



# Loreto Preparatory School

Sincerity Freedom Justice Truth Joy Excellence Internationality

## Policy to Guard against and deal with Bullying and Racism

### Mission Statement

At Loreto Preparatory School  
We are eager and inspired to do our best,  
Meeting the challenges and opportunities of a changing world  
With love in our hearts.

We are called to be joyful and prayerful,  
Living the Gospel and the Catholic faith  
And celebrating the values of Mary Ward  
With our parents and the whole Loreto family.

*Women in time to come will do much.  
Mary Ward*

***This policy addresses the current Independent School Standards Regulations Part 3, KCSIE September 2016 and the non- statutory DfE advice 'Preventing and Tackling Bullying' (October 2014)  
It applies to all children in the school including those in the Early Years Foundation Stage and before and after school clubs and activities. It is available to parents on the website and from the office on request.***

### Definitions of Bullying

Bullying is repeated or persistent behaviour which makes other people feel uncomfortable or threatened, whether this is intended or not. A bully intentionally hurts another pupil or group physically, verbally, or emotionally and is often motivated by jealousy or prejudice on the following grounds or in the following ways:

- Race, religion or culture
- Special educational needs or disabilities
- Appearance or health conditions
- Gender
- Sexual orientation/ Homophobia
- Home circumstances of young carers or looked after children
- Sexism
- Cyber-technology (social websites, mobile 'phones, text messages, sexting, photographs and e-mail)

### A bully is a person who:

- may hit or pinch or slap or kick
- tease or name call someone to make them upset
- deliberately picks on people who will be upset

- deliberately isolates someone to upset and embarrass them
- uses information and communication technologies to demean or threaten others
- is afraid to stand up for what is right

The school is conscious of the serious consequences that can result from bullying incidents, both physical and emotional, which may cause psychological damage and even suicide.

### Definition of Racism

Racism occurs when a person mistreats another in any of the above ways, because of his or her race, colour, nationality, ethnic or national origins.

### Aims and Objectives

In the light of our Mission Statement, Loreto Preparatory School recognises its responsibility to:

- involve parents to ensure they are clear that **the school does not tolerate bullying** and are aware of the need to inform the school if they believe their child is being bullied; let them know that the school will take any complaint about bullying seriously and resolve the issue taking care to protect the child; encourage parents to reinforce the value of good behaviour at home.
- regularly evaluate and update the school's approach to bullying, taking into account developments in and availability of technology and the active management of the safe use of computers, mobile phones, tablets, etc.; encourage the vigilance of staff and parents in the safeguarding and protection of pupils.
- create an inclusive environment of good behaviour and respect for others, with good examples set by staff and older pupils and celebration of success; an environment where children know they will be listened to by staff and are able to raise issues and observations in open discussion.
- implement disciplinary sanctions such that the consequences of bullying reflect the seriousness of any incident to indicate to others that bullying is totally unacceptable.
- protect children from bullying and prejudice against racism, religion, culture, gender, special educational needs, disability, poverty and difficult home circumstances, such as looked after children and those with caring responsibilities.
- raise awareness in pupils of the seriousness of bullying in all its forms, physical, verbal, emotional, and through the use of technology – all of which may cause psychological damage.
- make it easy for pupils to report bullying and assure them that incidents will be acted on without any fear of further bullying or discrimination. Pupils should feel that they can report bullying that has occurred outside the school, such as cyber-bullying.
- raise awareness of staff through effective training, so that the principles of the school policy and legal responsibilities regarding bullying are understood. Action is defined to resolve and prevent problems and sources of support are known. Where possible schools may need to contact specialist skills to help pupils.
- keep written records of all incidents of bullying in order to evaluate the effectiveness of the approaches adopted and enable any patterns to be identified.

- j) use the curriculum and other educational elements, such as PSHEE, assemblies, drama, literature and discussion of differences between people, including in a global setting to ensure pupils understand the part they can play when they find themselves as bystanders.
- k) provide clear guidance on the use of technology in the classrooms and beyond for all users and parents in online safety for pupils and manage data in line with statutory requirements.
- l) implement disciplinary sanctions that reflect the seriousness of incidents and convey a deterrent effect (strong sanctions such as suspension and exclusion may be necessary in cases of severe and/persistent bullying).
- m) be aware that a bullying incident should be treated as a Child Protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

### **Signs and symptoms – identification of Bullying**

- Staff must watch for signs of distress in pupils  
eg, deterioration in work, reluctance to play outside at break times etc.
- Staff should be aware of all behaviour at break times.
- Staff should listen to and respond to all allegations of bullying or racism.
- The concerns of parents are listened to and investigated

### **Action**

In the event of an incident of bullying or racism being reported, the following action will take place:

1. victims of bullying or racism will be reassured that action will be taken and that he/she will be helped. It will be explained that the perpetrator will be interviewed, to help them realise what they are doing. The victim must be reassured that retaliation would be severely dealt with.
2. the individuals involved will be interviewed by the member of staff to whom the complaint has been made, or another adult as deemed appropriate at the time
3. details and statements from any witnesses will be collected
4. the event will be discussed with each individual concerned
5. when an alleged offender is interviewed, she will be asked whether she is aware of the reason for the interview. If she is not aware, the complaint will be outlined and when she understands the complaint, she will be asked to give her own account of what happened. this will be recorded in writing.
6. the Head Teacher must be informed always, especially where the incident is serious or involves racism.
7. in serious cases of bullying or racism the parents of the pupils involved will be notified by the Head Teacher or the Deputy Head
8. **When there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm, then any such abuse will be regarded as a Child Protection issue and referred to the Local Children's Safeguarding Board by the Head Teacher (DSL) or, in her absence the Deputy Head.**

### **Questions for consideration by staff when interviewing:**

1. What has happened?
2. Who is involved? Details of who has done what.
3. How long has it been going on?
4. Is it still happening?
5. Where is it happening?
6. Any witnesses?

7. Has any action been taken in retaliation?
8. Why is it happening? Did any one incident start the trouble?
9. Has anyone been told? Have parents been told?
10. Are there any supportive friends?

**(Written records must be made by the interviewer, kept and evaluated regularly by the SLT)**

### **Further Action**

Whatever disciplinary measures are applied, bullies must realise that their behaviour is wrong and will not be tolerated at the School. Any disciplinary measures must be applied fairly, consistently, and reasonably taking into account the needs of vulnerable pupils. The motivation to bully must be considered and both the perpetrator and the victim will receive and guidance support.

1. Explain the seriousness of what has happened and give a severe warning that this behaviour must cease. The offender must apologise in the presence of staff to the victim.
2. The incident will be recorded in the class "Blue Book"
3. Where there has been an injury or where this is a repeated offence staff must inform the Head Teacher.
4. The Head Teacher will record any reported serious incidents in the "Sad Book"
5. Depending upon the seriousness of the incident and whether it is a repeated incident the Head Teacher may contact the parents of each child involved.

### **Records**

1. The class "Blue Book" - is monitored and evaluated regularly by the Head Teacher in accordance with the policy review.
2. The Head Teacher's "Sad Book" – This is monitored by the Governors and evaluated regularly by the Head Teacher and Chair of Governors in accordance with the review of the policy.
3. Records of any involvement in incidents will be kept in the child's personal file.
4. Records of any racist comments by a child and action taken will be placed in a file kept by the Head Teacher.

### **Prevention of Bullying**

The school will pursue all allegations of bullying and racism and will work to eliminate such behaviour. We fully realise our duty of care to all pupils and will strive to create an environment and ethos of good behaviour, kindness and consideration for others to deter bullying.

Measures to promote and value the ethos of our school, including PSHEE programmes, assemblies, drama, literature and discussion will be used to help pupils learn about the importance of tolerance, consideration, care and kindness to others. The regular elements and activities of school life reinforce our anti-bullying policy and good behaviour is encouraged and rewarded through:

The Way, the Truth and The Life (RE Scheme), the PHSEE Scheme, class assemblies, "Stars" assemblies and other school events, and with reference to fundamental British values.

### **Staff Training**

Raising the awareness of staff through training takes place regularly and when the policy is updated. This ensures that the principles of this policy are understood, legal responsibilities are known, action is defined and sources of support are available. Staff training is reviewed annually and staff are encouraged through

Performance Management to identify any personal development needs relating to the experiences of their pupils and how best to deal with them.

The School fully recognises its duty of care to evaluate the effectiveness of its policy regularly and remedy any deficiencies and weaknesses found. Monitoring and evaluation will be done regularly by the Head Teacher and the SLT.

As Loreto Preparatory School is a relatively small school, the staff know all the children. Each member of staff has an opportunity to meet and chat with each pupil. This knowledge is a strength of the school and a deterrent against bullying.

Again, because the staff know the pupils well, the next step or steps may vary. The staff will be able to determine what will work best for their pupils, depending on the particular issues they need to address.

*Reviewed and ratified by Governors February 2018*

*Next review by Governors - February 2019*

### **Related Policies and Documents**

Child Protection Policy and Procedures

Cyber-bullying Policy

Mobile Devices Policy

Pupil Behaviour Policy

Supervision of Children around School

PHSEE Scheme of Work