KEW COLLEGE PREP

Anti-Bullying Policy

This policy applies to the whole school including the EYFS

This policy is published on the Kew College Prep website and is also available to parents from the School office upon request.

The policy is written with due regard to the following:
Non-statutory DfE advice: "Preventing and Tackling Bullying" (July 2017, updated 2023). Non-statutory DfE advice: 'Cyber-bullying: advice for Headteachers and School Staff (2014) Keeping Children Safe in Education (KCSIE) (2026), Human Rights Act 1998, Equality Act 2010

See also the School's policies as follows:
Anti-Cyber Bullying Policy, Complaints Policy, Good Behaviour, Discipline and Sanctions, including Exclusions Policy, Implementing Prevent Policy, PSHE and Citizenship Policy, Relationships and Sex Education Policy, Safeguarding and Child Protection Policy, Online Safety Policy, Taking Storing and Using Images of Pupils Policy

Definitions or abbreviations used in this policy
PSHE: Personal, Social, Health and Economic Education
TA: Teaching Assistant

At Kew College Prep
DSL: Sarah Jones
Deputy DSL and Head: Jane Bond
Deputy DSL Early Years: Lee-Anne Tizard

1. STATEMENT OF INTENT

1.1 At Kew College Prep, our ethos is based upon an atmosphere of mutual trust, respect, good manners, fair play and tolerance amongst all members of our community. 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 cooperation so that they can learn in a relaxed but orderly atmosphere. All pupils should care for and support each other.

1.2 Parents/Guardians also 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.

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

1.4 A bullying incident will be treated as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm'. See ***Safeguarding and Child Protection Policy.*** Bullying, including discriminatory bullying, child-on-child abuse, sexual harassment and online abuse, will be managed in accordance with the Safeguarding and Child Protection Policy where safeguarding concerns are identified.

2. DEFINITION OF BULLYING

2.1 Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another person physically or emotionally. Bullying can take place face-to-face or online and may include prejudice-based or discriminatory bullying.

2.2 Bullying can take many forms and is often motivated by prejudice, discrimination or bias against particular groups, for example on grounds of race, religion, culture, sex, disability, sexual orientation, gender reassignment, special educational needs, caring responsibilities or other protected characteristics. It might be motivated by actual differences between children or perceived differences. The school recognises that pupils who are LGBT+ or who are gender questioning may be at increased risk of bullying, prejudice-based behaviour or discrimination and will be appropriately supported. It may occur directly or through electronic technology (social media or gaming websites which can include the use of images and videos, mobile phones, text messages, photographs and email). *Cyber bullying is dealt with under our Anti-Cyber Bullying Policy. Detailed definitions of the different forms of bullying are explained in our Safeguarding and Child Protection Policy under Child-on-Child Abuse.*

2.3 Bullying 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 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. In extreme cases and prolonged cases, bullying can result in psychological damage to the victim and even suicide.

3. POLICY OBJECTIVES

The School's policy objectives are:

- To raise awareness of the School's expectations about behaviour and make explicit our Procedure for dealing with bullying
- To aim to prevent bullying and eliminate bullying

- To make the School's stance on bullying clear to all members of the school community
- To ensure that members of the community have a shared understanding of what bullying is
- To promote an open atmosphere in which children are encouraged to speak out and know that it is safe to do so
- To help staff identify bullying where it happens and deal with it sensitively and effectively
- To help give children the social and emotional skills to reduce and if necessary deal with bullying

3.1 In order to meet our policy objectives, our School staff will:

- Discuss, monitor and review this Anti-Bullying Policy on a regular basis
- Undergo pastoral training in the course of the year to enable them to identify and tackle bullying appropriately
- Be aware of the potentially serious actions that can follow bullying. These include psychological damage, as well as in extreme cases, suicide
- Promote positive relationships and set positive examples of respect, kindness and good manners both in and out of the classroom, towards all members of the school community
- Regularly remind pupils in class and at assemblies of the adults available to support and listen
- Ensure that pupils are aware that all bullying concerns will be dealt with sensitively and effectively

4. SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil is being bullied may include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, lack of engagement with 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 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

This list is not exhaustive and there may be other signs.

5. PREVENTATIVE MEASURES

Kew College Prep takes the following preventative measures:

- We use appropriate assemblies to explain the School's policy on bullying
- Our PSHE and Citizenship programme and Relationships and Sex Education curriculum is structured to give our pupils awareness of bullying and how to deal with it and of their social and moral responsibilities as they progress through the School. The programme is structured to enforce the message about community involvement and taking care of each other. It investigates the differences between people and the importance of mutual respect and avoidance of prejudice. Pupils are taught about respectful relationships, healthy boundaries, consent, stereotypes and the importance of treating others with kindness and respect through the PSHE, RSE and Relationships Education curriculum.
- We hold Anti-bullying Week in School as part of the national initiative and use external workshop providers and drama to further support our children's understanding of what bullying is, strategies to help and an understanding that this is not something you should deal with alone where necessary
- In lessons, we provide opportunities to develop pupils' social and emotional skills, including their resilience. We highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable
- Through our online safety curriculum, pupils are taught about cyberbullying, online abuse, misinformation, disinformation, AI-generated content and other emerging online risks, and how to seek support if they experience them
- We consider all opportunities for addressing bullying including through the curriculum, through displays in classrooms, through whole school activities including anti-bullying workshops, through pupil voice, through assembly dramas, stories, through peer support
- Through training, we raise awareness in staff of the principles of the School policy and their legal responsibilities, of action designed to resolve and prevent problems, and of the sources of support available to them
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place
- All reported incidents of unkindness are contemporaneously logged on SchoolBase, reported to the Head of Pastoral Care and investigated. They are also recorded in the Bullying and Unkindness Register and reported to the Head. We always monitor reported incidents and produce Kindness Plans for cases which need intervention beyond our sanctions policy
- Our teachers are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying
- Our teachers give support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies

- 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
- 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
- We work with staff and outside agencies to identify all forms of prejudice-driven bullying
- Any deficiency or weakness in our anti-bulling procedures will be remedied without delay

6. STAFF PROCEDURES FOR DEALING WITH REPORTED BULLYING

If an incident of unkindness or 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. They should take simple notes:
  - -Exactly what happened?
  - -Who was involved?
  - -Who witnessed what happened?
  - -How often has this happened?
  - -Where did it happen?
  - -Who else knows?
- He/she will inform the class teacher and the Head of Pastoral Care as soon as possible using their professional judgement to decide levels of risk
- An assessment will be made of the seriousness of the incident, with the immediate aim of keeping the situation calm and obtaining accurate and impartial information
- A problem-solving approach is adopted which avoids blaming, as this can be more effective in clarifying the situation and achieving a change in behaviour
- The victim, alleged bully and any witnesses will be interviewed individually
- If appropriate, the alleged bully and victim will be interviewed together, and an attempt made at resolving the situation
- The victim may be interviewed by the Head of Pastoral Care, separately from the alleged bully, and given guidance on how to help themselves in such situations.
- The Head of Pastoral Care will inform the Head
- In serious cases, the alleged bully will be interviewed by the Head separately from the victim, and it will be made clear that their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour. Where appropriate, sanctions will be put into place which could involve expulsion. See ***Policy on Good Behaviour, Discipline and Sanctions including Expulsion***
- When there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm', a bullying incident will be treated as a child protection concern. See ***Safeguarding and Child Protection Policy***

- The parents/guardians of both parties will be informed and where appropriate invited into school to discuss the matter and their support sought
- Where necessary, sanctions and counselling, if appropriate should be agreed, recognising that both victim and bully need support
- A monitoring and review strategy will be put in place
- A Kindness Plan will be instigated and overseen by the Head of Pastoral Care. Other staff e.g. class teacher, may need to be involved in completing it.
- Other staff will be made aware of the incident so as to be alert to future problems
- At all stages, notes will be recorded by staff on SchoolBase and detailed records will be kept of all incidents in the Bullying and Unkindness Register by the Head of Pastoral Care so that the School has a clear picture in order to allow patterns to be identified and to evaluate the effectiveness of the approach
- The Bullying and Unkindness Register is kept securely for the current academic year + 2 further years, unless either there is a concern over a) pattern of behaviour and/or b) safeguarding, in which case the form will be retained on the Pupil File and will be available to parents/carers on request.
- This record is reviewed annually by the Chair of Governors.

7. PUPIL PROCEDURES IF THEY ARE BEING BULLIED OR SUSPECT OR OBSERVE THAT SOMEONE ELSE IS BEING BULLIED

- Talk to an adult about it such as a class teacher, the Head of Pastoral Care, your TA or any other trusted adult in school
- Feel secure in the knowledge that action will be taken to investigate the situation and to stop the bullying

If you are being bullied the following response may help you:

- Is it bullying? This is a useful guide: STOP – It is behaviour which is Several Times On Purpose? It may well be bullying, and you will need some help
- TAG – TELL them you do not like it, ASK them to stop, GET help from an adult
- Be firm. Look the bully in the eye and ask them to stop. If they do not, then walk away
- Tell a member of staff if it does not stop. You may want to bring a friend with you for support. They can and will help you.
- Talk to your parents and keep them informed

8. SUPPORT

8.1. Bullied pupils
Pupils who have been bullied must be offered reassurance and support. Staff should remain alert and ensure that the bullying, once dealt with, does not resume.

8.2. Bullies
Support must also be given to the perpetrator, with a view to changing their attitude, as part of a positive procedure.

8.3. Parents

Parents play an important role in supporting the School's anti-bullying policy and may be the first to notice early sign of distress and alert the school.

Support will be tailored to the needs of those involved and may include pastoral support, parental engagement, behavioural support, Early Help intervention or referrals to external agencies where appropriate.

9. SANCTIONS

Sanctions may also have to be used, including:

- Removal from the group (in class) and taken to another responsible adult
- Withdrawal of privileges including break or lunchtime (in line with Off-Break procedure)
- In exceptional circumstances, possible temporary exclusion at the discretion of the Head.

In extreme and persistent cases, permanent exclusion will be considered but only after discussion and agreement with the Head and Chair of Governors.

Reviewed by:	**Reviewed and Approved by:**	**Updated by:**
The Education and Welfare Committee	Head	DSL
Date: 22 January 2025	**Date:** 28 August 2026	**Date:** 13 Aug 2026

This policy will be reviewed by the governing body every year or earlier if it is considered necessary.