ALDENHAM
PREP SCHOOL

Anti Bullying Policy

Managed by:	Updated:	Review Date:
S Galpin	August 2025	August 2026

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Mrs S M Galpin	

INFORMATION This is a copy controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Scope

Aldenham Prep School encourages good relationships between pupils and will treat allegations of bullying seriously. All staff, children and parents should be aware of the negative effects that bullying can have on children and the school in general and should work towards ensuring that children can work and socialise in an environment without fear.

Bullying of any kind is unacceptable; it will not be tolerated at Aldenham Prep School and the school's anti bullying policy will be rigorously enforced. The school will also take note of bullying perpetrated outside school, which spills over into school and will do what is reasonably practicable to eliminate such bullying. The school will try to deal with cases of bullying through internal procedures which can involve significant disciplinary sanctions up to and including permanent exclusion. In the event of harassment and/or threatening behaviour which is persistent, the school may pass information on to outside agencies to investigate whether or not a criminal offence has taken place. However, the school also understands that while some unpleasantness is clearly deliberate and aggressive, other incidents are known to be unintentional and the result of simply not thinking about the consequences. (ref DfE non-statutory advice Preventing and Tackling Bullying 2017 and the Prevent Duty 2015). In such situations, it may be more appropriate to support both victim and perpetrator through education and increased awareness rather than punishment.

Bullying may be treated as a Child Protection concern where there is reasonable cause to believe that a child is suffering or is likely to suffer significant harm. In these cases staff are requested to report promptly to the DSL or external agencies.

Definition of Bullying

The Anti-Bullying Alliance (http://www.anti-bullyingalliance.org.uk/) applies the following three conditions to define incidences of harmful interpersonal behaviour as bullying behaviour.

Behaviour is bullying behaviour if:

- it is repetitive, wilful or persistent;
- it is intentionally harmful, carried out by an individual or group; and,
- there is an imbalance of power leaving the person who is bullied feeling defenceless.

More detailed information about bullying is available from NSPCC Learning:
https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying

At Aldenham we understand that bullying may take many forms: It takes place through means which can be verbal (e.g. name-calling), indirect (e.g. exclusion), physical (e.g. hitting) and cyber (e.g. digital). We believe that every child has the right to live their (school) life, free from adverse interference from others. We believe children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to protect them. Bullying usually prevents another individual from living at ease with other members of the school.

We are committed to providing a caring, friendly and safe environment for all our pupils in the hope that each child can build self-esteem and be uniquely valued by others.

Aims and Objectives of our Anti-Bullying Policy

Our aims and objectives are:

- to demonstrate that the school takes bullying seriously and that it will not be tolerated;
- to put in place measures to prevent all forms of bullying in school and during off-site activities;
- to encourage all staff and children to report incidents of bullying;
- to promote an environment where the school takes a collective responsibility to monitor and, as far as possible, eliminate bullying; and,
- to protect those who might be victims of bullying and to promote the safety and well-being of all children.

Examples of Bullying: Child on Child

Bullying may take many forms, although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others. It takes place through means which can be:

- verbal (e.g. name-calling, teasing, mocking, belittling others' abilities and making offensive comments);
- indirect (e.g. taking/breaking belongings, producing offensive notes or graffiti, gossiping, excluding people from groups in the knowledge that it will cause distress, spreading hurtful and untruthful rumours); and,
- physical (e.g. kicking, hitting, pushing, pinching, scratching or physically intimidating someone).

Other forms of bullying include:

- racial, religious and cultural bullying;
- homophobic, sexist, sexual or transphobic bullying ;
- bullying related to special educational needs, disability; and,
- cyberbullying (including inappropriate text messaging and emailing; sending offensive or degrading images by phone or via the internet, posting hurtful descriptions or comments on social networking sites such as 'Facebook' or 'MSN'). See appendix 1 for the Anti-Cyber Bullying.
- prejudice-based and discriminatory bullying

Signs of Bullying

Children who are being bullied may show changes in behaviour; therefore, staff and parents should be vigilant for this. Over a period of time pupils may become shy or nervous, suffer from enuresis (bed-wetting), feign illness, seek undue attention from adults, take unusual absences, truant, show a change in ability to focus and/or work patterns.

It is not bullying when two children have an occasional dispute.

Anti Bullying Procedure

How can the school deal with incidents child on child bullying?

Action by the School:

Our initial concern is to prevent bullying rather than to punish the bullies. However, bullying is a major offence and will be dealt with firmly.
In a case where bullying is alleged our action will be:

- to check records on CPOMS;
- to investigate the incident(s), which may include talking to parents; and,
- to feedback to those involved.

In a case where bullying has occurred our action will be:

- to support the victim in any appropriate way, which may include talking to the parents of the bully;
- to educate the bully, for the bully's own sake as well as for others; and,
- to deter the bully. Any bullying offence will be recorded in writing centrally by the Head of Prep.

Extreme or persistent bullying will be referred to the Head of Prep, who, if necessary, may suspend or even permanently exclude the offender. Contact may be made with the DSL, Children's Services and/or the School Counsellor.

Education

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We are proactive about seeking opportunities to learn about and celebrate difference.

It is not our intention to wait for bullying to happen before we act; we wish to pre-empt the problem. The following steps are taken:

- The skills required for building relationships and living in communities features as a central component of our PSHE Scheme of Work, Achievement Assemblies, the House system, Circle Time, our Core Values and our Christian foundation. Children learn how to recognise and manage their own emotions and respond to the emotional needs of others. They also learn how to build trust and resolve conflict.
- We reward positive behaviour through verbal praise, stickers and house points. These imbue a sense of belonging and a collective responsibility.
- Children learn about appreciating others, the importance of altruism, disability awareness and sexual and racial tolerance through PSHE, Religion and World Views lessons and school assemblies, amongst others.
- As part of their leadership training (e.g. Prefects, Head Prefects, House Captain and Vice Captains, Play Leaders), senior children learn to appreciate that they have a vital role to play in looking after the younger girls and boys.
- Chance cards carried by every pupil from Year 3-6 monitor and document poor and/or anti-social behaviour. This reminds children to avoid repeating such behaviour.
- In the children's Link books reference is made to who to turn to in confidence.
- Anti-Bullying Assemblies are held.
- Staff are encouraged to attend conferences and courses that include advice on the prevention of bullying. Elements of the annual, national Anti-Bullying Week are used throughout the school.

Recording incidences of bullying

In the Prep School all incidents of bullying are initially investigated by Class Teachers/ Room Supervisors. Teachers, Teaching Assistants and Early Years Practitioners record the incidents on CPOMS. Serious or persistent incidents of bullying will be reported by the Heads of Key Stage or Deputy Head for disciplinary action as appropriate. Any proven incidents of bullying are recorded centrally by the Head of Prep who may also ultimately permanently exclude the pupil.

While the school will seek to resolve bullying incidents internally, in very severe cases the Head may choose to make a report to the police or to Children's Services.

Advice to parents

- Watch out for distress or a change of behaviour or attitude in your son or daughter. For example, there may be a reluctance to return to school and its cause may be bullying.
- Take an active interest in your son's or daughter's social life. Discuss friendships and how free time is spent. Listen to them when they tell you about what has happened at play-dates. Be aware of their use of social networking sites, age limits and give advice about the type of information it is appropriate to share.
- Encourage your son or daughter to report bullying, either of themselves or others. If you think your son or daughter or any child is being bullied, contact your child's Class Teacher at once. Try to be as specific as possible about what your child says has happened, give dates, places and names of other pupils involved.
- Prep school children should be encouraged to talk to their Class Teachers or any adult in school.

Persistent bullying can result in:

- Depression
- Low self-esteem
- Shyness
- Poor academic achievements
- Isolation
- Threatened or attempted suicide

Advice to children

We acknowledge that many of our children are too young and therefore unable to read or process the information below, but for those who can, it is vital that they do.

What should you do if you feel you are being bullied?

If you are being bullied, you may feel scared, vulnerable and quite alone but you owe it to yourself to try and sort out the situation so that the bullying stops. **Remember, no-one deserves to be bullied.**

Bullying will exist as long as you remain silent. If you are being bullied, have been bullied or you observe someone else being bullied, there are various things you can do:

- try to stay calm and look as confident as you can;
- be firm and clear — look them in the eye and tell them to stop;
- get away from the situation as quickly as possible;

- tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another child;
- talk to someone you trust and get them to help you take the right steps to stop the bullying. This may be: a Prefect, another adult in the school e.g. your Class Teacher, Teaching Assistant, School Secretary, Pre Prep Leader, Prep Leader, Deputy Head, the Chaplain, the Counsellor, a friend, your family. If it helps, write down the information, put it in an envelope and give it to an adult who you trust;
- you can also forward inappropriate or unpleasant e-mails that you have received to Mrs Galpin smgalpin@aldenham.com
- if you are scared to tell a teacher or an adult on your own, ask a friend to go with you;
- talk to a Childline counsellor online in a chatroom https://www.childline.org.uk/Talk/Chat/Pages/OnlineChat.aspx
- keep on speaking until someone listens and does something to stop the bullying;
- don't blame yourself for what has happened.

Remember:

- Do not be intimidated by a bully saying it will be worse for you if you report bullying.
- When someone else is being bullied or is in distress, take action. Watching and doing nothing may suggest support for the bully. Don't be a bystander.
- Do not tolerate a bully in your circle of friends.
- Always treat others as you would like to be treated yourself. Remember that calling someone names or incessant teasing is in fact bullying. Do not become a bully yourself.

If you witness another pupil being bullied

- If you feel confident enough, tell the children to stop what is going on and check how the bullied person is feeling.
- Try to remember the details of the event e.g. place, time, children involved, witnesses.
- Tell a teacher immediately. If no teacher is available, tell another adult.
- Write down what happened and what was said while it is fresh in your mind and give it to an adult.

When you are talking to an adult about bullying be clear about:

- what has happened to you
- how often it has happened
- who was involved
- who saw what was happening
- where it happened
- what you have done about it already.

What can you do if you think you are a bully?

If you feel you are bullying other children you should try to do something about it. There are many reasons why an individual might bully others.
You need to think before you act or speak and ask yourself if you would like to be treated in the way you are treating others. Apologise if you bully someone. If you can't bring yourself to say sorry at first, then write a note. Talk to an adult who will help you to change your behaviour.

Related Policies
Acceptable Use of the Internet Policy
Behaviour and Discipline Policy
Safeguarding Policy
EYFS Promoting Positive Behaviour
Staff Handbook

Appendix 1
Cyber Bullying

Aims

- Bullying is wrong and damages individual children. Therefore, at Aldenham Prep we do all we can to prevent it by developing a school in which bullying is regarded as unacceptable.
- We aim, as a school, to produce a safe and secure environment where all can learn without anxiety. We also have a duty of care towards our staff who may also be the victims of cyber bullying.
- This policy aims to produce a consistent school response based on policy expressed in our School Aims and Behaviour and Discipline Policy.
- We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of any forms of bullying in our school.

What is Cyber Bullying?

Cyber bullying can be defined as use of information and communications technology (ICT), particularly mobile phones and the internet, deliberately to upset someone. Cyber bullying is when a person, or a group of people, uses the internet, mobile phones or other digital technologies to threaten, tease or abuse someone. It can be an extension of face to face bullying, with technology providing the bully with another route to harass their target. However, it differs in several significant ways from other kinds of bullying. The invasion of home and personal space, the difficulty in controlling electronically circulated messages, the size of the audience, perceived anonymity and even the profile of the person doing the bullying and their target. Aldenham Prep treats cyber bullying, like all bullying, very seriously. Cyber bullying is never acceptable, either in or out of school. There are criminal laws that can apply in terms of harassment and threatening and menacing communications, and schools should contact the police if they feel the law has been broken.

Safeguarding and promoting the welfare of children is everyone's responsibility. All Aldenham Prep staff undertake regularly updated safeguarding and child protection training, which includes understanding, preventing and responding to cyberbullying.

Examples of cyber bullying include:

- threats and intimidation;
- harassment or 'cyber stalking';
- sending unwanted texts and messages;
- sending instant messenger and chat room messages to friends or direct to a victim;
- exclusion or peer rejection;
- false impersonation;
- setting up profiles on social networking sites to make fun of someone;

- unauthorised publication and distribution of private images.

While some cyber bullying is deliberate and aggressive, it is important to recognise that there may be cases of cyber bullying which are unintentional and the result of simply not knowing about the consequences. The school reserves the right to make judgements about the severity of cyber communications. What may be sent as a joke may not be received as one and indeed the sender may not even see the impact of the message on the receiver. It is easy for bystanders to become perpetrators in cyber bullying by passing on humiliating images, or taking part in online polls or discussion groups, thus compounding the misery for the person targeted. Cyber bullying may take place between children, between adults or also across different age groups. Targets may be adults or pupils.

The Effects of Cyber Bullying

Even though cyber bullying cannot physically hurt, it can still leave children feeling mentally vulnerable and very upset. They can also feel scared, lonely and stressed and feel that there's no way out. Escaping cyber bullying can be very difficult. Because anyone can get access to a mobile phone or the internet almost anywhere, it can be tough for those on the receiving end to avoid it, even in the safety of their own home.

Why do Cyber Bullies do it?

There are many possible reasons why some people choose to cause pain to others by bullying them. Here are the common ones:

- It can simply a case of someone being in the wrong place at the wrong time and allowing themselves to be easily intimidated;
- Some people who cyber bully think that they won't get caught if they do it on a mobile phone or on the internet.
- The people who cyber bully are jealous, angry or want revenge on someone, often for no reason at all.
- Cyber bullies often think that getting their group of friends to laugh at someone makes them look cool or more popular.
- Many do it for laughs or to get a reaction.

Cyber Bullying and the Law

Bullying is never acceptable, Aldenham Prep has a duty to protect all its members and provide a safe, healthy environment. Aldenham Prep will treat all reported incidents of cyber bullying seriously, whether they occur inside or outside of school. The Education and Inspections Act 2006 (EIA 2006) includes legal powers that relate more directly to cyber bullying. It outlines the power of Head teachers to regulate the conduct of pupils when they are off site and provides defence in relation to the confiscation of mobile phones and other items. Head teachers have the power "to such an extent as is reasonable" http://old.digizen.org/ to regulate the conduct of pupils when they are off site or not under the control or charge of a member of staff.

Responding to Cyber Bullying

Any person being bullied using mobile phones or information and communications technology should keep examples of texts or emails received as these may aid in any investigation. Additional reporting routes include contacting mobile phone companies, internet service providers and social networking sites, as well as looking at the school computer system and

log on accounts. It is expected that most cases of cyber bullying can be dealt with through the school's existing Anti-Bullying Policy and Behaviour and Discipline Policy, though consideration will be given to the scale and scope of cyber bullying, the number of people involved, the location and nature of the cyber bullying and the anonymity of the perpetrator.

Some important tips to protect pupils from being caught up in cyber bullying are as follows:

- Always respect others
- Think before you send
- Don't share your password
- Block the bully
- Don't retaliate or reply
- Never send pictures of yourself that you don't want in the public domain
- Save the evidence
- Make sure you tell

Online security and Internet Safety

Pupils are taught about the importance of internet safety and not sharing their passwords or personal information on-line. During anti bullying week cyber bullying is discussed. Internet safety issues are regularly addressed and the school especially examines the subject during Internet Safety Day. The school offers support to parents on how to help their children engage safely and responsibly with social media through advice in newsletters or signposting to other sources of support and advice.

Extent of School Responsibility

In cases of cyber bullying the school has a responsibility to act in accordance with its Anti Bullying Policy. The school also has statutory powers to investigate incidents of bullying which occur outside of school hours and may apply appropriate sanctions, especially if it causes problems in school. The school will treat all cases of cyber bullying seriously but given the nature of modern technology and communication we recognise the limits of our ability to investigate certain areas of cyber bullying. Our duty of care cannot automatically extend beyond the school gates so incidents of cyber bullying which take place entirely off site may not always be matters which come under our jurisdiction. Pupils should be aware that issues of cyber contact can lead to criminal action if guidelines/laws are breached.

It should be noted that in the case of Leah Bradford-Smart v West Sussex County Council (2002), the Lord Justice Judge said "the school does not have the charge of its pupils all the time and so cannot directly protect them from harm all the time. At a day school that charge will usually end at the school gates …". He went on to add "the school cannot owe a general duty to its pupils, or anyone else, to police their (the pupils) activities once they have left its charge. That is principally the duty of parents and, where criminal offences are involved, the police". (Ref. Education Law Update, Issue 103, September 2010, page 4, author Kerry Trewern).

Reporting Cyber Bullying and Taking Action

The school community is obliged to protect all its members and provide a safe, healthy environment. All staff have a duty to be vigilant in preventing any form of bullying and reporting any concerns to the Headteacher of the Prep School, Deputy Head or Key Stage Leads, responsible for coordination and implementation of cyber bullying prevention and responding

strategies. In cases of cyber bullying, staff should follow the same guidelines for reporting as outlined in the Aldenham Prep School anti bullying policy.

In cases of cyber bullying the school has responsibilities to:

- work with and take steps to change the attitude and behaviour of the bully
- take care to make an informed evaluation of the severity of the incident, taking into account the ways in which cyberbullying differs from other forms of bullying
- deliver appropriate and consistent sanctions, in accordance with the Anti Bullying Policy

For more information on cyber bullying refer to Digizen.org or the DfE 'Safe to Learn' document on cyber bullying. Further information on dealing with bullying may be obtained from websites such as http://www.kidscape.org.uk/

Anti Bullying Policy

Document History

Date:	Pages:	Amendments:	Reason:	Name:
07/12/11				AMW
16/07/16				VJG
17/07/17		Refer to Peer on Peer bullying		SG
		Remove reference to Kidscape		
		Remove Mrs Watt and update to Mrs Galpin		
06/10/18		Pg 3 check Pupil support posters are prominent		SMG
	3	5 Cs under review Nov 19		RL
	3	Pupil support posters are displayed in prominent places.	Removed until back in place	RL
15/09/20	1	Hyperlink to NSPCC Learning	To provide more detailed information about Bullying from the NSPCC	SMG
	1	Additional sentences about the School's belief sand responsibilities	Highlighting the school's beliefs and responsibilities	SMG
	2	Number '1' added to the Appendix	For cross referencing	SMG
	3	Insertion of 'of' in subheading on peer on peer abuse	Grammar	SMG
	3	Inclusion of reference to the front page and change from DSL to DDSL	To highlight the name of the DDSL; Philip Green is the DSL for Aldenham School; the DDSL of the Prep School is responsible for the Prep	SMG

	3	Removal of under review for the 5Cs	Due to lockdown and move to the new build we will be reviewing our vision later	SMG
	3	Two sentences about recognising that bullying is closely related to valuing diversity and how as a school we seek opportunities to learn about celebrate difference	Highlighting how as a school we value diversity and celebrate differences to counteract bullying	SMG
	4	Removal of Room Supervisors	No longer have Room Supervisors	SMG
	4	Change Heads of Key Stage to Pre Prep and Prep Leaders	No longer known as Heads of Key Stage	SMG
	5	Change Heads of Key Stage to Pre Prep and Prep Leaders	No longer known as Heads of Key Stage	SMG
	5	Change 'inline' to 'online'	Correction	SMG
1.8.22	4	Replace the 5 Cs with Core Values	Core Values have replaced the 5Cs	SMG
1.8.22	4	Replace Head Girl and Head Boy with Head Prefects	Change in title	SMG
1.8.22	4	Inclusion of Play Leaders	Update	SMG
1.8.22	6	Removal of VJ Gocher and inclusion of R McTavish	Staff role change	SMG
1.8.22	Front page	Acting Head instead of Head and name change	Position and role change	SMG
1.8.22	Front page	Change of crest	Crest updated	SMG
1.8.23	Front Page	Change from Acting Head to Head	Permanent position appointed	SMG
1.8.23	Page 2	Change from his / her to their	De-gendering the language	SMG
1.8.23	Page 3	Inclusion of prejudice-based and discriminatory bullying	As referred to in KCSIE	SMG

1.8.23	Page 3	Changed gender based to transphobic bullying	Brining the language in line with KCSIE	SMG
1.8.23	Page 3, 4	Change from Peer on Peer to Child on Child	Change in terminology	SMG
1.8.23	Page 4	Headmistress changed to Headteacher	Change of term	SMG
1.8.23	Page 6	Removal of Deputy Head	Management structure in process of being reviewed	SMG
1.8.23	Page 10	Removal of Deputy Head and replace with Key Stage Leads; change of Headmistress to Headteacher	Management structure in process of being reviewed; change of term	SMG
Aug 24	Page 3	RE changed to Religion and World Views	Updated subject name	SMG
Aug 24	Pages 3,4,8	Addition of Deputy Head	Change in management structure	SMG
Aug 25	3	Replacement of Pastoral Files with CPOMS	Change in procedure	SMG
Aug 25	4	Replacement of Pastoral Files with CPOMS	Change in procedure	