



BERKHAMPSTEAD SCHOOL

Anti-Bullying Policy and Procedure

The purpose of this policy statement is:

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of Berkhampstead School and Day Nursery including senior managers and the board of trustees, paid staff, volunteers, cover staff, agency staff and students.

The Definition of Bullying

Bullying includes a range of abusive behaviour that is

- repeated
- **intended to hurt someone either physically or emotionally.**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK.

- At Berkhampstead we believe that children and young people should never experience abuse of any kind
- That we have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them.
- At Berkhampstead we recognise that bullying causes real distress and affects a person's health and development
- in some instances, bullying can cause significant harm
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

At Berkhamstead, our community is based upon respect, good manners and kindness. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop their full potential. We expect our pupils to treat 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.

Berkhamstead prides itself on its respect and mutual tolerance. Parents and guardians have an important role in supporting us in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. This policy is available to parents of pupils and prospective pupils from the School Office or on our website. It is also available and known to staff and pupils.

Bullying, harassment, victimisation and discrimination will not be tolerated. We aim to treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable.

At Berkhamstead, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the school's social and moral principles. Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and, whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

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. If a pupil cannot learn to stop bullying this will lead to punishment or even exclusion from the school.

- **We will seek to prevent bullying by:**
 - developing a behaviour policy that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
 - holding regular discussions with staff, volunteers, children and families who use our organisation about bullying and how to prevent it
 - providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying
 - putting clear and robust anti-bullying procedures in place. Our regular community information will focus on everyone's responsibilities to look after one another and uphold the behaviour policy.
 - practising skills such as listening to each other
 - respecting the fact that we are all different
 - making sure that no one is excluded
 - dealing with problems in a positive way
 - checking that our anti-bullying measures are working well.

Responding to bullying

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders
- our organisation as a whole.

We will review our approach developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term. More information about responding effectively to bullying is available:

<https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse>

Implementation of the Policy

- Pupils need to be aware that both staff and pupils disapprove of bullying behaviour and will act if bullying is brought to their notice. An anti-bullying ethos should be in place, reinforced by all adults; something that takes time and a drip feed approach - repeated plugging of the theme with pupils. The majority of children who are not involved are the most effective preventative and protective force in countering the problem. A clear understanding is therefore essential.
- Bullying procedures will form part of the induction process for new members of staff.
- Staff will complete training on Child on Child Abuse.
- Attendance will be monitored and the Safeguarding Policy will be followed in regard to Children Absent from Education.
- A copy of the policy will be available to the Governors and to all parents via the School website.
- Pupils will be given advice on Bullying including cyber-bullying and made aware of their rights and responsibilities as per the Behaviour Policy.
- Bullying incidents will be recorded on CPOMS and in-line with the School Behaviour Policy and Safeguarding Policy.
- We shall treat bullying as a serious offence and take every possible action to eradicate it from Berkhamstead.
- We will minimise opportunities for bullying, e.g. provide increased supervision at problem times.
- We shall use any opportunity to educate and discuss aspects of bullying including cyber-bullying, the appropriate way to behave towards each other, to be sensitive to the feelings of others, to use clear direct and honest messages, to use assertiveness techniques, to solve conflicts etc through the CWB curriculum, computing curriculum, form times, circle times and assemblies.
- We shall deal quickly, firmly, and fairly with any complaints, involving parents where necessary.

- We shall continue to have a firm but fair behaviour policy.
- We shall encourage pupils to discuss how they get on with other people and to form positive attitudes towards other people. This includes teaching on healthy relationships.
- We shall encourage pupils to treat everyone with respect. Good role modelling is a vital factor if pupils are to see the positive effects of social, as opposed to anti-social behaviour.

Diversity and inclusion

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children and young people wherever possible
- welcoming new members to our organisation.

This policy statement should be read alongside our organisational policies and procedures including:

- Safeguarding Policy
- Behaviour and Exclusion Policy
- Code of conduct for staff and volunteers
- Equality and Diversity Policy