



# LIME HOUSE SCHOOL



## Anti-Bullying Policy (09/05/2018)

### **Anti- Bullying Policy Statement.**

The aim of the Lime House School anti-bullying policy is to prevent bullying of any sort and to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied. The proprietors ensure that bullying at the school is prevented in so far as reasonably practicable, by the drawing up and implementation of an effective anti-bullying strategy. All members of the community, including teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is and be familiar with the School policy on bullying. Bullying is an anti-social behaviour which affects everyone; it is unacceptable and it will not be tolerated. Everyone in the community has a responsibility to report any incident of bullying that comes to their attention and these reports will always be taken seriously.

This policy is available on the school website, in the staff handbook and is available as a hard copy from the school office.

This policy should be read in conjunction with the school's policy on Behaviour.

The policy uses non-statutory DfE advice Preventing and Tackling Bullying (July 2017), Cyberbullying: Advice for headteachers and school staff (2014) and Cyberbullying: Advice for parents and carers (2014)

### **Definition of Bullying.**

Bullying may be defined as any behaviour that is repeated over time and intentionally hurts another pupil or group physically or emotionally and is 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 – it may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email).

Examples of unacceptable behaviour include:

- physical (including sexual) assault.
- verbal abuse, by name calling, teasing or making offensive remarks.
- indirect emotional tormenting by excluding from social groups or spreading malicious rumours.
- cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social websites, mobile phones, text messaging, photographs, video and e-mail. The school's Internet Safety and Internet Use policy (which should be read in conjunction with the anti-bullying policy) is to be followed by all pupils and will help reduce instances of cyber-bullying. Day pupils in particular need to be aware that they need to exercise the same responsibilities and the same rules OUTSIDE school

hours as are expected during school hours. ALL pupils are expected to follow these rules and responsibilities both inside and outside school, including school holidays.

- The schools Behaviour Policy gives head teachers the ability to ensure that pupils behave when they are not on school premises or under the lawful control of school staff. This is a statutory obligation giving the Head Teacher the power to respond to any acts of bullying, including cyberbullying, occurring outside school and outside normal school hours (holidays)

Bullying may involve complicity that falls short of direct participation by, for instance, manipulating a third party to tease or torment someone. It may be overt and intimidatory but is often hidden and subtle. It includes actions or comments that are racist, religious or cultural, homophobic, sexist, sexual or which focus on disabilities or other physical attributes (such as hair colour or body shape).

The seriousness of bullying cannot be emphasised enough. Bullying is among the top concerns that parents have about their children's safety and well-being at and on the way to and from school. Bullying is also a top concern of children and young people themselves. Bullying makes the lives of its victims a misery: it undermines their confidence and self esteem; and destroys their sense of security. Bullying impacts on its victims' attendance and attainment at school, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. At worst, bullying, both physical and emotional, can cause serious psychological damage and has been a factor in pupil suicide.

It is acknowledged that bullies may have complex reasons for their behaviour and may well need help. In such cases it is important that contact is made with the DSL's and Personal Development Tutors who will instigate further investigation into the possible reasons for bullying. This may well involve parents and outside support agencies.

It should also be recognised that the consequences of being allowed to 'get away with it' can be detrimental to them as well as to their victim. All pupils deserve the opportunity to be helped to understand what acceptable behaviour is. There are criminal laws that apply to harassment, assault and threatening behaviour.

### **Anti-Bullying Procedure**

#### **What to look for.**

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. All members of the community must be alert to the signs of bullying and act promptly and firmly against it, in accordance with School policy. Surveys have shown that in the vast majority of bullying incidents, MOST people knew that what was going on was wrong. Sometimes people, either through lethargy, peer group pressure, or tacit support for what is going on, fail to take action.

The school needs to make sure pupils are clear about the part they can play to prevent bullying, including when they find themselves as BYSTANDERS.

## **What to do.**

The way to stamp out bullying is for people to be aware of the issues involved, and to be clear in their own minds what action to take should cases arise:

### **If you are the victim,**

- If you feel able to, confront the bully by verbally making him/her aware that you think that what he/she is doing is wrong.
- Share your feelings with someone else.
- If possible talk to a member of Staff or your Form Tutor about the incident. Boarders may prefer to talk to the House Mothers (Care Staff). Some school pupils may have a particular teacher they feel most comfortable talking to. If you would rather not go straight to a member of staff, talk to your friends; talk to Senior pupils in your House, one of the Prefects or members of the School and Boarding Councils. You can talk to any adult you trust. They may well be able to advise on an appropriate course of action, or will be able to involve other people who can. There are also people outside the School who would be willing to help.

Childline: **0800 1111**

**Independent Listener Mrs G Hewitt Tel. 01228 658625**

**Mrs J. Chan Tel. 01946 832071**

### **Procedure if a pupil should witness bullying behaviour,**

- Support the victim by offering your friendship and make it clear that in your opinion what is happening to them is wrong.
- Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.
- Accompany the victim to a trusted adult, or suggest that you see their Form Tutor on their behalf.

### **Procedure for members of Staff should you witness an incident of bullying or it is reported to you,**

- Reassure and support the pupils involved.
- Advise them that you are required to pass details on to the relevant member of the pastoral team. (Form Tutor, Deputy Head, Mrs Fisher or Mrs Rice)
- Inform an appropriate member of the pastoral team as soon as possible. In the case of incidents involving boarders; Care Staff, Mrs Rice and Mrs Fisher should all be informed. Form Tutors must record all incidents of reported bullying and ensure that the Designated Safeguarding Leads (DSL's) Mrs Rice or Mr Thompson are informed. The Senior Mistress, Mrs Rice will keep a central log of all complaints or incidences of bullying and record the way in which they were dealt with or to establish any patterns.
- Incidents which occur OUTSIDE school, cyber-bullying and sexting for example, should also be reported.

## What will happen?

The victim will be interviewed by their Form Tutor, Mrs Rice (Senior Mistress), Mr Thompson (Deputy Head) or the Senior Care Staff member (refer to Evening Duty rota) on their own, and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them. The victim is also given the opportunity to discuss his own reactions and behaviour towards the bully. The victim is given support and advice and counselling is suggested if deemed appropriate.

Once Mrs Rice or Mr Thompson are clear that a bullying offence has been committed, the bully and any others involved will be interviewed individually and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them.

Details of the incident will be recorded on all the pupils' files. Mrs Rice or Mr Thompson will decide on an appropriate course of action. In the first instance the tutor will interview the pupil or pupils whose behaviour has caused distress and give him/them a formal bullying warning; making it clear that any further incident (or discussion about the current incident) would be considered to be further bullying. It will be made clear why the behaviour was inappropriate and unacceptable. Support and counselling will be offered. A suitable punishment will also be given.

If the tutor decides it is appropriate, or it is a pupil's second offence, the Senior Mistress or Deputy Head will become involved and the parents of the perpetrator/s will be informed by letter or telephone. The following sanctions may be applied in accordance with the School behavioural policy.

- Formal School Warning from the Senior Mistress or Deputy Head. The Senior Mistress or Deputy Head will speak to the pupils involved and will contact the parents or guardians giving details of the offence and inviting them in to School to discuss the matter and to be present when their child is given a Formal School Warning. Their support for the School's actions should be enlisted if possible.
- **Suspension** at the Headteacher's discretion (see the School's Discipline and Exclusion Policy).
- **Exclusion** at the Headteacher's discretion (see the School's Discipline and Exclusion Policy).

These are minimum sanctions. A bullying incident should 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. In very serious cases it may be necessary to make a report to the Police or Social Services. However, it is the policy of the School to attempt to resolve such issues internally using our own disciplinary sanctions, unless the matter is of such gravity that a criminal prosecution is likely.

The School will raise awareness of the staff through training so that the principles of the school policy are understood, legal responsibilities are known action is defined to resolve and prevent problems and sources of support are available. Where appropriate, the school can invest in specialised skills to understand the needs of their pupils, including those

with special educational needs or disabilities, and lesbian, gay, bisexual and transgender (LGBT) pupils.

The key points from this policy will be prominently displayed on School notice boards and will be discussed with pupils during PSHE and Citizenship lessons. Anti-bullying will feature as a discussion point for School Councils and feedback will be taken to Form Tutor groups. It will also be revisited as necessary during PSHE sessions or special assemblies to all years and reinforced in other areas of the curriculum as the opportunities present themselves e.g. drama, physical education, projects, stories, literature, with discussion of differences between people and the importance of avoiding prejudice-based language.

Opportunities will also be sought to allow parents to contribute to the School's actions to prevent bullying for example by using parental questionnaires. Annual pupil surveys will be used to facilitate an understanding of the level and type of bullying that pupils might have experienced.

Incidents of reported bullying will be followed up by Form Tutors to monitor that the problem has been resolved. The record of bullying offences will be reviewed by the Deputy Head, Senior Mistress and the Pastoral teams regularly at staff meetings to watch for patterns and check that the policy is effective. These records will be reviewed on a termly basis. The school's Anti-Bullying Policy will be reviewed by the school proprietors annually. We are absolutely confident that the vast majority of Lime House pupils will agree with our sentiments on Bullying. It is our intention to identify and take action against those who do not.

### Cyber-bullying

The school considers online safety as part of both safeguarding and anti-bullying arrangements. The cyber-bullying policy gives guidance to online safety for staff, pupils and parents/carers.

In order to reduce any instances of cyber-bullying the school will attempt to control the use of any devices capable of being used for cyber-bullying. The following rules apply:

- (i) All pupils will hand in any electronic communication devices such as mobile phone, ipads etc; at the beginning of the school day and they can be collected at the end of the school day.
- (ii) Devices not handed in and found to be in use during the school day may be confiscated
- (iii) The same applies to the use of electronic communication devices by boarders after 11.00pm
- (iv) Personal laptops may only be used for schoolwork and in lessons – not at break or lunchtimes. Only sixth form pupils are allowed to use these devices in break and non-contact times.
- (v) Communication devices are not to be used during activity and prep time.

Policies are communicated to parents, pupils and staff, creating an environment of good behaviour and respect, with helpful examples set by staff and older pupils and celebration of success.

This policy is applicable to all pupils in our school including our boarders and those in our EYFS setting. It is available to staff, pupils, parents and the parents of prospective pupils on the school's website and paper copies are available on request from the school office.

This policy was revised in August 2018 and will be reviewed in August 2019 or sooner if legislation changes.

N A Rice MA  
School Proprietor

### **References**

DfE advice Preventing and Tackling Bullying (July 2017)

Cyberbullying: Advice for headteachers and school staff (2014)

Cyberbullying: Advice for parents and carers (2014)

DCSF Safe to Learn, *Embedding anti-bullying work in schools.*