



**HORNSBY HOUSE  
SCHOOL**

**Policy to Safeguard and Promote the Welfare of Children  
who are Pupils at the School  
Part 2: Anti-Bullying**

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## Policy Aims and Objectives

- All children under our care (including EYFS – Early Years Foundation Stage) should be happy and secure at school.
- Children should be happy and know how to report any instance of bullying.
- Children should enjoy their learning without fear.
- Every child and adult at Hornsby House School have the right to be treated with respect and the right not to be a victim of bullying.

## Policy Statement

This policy has been created with reference to the DfE guidance July 2017 found in '[Preventing and Tackling Bullying](#)'. It is the duty of all children and staff to report any instances of bullying of which they are aware. Bullying is an anti-social activity and needs to be dealt with sensitively. At Hornsby House School we recognise that it can have a very negative impact on the lives of those who are bullied and, in extreme circumstances, can lead to psychological damage and even suicide.

## Definition

Bullying is anti-social behaviour and can affect everyone. It is unacceptable and will not be tolerated. Bullying is defined as deliberately hurtful behaviour, repeated over a period of time. A child can be said to be bullied when another child (or group of children) repeatedly says unkind things to them, sends unpleasant notes, hits, kicks, threatens, traps him/her inside a room, refuses to speak to him/her or other similar behaviour. Consistent teasing can also be described as bullying.

The four main types of bullying are:

- Physical (hitting, kicking, damaging belongings).
- Verbal (name-calling, racism, insults related to disability, sex, sexual orientation or religion).
- Indirect (spreading rumours, excluding someone from a social group).
- Cyber (sending nasty texts, e-mails, 'phone calls, photographs or on social websites).

## Physical Bullying

One form is physically abusing the victim. This is the easiest form of bullying to be recognised as it can leave marks on the victim, e.g. bruising or torn clothes, and is an act that physically harms the victim. However, it can also involve intimidation by the use of stature or gangs to intimidate someone physically into thinking their way or doing something for them. It can occur when a group or individual is blocking any available exit to the victim and preventing them from moving freely.

If, however, two children of similar age and physique have an occasional fight or quarrel, this is not bullying.

## Verbal Bullying

Verbal bullying can be the use of derogatory terms to make the bully seem more powerful to the victim. It is often hard to detect because the victims tend to want to keep quiet about their ordeals. Bullying is also defined as when comments are made of an adverse nature as result of a person's race, disability, sex, sexual orientation or religion.

Some things to look out for include the victim becoming less willing to talk to you and generally seeming in a much less happy mood than normal. It is important to make sure that paths are kept open for the victim to come to you, rather than trying to intervene in something about which you are not sure.

## Indirect Bullying

Indirect bullying is characterised by threatening the victim into social isolation. This isolation is achieved through a wide variety of techniques, including:

- Spreading gossip, lies, rumours.
- Name-calling.
- The 'silent treatment.'
- Staring.
- Giggling at, laughing at or mocking the victim.
- Refusing to socialise with the victim.
- Bullying other people who wish to socialise with the victim, and
- Criticising the victim's manner of dress, race, religion, disability, appearance height, weight, **including prejudice-based and discriminatory bullying** etc.

## Cyberbullying (see E-Safety Policy)

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.

## Safeguarding Issues

If the bullying contains a Safeguarding Issue, i.e. when there is reasonable cause to believe that a child has suffered from or is likely to suffer from significant harm, this will be dealt with by the school's designated Safeguarding Lead and Deputies, i.e. the Deputy Head – Pastoral (Mr A Gerry) (DSL) the Headmaster (Mr Edward Rees – DDS), the School Nurse (Mrs R Flute - DDS), Head of EYSF (Mrs A Gemmell – DDS) or the designated Governor (Mrs S Pepper).

There may be circumstances which warrant the involvement of the police, either as a last resort or because of the seriousness of an incident. Anyone can make a complaint about bullying to the police. Teachers, parents or other members of a school community may decide to do so if:

- A bullying incident could have serious consequences for the victim - making a judgement about this can be very difficult because even incidents which are perceived as being minor by an observer can have potentially serious long-term consequences for a victim.
- Other strategies have failed or are considered to be inappropriate because of the seriousness of what has happened and
- There is a reasonable possibility that making such a report could make the bullying less likely to recur and produce an outcome that helps the victim.

## **Guidelines for Spotting Victims of Bullying**

Children who are bullied may:

- Look unhappy or angry.
- Try to move away from the aggressor.
- Tend not to take turns in games when the aggressor is playing a dominant role.
- Aim to draw attention to himself/herself and remain in the view of other pupils, in order to avoid the aggressor.
- Become withdrawn.
- Display signs of altered or unacceptable behaviour.

When on duty during break times, staff are required to watch for pupils exhibiting these signs and for those pupils who seem isolated (as opposed to those who like to keep their own company).

All Hornsby House School staff have agreed to keep a vigilant eye for any signs of bullying and to deal with it in line with the school policy of addressing both causes and effects of bullying. Any instance of bullying will be recorded on our pastoral-monitoring software, which is sent to both the Headmaster and the Deputy Head (Pastoral). This allows the school to act swiftly to attempt to stop the bullying and also check if there are any patterns which can be identified.

## **Involvement of the Children in Dealing with Bullying**

Near the start of each academic year there will be an assembly on bullying. This will include the following advice to all the children:

- Do not bully other people – it is not kind.
- If you see someone being bullied - help them or tell an adult.
- If you are being bullied TELL SOMEONE!
- Look the bully in the eye as bravely as you can and tell them to stop.
- Move away from the situation as quickly as possible.
- Tell a member of staff what has happened immediately. It may help you to take a friend with you when you do this.
- Tell your family.
- Keep on speaking up until someone listens.
- Use the class worry box.
- Speak to your teacher – don't exaggerate, be honest and stick to the facts.
- Write it down or draw a picture if it helps you explain.

- If you would like to speak to someone anonymously you can email [wellbeing@hornsbyhouse.org.uk](mailto:wellbeing@hornsbyhouse.org.uk) with your concern.
- If it does not stop – tell the teacher again.

In addition to this, children will have it explained that they are duty-bound to report any incident that they consider to be bullying. If they see bullying and ignore it, they will be judged as having been part of the problem that is making someone unhappy.

The Headmaster will use his discretion to resolve any cases of bullying. This discretion will take into account the fact that children sometimes bully others because:

- They do not know that it is wrong.
- They are copying other members of their family or friends.
- They have been encouraged by a friend to bully.
- They are taking out their insecurities on others.
- They are going through a difficult time and are taking out their aggression on others.

If deemed necessary, the Headmaster will notify the parents of both the aggressor and the victim, will interview others discreetly and use his judgement to decide how best to resolve the situation, understanding that support for both the bully and the victim is essential. If a child has been guilty of bullying, this will be noted on their file. A “Warning” (school sanction) would normally be given in this case. It is possible that, in an extreme case, the school could decide that suspension, or even permanent exclusion, was warranted to prevent bullying.

In conclusion, bullying is a threat to the good order and atmosphere of a school and can break out at any time and involve anyone. It is the duty of everyone in the school community to try to ensure that bullying does not take place and that Hornsby House School is a happy and caring environment. The aim of the school in this area is to prevent bullying as much as possible and deal rapidly and strongly with it should it occur. The school PSHE programme seeks to address the causes of bullying and help children to understand the issue and our policy towards it. This policy is to be used in conjunction with the school’s Rewards and Sanctions Policy.

### **Action by Teachers to Prevent Bullying at Times and in Places where it is Most Likely**

- Be vigilant.
- Be punctual for every class, duty or activity. When children are unsupervised, the potential for bullying is greatly increased, e.g. in the cloakrooms and toilet areas.
- At break times, stop any play fighting and be aware of how the children are interacting with one another. Do not be a passive supervisor.
- When taking a session at the sports ground or anywhere else off site, try to involve each child as much as possible. Avoid situations where pupils may be made to feel a failure.
- If any child approaches a member of staff and says that he/she or someone else is being bullied, the teacher should:
  - Listen to the child.
  - Report the matter immediately to the Headmaster, Deputy Head (Pastoral) or a member of the Senior Pastoral Teams (SPT).

## Additional Support Areas to Prevent and Deal with Bullying

- The school uses a variety of “intervention techniques” which seek to prevent bullying, including Circle Time, PSHE lessons, discussion, projects, drama, literature and assemblies.
- Staff awareness of any bullying in school is maintained by regular discussion in staff meetings and specific training.
- The Senior Pastoral Teams (SPT) meet weekly to discuss children with pastoral concerns, which may include bullying. Action plans are put in place to address these situations.
- The school has a well-developed Wellbeing programme, delivered to the children three times a week, where issues surrounding bullying are aired and discussed. Children have the ability to email in concerns to [wellbeing@hornsbyhouse.org.uk](mailto:wellbeing@hornsbyhouse.org.uk) where one of the mental health first aiders will then deal with the concern and make contact with the child.
- Five staff members (four with Mental Health First Aid training and the fifth Councillor training) are available for Talk Time every day from 10:10am to 10:50am, where the children can ‘drop in’ and air any current concerns.

This policy will be reviewed annually to assess its effectiveness; the policy will be promoted and implemented throughout the school community.

Reviewed: Sep 2020 AG/ER/SPT

Next review: Sep 2021