



# Child Protection: Anti-Bullying Policy

*A Whole-School policy including the EYFS*

<b>Responsible:</b>	Michael Matthews (Deputy Head (Pastoral), DSL)
<b>Approved by:</b>	Fergus Llewellyn (Headmaster, DDSL)
<b>Last reviewed:</b>	January 2024
<b>Next review:</b>	January 2025
<b>Reviewed by the main board of Governors and signed by the Chairman annually. Last Review:</b>	Spring 2023
<b>Next reviewed by Governors</b>	Spring 2024
Reviewed annually or with government change.	

### **Designated Safeguarding Leads (DSL):**

DSL – Michael Matthews (Deputy Head (Pastoral)) is responsible for the whole school including EYFS

Deputy DSL- Fergus Llewellyn (Headmaster), Caroline Park (Director of Pupil Welfare & Wellbeing) and Henry Tresidder (Director of Pastoral Tracking and Enrichment)

Deputy DSL EYFS- Louise Hackett (Nursery) and Molly Bartholomew (Class Assistant)  
In the absence of the DSL, a Deputy DSL will cover the responsibilities of this role.

This policy, which applies to the whole school, is publicly available on our website and on request; a copy may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. This policy should be read and understood in conjunction with our Safeguarding – Child Protection, Behaviour Management, Whistleblowing Policies and the Staff Code of Conduct.

### **Legal Status:**

This is a Statutory Policy:

- It complies with Part 3 of The Education (Independent School Standards) (England) Regulations currently in force.

Prepared with reference to:

- Advice for parents and carers on cyberbullying (DfE - November 2014)
- Cyberbullying: Advice for Headteachers and school staff (DfE - November 2014)
- Preventing and tackling bullying: Advice for headteachers, staff and governing bodies (DfE- October 2014)
- School support for children and young people who are bullied (DfE - March 2014)
- Working together to safeguard children (DfE 2018)
- CEOP (Child Exploitation and Online Protection ) guidelines [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Keeping Children Safe in Education September 2022
- ISI Handbook for the Inspection Schools - The Regulatory Requirements
- Preventing and tackling bullying (2017)

The policy has regard to the Equality Act 2010, protected characteristics and the Public Sector Equality Duty.

### **Related documents:**

- Child Protection and Safeguarding Policy

- Behaviour Policy (including Sanctions, Rewards, and Exclusions)
- Pre-Prep and Prep Discipline Policy
- Pre-Prep and Prep Pastoral Care Policy
- Policy on Use of ICT, Mobiles or Other Electronic Devices including Cyber-Bullying and Acceptable Use, Mobile Phone and Camera Policy
- Personal, Social and Health Education (PSHE) handbook including Spiritual, Moral, Social and Cultural (SMSC) Development

### **Designated Member of Staff responsible for Anti-Bullying:**

The member of staff with overall responsibility for Anti-bullying in the whole school is the Headmaster (DDSL), who has oversight of Safeguarding and Pastoral Care at the school including Behaviour Management. The Deputy Head (Pastoral) and DSL works in conjunction with the DSL team, the Headmaster and also with The Head of Pre-Prep who has responsibility with regard to the Pre-Prep and Early Years Foundation Stage.

### **Monitoring and review:**

This policy is subject to continuous monitoring, refinement and audit by the Headmaster, Deputy Head (Pastoral) and The Director of Compliance. The Board of Governors will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or via the school intranet.

### **Introduction**

At Cumnor House Sussex, our community is based upon respect, good manners and fair play. 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 his/her 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.

Cumnor House Sussex promotes British Values and prides itself on its respect and mutual tolerance. Ours is a diverse community, with pupils from a variety of cultural, religious and ethnic backgrounds. Some pupils require additional support and help. Parents/guardians have an important role in supporting the 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. This policy operates in accordance with the school's Safeguarding and Child Protection Policy and Procedures which is available separately from the school office or the school's website. The policy also follows the Department for Education's, Keeping Children Safe In Education statutory guidance (September, 2023).

All types of bullying are hurtful and unacceptable forms of child-on-child abuse. Child-on-child abuse can include:

- Bullying, including cyber-bullying and prejudice-based and discriminatory bullying – for example, bullying because of a child's gender identity, or perceived sexuality
- Physical abuse, for example, hitting, kicking, shaking, biting, hair pulling
- Abuse in intimate personal relationships between peers. This is sometimes known as teenage relationship abuse
- Sexual violence: this could be rape, assault by penetration, sexual assault
- Sexual harassment, including sexual comments and jokes, and online sexual harassment
- Causing someone to engage in sexual activity without consent. This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Sharing nude and semi-nude images or videos. This is sometimes known as sexting or youth-produced sexual imagery
- Upskirting. This is where someone takes a photo under another person's clothes without their permission, for sexual gratification, or to cause the victim humiliation, distress or alarm
- Initiation or hazing-type violence and rituals. This includes activities involving harassment, abuse or humiliation, used as a way of initiating someone into a group

### **Child-on-child abuse**

Child-on-child abuse can occur when a person under the age of 19 years experiences harm within relationships. It is recognised that it is more likely that girls will be victims and boys perpetrators and that all child-on-child abuse is unacceptable and will be taken seriously. It can be within a family, peer groups, or a boyfriend/girlfriend relationship. It also includes physical gender-based violence/sexual assaults between peers under the age of 19 years. Child-on-child abuse can manifest in the form of "sexting" and bullying which includes cyberbullying and "banter". It is recognised at Cumnor that targeted and repetitive banter must not be tolerated and that it must never be passed off as "part of growing up" or "just having a laugh". Disclosures about pupil-on-pupil abuse will be taken seriously and result in all children involved, whether perpetrator or victim, being supported and kept safe. Cumnor House will respond to child-on-child abuse on a case-by-case basis and will seek support from the West Sussex Safeguarding Children Partnership (contact via the Integrated Front Door). The West Sussex Continuum of Need will be used to assess the level of need and the perpetrator and victims will be supported using the Cumnor House Sussex 'Team Around The Child' framework which is available from the school office. The school does not tolerate any form of bullying behaviour. 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. Where appropriate we will apply the sanctions described in our Behaviour Policy for behaviour that constitutes bullying of any kind. However, if there is a concern for a child or children's welfare under section 17 or section 47 of the Children Act 1989 the procedures outlined in the school's Child Protection and Safeguarding Policy will be followed.

Following a report of any form of child-on-child abuse the DSL will carry out an immediate risk and needs assessment, considering:

- The victim
- the alleged perpetrator
- all other children
- managing the school environment so that the victim and the alleged perpetrator feel supported and safe (e.g. classroom settings and space at break times or during free times)

This assessment will be kept under review and the DSL will liaise with the IFD team as required.

The school will consider:

- The wishes of the victim in terms of how to proceed
- The nature of the alleged incident
- The ages of the children involved
- The developmental stages of the children involved
- Any power imbalance between the children
- If the incident is a one-off or a sustained pattern of abuse
- If there are any on-going risks to the victim, other children, school or staff
- Any contextual safeguarding issues
- Managing the incident internally
- Seeking early help from multi-agencies
- Making a referral to the IFD
- Making a report to the police

## **Bullying**

Bullying is a recognised form of child-on-child abuse, often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer.

**Physical and emotional bullying is a serious issue and can cause psychological damage.**

Physical bullying may involve physical (including sexual) intimidation, verbal, use of technology (including chat-room, email, e-photos, texting, sharing of nudes and semi-nude imagery, social websites 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 often hidden and subtle. It can also be overt and intimidating.

Bullying may involve actions or comments that are racist, homophobic, which focus on disabilities or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and

even suicide. Harassment and threatening behaviour are criminal offences. 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.

Cumnor staff are aware of the government's publications on Preventing and Tackling Bullying March 2014 & Keeping Children Safe In Education September 2023 and are alert to pupil relationships and the potential for abuse among peers.

**A bullying incident will be treated as a reportable child protection concern where there is reason to believe that a child is suffering or is likely to suffer significant harm.**

See Appendix 1 for further information on the definition of bullying behaviour

### **Signs of bullying**

A child may indicate by signs or behaviour that they are being bullied. If you are concerned and become aware of any of the following, you may wish to ask if someone is threatening or bullying the child in your care.

Children may exhibit these patterns of behaviour to parents or teachers:

- be late, be unwilling to attend school, disinterested, lose belongings, under-achieve/ produce careless work
- be isolated, changes in behaviour e.g. outburst of temper, tearful, withdrawn, feel unwell, bed wetting, issues with eating

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)
- Psychological damage and diminished levels of self-confidence
- Frequent visits to the Surgery 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 night terrors
- 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 parents and teachers.

Bullying can take place between child and child, staff and staff and staff and child. We consider the pastoral care of the children and staff to be of prime importance. In class, this role largely rests with the class teacher. It is school policy that any misdemeanour will be dealt with by the member of staff present when it occurs, whether in the playground, classroom, changing rooms, dorms or any part of the school. A common code of behaviour is expected from everyone at Cumnor House (please refer to our Behaviour Policy).

All staff and volunteers at Cumnor House are expected to treat each other with a professional level of respect. Incidents which have occurred in school must be dealt with by the School and on no account must a parent interfere with the discipline of another child.

### **The 'Bystander Culture' vs 'Encouragement to Tell'**

As a school, we believe that it is unacceptable for any pupil to watch bullying taking place and to do nothing about it. We encourage all pupils to bring their concerns to the attention of a member of staff and/or their parents. We create an atmosphere in which pupils who are being bullied, or others who know about it, feel that they will be listened to and believed, and that the action taken will be swift but sensitive to their concerns. Pupils need to know that not reporting incidents of bullying has the effect of protecting the bullies, and gives them the message that they can continue to act in this way.

Why do some people bully?

People become bullies for lots of different reasons:

- they have family problems, e.g. bereavement, divorce, abuse
- they are being bullied themselves
- they are selfish or spoilt and always want to get their own way
- they have no friends and feel lonely
- they feel bad about themselves; they want to make others feel bad too
- they are taking out their own frustrations on others
- they feel insecure and unimportant – bullying gives them power
- they want to look 'big' in front of others
- they have been bullied into joining a bullying gang and comply with things just to keep on the bully's good side
- they don't understand how hurt victims feel

Whatever the cause, bullying is usually a signal that the bully needs some help.

Bullies often use 'difference' as an excuse for their bullying behaviour. Often, he/she is:

- afraid, jealous, cruel, angry, insecure and unhappy

Helping the Bullying Child:

- See if the bully has any ideas about why they bully and what they think might help them stop (refer to the reasons why people bully)
- Reassure the child it's the behaviour you don't like, not them, and you want to help them change
- Work out a way for the child to make amends for their behaviour

- Set up some sort of positive reinforcement for good behaviour and realistic goals
- Set limits. Stop any show of aggression immediately and help the child find other, non-aggressive ways of reasoning
- If the child bullies when faced with certain situations, help them work out and practise alternative ways of behaving
- Explain that getting away from a situation where they feel themselves losing their temper, or things getting out of hand, is not a weakness. It is a sensible way of ensuring that the situation doesn't get worse
- Teach the child the difference between assertive behaviour and aggressive behaviour
- Provide positive reinforcement and praise the child when they do things well, creating opportunities for them to shine, e.g. display work, praise, class leader, etc.
- Try to build their self esteem
- Liaise with parents and alert them to the action taken by the school and encourage them to reinforce similar strategies at home

### **Preventative measures**

We take the following preventative measures:

- We use appropriate assemblies to explain the school policy on Anti-Bullying. In the Pre-Prep and the EYFS this is initially done through stories on each of the Golden Rules and then other stories that reinforce how we behave towards one another. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school
- Pupils learn through assemblies, drama, stories, literature and through discussion about the importance of avoiding prejudice-based language and understanding and embracing differences between people in the world around us
- The Wellbeing Curriculum is structured to enforce the message about community involvement and taking care of each other. It specifically tells pupils who they should inform if they are being bullied, or are worried that another pupil is being bullied
- Other lessons, particularly RS, English, Sport and Drama, highlight the issue of bullying and reinforce this message by teaching cultural, moral and spiritual values that show bullying to be unacceptable and by developing social skills
- Anti-Bullying posters are displayed throughout the school, and included in their School Diaries, to facilitate the children's understanding of what constitutes bullying and what action should be taken if they are concerned. In the Pre-Prep and EYFS these posters are mainly pictorial and are explained to the children at the start of the school year.
- All our pupils are encouraged to tell their form taker or tutor or any member of the teaching or pastoral staff at once if they know that bullying, including cyber-bullying or bullying outside of school, is taking place. In the case of the Pre-Prep and EYFS they should tell their teacher or the Head of Pre-Prep. Every member of staff is trained in how to respond to such allegations as part of their induction training
- All reported incidents are recorded via MyConcern and investigated at once. We always monitor reported incidents through the DSL Team



- We have a strong and experienced pastoral team consisting of the Headmaster, Deputy Head (Pastoral) and the Pastoral Leadership Team, Heads of Year, Form Takers and Tutors, Class Teachers, Medical Department, School Counsellor and Houseparents who are trained in handling any incidents as an immediate priority and are alert to possible signs of bullying. All instances of bullying are reported to the Headmaster
- Our Pastoral Leadership Team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies. If appropriate, our trained ELSAs can also provide targeted emotional support for both victims and bullies
- Our Independent School Listener is an important part of our pastoral support service. She is available to give confidential advice and counselling support to pupils who can refer themselves to her when they have social, emotional or behavioural concerns. Posters are displayed in the school to guide the pupils on how to utilise and access this service
- 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
- In the dormitories there are strong teams of duty staff supporting the Houseparents. The informal environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. We encourage close contact between the Houseparents and the children's parents/guardians, and would always make contact if we were worried about a pupil's wellbeing
- Our surgery and our dormitories display advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as The School Independent Listener, Childline, Kidscape, TheMix and Samaritans
- Pupils are also taught in Wellbeing lessons about who and how to ask for help
- Boarding pupils have access to a telephone located in the telephone box next to the Headmaster's office, enabling them to call for support in private. All the school computers and laptops have a CEOP report button on their desktops so that pupils can report bullying or abuse externally.
- The Cumnor Care Committees and a Junior Cumnor Care Committee who meet with their Head of Year on a regular basis as a forum to address any bullying issues which may be going on in any year group
- We provide leadership training to our Head Boy and Head Girl which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils
- Although we have never had initiation ceremonies designed to cause pain, anxiety or humiliation at Cumnor, the pupils are aware that such ceremonies are forbidden
- 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 welcome feedback from parents and guardians on the effectiveness of our preventative measures
- Parents can also call the Kidscape Parent Advice Line on 020 78235430

## **CYBERBULLYING – DEFINITION**

The way in which pupils relate to one another online can have a significant impact on the culture at school. Negative interactions online can damage the school's culture and can lead to School feeling like an unsafe place. The School makes it clear to pupils that the same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity.

Mr Bill Belsey, the creator of the website: <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."*

Cyberbullying can involve Social Networking Sites, like Instagram, Snapchat, TikTok and Facebook. It can also involve gaming as well as emails and mobile phones, used for SMS messages and as cameras.

## **CYBERBULLYING – PREVENTATIVE MEASURES**

In addition to the preventative measures described above, Cumnor House Sussex:

- 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 of the internet
- May impose sanctions for the misuse, or attempted misuse of the internet
- Issues all pupils with their own personal school email address. Access to sites such as "hotmail" is not allowed
- Adheres to the CEOP guidelines regarding E-teaching and the internet
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE and which covers blocking, reporting and removing contacts from 'buddy' lists
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe

In addition, mobile phones are not permitted at school under any circumstances. However, both day and boarding pupils have access to a landline telephone.

- Use of school-issued laptops is monitored and the pupils and parents sign a user agreement
- Staff at Cumnor are aware of their Prevent Duty and protect children from the risk of radicalisation and extremism
- Pupils have specific online safety education lessons delivered as part of the ICT and PSHE curriculum
- Staff are aware of the risk of sharing nudes and semi nudes among pupils (previously known as 'Sexting' and the School's policy and procedures on this behaviour. Pupils

are made aware of the dangers and consequences of posting images and videos online through their PSHE and Wellbeing lessons and internet safety seminars.

School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

Further details, including Cumnor House School's charter on the use of the internet, are given in our Policy on Pupils' use of ICT, mobile phones and other electronic devices.

### **Remote Learning**

There may be times when children need to use personal or school, digital devices to access learning online, from home. School safeguarding procedures still apply and online behaviour is monitored closely. The School's Remote Learning Policy, is available on our website, or on request.

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

### **See Appendix 2**

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 and ensure their immediate safety and wellbeing is addressed
- The children are told the matter will be taken seriously and will be dealt with immediately
- The member of staff will inform the Deputy Head (Pastoral), who is also the DSL, as soon as possible. If the DSL is unavailable, a DDSL will be informed.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved. Disciplinary sanctions will reflect the seriousness of the incident. Suspension or exclusion may be necessary in cases of severe and persistent bullying
- The victim will be interviewed on their own and asked to write an account of events
- The 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 MyConcern
- The Headmaster, Deputy Head (Pastoral), DDSLs, HOYs, Tutor, Form Teacher, Houseparents (if appropriate) should be informed at each stage. In the Pre-Prep/EYFS the Head of Pre-Prep should be notified
- 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 him/her why revenge/retaliation is inappropriate. On-going support and counselling for the individual being bullied will be provided, including support from external services where appropriate

- 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 their behaviour was inappropriate and caused distress. They will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions in accordance with the school's Behaviour Policy
- Staff involved consider the motivation behind the bullying behaviour and establish what further support and/or counselling, including support from external services, are required to rectify behaviour and tackle any underlying issues which contributed to the behaviour. If these considerations lead to any concerns that the bully may be at risk of harm, the School's Safeguarding and Child Protection procedures will be followed
- An apology should be obtained from bully/ies to victim
- The parents/guardians of all parties will be informed and invited into school to discuss the matter. Their support should be sought
- The Safeguarding Governor will be informed of serious incidents, where the incident led to parents being notified. She will, in turn, inform the Chair of Governors.
- 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. The Cumnor House Sussex 'team around the child' framework will be used to support this. This framework is available on request from the School Office
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode
- Monitoring and reviewing cases of bullying is essential

### **Guidance for Parents**

Children who are being bullied are often too frightened to tell others.

- Encourage your child to speak openly by asking them directly about any problems which are making them unhappy, explaining you are concerned and want to help and support them
- Listen and try to provide an open, non-judgemental environment for children to talk about their problem
- Reassure your child that you will help them sort out the problem
- Suggest your child speak to their teacher or other member of staff
- Contact your child's form teacher or Tutor to discuss concerns
- Avoid an angry or emotional response
- Contact the school straight away if behaviour is on-going and appears unresolved

### **Anti-Bullying Initiatives**

We can help reduce the risk of bullying and raise awareness of all parties through the following:

Encouraging Self-Esteem by:

Reassuring the child that:

- They are loved
  - That the bullying is not their fault
  - They have a right to be safe and happy
- 
- Listening carefully to them
  - Giving them responsibility to help make them feel valued
  - Encouraging them to do things they are good at
  - Encouraging them to play with others if they feel isolated
  - Praising and celebrating their achievements
  - Advising their parents to try to reassure their child and be positive that the situation will be resolved
  - Talking to them about their online behaviour and netiquette
  - Talking to them about their behaviour and language whilst gaming with friends
  - Ensuring that they are using age appropriate games, social networking sites and platforms and that they are using devices in open areas of the home

See Appendix 3 for guidance to pupils

#### Implementing Classroom Strategies:

- Wellbeing lessons with the teacher as facilitator encouraging the children to raise issues and talk about them
- Raising awareness of bullying and behaviour as an issue through e.g. discussion, brain storming, role-play, drama, PSHE

#### Implementing Whole School Strategies:

- All children will be informed about bullying through assemblies, Wellbeing Curriculum, Online-Safety and PSHE and made aware of the effect it has on others. They will be made aware that they must tell an adult if they or someone else is being bullied and that this is not telling tales
- Ensuring adequate supervision at all times, staff code of conduct
- All staff to be aware and watch for early signs of distress in pupils
- Whole school agreement, clarity of approach, strong home/school links
- Assemblies, anti-bullying week (Growing Together)
- School Council and Cumnor Care Committees
- Head Girl, Head Boy, House Captains and boarding representatives
- Celebrating success e.g. House Points and Cumnor Credits
- All new staff take part in an induction programme which makes them aware of the anti-bullying policy and emphasises the importance of identifying and reporting any bullying incident
- Raising awareness of staff through staff meetings and Inset

#### Preventing Cyber Bullying:

- Expect pupils to adhere to our charter for safe use of the internet (See Use of ICT, mobile phones and electronic devices policy)

- Guidance is offered to pupils in Jigsaw PSHE Wellbeing Curriculum on the safe use of social networking sites and dealing with cyber bullying
- Mobile phones are not permitted at school under any circumstances.
- Encourage children to keep passwords safe
- Encourage positive use of technology and responsible online behaviour
- Remind pupils to only post or write things online and in text messages that they would be happy for everyone to see
- Be alert to changes in behaviour after using ICT and advise pupils that evidence of cyber bullying should be saved
- Incidents may be reported to the service provider and in serious cases the police
- Incidents will be recorded by the relevant member of staff and investigated
- ICT acceptable use for staff and pupils
- Remind parents of their responsibilities regarding the responsible use of ICT by their children (via e.g. parent information meetings, Online-Safety meetings, newsletters etc.)

### **Disciplinary Action**

Our key message will always be prevention, by teaching children that everyone has the right to feel safe and happy and that bullying of any kind will not be tolerated. Exclusions (fixed term or permanent) are very serious options which may need to be discussed or considered in accordance with the school's Behaviour Policy and Exclusion Policy.

Disciplinary action will be applied fairly, consistently and reasonably in accordance with the School's Discipline and Exclusions Policy, taking into account any Special Educational Needs or disabilities of the pupil and the needs of vulnerable pupils. In extreme cases, i.e. where a criminal offence has taken place, this may involve permanent exclusion and Cumnor House Sussex will also work with the Police, when necessary and/or children's social care.

A bullying incident will be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

### **RELATED CHILD PROTECTION POLICIES REQUIRED OF SCHOOLS**

All policies refer to the whole school and Early Years Foundation Stage policies. Together they form the "suite" of Child Protection policies that the Regulations require. In accordance with those Regulations, all of them should be available to parents on the school's website and reviewed annually by Governors.

- Behaviour
- SENDA (Accessibility Plan)
- Special Provision
- Discipline and Exclusions
- Equal Opportunities
- Use of ICT, Mobile Phones and Other Electronic Devices

- Child Protection and Safeguarding
- Taking, Storing and Using Images on Mobile Phones and Other Electronic Devices
- Pupil Confidentiality
- Whistleblowing
- Health and Wellbeing
- Search
- Missing Pupil and Children Missing in Education
- Sexting (sharing nudes and semi-nude imagery)
- Search
- Social Media
- Boarding Handbook
- Data Protection
- Record Keeping
- Remote Learning

## Resources

- CEOP guidelines [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- The ISC for its publication: "ISC Child Health and Wellbeing Guidance Update Five: Bullying"
- [www.cyberbullying.org](http://www.cyberbullying.org) and to the site's Author, Mr Bill Belsey, whose definition of cyberbullying is quoted
- Bullying UK, Registered Charity No 1120 ([www.bullying.co.uk](http://www.bullying.co.uk))
- [www.childnet-int.org](http://www.childnet-int.org)
- Laptop pupil user agreement
- ANTI-BULLYING CAMPAIGN- [www.bullying.co.uk](http://www.bullying.co.uk) 020 7378 1446 (Advice line for parents, children, teachers fact sheet, resource pack)
- KIDSCAPE- Bullying counsellor available (Monday-Friday, 10.00 – 4.00) Has a wide range of publications for young people, parents and teachers. 020 7730 3300 020 7730 7081 (fax) [www.kidscape.org.uk](http://www.kidscape.org.uk)
- CHILDLINE- Besides the free national helpline for children, has a leaflet for parents: 'Bullying – what can parents do?', and a leaflet for children: 'Bullying and how to beat it'. 020 7650 3200 020 650 3201 (fax) 0800 1111 (helpline) [www.childline.org.uk](http://www.childline.org.uk)
- National helpline for parents 0808 800 2222 (Monday-Friday 9 – 9; Saturday 9.30-5; Sunday 10-3) 020 7284 8370 [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)
- NSPCC Weston House, 42 Curtain Rd., London EC2A 3NH 020 7825 2500 020 7825 2525 (fax) [www.nspcc](http://www.nspcc)

## Appendix 1

Bullying is a form of child-on-child abuse it is repeated behaviour over time with the intention to harm/hurt another person or persons. It can be:

- *Emotional (indirect bullying) including isolation of others by a refusal to co-operate with them and exclusion* - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), deliberately excluding from social groups or an activity by refusal to sit next to/ talk to/ work/ co-operate with others and refusal to follow staff instructions to do the above, or malicious rumours, e-mails or text messages, and also exclusion from play/discussions etc. with those whom they believe to be their friends.
- *Physical harm or its threat including the abuse of personal property* – jostling, serious fighting, pushing, kicking, hitting, taking or hiding belongings, punching or any use of violence; deliberately destroying or damaging work or possessions or removing personal property, use of weapons/threatening use of weapon (or any object which could be used as a weapon), intimidation through physical gestures and actions.
- *Cyber* – Cyber bullying 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 includes, but is not limited to, social networking sites, internet and intranet sites, email, instant messaging, by mobile phone including through text messages and phone calls, photographs both real and manipulated and so on.
- *Racist* - Bullying directed at individuals of a certain race, culture, ethnicity, language, faith, community, national origin or national status. The distinctive feature of racist bullying is that the victim is attacked not as an individual but as the representative of a family, community or group. This is an area where schools are required to keep statistics about incidents.
- *Cultural* – focusing on and/or playing off perceived cultural differences or similar.
- *Sexist* – covers a wide range of behaviour from name calling to physical sexual assault. It is the use of sexual language or negative stereotyping on the basis of gender.
- *Sexual* - is unwanted or inappropriate physical contact or sexual innuendo.
- *Homophobic* - This is bullying which is directed towards people who are gay, lesbian, bisexual, are perceived as gay, and transgender (LGBT pupils) or show characteristics. Heterosexual young people subject to homophobic bullying are less reluctant to report it as this may enforce the stereotypical way that they are already viewed by others so sensitivity and positive support is required for victims.
- *Perceived Status* – This is bullying that can be related but not limited to grade level, physical size, appearance and economic status.
- *Religious* – Attacking faith, belief, religious practice or custom.
- *Special Educational Needs and Disability* – (as defined in the Equality Act 2010), remarking upon, drawing attention to, or discriminating against persons with physical disabilities or learning difficulties or other identified special educational needs such as emotional and behavioural disabilities (EBD) and Specific Learning Difficulties (SLD) - (Dyslexia, Dyscalculia and Dyspraxia).



- *Verbal* - name-calling, sarcasm, spreading rumours, making snide comments, teasing, humiliating others, threatening others, inciting others to humiliate and threaten others and
- *Written* – spreading rumours, writing, printing unkind or malicious things on paper or excluding someone from social groups.

## Appendix 2

The structure of the monitoring and reviewing system at Cumnor is:

Stage 1	Immediate Action	Follow Up Action	Outcome
Initial complaint	Stop, listen, document and report to Deputy Head (Pastoral & DSL) and FL or in the Pre-Prep the Head of Pre-Prep	Interviews with bully and bullied child- May involve: Head (DDSL), Deputy Head (Pastoral & DSL), Head of Pre-Prep	Contact with parents of all children concerned- Head  Punishment enforced- Head or in the Pre-Prep Head of Pre-Prep

Stage 2	Immediate action	Follow up action	Outcome
Day after incident	Follow up by junior form taker/tutor  Tutorial with bully Tutorial with bullied child  Check for any repercussions  Follow up with Form teacher and head of Pre-Prep in (Pre-Prep)	Document in each child's MyConcern record  Report to Deputy Head (Pastoral & DSL) or Head of Pre-Prep in Pre-Prep.  DSL or deputy if safeguarding concern and child is at immediate risk or likely to be at significant risk	10 day post initial complaint-  Deputy Head (Pastoral)//Head of Pre-Prep to follow up with the bullied Child and their parents  Deputy Head (Pastoral)/Head of Pre-Prep to follow up with the bully and their parents  Appropriate action will be implemented according to each individual's needs "Team around the child" framework

Stage 3	Immediate action	Follow up action	Outcome
Three weeks later	Junior form taker/tutor to meet Deputy Head (Pastoral)/Head of Pre-Prep discuss  Document in each child's MyConcern record	Report to DSL or deputy DSL	Appropriate action will be implemented according to each individual's needs

Stage 4	Immediate action	Follow up action	Outcome
Each half term	Contact with the parents of the bullied child and the parents of the bully	Document in each child's MyConcern record	Appropriate action will be implemented according to each individual's needs

	Head (DDSL) Deputy Head (Pastoral & DSL) Head of Pre-Prep		
--	---	--	--

Stage 5	Immediate action	Follow up action	Outcome
Start of each term/each new academic	Remind staff to be aware of potential issues	Pastoral Meetings	Appropriate action will be implemented according to each individual's needs

## **Appendix 3**

### **Advice Sheet for pupils who are being bullied - Remember bullies thrive on silence**

- If you are being bullied tell someone, preferably a trusted adult.
- If you can, write down everything that has been said or done to hurt you. Be careful only to write down things that have really happened.
- Do not blame yourself – it is not your fault.
- Make friends or stay around others.
- If worried, stay near a playground supervisor at break.
- Expensive items and large sums of money should be left at home.
- Try to ignore it at the time of the incident - stay calm - walk away to safety.

### **Advice Sheet for pupils who see someone being bullied**

- If you see someone being bullied or in distress ACT. Watching or doing nothing can suggest support of the bully.
- Tell an adult immediately.
- Try to be a friend to the person who is being bullied.
- Ask if they feel they can talk to someone. If they won't talk to someone and you are worried about them, go to a trusted adult.
- Never join in with a bully – physically, verbally or by isolating another child.

### **Advice for pupils who are using bullying behaviour**

- Recognise that your behaviour is seen as bullying – physically, verbally, or by isolating; this is wrong and can have a long-lasting effect on others.
- Even if you think that bullying is just a laugh, children who are bullied and those who care for them, feel very scared and/or upset.
- If you are angry and upset about something, talk about it over with a trusted friend or adult, instead of taking it out on someone else.
- A bully doesn't have many true friends.
- Change your bullying behaviour straight away and become a 'hero' not a 'baddie'.
- Speak to an adult about your bullying behaviour.

**Remember we are a 'TELLING SCHOOL'. Bullying in any form will not be tolerated.**

## ANTI-BULLYING (School Posters)

### Our definition of bullying

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.



## 4 Types of BULLYING

### PHYSICAL Bullying

Hitting, kicking,  
slapping, pinching,  
spitting, tripping,  
pushing, blocking

Stealing or destroying  
someone's possessions

Making mean or rude  
hand gestures

Touching in unwanted  
and inappropriate ways

### VERBAL Bullying

Name calling

Insults

Teasing

Intimidation

Homophobic or  
racist remarks

Inappropriate sexual  
comments

Taunting

Threatening to  
cause harm

### SOCIAL Bullying

Lying and spreading  
rumors

Leaving someone out  
on purpose

Telling others not to be  
friends with someone

Embarrassing  
someone in public

Damaging someone's  
social reputation or  
relationships

### CYBER Bullying

Posting/sending  
hurtful texts emails or  
posts, images or  
videos

Making online threats

Imitating others online  
or using their log-in

Deliberately excluding  
others online

Spreading nasty  
gossip or rumors  
online

We want a school in which bullying of any kind is not accepted by any member of the school community, which includes all pupils, staff and parents.

If you know someone is being bullied, **SPEAK UP** and tell a teacher, the Headmaster, someone who works at school, House Captains, Head Girl or Head Boy or your parents.

If you are being bullied **TELL SOMEONE AT SCHOOL TODAY.**

Together we will **STAMP OUT BULLYING!**

**Bullying is...**

TAKING SOMEONES BELONGINGS

LEAVING SOMEONE OUT

HURTING SOMEONE

MAKING FUN OF SOMEONE

CALLING SOMEONE NAMES

SPREADING RUMOURS

THREATENING SOMEONE

#STOPBULLYING  
#BEKIND

**Be a buddy, not a bully!**

If you know someone is being bullied, **SPEAK UP** and tell a teacher, the Headmaster, someone who works at school, House Captains, Head Girl or Head Boy or your parents.

If you are being bullied **TELL SOMEONE AT SCHOOL TODAY.**

**Together we will STAMP OUT BULLYING!**

**CUMNOR HOUSE SUSSEX**  
Aim High, Be Kind, Dare to be Different

We want a school in which bullying of any kind is not accepted by any member of the school community, which includes all pupils, staff and parents.

## *Cumnor House Sussex*

Haywards Heath, West Sussex, RH17 7HT  
01825 790 347 | [office@cumnor.co.uk](mailto:office@cumnor.co.uk) | [www.cumnor.co.uk](http://www.cumnor.co.uk)