



**Broomwood Hall Limited & Northcote Lodge School Limited**

## ANTI-BULLYING POLICY

Broomwood Prep – Boys Broomwood Prep – Girls and Broomwood  
Pre-Prep

### Policy Summary

Every pupil of Broomwood has the absolute right not to be bullied. Bullying, where detected, will not be tolerated. All staff should be constantly on the lookout for signs of bullying, the presence of which may only be noticeable through the altered behaviour of the victim. Pupils are encouraged to report any instances of bullying of others, with the assurance that there will be no consequences for them if they do. Bullying, and its consequences, should be regularly covered during PSHE lessons (including cyber-bullying), as pupils may be unaware that certain types of behaviour (name calling, spreading malicious rumours, etc) constitute bullying at all, and may not realise the misery that they can cause.

Bullying will be dealt with on a case-by-case basis, using one of a number of recognised methods – there is no one universally applicable method.

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## Intended Audience

- Broomwood Staff

- Parents

## Background

Bullying occurs in every school to a greater or lesser degree. Bullying is an unacceptable, form of human behaviour which, if left unchecked, can cause untold misery to the victim and, in the longer term, to the bully themselves. Staff must remain vigilant for bullying happening in the school.

Bullying can vary from overt, physical bullying but can also be purely psychological. The effects, however, are exactly the same and may lead to psychological damage, self-harm and even suicide. All cases of bullying must be dealt with firmly, sensitively and at once.

## What is 'Bullying'?

Bullying may be defined as 'any persistent behaviour intended to insult, intimidate or hurt another person', including:

- the abuse of power by those in positions of authority
- the use of hurtful remarks such as those based on race, colour, culture, religion, appearance, sexual orientation, disability, learning support or because a pupil is adopted or has caring responsibilities
- threatening someone with isolation or violence
- deliberately isolating someone by ignoring them ("sending to Coventry") and/or encouraging others to do the same
- shaming another pupil publicly
- making hurtful remarks about another pupil's family
- pushing, hitting, spitting, pinching, kicking, tripping up, tying up or imprisoning others
- sending messages of any kind, including text messages, with the intention of causing distress
- spreading rumours or sensitive personal information including using the internet and mobile phones
- using the internet, websites, mobile phones, text messages, photographs and emails to intimidate, hurt or insult someone
- damaging or defacing another pupil's property
- borrowing or taking any property, including food, or extortion of any kind.

## What to do if you see Bullying

As a staff member, if bullying comes to your attention you must report it, immediately, to the Head, Deputy Head (of the site) or DSL, regardless of whether it takes place in school or outside. Following this:

- a strategy will be created for dealing with the case, which may involve some or all of the following people:
  - the victim
  - the bully
  - the parents of the victim and/or the bully.
- The strategy will be designed to make sure that pupils involved are clear that the incident was unacceptable and what they can do, in future, to prevent bullying, including when they find themselves as bystanders.

- The case may be appropriately handled by staff of all levels of seniority depending upon the severity of the bullying. In every case it must be reported to the Head or DSL/Deputy Head (of each site) and a written report of the incident must be sent to the Head and a recorded on CPOMS of the pupil/s concerned. The matter will then be discussed and further action taken if necessary.
- In all cases the form teacher and tutor (if applicable) of the bully and victim are to be kept fully informed. In serious cases, the Board is to be informed and, if necessary, the wider community such as the police and children's services.
- The preferred method of dealing with bullying is counselling; appropriate sanctions will be used to deal with bullying if necessary. This will include the use sanctions including missing events or opportunities represent the school, detention (Broomwood Girls only), fixed term exclusion and, in the case of persistent bullying, the pupil will be permanently excluded from the school. Improvements in behaviour may be rewarded in order to break the pattern of bullying. Further information on rewards and sanctions can be found in the Behaviour Policy.
- Records must be kept to evaluate the effectiveness of the approach adopted or to enable patterns to be identified.

### **Bullying Prevention**

Staff must remain constantly vigilant for bullying, particularly at playtimes, in playgrounds, lunch queues and other situations where pupils may not be as closely supervised as in class. Staff are asked to be extra vigilant if they are on duty and to report any incident to the pupil's tutor or class teacher.

### **Safeguarding Implications**

Under the Children Act 1989, bullying should be considered a child protection concern when there is reasonable cause to suspect that a pupil is suffering, or is likely to suffer, significant harm. Even where safeguarding is not considered to be an issue, the school may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle an underlying issue which has contributed to a child doing the bullying.

If you feel an incident of bullying may be a child protection concern please refer to the Child Protection and Safeguarding Policy for further information.

### **Staff Training**

Staff receive ongoing training to ensure they are able to identify the signs and effects of bullying, have a clear understanding of anti-bullying strategies (for both the victim and the bully), know how to implement these effectively and where to seek support.

### **First Contact for a Pupil**

#### **Pre-Prep Pupils**

At the Pre-Prep, all pupils have a Form Teacher, who, they may feel, they can trust; as such, teachers are often the first adult a pupil will confide in if she or he feels she or he is being bullied. The teacher will take appropriate action to ascertain the nature of the bullying. He

or she will then inform the Head and the Deputy Head of the problem and any action taken so far. The issue will be discussed and any further action taken as appropriate (see below).

#### Broomwood Girls Pupils

At the Prep School, pupils will have a tutor, which will be an adult that the pupil feels they can trust; as such, tutors are often the first adult a pupil will confide in if they feel they are being bullied. The tutor will take appropriate action to ascertain the nature of the bullying. He or she will then inform the Head of Phase. If further action is they will inform the Head and the Deputy Head of the problem and any action taken so far. The issue will be discussed, and any further action taken as appropriate. Pupils may confide in any member of staff and the above process should be adhered to.

#### Broomwood Boys Pupils

At the Boys School, pupils will have a Class Tutor and Head of Phase, which will be adults that the pupil feels they can trust; as such, Class Tutors or Head of Phase are often the first adult a pupil will confide in if they feel they are being bullied. The Class Tutor/HoP will take appropriate action to ascertain the nature of the bullying. He or she will then inform Head and the Deputy Head of the problem and any action taken so far. The issue will be discussed and any further action taken as appropriate. Pupils may confide in any member of staff and the above process should be adhered to.

#### Discussions

Throughout the year, lessons will be run in PSHE to discuss such issues as bullying. These are also tackled in assemblies, form periods and tutor time. Role playing and discussion groups help both victims and bullies empathise with each other and find strategies to improve their behaviour.

#### Internet

##### Pre-Prep Pupils

Pre-Prep Pupils only use the internet in a supervised lesson. Specific lessons may be given in both ICT and PHSE about the dangers of the internet including their potential for bullying (cyberbullying).

##### Broomwood Girls and Boys

All pupils are asked to sign a declaration about use of the internet; this refers to inappropriate use of the internet and this declaration is countersigned by the pupils' parents too. Specific lessons are given in both ICT/Computer Science and PSHE about the dangers of the internet and mobile phones including their potential for bullying (cyberbullying). Pupils are taught that it is a criminal offence for a person to send an electronic communication to another person with the specific intent to cause distress or anxiety. Guidance is also offered on the safe use of social networking sites and remote learning sites.

The use of mobile phones by pupils is not permitted during school hours and any mobile phones brought into the school must be handed into the School Secretary or Form/Class Tutor on arrival and collected at the end of the school day.

From time-to-time assemblies are held to discuss how to tackle problems raised by new technology. Visitors are invited in to educate further on current issues surrounding this.

## **Playtimes**

All play times are supervised by adults and there is a selection of toys, equipment, games and spaces available for pupils to enjoy physical games, quiet games and to sit and read if they prefer. At the Broomwood sites there are supervised climbing frames with a rota-system to ensure that each year group has a fair amount of time on the apparatus.

## **Broomwood Girls and Boys**

In the Prep School, older pupils have the role of prefects and monitors and they will also report incidents of bullying to the adult on duty.

## **Additional Policies, Procedures and Legal Framework**

This policy should be read in conjunction with the School's Child Protection and Safeguarding and Behaviour Policy. Further guidance can be found in the Child Protection Act (1989).