



FULHAM PREP SCHOOL



FULHAM SENIOR SCHOOL

# FULHAM PREP SCHOOLS ANTI-BULLYING POLICY

Created by AN: 12<sup>th</sup> June 2017  
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Next review by the Head: September 2018

Appendix 1 – Bullying Incident Form FPS  
Appendix 2 – Bullying Incident Form FSS

## **1.0 STATEMENT OF INTENT**

At Fulham Prep Schools our community is based upon respect, good manners and fair play. We are committed to the principle that all members of the school will behave in a way that will allow for the full development of all individuals personally, socially and academically; that all will show tolerance and respect towards individuals and a responsibility towards the community as a whole. 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.

Fulham Prep Schools prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting our school in maintaining high standards of behaviour. It is essential that both school and home have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions.

Bullying, harassment, victimisation and discrimination will not be tolerated. We 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.

This Policy follows the guidelines written in the Department for Education document, 'Preventing and Tackling Bullying'.

## **2.0 AIMS OF THIS POLICY**

- To demonstrate that the school takes bullying seriously and will not be tolerated.
- To take measures to prevent all forms of bullying in the school and on off- site activities.
- To support everyone in the actions to identify and protect those who might be bullied.
- To demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with bullying.
- To promote an environment where it is **not** an offence to tell someone about bullying.
- To promote positive attitudes in pupils

## **3.0 DEFINITION OF BULLYING**

Bullying can be described as being 'a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully.' It can range from ostracising, name-calling, teasing, threats and extortion through to physical assault on persons and/or their property. Bullying is often hidden and subtle. It can also be overt and intimidating. It can be an unresolved single frightening incident which casts a shadow over a child's life, or a series of such incidents and can cause serious psychological damage.

Bullying may be defined as repeatedly and intentionally acting to hurt, harm or humiliate another person by physical (including sexual), verbal (including chat room and SMS messages) and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation.

Bullying is deliberate harassment or an aggressive act. Bullying may cause physical or psychological hurt, and may be inflicted by one or more persons.

Bullying can be broken down into three types of:

- Emotional e.g. Actively excluding pupils, tormenting, spreading rumours, gesturing;
- Physical e.g. Hitting, kicking, punching, taking or hiding belongings, damaging property;
- Verbal e.g. Name calling, teasing, insulting, writing unkind notes, threatening.

Bullying may involve actions or comments that are racist, homophobic or which focus on disabilities, special educational needs or other physical attributes (such as hair colour or body shape). It can be motivated by prejudice on religious, cultural or gender grounds. In particular, cyber bullying can take place through the use of social websites, mobile phones, text messages, photographs and email.

Bullying can happen anywhere and at any time. We always treat it very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles.

At Fulham Prep Schools parents and pupils aim to work together to create a happy and caring learning environment. Bullying (whether verbal, physical, emotional or indirect), will not be tolerated. It is everyone's responsibility to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Bullying should be brought to the attention of staff either by the victim(s), their friend(s) or their parent(s)/guardian(s).

#### **4.0 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 the office 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, experiences nightmares;
- Talking of suicide or running away;
- Changes in work patterns;
- A lack of concentration;
- Truancy.

Although there may be other causes for some symptoms, a repetition of or a combination of these possible signs of bullying should be fully investigated by parents and teachers.

If anyone is made aware that bullying is taking place, they should immediately inform a relevant member of staff. Once it has begun, bullying rarely stops until there is an intervention. This can be arranged in such a way that bullies can be discovered by staff and then dealt with subsequently. Once they know what they are looking for, staff can discover it for themselves and any accusations of 'sneaking' are avoided.

Bullying is as distressing and harmful to children as child abuse, it may lead to psychological damage and as such it is unacceptable behaviour. Bullying is not a specific criminal offence, but subject to criminal laws applying to harassment and threatening behaviour.

## **5.0 PREVENTATIVE MEASURES**

We take the following preventative measures:

- We use appropriate Assemblies to explain the school policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme enforces the message about community involvement and taking care of each other. Every November there is an 'Anti-Bullying Week' to promote awareness;
- Other lessons, particularly RS and English, and Form Periods highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable behaviour. There are discussion of differences between people, and the importance of avoiding language based on prejudice;
- The school aims to create an environment of good behaviour and respect by using helpful examples set by staff and older pupils and celebrating success;
- All pupils are encouraged to tell a member of staff at once if they know that bullying is taking place, whether it is affecting them directly or not;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents through Pupil Incident Forms, in Staff Meetings and regular Staff briefings;
- Form Tutors support the Head and Pastoral Leaders in handling any incidents as an immediate priority, and are alert to possible signs of bullying;
- Pastoral team will give support and guidance to all staff on handling and reporting incidents, and on the follow-up work with both victims and bullies;
- The external counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. This service is available to give confidential advice and counselling support to pupils who are referred by Pastoral Leaders when they have social, emotional or behavioural concerns;
- Staff are always on duty at times when pupils are not in class and patrol the school site as covered in the Supervision Policy. They are trained to be alert to inappropriate language or 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;
- Internal INSET and a full day's training on identifying bullying and our anti-bullying procedures take place with the whole staff during the school year;
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures. The Anti-Bullying Policy is available on the school website.

Parents are invited every year to a presentation by Childnet on Internet Safety and Cyber Bullying.

- If a pupil does not feel confident about telling a teacher face to face, they can write (anonymously or otherwise) on a short note and post in the 'Red Box'.

## **6.0 RESPONSIBILITIES**

Bullying will be taken seriously by all staff, who will establish written details of any incident in order to evaluate whether it is a case of child abuse. All staff are aware of the Child Protection Policy Procedures.

Anyone approached by a pupil expressing concerns about bullying by a fellow pupil or of a fellow pupil, must ensure that the pupil feels that their concerns are being taken seriously.

### **The SMT will:**

- ensure that all staff have an opportunity of discussing strategies and reviewing them;
- determine the strategies and procedures;
- discuss development of the strategies;
- ensure that the procedures are brought to the attention of all staff, parents and pupils;
- report annually to the governing body.

### **Lead Teachers with pastoral responsibility will:**

- be responsible for the day-to-day management of the policy and systems;
- ensure that there are positive strategies and procedures in place to help both the bullied and bullies;
- keep the Head informed of on-going incidents;
- determine how best to involve parents in the solution of individual problems;
- will keep and consider reports on serious incidents, and make a termly report to the Head;
- take part in the anti-bullying programme in PSHCE.

### **All Staff will:**

- know the policy and procedures;
- be observant and raise any concerns about a pupil to an appropriate person (Form Tutor);
- deal with incidents according to the policy;
- never let any incidences of bullying pass by unreported, whether on-site or during an off-site activity;
- participate in the PSHCE programme.

## 7.0 CYBERBULLYING – DEFINITION

Mr Bill Belsey, the creator of the web site: <http://www.cyberbullying.org/> defined this unpleasant phenomenon in the following terms:

*“Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.”*

Cyber bullying is perpetrated via a technological medium e.g. the internet or mobile phone. It can be an extension of “face to face” bullying with technology providing the bully with another route to harass target. However, it differs in several ways from other kinds of bullying because of the *invasion of home and personal space and the size of the audience.*

It takes different forms:

- Threats and intimidation;
- Harassment;
- Cyber stalking e.g. repeatedly sending unwanted texts, defamation;
- Exclusion or peer rejection;
- Impersonation;
- Circulation of private information or images and manipulation.

Cyber bullying is deliberate and aggressive. Although it leaves no visible scars, cyber bullying is extremely destructive. What is more, bullies can reach a wider number within a peer group than they can with conventional bullying. Vindictive comments posted on the website, for instance, can be seen by a larger audience, as can video clips sent by mobile phones

Cyberbullying can involve Social Networking Sites like Facebook and Snapchat, emails and mobile phones used for SMS messages and as cameras.

## 7.1 CYBERBULLYING – PREVENTATIVE MEASURES

In addition to the preventative measures described above, Fulham Prep Schools:

1. Expects all pupils to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils’ use;
2. The SMT together with the SENCo are responsible for initiating and developing with appropriate colleagues an anti-bullying programme;
3. May impose sanctions for the misuse, or attempted misuse of the internet;
4. Issues all pupils with their own personal school email address. Access to sites such as ‘Hotmail’ is not allowed;
5. Adheres to the BECTA guidelines regarding E-teaching and the internet;
6. Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons and tutor sessions, which covers blocking and removing contacts from “buddy lists”;
7. Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
8. Mobile phones are not permitted in classrooms, public areas of the school, or where they may cause annoyance to others. This will only be countermanded when specific permission is given by the teacher as part of a learning activity.

9. The use of cameras on mobile phones is not allowed in washing and changing areas.
10. Use of tablets/notebooks for taking notes only used if permission given by subject teacher.

## **8.0 PROCEDURES FOR DEALING WITH REPORTED BULLYING**

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

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved;
- He/she will inform the Head of Year or Pastoral Leader as soon as possible;
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved;
- The victim will be interviewed alone and asked to write an account of events;
- The alleged bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events;
- The incident should be recorded on the Incident Form found in the Appendix;
- SMT should be informed immediately. All staff informed in weekly staff briefing;
- The victim will be interviewed at a later stage by a member of the pastoral team, separately from the alleged perpetrator. It will be made clear to them why revenge is inappropriate and they will be offered support to develop a strategy to help him or herself;
- The alleged bully will be interviewed at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his behaviour was inappropriate and caused distress. He will be offered guidance 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. Strong sanctions such as permanent exclusion may be considered in the cases of the most serious and persistent bullying;
- 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;
- In very serious cases of harassment and threatening behaviour, and only after the Head has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Fulham Prep Schools to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that staff feel a criminal offence may have been committed.

### **8.1 Monitoring**

Where incidents of bullying have occurred, the Head will follow-up within about two weeks and again within the following half term to ensure that there are no repeat incidents. Monitoring and Review:

The SMT and SENCO will keep and consider reports on all incidents and make a termly report to the Head. The Head will consider the reports with the SMT to determine what

can be learned from the incidents and how they were handled with a view to improving the School's strategies. The SMT meet regularly to review all pastoral issues, including incidents of bullying, to review any possible underlying or recurring patterns of behaviour.

## **8.2 Recording Incidents**

All incidences of bullying or alleged bullying will be recorded by completing an Incident Form. These reports should be kept in the Bullying Log kept in the School Welfare Officer's room or in the Head's office in a secure locked cabinet. Bullying becomes a child protection issue when there is cause to suspect a pupil is suffering significant harm.

All forms must be filed in the 'anti-bullying file' and in the individual pupil's file to record the events and spot any patterns. A copy is emailed to staff teaching that child and their form tutor.

## **8.3 Complaints Procedure**

Parents and pupils are encouraged to use our complaints procedure (which is published on our web site) if they feel that their concerns about bullying (or anything else) are not being addressed properly.

## **8.4 School Counsellor**

The appointed School Counsellor will visit Fulham Prep Schools on request and see pupils who are in need of help with emotional or behavioural issues. Referrals to the school counsellor should be made through the Head and parental consent must be gained prior to the session. The counsellor will always provide feedback to the parents and in some cases to the school at his or her discretion.

<b>Updated</b>	<b>By</b>
January 2016	SW & KC
November 2017	NB, AN & VL



**Appendix 1.**



**FULHAM PREP SCHOOL**

**INCIDENT FORM**

To be completed after a suspected episode of bullying has been reported.

Child's Name ..... Form .....

Type of Bullying .....

Date of Incident .....

Name of person reporting the incident .....

Details of Incident(s):

Action taken:

Follow up (including follow-up meetings, sanctions etc.)

Names of Staff involved:

Appendix 2.

INCIDENT FORM



FULHAM SENIOR SCHOOL

To be completed after a suspected episode of bullying has been reported.

Child's Name ..... Form .....

Type of Bullying .....

Date of Incident .....

Name of person reporting the incident .....

Details of Incident(s):

Action taken:

Follow up (including follow-up meetings, sanctions etc.)

Names of Staff involved: