

Anti-Bullying Policy

Collège Français Bilingue de Londres (The "School")

Introduction

The aim of this policy is to prevent bullying of any sort and to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied. 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.

CFBL prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting us in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together.

This policy is available to parents of pupils and prospective pupils on our website and on request. It is also communicated to all staff and pupils.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the School and each other. Any kind of bullying is unacceptable and any instances will be recorded and, where appropriate, will result in disciplinary action.

Our staff is aware that safeguarding issues can manifest themselves via peer on peer abuse. These can include bullying, including cyber-bullying.

Definition of bullying

Bullying can be defined as "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally" (Guidance on Preventing and Tackling Bullying, Department for Education, October 2014)

Bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours) means. 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 intimidatory. Bystanders to bullying also play a role.

Bullying may involve actions or comments that are sexual or sexist, homophobic, transphobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape). It may also be unpleasant in other ways.

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

Cyberbullying – definition

www.cyberbullying.org.uk defines Cyberbullying 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." It is an aggressive, intentional act carried out repeatedly overtime, often against a victim who cannot easily defend himself/herself.

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

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts

In this Policy, reference to “bullying” includes cyberbullying.

School’s response to Bullying

At CFBL, we always treat bullying very seriously. It conflicts with the School's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. 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.

Bullying which occurs on school trips 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 outside school premises and outside school hours.

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 spoiled 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 infirmary with symptoms that 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, experiencing nightmares etc
- Talking of suicide or running away from home or from school

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 and reported as appropriate (see below).

Preventative Measures:

The role of the Board of Governors ("the Board")

The Board supports the Headteacher when he takes measures to eliminate bullying from the School. This policy statement makes it very clear that the Board does not allow bullying to take place in the School, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

The Board reviews the effectiveness of the School policy regularly. The Board requires the Headteacher to keep accurate records of all incidents of bullying and to report to the Board on request about the effectiveness of the measures taken by the School.

The role of the Headteacher

It is the responsibility of the Headteacher to implement the School anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the School policy and know how to deal with incidents of bullying. The Headteacher closely monitors anti bullying incidents and reports to the Board about the effectiveness of this policy.

The Headteacher ensures that all children and adults know that bullying is unacceptable behaviour in the School.

The Headteacher ensures that all staff receives sufficient training to be equipped to deal with a bullying incident.

The Headteacher sets the School climate of mutual support and praise for success, so making bullying less likely.

The Headteacher is assisted in his role by the Deputy to Head for Primary School, by the Deputy to Head for Secondary School and by the school counsellor (*psychologue scolaire*). They report directly to the Headteacher.

The role of the teachers and the pastoral team '*vie scolaire*'

- Teachers in our School take all forms of bullying seriously, and intervene to prevent incidents from taking place, as well as doing all they can to support a child who is being bullied. They keep their own records of all bullying incidents that happen in their class or of which they have been informed. If a child is being bullied over a period of time, then, after consultation with the Headteacher, the teacher informs the child's parents. Upon induction, all new members of staff are given guidance on the school's anti-bullying policy and on how to react to and record allegations of bullying. All school staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support;

- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Deputy to Head for Primary School or the Deputy to Head for Secondary School *in order* that patterns of behaviour can be identified and monitored;
- Our pastoral team (Deputy to Head for Primary School, the Deputy to Head for Secondary School and *via scolaire team*) support the Headteacher. The Headteacher, Deputy to Head for Primary School, and the Deputy to Head for Secondary School are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying;
- 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. Inset sessions are held regularly, using outside experts;
- Our trained Deputy to Head for Primary School and Deputy to Head for Secondary School are an important part of our pastoral support service, providing specialist skills of assessment and counselling. They are available to give confidential advice and counselling support to pupils who can refer themselves to him when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil to them as appropriate;
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour;

Preventative measures (pupils)

- All new 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 and will be supported;
- We use assemblies to explain the school policy on bullying. Our PSHE programme (in the secondary, Students Life Committee , comprising a series of activities aimed at improving school life) is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. This includes explaining to pupils their role as bystanders to bullying, and the strategies they can use to prevent bullying when they witness it. ;
- Other lessons, particularly EMC (enseignement morale et civique) lessons in the secondary highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable;
- All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place;
- Our Infirmary displays advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, and the Samaritans.

Cyberbullying - preventative measures

For the prevention of Cyberbullying and in addition to the preventative measures described above, the School:

- Expects all pupils to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Administrator monitors pupils' use.
- May impose disciplinary sanctions for the misuse, or attempted misuse of the internet.
- Issues all pupils with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyberbullying in ICT lessons (for eg: blocking, removing contacts from “friends” list, sharing personal data)

- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- The use of cameras on mobile phones or other devices is not allowed in the School.

Procedure

CFBL ensures that all instances of or concerns about bullying and cyberbullying 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 in the register of incidents of the primary school/ of the secondary school, and also on pupil files and files relating to safeguarding where appropriate, in order to enable the school to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

The following procedure must be adopted in the circumstance when a child complains of what can be described as bullying or where a member of staff suspects that bullying is taking place

1. The member of staff to whom the incident of bullying is reported or whom first discovers the situation will inform the class teacher, or if the class teacher suspects that bullying is taking place, he or she will inform the Deputy to Head for Primary School, or the Deputy to Head for Secondary School (as appropriate);
2. The victim will be interviewed on his/ her own (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
3. The bully/ bullies, and all others who were involved, will immediately be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
4. The incident should be recorded by the class teacher on a school incident form and signed and dated before it is given to the Deputy to Head for Primary School or the Deputy to Head for Secondary School as appropriate who are responsible for adding it to the register of incidents, securely in a locked cabinet in their respective office. If it is not practicable to use the form, the incident must still be written down, signed and dated, and held securely the Deputies to the Head..
5. Other members of staff will be alerted as soon as possible of the situation including in particular the School's welfare counselor (*psychologue scolaire*) who will advise the school and counsel the child if appropriate; in very serious incidents, the Headteacher should be informed.
6. A programme of careful observation will be initiated in and out of the classroom and the class teacher will make a note of the interaction of the children involved;
7. If evidence of bullying is found, the parents of the child/children accused of bullying will be contacted and a meeting arranged with the Deputy to Head for Primary School or the Deputy to Head for Secondary School .
8. The victim will be interviewed again at a later stage by the Deputy to Head for Primary School or the Deputy to Head for Secondary School or the School's welfare counselor (*psychologue scolaire*) separately from the alleged perpetrator. It will be made clear to him/her why revenge is inappropriate. He/she will be offered support to develop a strategy to help him or herself.
9. The alleged bully will be interviewed again at a later stage by the Deputy to Head for Primary School, or the Deputy to Head for Secondary School or the School's welfare counselor, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as set out in the school's Behaviour and Discipline Policy. In particularly serious and/or persistent cases, the bully should expect permanent exclusion.

10. A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a pupil is suffering, or likely to suffer, significant harm. In such case, the School's procedure under its Child Protection and Safeguarding Policy will apply rather than the School's Behaviour and Discipline Policy. A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation;
11. The parents/ guardians of all parties will be informed and may be invited into school to discuss the matter. Their support will be sought;
12. A way forward, including where appropriate disciplinary sanctions and counselling, should be determined, and where possible agreed with all parties. This should recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the school's Behaviour and Discipline Policy if appropriate;
13. 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;
14. A monitoring and review strategy will be put in place and put on record;
15. In very serious cases, and only after the Headteacher has been involved, it may be necessary to make a report to the Police or to Social Services. However, in many cases it will be possible to resolve such issues internally under this policy and the school's Behaviour and Discipline Policy.

The role of parents

Parents who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher (in the case of a primary pupil) or the Deputy to Head for Secondary School (in the case of a secondary pupil) immediately.

Parents have a responsibility to support the School's Anti-Bullying Policy and to actively encourage their child to be positive member of the School.

Monitoring and review

This policy is kept under continuous review by the Headteacher who reports to the Board about the effectiveness of the policy.

This policy is the Board's responsibility and it reviews its effectiveness annually. It does this by discussion with the Headteacher. All staff have a responsibility to bring to the Deputy to Head for Primary School, or to the Deputy to Head for Secondary School or to the Headteacher's attention issues relating to this policy which are causing concern.

Complaints procedure

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

This Policy has been drawn up under paragraph 10 of Schedule 1 of the Education (Independent School Standards) Regulations 2014

This policy is reviewed annually and monitored by the School's Senior Management and its Governors

Last review: June 2018

RELATED POLICIES

- Behaviour and Discipline Policy
- Special Education Needs (SEN) and Learning Difficulties Policy
- Equal Opportunities
- Complaints Procedure
- Child Protection and Safeguarding Policy