



Vita et Pax Preparatory School

Antibullying Policy

Policy Originator	<i>Head Teacher</i>
Status	Statutory
Last reviewed	01/09/2024
Review period	Annually

This policy is reviewed annually by the Headteacher and ratified by the Governing body. All staff read and agree to this policy at the start of each academic year. Families are encouraged to be familiar with this policy and its associated documents via the school website or via hardcopies available from the school office.

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AIMS

Vita et Pax Preparatory School is a co-educational environment for children from the age of three to the end of their primary education. Our school delivers a child centred and coordinated approach to nurturing character for the future. We aim for our children to be creative and caring learners who are happy to be in our dedicated learning environment. Our school works in strong partnership with our parents to ensure students are demonstrably safe, academically confident and well cared for physically, socially and emotionally. The school will always take actions that are in the best interest of the child and will provide positive outcomes for their development. Vita et Pax Preparatory School is committed to creating and sustaining a learning environment that maintains respect and dignity for all. We value the diversity of our staff and students and work to provide a supportive environment in which the unique character of every individual is valued and celebrated.

As such the aim of this policy is to outline the procedures that create and maintains a culture of exceptionally good behaviour that develops positive relationships across the school and underpins our children's strong learning attitudes. This policy operates in conjunction with the Safeguarding policy, 'Keeping children safe in education 2023' and 'Working together to safeguard children 2018'.

CODE OF CONDUCT

The School's community of Governors, staff, parents, and pupils adhere to an established routine and code of conduct. The School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of

behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. Parents are expected to support the School in managing expectations of behaviour and the provisions of this policy, both at home and at School. We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of school life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour. Everyone has a right to feel secure and to be treated with dignity and respect at the School, particularly the vulnerable. Harassment, bullying and physical threats or abuse in any form will not be tolerated, including online, or outside of school.

The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, marital status, pregnancy and maternity, or the fact that a pupil is adopted, looked after or is a carer. The School takes its duties under the Equality Act 2010 seriously and makes [the following/appropriate] reasonable adjustments for pupils with special educational needs and disabilities (SEND) or certain health conditions. We are mindful that not all pupils requiring support with behaviour will have identified SEND.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the School's [Attendance Policy]. They should care for the buildings, equipment, and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole School community. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine. The School reserves the right to take disciplinary action against pupils who are found to have deliberately invented or made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below [up to and including suspension/ exclusion].

The basic expectations for all students are

1. We listen, speak and act with consideration for others to show our respect.
2. We maintain discipline in our behaviours inside and outside of school
3. We use our trusted adults when we need support
4. We are resilient learners and always aim to do our best.
5. We follow instructions to keep us and others safe.
6. We look after our school and everything in it.
7. We use technology responsibly.
8. We celebrate success together

To ensure standards of behaviour are consistently high staff will:

- Establish the behaviour and safeguarding expectations at the start of each academic term o
- Ensure students understand the behaviours that meet the basic expectations o
- Refer to the expectations when praising or sanctioning behaviour o
- Refer to the expectations when speaking with parents regarding praise or sanctions

The Governing Body of Vita et Pax Preparatory School ensure that the Behaviour and Antibullying Policy is regularly reviewed. They regularly review incident reports and actions taken in order to evaluate the effectiveness of the policy. In the case of high level sanctions for unacceptable behaviour or bullying the Governors may be asked to evaluate the incident and sanction applied.

Behaviour management during lessons It is expected that students and teachers will contribute to the positive learning environment within lessons. In the rare event that a student does not maintain the necessary behaviour then the following process will occur via the "Good to be Green" scheme:

Stage 1: Verbal warning will be issued (two times only)

Stage 2: Yellow card issued

Stage 3: Time out issued Student is sent to an isolated space within the classroom for a maximum of 10 minutes.

Before starting the time out, staff must speak privately with the student so they are clear on the expectation they have not maintained. On return the teacher will speak with the student to check to reinforce the behaviour expectation on their return to class.

Stage 4: Red card issued A Senior Leader is called to speak with student and determine whether further sanction is required. This may include removal to another class, withdrawal from lunchtime play or immediate phone call to parents. If a student ends on yellow card three times during the same week, they will be sent to speak with a Senior Leader.

Stage 5: Internal Isolation Frequent red cards for a particular student or in cases of serious breaches of the behaviour expectations will result in removal from classroom to complete work in isolation as well as removal of playground privileges at lunchtime.

When a child reaches Stage 3 to 5 parents will be informed on the same day by the class teacher. Poor learning behaviours during lesson At Vita et Pax Preparatory we expect students to be resilient learners who always aim to do their best. Students who do not follow this expectation will spend up to a maximum of 20 minutes at lunchtime completing the required work to an acceptable standard.

This includes situations of:

- deliberately not completing classwork
- deliberately not completing homework issued
- repeatedly producing low level work
- Before sanctioning the additional time, staff must speak privately with the student so they are clear on the expectation they have not maintained and have had an opportunity within lesson to correct it

Behaviour management during unstructured times

Support staff are present during all unstructured times (pre-registration, break, lunch, after school) to supervise the behaviour of students. It is expected that students, especially those in the Junior years, will be able to self-manage their behaviour in the majority of cases. Student leaders, e.g. prefects or House Captains, can be utilised as short term support to assist a younger child in managing their behaviour throughout unstructured times. In the rare event that a student does not maintain the basic expectations then the following process will occur

Stage 1: Verbal warning will be issued (two times only)

Stage 2: Time out issued – Student will be asked to sit on the bench for up to a maximum of 10 minutes.

Stage 3: Senior leader called to speak with student and determine whether further sanction is required.

Stage 4: Frequent calls for a particular student during unstructured times will result in removal from the playground for an escalating period of time determined by the Senior leader.

High level negative behaviour

All instances of high level negative behaviour are reported directly to the class teacher. The teacher will inform the Senior Leaders. This includes and is not limited to:

- Multi-discriminatory behaviour, which includes racist, sexist, homophobic, anti-disability remarks or behaviour (always report to Head and SLT).
- Fighting, violent or threatening behaviour or physical attacks on other children or staff (always report to Head and SLT).
- Vandalism or damage to property.
- Sexual violence and sexual harassment
- Stealing.

- Disrespect of adults.
- Swearing or verbal abuse.
- Overt or covert bullying (including cyber bullying, prejudice-based and discriminatory bullying);
 - Child on Child (including online) abuse;
 - Persistent disruptive behaviour

The School may be forced to exclude a pupil, or to require them to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective. However, a serious “one off” incident may justify exclusion even where a pupil has not been previously suspended or disciplined.

Sanctions

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils. The Headteacher undertakes to apply any sanctions fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity or in any other way be incompatible with the Human Rights Act 1998 or European Convention on Human Rights. Corporal punishment is illegal and is never used or threatened at our School and we do not support parents' use of corporal punishment on their children for misbehaviour that occurs in school. Corporal punishment by parents is a safeguarding issue and will be dealt with under the School's Child Protection/Safeguarding Policy.

Examples of sanctions that are used in the School include:

- Verbal reprimand from a member of staff;
- Contact with parents to advise of the misbehaviour;
- Additional schoolwork or repeating unsatisfactory work until it meets the required standard;
- Detention at lunchtime
- Withdrawal of privileges;
- Confiscation of property that is being used inappropriately or without consideration;
- School based service or imposition of a task, under the supervision of a member of staff;
- Regular reporting, including academic performance reporting, scheduled uniform, and other behaviour checks, or being identified for behaviour monitoring;
- Withdrawal from a lesson, school trip or team event;
- Suspension for a specified period, removal, or exclusion All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Teachers are responsible in the first instance for dealing with minor infringements, such as casual rudeness, or disruption in class, and late or poorly completed work. They may impose any of the sanctions above. Repetition of misbehaviour will be reported to the Senior leadership team and to the and may lead to further sanctions. Contextual Safeguarding Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of School, they should follow the procedures set out in the School's Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay. The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

Positive behaviour above the expected It is expected that all students of Vita et Pax Preparatory School maintain the expected standard of excellent behaviour on a daily basis. There are occasions when a student may demonstrate exemplary behaviour beyond our basic expectations. These are publicly recognised weekly via Celebration Assembly and the School newsletter.

Additional rewards may be allocated by the teacher such as:

- House points for individuals
- Table points for groups
- Teacher individual awards – phone call home, sticker, win bin
- Headteacher award – weekly recognition of exemplary behaviours
 - Student managed awards – e.g. Star diner for best manners in dining room.
- Focus area awards – Teddy bear for using healthy travel options
- Collective rewards – House treats Parents are encouraged to let the school community know of the positive behaviours undertaken outside of the school, e.g. charity work, as positive exemplars help to reinforce a positive mentality across the school.

Parent responsibilities to positive behaviour in school Parents are the main contributors to the behaviour their child displays in school. As such we expect that our parents will work in partnership with the school on specified areas within their responsibility. Parents and Guardians who accept a place for their child at the School undertake to uphold the School's policies and regulations, including this policy, when they sign the Acceptance Forms. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School.

In particular, the School expects parents to support the School's values in matters such as: •

Excellent Attendance to School

- Excellent Punctuality to School
- Excellent behaviour and conduct
- Tidy, complete Uniform and appearance
- High standards of academic work
- Completion of Homework
- Establishing table manners/ basic dining etiquette
- Establishing bathroom etiquette
- Managed use of Social Networking and online activity
- Understanding appropriate behaviour under different social situations e.g. team sports The School welcomes objective, constructive, feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

Bullying

Vita et Pax Preparatory strives to be an environment where children can be their authentic selves as they flourish. We utilise the advice of the DfE in establishing a bullying free school. Bullying is unacceptable. It will always be taken seriously and acted upon. Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyberbullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. DfE 2017 Bullying can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidating, and often involves an imbalance of power between the perpetrator(s) and the victim(s) whether that be a physical, psychological (knowing what upsets someone), or intellectual imbalance, or by the perpetrator(s) having access to the support of a group, or the capacity to socially isolate the victim(s). Bullying can sometimes amount to peer on peer abuse, which is defined as abuse by one or more pupils against

another pupil. It can be standalone or as part of wider abuse and can happen both inside and outside of school, and online.

Vita et Pax Preparatory School works to ensure that children know the difference between unkind behaviour and bullying. As such when bullying occurs there is always immediate action. Bullying can be any of the following occurring consistently over a period of time:

- Physical hitting, pushing or any act that invades personal space.
- Verbal Name calling, teasing, threats and taunting. Racial and sexual harassment.
- Social Exclusion by groups or individuals. Discrimination on grounds of religion, culture, race, gender, disability or sexuality.
- Cyber/Online Intimidation and abuse via electronic means (text, e-mail, social networking sites)

SIGNS OF BULLYING

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

- Unwillingness to return to school;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet; • Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with, or spoilt by others;
 - Books, bags, money, 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 visits to the Medical room with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
 - Unexplained cuts and bruises;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact; • Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported / recorded, as appropriate, in accordance with this policy. Prevention Vita et Pax Preparatory School has measures in place that prevent bullying. - The established behavioural expectations within the school - Explicit teaching around unkindness and bullying within the Curriculum, PSHE or assembly - Dedicated time for Pastoral care – tutor time, circle time, family dining - Supervision – staff are conscious of student interactions and demonstrate professional curiosity around situations where problems may arise. - Students leaders offer peer support and supervision in the playground - Modelling of positive behaviours by staff - Non-verbal Communication systems –worry boxes, playground bus stop - Strong parent partnership – open communication regarding children’s disagreements - Discipline- clear structure to sanctions for bullying is known to school community - Participation in awareness events e.g. Antibullying, cyber safety, Autism awareness The School understands that bullying can be so serious that it may cause physical, emotional, and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy. Whilst bullying itself is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, sexting, the sharing of nudes/semi-nudes (in certain circumstances), upskirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. The School recognises that children with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to peer on peer group isolation or bullying (including prejudice-based bullying) than other children. The School also recognises that certain children may face additional barriers to reporting an incident because of their vulnerability, disability, sex, ethnicity and/or sexual orientation. Pupils who are victims of bullying will

always be supported and will be reassured that they will be kept safe. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving and offered support for their own circumstances, where appropriate. Bullying which occurs on School trips, online, or outside of the School's premises will not be tolerated any more than bullying on School premises. Teachers will, where appropriate, discipline pupils for misbehaviour online, outside School premises and outside School hours.

Advice

Advice to students If someone had been deliberately unkind you must tell an adult immediately. This can be any teacher or support staff who you feel comfortable talking to. Even if it may not be bullying, staff will be able to help you and others work through any problems in your friendship. Maintain your high standard of positive behaviour. Do not engage in name calling or gossip. Continue to treat adults and children with respect. If you see someone being unkind then support them by telling an adult.

Advice to parents Maintaining clear lines of communication between school and home environment enable us to deal with difficult situations as they arise. The first line of contact is the class tutor who will liaise with Senior Leadership. Advice to staff In being a role model for children, be clear that you will not tolerate bullying. Be aware of children who display changes in behaviour. They may be upset, withdrawn or isolated. Manage discussion within the classroom so a child is not continually stereotyped or isolated as the subject of jokes/banter by peers. Be vigilant. Employ professional curiosity regarding the interactions within the classroom. Pay particular attention to students with Special Education Needs who may need additional support to manage their interactions with others.

Bullying of staff All forms of bullying, including cyberbullying, are whole school issues. Measures that are undertaken to protect students are also applied to staff. Bullying of staff whether by students, parents or colleagues is unacceptable. Bullying of staff should be reported to the Senior Leader with the evidence so that appropriate actions can be taken. This is detailed in the Staff Handbook

Cyber/Online Bullying Cyberbullying is the intentional misuse of technology to harass, intimidate, threaten or defame the character of a person. It may occur by text, social media, online gaming or emails. The continual nature of cyberbullying can have serious emotional consequences. Children are explicitly taught about the dangers of online & social media platforms as a part of their PSHE learning. With changes in the use and function of online platforms, there is a strong onus that parents and schools work in partnership to ensure all children are kept safe.

Vita et Pax Preparatory School teaches children to: Never reveal personal details online Inform parents or school when online messages or activity are worrying them Never reply to anonymous texts or chatroom messages and Show any anonymous messages to parents Further advice for staff and parents can be found at <https://www.digizen.org/> Procedures for dealing with reported bullying

The School ensures that all instances of, or concerns about bullying and cyberbullying, both on and away from School premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept. Records will also be kept on files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of anti-bullying procedures. The School recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. The School also recognises that children may not find it easy to tell staff about bullying verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised that an incident may come to a member of staff's attention through a report of a friend, or by overhearing conversations. All staff will be trained in handling an allegation and will be aware that they must listen to the pupil, not ask leading questions, and make a written record of the allegation to the best of their ability. The School also recognises that a first disclosure to a trusted adult may only be the first incident reported. It is not necessarily representative of a singular incident. Staff will take all reports seriously regardless of how long it has taken for the child to come forward. Staff will act immediately and will support the victim(s) when they raise a concern. If an incident of bullying is reported, the following procedure will be adopted:

1. The member of staff who first discovers the situation, will control the situation, reassure and support the pupils involved without promising absolute confidentiality. They will need to make detailed and dated records as verbatim as possible. Recording times, places, witnesses etc. All bullying incidents no matter how low level they may appear initially should be recorded in a written format
2. The member of staff will inform a member of the School's Senior leadership team about the bullying allegation as soon as possible and a Case handler will be assigned.
3. Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the School's Safeguarding Policy rather than the procedure set out below. The victim(s) and the alleged perpetrator(s) will each be interviewed individually by the Case Handler on their own (or, if appropriate, with a suitable person present for support) and asked to write their account of events. (All children will be offered to have someone to accompany them of their choosing e.g. teaching assistant, parent)
4. Where the Case Handler considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the Case Handler will discuss this with the Headteacher, and will report the matter to the Police without delay, if considered necessary. The School will then follow the procedures set out in the Safeguarding Policy as well as any guidance from the Police;
5. The incident/s should be recorded in full and signed and dated by the Case Handler. It should then be given to the Headteacher who is responsible for securely storing all records of bullying and other serious disciplinary offences.
6. The victim(s) will be interviewed again at a later stage by a member of the Senior leadership team, separately from the alleged perpetrator(s). They will be offered support to develop a strategy to help. It will be made clear to them why revenge or retaliation is inappropriate;
7. The perpetrator(s) will be interviewed again at a later stage by a member of the Senior leadership team, separately from the victim(s), and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour. Sanctions under policy might include, for example, detention and withdrawal of privileges. The School may exclude a pupil, either temporarily or permanently, in cases of serious or persistent bullying, or in the event that the support put in place for the perpetrator(s) does not result in the modification of behaviour to an acceptable level.
8. The parents/ guardians of all parties will be informed and may be invited into School to discuss the matter, and the appropriate sanctions under this policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed;
9. A way forward, including where appropriate disciplinary sanctions and support for the perpetrator(s), should be determined, and where possible agreed with all parties. This should recognise that suitable support may be needed by the pupils who are being bullied, and also by the pupils who bully others, as well as dealing with disciplinary measures.
10. As part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode;
11. A monitoring and review strategy will be put in place and put on record;
12. In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police, the DSL or to Children's Services. However, in many cases it will be possible to resolve such issues internally under this policy.

Complaints procedure Parents and pupils are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly.

Associated Policies

- Special Education Needs (SEN) and Learning Difficulties Policy
- Disability Policy
- Discipline and Exclusions Policy
- Equal Opportunities

- Complaints Procedure/Policy
- Child Protection/Safeguarding Policy

ADDITIONAL SOURCES OF ADVICE

Child Line Tel: 08001111 NSPCC Tel: 08008005000 <http://www.nspcc.org.uk/>

Anti-bullying Alliance <https://www.anti-bullyingalliance.org.uk>

Anti-Bullying from the Diana Award <https://www.antibullyingpro.com/>

Childnet/ Digizen <https://www.digizen.org/>

Kidscape Tel: 02077303300 <http://www.kidscape.org.uk/>

Family Lives Tel; 08088002222 <http://familylives.org.uk/>

Department for Education (DfE) <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>