistant Head or Head of Year separately away from the victim. It will be made clear why this behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour together with any appropriate disciplinary sanctions.

In cases of persistent and severe bullying, the Headmaster may decide that strong sanctions such as exclusion or expulsion may be necessary.

Parents of all parties will be informed and invited into School to discuss the matter. A way forward, including disciplinary sanctions and counselling should be agreed.

In cases of persistent and severe bullying, the Headmaster/Senior Assistant Head (DSL) will consider if there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm. If so, it may be necessary to report to Social Services or the Police.