



WALTHAMSTOW HALL
SEVENOAKS

ANTI-BULLYING POLICY (INCLUDING CYBER-BULLYING)

Including the Early Years Foundation Stage

This policy should be read in conjunction with our Safeguarding (Child Protection) Policy as well as Behaviour and Sanctions, Code of Conduct for Staff, Pupils on Confidentiality, E-Safety, Equality and SEND policies as well as the latest versions of KCSIE and the Prevent Duty.

[This is one of a suite of policies at Walthamstow Hall for safeguarding children]

Aims of this Policy

- To demonstrate that the School takes bullying seriously and that it will not be tolerated.
- To take measures to prevent all forms of bullying in the School and on off-site activities.
- To support everyone in the actions to identify and protect those who might be bullied.
- To demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with bullying.
- To promote an environment where it is the accepted norm for staff or pupils to tell someone in authority about an apparent case of bullying and to teach pupils that witnesses to potential incidents of bullying also have a responsibility to report them.

General Statement

- At Walthamstow Hall our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence or any form of harassment so that every one of our pupils can develop 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 and support each other.
- The School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at school, online and at home, and that the School and parents co-operate closely together.
- This policy is available to parents of pupils and prospective pupils on our website. It is also communicated to all staff and pupils.
- Bullying including in the forms of cyberbullying, harassment, victimisation, prejudice-based behaviour and discrimination of pupils or staff is unacceptable and will not be tolerated. It goes against all our values and our ethos as a School and is also contrary to our equal opportunities policy. We treat all of our pupils and their parents fairly, and with

consideration, and we expect them to respect the staff, the School and each other, in return. All forms of bullying are unacceptable at the School (including cyberbullying, prejudice-based and discriminatory bullying) and any instances of bullying will be recorded and, where appropriate, will result in disciplinary action in accordance with the School's Behaviour and Sanctions Policy.

- This policy applies to all pupils in the School, including those in the Early Years Foundation Stage (EYFS) and applies to actions undertaken both inside, and outside of the School.
- This Anti-bullying Policy should be read in conjunction with the Walthamstow Hall Behaviour and Sanctions Policy which makes sanctions for bullying clear and with the Safeguarding and Child Protection Policy which makes the links between bullying and other child protection matters clear. Pupils involved in severe and/or persistent bullying should expect the School to consider exclusion (fixed term or permanent) in response to their actions.

Definition of Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Put another way, bullying is the intentional hurting, harming, or humiliating of another person. It may take many forms, including physical (including any threat of or use of violence of any kind), sexual (including the sharing of nudes/semi-nudes), verbal (including cyberbullying via text messages, email, social media, gaming, or other instant messages, and can include the use of images and video), and/or emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). It 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 child-on-child 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. Further information about child-on-child abuse, including the procedures to follow when an incident on child-on-child abuse is reported can be found in the School's Safeguarding (Child Protection) Policy.

Bullying is often motivated by prejudice against particular groups, and may involve actions or comments regarding a person's race, religion, sex, gender, sexual orientation, special education needs or disabilities (SEND) or certain health conditions, or because of a child's familial circumstances, such as they are adopted, in care or that they have caring responsibilities. Bullying may be motivated by actual differences between children, or perceived differences. For example, bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff, and parents.

Where an incident of bullying causes or is likely to cause significant harm to a pupil, the School will follow the procedures set out in the School's Safeguarding (Child Protection) Policy.

Signs of Bullying

Bullying – whether physical or emotional – may cause psychological damage and is taken very seriously. Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to School.

- Displays of excessive anxiety, becoming withdrawn, unusually quiet or exhibiting more challenging behaviour.
- Comments made by pupils of an extreme or coercive nature.
- 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 Centre with symptoms which may relate to stress or anxiety, such as stomach pains, headaches etc.
- Unexplained cuts and bruises.
- Frequent absence, erratic attendance, late arrival to class.
- Choosing the company of adults rather than peers.
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares.
- Talking of self-harm, suicide or running away from home or school.

NB it is important to recognise that some young people suffering child sexual exploitation (CSE) do not exhibit external signs of this abuse.

Although there may be other causes for some of the above symptoms, a repetition or a combination of these signs of bullying should be and reported by parents or staff and recorded and investigated by staff in accordance with this policy.

Preventative Measures

The School's response to bullying does not start at the point in which a pupil has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

Pupils

- The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of school.
- All new pupils including EYFS pupils are briefed thoroughly on the School's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished, will be taken seriously and will be supported and kept safe;
- We use appropriate assemblies to explain the School's policy on bullying (including cyberbullying and prejudice-based and discriminatory bullying). Our PSHEE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. The programme is structured to enforce messages about community involvement and taking care of each other. It focuses on the importance of equality and diversity and pupils are encouraged to avoid prejudicial and exclusionary language;
- Other lessons, particularly RS, English and Drama, highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show all bullying to be unacceptable;
- Assemblies and other lessons will, where relevant and appropriate, include discussion of differences between people and the importance of avoiding prejudice-based language.

- All of our pupils are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place. They are reassured that they will be taken seriously and will be supported and kept safe.
- We operate a peer mentoring scheme whereby trained older pupils are encouraged to offer advice and support to younger pupils.
- The School buildings display advice on where pupils can seek help, including details of confidential help lines and websites where they can connect with external specialists, such as ChildLine, Kidscape, Bullying UK, and the Samaritans;
- We provide leadership training to our Peer Mentors in Year 11 and the Sixth Form to offer support and assistance to younger and to vulnerable pupils.
- The School does not tolerate peer-group "initiation ceremonies" or hazing type violence or rituals designed to cause pain, anxiety or humiliation to pupils, and all staff remain alert to such actions and to take preventative action where it is considered in advance that such behaviour might occur.

Staff

- Upon induction, all new members of staff are given training and guidance on the School's anti-bullying policy and on how to react to, and record allegations of bullying at the School, including cyberbullying. The School will ensure that all School staff understand the principles of the School's policy, the School's legal responsibilities, actions to be taken to resolve and prevent incidents of bullying from arising or escalating and also details of sources of further support;
- We devote time in staff INSET training towards ensuring that staff are trained to cope with incidents as and when they arise. Training covers School policies, legal responsibilities and sources of support.
- The School recognises that certain children may be more at risk of bullying than others and may require additional support when dealing with an incident of bullying, for example children with SEND and/or certain health conditions, and LGBTQ+ pupils. The School will ensure that staff receive appropriate training to be able to understand the specific needs of our pupils, and to enable all staff to provide an inclusive environment for all pupils;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are recorded on CPOMS in order that patterns of behaviour can be identified and monitored;
- We have a strong and experienced pastoral team of Tutors, Heads and Assistant Heads of Early Years and Key Stages 1, 2, 3, 4 and 5, and Deputy Heads who are trained in handling any incidents as an immediate priority and are alert to possible signs of bullying and will apply our Safeguarding (Child Protection) Policy to bullying incidents.
- Our pastoral team gives 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 pupils might believe that bullying behaviour can occur without adult observation. They are trained to be alert to inappropriate language or behaviour.
- Our Medical Centre, notice boards and Student Planner display advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists, such as ChildLine, Kidscape and Samaritans.
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. The Counsellor is available to give confidential advice and counselling support to pupils. A member of our pastoral team may refer a pupil to the Counsellor as appropriate.

- The School has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside School hours, on School visits and trips, online, or that otherwise occur outside of School. The School has the right to take disciplinary measures in respect of such incidents. Disciplinary measures will be taken in accordance with the School's Behaviour and Sanctions Policy and will be applied in a fair, consistent, and reasonable manner, taking into account the needs of pupils with SEND and certain health conditions, and vulnerable pupils. When informed of details, the School will work with other Schools when bullying between our pupils and external pupils is identified. Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator(s). The perpetrator of bullying may be in need of additional support in parallel to any sanction.
- If staff reasonably suspect that a pupil who is being bullied or is the perpetrator of bullying may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Safeguarding (Child Protection) Policy] and discuss their concerns with the School's Designated Safeguarding Lead (DSL) without delay. We have clear policies which we communicate to parents, pupils and staff and have an environment of good behaviour, with helpful examples set by staff and older pupils.

Parents

- This policy is readily available on the School's website/ in the Parent Handbook / on request which parents are made aware of so that they are clear on the School's approach to bullying and what to do if their child experiences bullying.
- If parents know or suspect that their child, or another pupil, is being bullied or may be behaving in a way which another pupil could be experiencing as bullying, they should contact the School without delay. All concerns will be taken seriously.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and implementation of this anti-bullying policy.

Responsibilities

It is the duty of all members of staff to deal with incidents according to the policy and procedures, and never to let an incident pass unreported, whether on site or an off-site activity.

The Deputy Heads will:

- Be responsible for the day-to-day management of the policy and systems.
- Ensure that there are strategies and procedures in place to help both the bullies and the bullied.
- Keep the Headmistress informed of incidents.
- Arrange relevant staff training which will include anti-bullying strategies.
- Determine how best to involve parents in the solution of individual problems.

The Heads of Key Stage will:

- Be responsible for ensuring that the School's positive strategies are put into practice.
- Develop and update anti-bullying sections in the PSHEE programme and monitor their effectiveness.
- Know the School's procedure and deal with any incidents that are reported.

Form Tutors will:

- Be responsible for liaising with the Heads of the Key Stages over all incidents involving pupils in their form. Class Teachers will liaise with the Deputy Head at the Junior School.
- Be involved in any agreed strategy to achieve a solution.
- Take part in the anti-bullying programme in the PSHEE course.

All School staff (academic and non-academic) will:

- Know the policy and procedures.
- Be observant for any incidents of bullying.
- Deal with incidents according to the policy.
- Never let any evidence of bullying pass by unreported, whether on-site or during an off-site activity.

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 on CPOMSs in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of this anti-bullying policy.

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 which adults should be alert to 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 bullying is suspected or reported, the incident will be investigated and dealt with initially and immediately by the teacher approached. The teacher will inform the appropriate Head of Key Stage (Deputy Head at the JS) and the details of the incident will be recorded on CPOMS. Where an incident is suspected or reported to a non-teaching member of staff, they should immediately liaise with the appropriate Head of Key Stage.

- The member of staff to whom the incident was reported, or who first discovered the situation, should reassure and support the pupils involved, without promising absolute confidentiality.
- They should inform an appropriate member of the School's pastoral team about the bullying allegation as soon as possible.
- 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 (Child Protection) Policy rather than the procedure set out below.
- The victim(s) and the alleged perpetrator(s) will each be interviewed individually by the Head of Key Stage or other pastorally trained member of staff on their own (or with a suitable person present for support if that is the child's preference) and asked to write and sign their account of events.

- Where any member of staff considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, they will report this to the Headmistress without delay, and the Headmistress will report the matter to the Police if considered necessary and without delay. The School will then follow the procedures set out in the Safeguarding (Child Protection) Policy as well as any guidance from the Police.
- The incident/s should be recorded on CPOMS by the member of staff to whom the disclosure is made. It should then be passed to the Key Stage Pastoral lead, relevant Deputy Head and Headmistress. Tutors of both the alleged perpetrator(s) and the victim(s) should also be copied.
- The victim(s) will be interviewed again at a later stage by a member of the pastoral 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. Support strategies will be offered.
- The perpetrator(s) will be interviewed again at a later stage by a member of the pastoral 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. The School's Behaviour Sanctions Policy may also be invoked. 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.
- Once the facts are known, early consideration should be given to the parents being informed by the relevant Head of Key Stage or senior manager involved in the issue.
- The parents / guardians of all parties will be kept informed by the Deputy Head / Heads of the relevant Key Stage and may be invited into School to discuss the matter, and the appropriate sanctions under the Behaviour Sanctions Policy and/or Discipline and Exclusions Policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed.
- 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.
- A monitoring and review strategy will be put in place and put on record.
- In very serious cases, and only after the Headmistress and/or a member of the DSL team has been involved, it may be necessary to make a report to the Police or to Children's Services. However, it is the policy of Walthamstow Hall to attempt to resolve such issues internally under this policy and the School's Behaviour Sanctions Policy unless the matter is of such gravity that a criminal prosecution is considered likely or any of the pupils involved would benefit from external agency support.
- The Deputy Heads will keep the Headmistress informed and update her regularly until the matter is resolved.

Cyber-bullying

This should be read in conjunction with our e-Safety policy

General Statement

- With increasing availability of electronic devices that give unrestricted access to the internet, online safety is very important and forms part of our safeguarding and anti-bullying arrangements.
- All bullying is damaging but cyber bullying and harassment, in addition, are invasions of privacy. They may also involve criminal acts.
- The School will support any victims and do everything possible to detect those involved.

- We will use all sanctions available to us, up to and including permanent exclusion to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, in or out of School.
- It is the duty of all members of the School community to report any instance of cyber-bullying or harassment they know about or suspect.
- The Director of Digital Services and Innovation and Network Services team actively manage hardware, software and connectivity. They are also available to assist with internal discussion around cyber-bullying and provide input and technical advice where necessary.

Definition:

Cyberbullying can be defined as *"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"* (Belsey, <http://www.cyberbullying.org/>). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend themselves. The School acknowledges that cyberbullying may take place inside School, outside of School and at any time of the day.

Cyberbullying could involve communications by various electronic media, including for example:

- Bullying by texts or messages or calls on mobile phones.
- Use of mobile phone cameras to cause distress, fear or humiliation.
- Posting threatening, abusive, sexual, discriminatory, offensive, or humiliating material or comments on websites (including blogs, personal websites, and social networking sites).
- Hi-jacking/cloning email accounts.
- Using e-mail to message others in a threatening or abusive manner.
- Anything similar to the above that arises from emerging technologies.

The School acknowledges that cyberbullying may take many different forms including: cyberstalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, encouraging derogative comments on online platforms, sharing nudes/semi-nudes, upskirting, and sexting.

The School has a role to play in teaching pupils about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform, or app. In taking this forward, the School has regard to the DfE's non-statutory guidance on *Teaching online safety in school* (June 2019).

Cyber-bullying – preventative measures

- Expects all pupils to adhere to its E-Safety Policy. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with the Behaviour Sanctions Policy.
- Issues all pupils with their own personal School email address. Access to all social media sites and personal email sites such as "hotmail" is not allowed from School computers/tablets inside the School.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHEE lessons, which covers blocking, removing contacts from "friend" lists and sharing their personal data.
- Ensures pupils are aware of the various forms in which cyberbullying can take place, that it can have severe and distressing consequences, and that participation in cyberbullying will not be tolerated.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure.

- Does not allow the use of mobile phones in classrooms, public areas of the School, or where they may cause annoyance, humiliation, or distress to others and does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas.
- Seek to build resilience and awareness in pupils so that they make safer choices and are ready to seek help if necessary.
- The School will provide in-service training to enable staff to respond appropriately to reports of cyber-bullying or harassment and will have systems in place to respond to it.
- The School will keep up to date with regard to appropriate filtering and monitoring systems as advised at the UK Safer Internet Centre.

School Systems:

- In the Junior School, Year 6 pupils may only bring their mobile phone into School in exceptional circumstances. In these instances the pupils take it straight to the School Office in the morning where it is locked away for the duration of the School day.
- Mobile phones in Years 7 – 11 are collected in by Form Tutors during morning registration and managed by the Receptionists. They are returned during afternoon registration at 3:50 pm. Any Junior School or Year 7 – 11 Senior School pupil found to be in possession of a mobile phone during the School day will have it confiscated.
- Staff who are made aware of or who suspect any instances of cyber-bullying should report this to the Head of Key Stage as appropriate. They in turn will ensure that the relevant Form Tutor is informed as well as the relevant Deputy Head. The course of action taken as a consequence will vary depending on the nature of the offence. It is likely to involve the Network Manager as well as parents. The Headmistress will be kept informed.

Advice to Parents

- Parents should be aware of the School's Code of Conduct for Use of School Computers and guidelines for using text, email, instant messaging and social networking sites which are also included in the Student Planner.
- Parents should understand and be aware of their daughter's use of mobile phones and ICT in their home environment. If, as a consequence, they have any concerns related to their use, or if they become aware of any cyber-bullying incidents related to School, they should contact their daughter's Form Tutor and/or a member of the School's Management Team or Head of relevant Key Stage to discuss their concerns. An appropriate course of action will then be determined.

Advice to Pupils

All the essential anti-bullying messages apply. You must tell someone so that action can be taken to stop it. For cyber-bullying in particular:

- Do not answer abusive messages but log them and report them.
- Do not give out personal details.
- Never reply to abusive emails.
- Never reply to someone you do not know.
- Stay in the public areas of chat rooms.
- Be aware of and follow the School's Code of Conduct for the use of School Computers.

Procedures for dealing with cyber-bullying:

The School will follow the procedures set out in this policy and in the Safeguarding (Child Protection) Policy where relevant for incidents of cyberbullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating pupil conduct and protecting the reputation of the School, and the welfare of its pupils.

Although cyberbullying is not a specific criminal offence, there are however criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, upskirting, sharing nudes/semi-nudes, and sexting. Where the School considers that a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

Electronic devices

In response to an allegation of cyberbullying, certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Headmistress. Staff do not require the consent of the pupil, or their parents to undertake a search, provided they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item, or an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, and provided they have the Headmistress's prior consent to undertake a search. The search will be conducted in accordance with the procedure set out in the Behaviour and Sanctions Policy.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyberbullying. Parental consent to search through electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour and Sanctions Policy or the School rules. The School may then take steps to punish the pupil in accordance with the Behaviour Sanctions Policy/Discipline and Sanctions Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding (Child Protection) and Policy.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search on CPOMS.

Procedures for dealing with any reported cases of cyber-bullying are the same as those outlined in the Anti-Bullying Policy. Further details, including the ICT Code of Conduct, are included in the Student Planner and in the Walthamstow Hall e-Safety Policy.

Anti-Bullying Policy, including Cyber-bullying November 2023

EYFS CHILDREN

Even the School's youngest children are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful, and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Mrs Suzanne Hartley, the Head of EYFS, is in charge of the management of behaviour in the EYFS setting.

We explain to our EYFS children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS setting; but sometimes we may remove a privilege for hurtful behaviour. Occasionally, a child may be sent to see Mrs Suzanne Hartley, the Head of EYFS, who will explain the inappropriateness of a particular action and introduce a more appropriate action; but such instances are rare. Parents are always informed when any sanction or reproof is needed towards their child, and in cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into the School to discuss the situation with the child's teacher and the Head of EYFS, to agree a joint way of handling the difficulty.

Copies of our Behaviour and Sanctions Policy which includes EYFS children can be found on the School website.

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.

MONITORING AND REVIEW

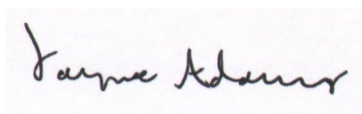
The School will record all incidents of reported bullying in accordance with this policy on CPOMS.

The Headmistress or a designated member of SMG will review all incidents of reported bullying to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. Records of bullying incidents will also be used to evaluate the effectiveness of the School's anti-bullying procedures, and to highlight any necessary amendments. The Headmistress will report at least annually, and where one or more serious incidents have occurred, more frequently, to the Governing Body.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Revised: November 2023

Date of next review: November 2024



Signed:

..... Date:17 November 2023.....

Mrs J Adams
Chairman of the Governing Body