



Name of Policy:	Anti-Bullying For the whole school including EYFS
GHS Policy Number:	9b
ISI Regulation:	Quality of Education Provided (Part 1) Welfare, Health and Safety of Pupils (Part 3) Provision of Information (Part 6) Manner in which complaints are handled (Part 7)
Linked Policies:	Behaviour (including Rewards and Sanctions), Exclusions Behaviour and Safety in the Loos Complaints Equal Opportunities Safeguarding (including Restraint) Equal Opportunities Induction Learning Support Life and Culture (PSHE) Online Safety (<i>including pupils' use of ICT, electronic devices and social media</i>)
Reviewed by:	Richard Lock, Head, Boys' School Emma Studd, Head, Girls' School Venetia Banbury, Head, Early Years, Venetia Banbury from Sept 2024 Nicola Cornish, Deputy Head Kate O'Sullivan, Assistant Head (Pastoral) and DSL
Date of review:	July 2025
Date of next review:	July 2026

Anti-Bullying

At Garden House we believe that every child should be able to learn in a school environment that is free from bullying of any kind and in which they feel safe and supported.

Aims and Objectives

Our community is based upon kindness, 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.

Garden House School prides itself on fostering mutual respect and tolerance across the community and at all times, bullying at the school is prevented in so far as reasonably practicable. Ours is a diverse community, with pupils from a variety of cultural, religious and ethnic backgrounds and some pupils require additional support and help. Parents/guardians have an important role in supporting Garden House School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate with each other. In accepting a place at Garden House School, parents commit themselves to supporting this policy.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect this behaviour to be reciprocated. Any kind of bullying is unacceptable. We will apply the sanctions described in our Behaviour Policy (see also ***Exclusions***) for behaviour that constitutes bullying or harassment of any kind.

Definition of bullying

Bullying is behaviour by an individual or group, repeated over time, which intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms, it may occur directly or through cyber bullying (social websites, mobile phones, text messages, photographs and email) and is often motivated by prejudice or actual or perceived difference.

Signs of Bullying

We try to intercept bullying incidents by watching out for changes in behaviour that may indicate that a pupil is being bullied. These 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 office first aiders with symptoms such as stomach pains or 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, experiencing nightmares
- 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.

Preventative Measures

The DSL is the anti-bullying lead at Garden House School. Their responsibility is to train staff, implement the whole school anti-bullying strategy and monitor incidents and trends. The culture at Garden House is and must remain one that fosters kindness, mutual respect, good manners and fair play. If such a culture is strong, then bullying should be prevented. However, in order to ensure that it is, in so far as is reasonably practicable, we take the following specific preventative measures:

- We use appropriate assemblies to explain the school policy on bullying.
- Our PSHE (Life and Culture) programme is structured to give pupils an awareness of their social and moral responsibilities. The programme is structured to enforce the message about community involvement and taking care of each other. It tells pupils whom they should inform if they are being bullied, or are worried that another pupil is being bullied.
- Other lessons, particularly RE, English and Drama highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- Lessons and assemblies promote discussion of differences between people and the importance of avoiding prejudice-based language.
- All our pupils are encouraged to tell a member of the teaching or pastoral staff at once if they know that bullying is taking place. Pupils are clear about the part they can play to prevent bullying, including when they find themselves as bystanders. Every member of staff is trained on how to respond to such allegations as part of their induction training.
- Our Kindness Code and class rules aim to encourage a pattern of behaviour that prevents bullying and celebrates kindness.
- Modelling of respectful behaviour by teachers.
- Frequent communication between staff members through weekly meetings, 'pupil concerns' emails and discussions amongst the SLT.
- Reporting and recording incidents and investigating them at once. We always monitor reported incidents to enable patterns to be identified and to evaluate the effectiveness of the approach adopted.
- All staff support the pastoral needs of our pupils and handle incidents as an immediate priority if they occur. They are also alert to the signs of bullying outlined in this policy.
- Our designated School Listeners and trained ELSA teachers offer additional pastoral support. They are available to give advice and listening support to pupils when they have social, emotional or behavioural concerns. Class teachers may also refer a pupil

to the in-school child psychotherapist in consultation with the Assistant Head (Pastoral).

- Staff are always on duty at times when pupils are not in class or during breaks held in their classrooms, ensuring that kind and considerate behaviour is observed at all times. They are alert to inappropriate language or behaviour.
- We offer advice on where pupils can seek help through assemblies and the Life and Culture curriculum, including details of confidential help lines and web sites connecting to external specialists, such as Childline.

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.

All staff are trained to ensure the principles of this policy are understood and to recognise, prevent and deal with bullying. Key staff receive additional training as appropriate.

Cyberbullying

‘Cyber-bullying’, is defined by Childnet International as: *the sending or posting of harmful or cruel text or images using the internet or other digital communication devices, email, web-based chat rooms and social networking sites.*

And by the DFE as: *an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself.*

We consider online safety as part of our safeguarding and anti-bullying arrangements. Whilst we manage hardware, software and connectivity at school, the use of technology beyond school is also taken into consideration in this policy. We provide children with guidance on the use of technology beyond the classroom. Teachers, pupils and parents all have a part to play in this.

Cyberbullying – Preventative Measures

Garden House School:

- Monitors use of the Internet and may impose sanctions for the misuse, or attempted misuse of the Internet. All e-communications used on the school site can be monitored and restricted where necessary or if an incident is suspected.
- Teaches children safe Internet etiquette and correct and appropriate use of email both at school and beyond, during Computing and Life and Culture (PSHE) lessons. This includes age-appropriate information about grooming, internet sites containing violent or adult content, and sharing personal information/photographs.
- Asks KS2 children and parents to sign an internet charter, which is a set of rules to live by online. This includes not signing up to any age restricted social media sites if they are underage.
- Helps to support parents at home by informing them of online Internet dangers, including cyber-bullying and informing them of the sources of help and guidance on the Childnet website.
- Gives regular talks to parents on E-Safety. We provide contact details for the UK Safer Internet Centre and Common Sense Media.
- Issues all pupils in MSI and above with their own personal school email address. (Access to external email sites such as ‘Hotmail’ etc. is not allowed.)

- Bans the use of social networking and other chat enabled sites in school.
- Uses Internet filters to prevent unacceptable websites (see Online Safety policy).
- Offers guidance in keeping passwords safe and the use of strong passwords.
- Bans mobile phones or personal iPad style tablets for pupils in school (although children may use school-issued tablet devices in class).
- Ensures that children are supervised when using computers.
- Trains staff in online safety and raises awareness of latest trends/apps through INSETS and weekly staff meetings.
- Manages data in line with statutory requirements
- Tells children not to respond to abusive e-mails and to report them to a member of staff.
- Expects staff usage of technology to abide by the rules set out in the staff code of conduct.

Discrimination and prejudice-based bullying

Bullying behaviour may be a result of prejudice that relates to perceived or actual differences. This can lead to discriminatory language or behaviour, including racism, sexism, homophobia, biphobia or transphobia. Discrimination and prejudice-based bullying is any type of bullying based on protected characteristics such as:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Discrimination and prejudice-based bullying – Preventative Measures

- At Garden House we aim to create a school culture that promotes the feeling of safety
- We celebrate difference
- We use language of diversity
- We create an inclusive environment for our students
- All staff and students feel empowered

Procedures for Dealing with bullying (including Cyber Bullying, discrimination and prejudice-based bullying)

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. This includes incidents involving cyber bullying or bullying outside the school.
- They will complete a log on CPOMS which will immediately alert the DSL
- The DSL will explain the range of disciplinary measures that are potentially involved.
- The victim will be interviewed on their own and asked to write or verbalise (as appropriate) an account of events.
- The alleged bully, together with all others who were involved, will be interviewed individually and asked to write or verbalise (as appropriate) an immediate account of events.
- The incident should be recorded.

- All relevant members of staff should be informed and the Head is informed of every incident.
- The victim will be interviewed at a later stage by the school counsellor or a member of staff deemed suitable by the Head. It will be made clear why revenge is inappropriate and they will be supported to develop a strategy to help themselves.
- 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 their behaviour, together with any appropriate disciplinary sanctions.
- The parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- 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.
- Sanctions should reflect the seriousness of an incident and convey a deterrent effect. Strong sanctions such as exclusion may be necessary in the case of severe and persistent bullying. See the Behaviour Policy.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy to close the episode.
- A monitoring and review strategy will be put in place.
- The bully and the victim will be supported through careful monitoring by the class teacher and other members of staff.
- A bullying incident will be treated as a child protection concern when there is cause to believe that a child is suffering or is likely to suffer significant harm.
- In very serious and persistent cases, and only after the relevant Head has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Garden House School to attempt to resolve such issues internally under the school's own disciplinary procedures (see Behaviour Policy), unless the matter is of such gravity that such a referral is necessary.
- Any incident of bullying and associated actions will be recorded on CPOMS, both as a record and to enable patterns of behaviour to be identified. Sanctions as a consequence of bullying will also be recorded.

Staff Training

All staff receive in depth anti-bullying training (including online risks and reporting) from the DSL each September at the start of the academic year. This training is then supplemented throughout the year through snapshot case studies in staff meetings and further training as required.