

ANTI-BULLYING POLICY AND PROCEDURES

THE DEFINITION

Berkhampstead Prep School defines bullying as the following actions which are carried out repeatedly and where it may be difficult for the person being bullied to defend him or herself.

- Saying unpleasant things.
- Threatening to hurt.
- Writing unpleasant notes.
- Hiding or damaging property.
- Purposely causing physical harm.
- Excluding someone from a group.
- Teasing nastily.

A one-off, unpleasant incident is not regarded as bullying; neither is an occasional fight or quarrel between pupils of equal power or strength. However, these incidents will be dealt with accordingly.

PROCEDURES TO FOLLOW WHEN DEALING WITH INCIDENTS OF BULLYING

YOUR AIM

- To stop the bullying happening again by encouraging both victim and bully to think about their behaviour. This may also include colluders or bystanders.

- To consider ways of avoiding or resolving the difficulties they are experiencing.

It is important to understand the varying behaviour patterns of victims and bullies which have been established as a consequence of the values and experiences they bring into school.

WHAT TO DO

Inform the form teacher of the victim and pass on the details of the incident. The form teacher will keep the Head of Department informed

Basic Points to Remember when Dealing with the Incident

Dealing with the Victim

- **Support** the victim by ensuring that the pupil feels that he/she is listened to.
- **Help** the pupil feel safe by assuring him/her that all bullying incidents are taken seriously.
- **Reassure** the pupil further by explaining how support will be given and how the incident will be dealt with.

Dealing with the Bully

- **Explain** the reasons for your meeting.
- **Assure** the pupil that all incidents of bullying are taken seriously and are not acceptable.
- **Keep calm** and **non-judgmental** and ensure that the pupil feels that he/she is listened to.
- **Explain** how the incident will be dealt with.

a) Interview the pupils individually (victim, bully, colluders and bystanders).

- find out how the victim feels about the incidents and also who was involved.
- ensure that you have permission from the victim to let the bully know how the victim feels. This may require some agreement as to how much information the victim is prepared to give the bully at this stage.
- explore the situation with the bully (and any colluders) from the perspective of the victim, explaining how the victim feels.
- identify how the situation could have been avoided or resolved by other means.

b) Convene a meeting with all the pupils involved.

- listen more than you speak
- don't ask them to give reasons for their behaviour (generally they don't know)
- summarise what you are told at intervals during the meeting to ensure that all parties perceive the situation in the same way.
- encourage them to reflect on their behaviour through your questioning.
- encourage empathy on the part of the bully.

- ensure that all parties are aware that there is no blame apportioned or threat of punishment at this stage.
- enable each pupil to see how they can resolve the present conflict, to share responsibility and so avoid a recurrence.
- encourage the bully to put forward one or more ways in which he/she can change his/her actions.

c) Explain the Bullying Incident Form and what it will record

- details of the incident
- the future conduct of the pupils as identified at the meeting
- actions either pupil should take if there is further bullying
- the date when a review meeting will take place (This should be set for a week later)

d) Ensure that a copy of all paper work is passed to the Head of Department for recording.

PLEASE NOTE: IT IS VITAL THAT THE TEACHER WHO ACTIONS THESE PROCEDURES IS THE SOLE INTERVIEWER. This will encourage trust and confidence of all those pupils involved and ensure continuity. Make notes of all meetings.

THE REVIEW MEETING

Discuss with the pupils how things have been going.

This keeps the pupils involved in the process and allows the teacher to monitor the bullying.

IF THERE IS NO FURTHER INCIDENT

The Head of Department should make sure that everyone directly concerned with the victim's welfare is made aware of what has happened and the action taken.

IF THERE IS FURTHER PROVOCATION

The Head of Department will contact the parents to agree on and implement appropriate strategies and sanctions.

Constructive options should be identified to enable the problem to be resolved successfully.

Ensure that a full record of staff concerns and the actions taken to support the pupils has been kept and is to hand when meeting parents.

FOOTNOTE: It is important that these procedures are CONSISTENTLY followed in order to demonstrate to pupils that bullying is a serious issue and that all pupils involved will be seen and listened to and that something will be done to change things for the better.