ANTI-BULLYING POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

Head	Alex Battison
Author	S Dean – Deputy Head (Pastoral) and Designated Safeguarding Lead V Richardson - Head of Prep
Date Reviewed	September 2026
Date of Next Review	September 2027
Website	Yes

AIMS AND OBJECTIVES

This policy applies equally to both day and boarding pupils. However, the School recognises that the opportunity for inappropriate interactions between pupils is potentially heightened in a boarding context, by virtue of the fact that pupils are living together. The School reflects this in its training of boarding staff, and reviews cases of bullying and additional training needs in both a whole school and boarding context, at Safeguarding Team meeting (led by the Designated Safeguarding Lead (DSL) and Boarding Staff meetings (led by the Head of Boarding).

At Wellington School, our community is based upon a series of values and a commitment to providing a safe and caring environment that is free from disruption, violence, and any form of harassment We expect our pupils to demonstrate kindness and empathy, alongside a concerted effort to be inclusive and community minded. Every part of our community should treat each other with courtesy and all pupils should care for and support each other, inside and outside of School.

Wellington School prides itself on the strength of the relationships that we build. These require mutual respect and the rejection of behaviours that breach our values. 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 and on request. It is also communicated to all staff and pupils.

Bullying, cyberbullying, harassment, victimisation and all forms of discrimination of pupils or staff will not be tolerated by the School. We treat all of our pupils and their parents/ guardians 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 Promoting Good Behaviour Policies.

This policy applies to all day and boarding 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.

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 of child-on-child abuse is reported can be found in the School's Safeguarding Policy and Child Protection Procedures.

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 Policy and Child Protection Procedures.

THE SCHOOL'S RESPONSE TO BULLYING

At Wellington School, we always treat bullying very seriously. It conflicts sharply with the School's social and moral principles, and potentially with its policy on equal opportunities for pupils and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly and taken seriously. The School will never dismiss or downplay bullying as “banter”, “just having a laugh” or “part of growing up”. All reported incidents of bullying will be dealt with by staff in accordance with this policy. Staff will reassure any victim(s) that they are being taken seriously and that they will be supported and kept safe. The School will listen to the voice of the victim when deciding how to respond to the situation as we understand that removing control from the victim can have further negative impact.

The School understands that bullying can be so serious that it causes physical, emotional and psychological damage. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority; however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Promoting Good Behaviour Policies. Whilst bullying itself is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, sexting, the sharing of nudes/semi-nudes (in certain circumstances), upskirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect.

The School recognises that children with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to isolation or bullying (including prejudice-based bullying) than other children. The School also recognises that certain children may face additional barriers to reporting an incident because of their vulnerability, disability, sex, ethnicity and/or sexual orientation.

Pupils who are targets of bullying will always be supported and will be reassured that they will be kept safe. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving and offered support for their own circumstances, where appropriate.

Bullying which occurs on School trips, online or outside of the School's premises will not be tolerated any more than bullying on School premises. Teachers will, where appropriate, discipline pupils for misbehaviour online, outside School premises and outside school hours.

SIGNS OF BULLYING

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

- Unwillingness to return to School;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet;
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others;
- Books, bags, money and other belongings suddenly go "missing", or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self-esteem or feelings of self-efficacy
- Frequent visits to the School Medical Centre with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance or 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; or
- Talking of suicide or running away from home or school.

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

BULLYING - 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 boarders and 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 Assemblies, Chapel and PSHEE programmes give pupils an awareness of their social and moral responsibilities as they progress through the School. The programme enforces messages about community involvement and taking care of each other as a fundamental responsibility of being a part of the community. It focuses on the importance of equality and diversity and pupils are encouraged to reject 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;
- All of our pupils are encouraged to tell a 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;
- Senior pupils can report bullying by using the 'Report any concern, including bullying' function on the student homepage in Firefly;
- All boarders know how to report anxieties to their Houseparent or to another member of the pastoral team;
- All pupils are made aware of and have access to online and telephone support through Childline At childline.org.uk pupils can instigate a '1-2-1 counsellor chat' or telephone in confidence to speak with a Childline counsellor on 08001111.
- All boarders have the telephone number of the School's Independent Listener.
- We operate a peer mentoring scheme whereby trained older pupils are encouraged to offer advice and support to younger pupils;
- Our School Medical Centre and all our boarding houses and classrooms display advice on where pupils can seek help, including details of additional confidential help lines and websites connecting to external specialists; this is also contained in the student planner;
- The student noticeboards contain information on what to do if you are being bullied and how to report bullying;
- We provide leadership training and safeguarding training to our School and House Captains which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils;
- Peer-group "initiation ceremonies" or hazing type violence or rituals designed to cause pain, anxiety or humiliation are strictly forbidden; all staff remain alert to such actions.

Staff

- 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 at Wellington School, including cyberbullying. The School will ensure that all school staff understand the principles of the School 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;
- 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 kept securely in MyConcern, the School's safeguarding management software, in order that patterns of behaviour can be identified and monitored;
- We have a strong and experienced pastoral team of Tutors, Heads of Year, and Heads of House who support the DSL and Class Teachers and Heads of Section who support the Head (WPS) and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying and will know when to apply our Safeguarding Policy and Child Protection Procedures 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 training sessions are held regularly;
- Our trained School Mental Health Lead is an important part of our pastoral team, providing specialist skills of assessment and support. The Mental Health Lead is available to give confidential advice and support to pupils who can refer themselves to the Mental Health Lead when they have social, emotional, or behavioural concerns. A member of our pastoral team can refer a pupil to the Mental Health Lead 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 at all times;
- In boarding houses, there are strong teams of tutors supporting the Heads of House and the Matrons, who act *in loco parentis*. Staff are aware that boarding houses provide more opportunities for bullying and are therefore always vigilant and alert to signs of issues with or between boarders. The informal house environment is important in

reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. A member of the boarding house staff is always on duty to supervise the pupils. The School will comply with its obligations as set out in the National Minimum Standards at all times;

- 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 Promoting Good Behaviour Policies 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; and
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator(s). If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Safeguarding Policy and Child Protection Procedures and discuss their concerns with the School's DSL without delay.

Parents

- This policy is readily available on the School's website or, on request, in hard copy from the School office, so that parents are clear on the School's approach to bullying and what to do if their child experiences bullying;
- We encourage close contact between the Tutors, Class Teachers (WPS), Heads of Year and parents/ guardians, and will always make contact if we are worried about a pupil's wellbeing;
- If parents know or suspect that their child, or another pupil, is being bullied, they should contact the School without delay. All concerns will be taken seriously; and
- 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.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

Wellington 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 the DSL's files in the Senior School and the Prep Head's files in the Prep School, and also on pupil files and

files relating to safeguarding where appropriate, to enable the School to identify patterns of behaviour and to evaluate the effectiveness of this Anti-Bullying Policy.

The School distinguishes in its records any incidents of bullying which are based on protected characteristics. This enables the School to monitor its success in instilling values of tolerance and respect and actively promoting the wellbeing of pupils.

The School recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. The School also recognises that children may not find it easy to tell staff about bullying verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised that an incident may come to a member of staff's attention through a report of a friend, or by overhearing conversations. All staff will be trained in handling an allegation and will be aware that they must listen to the pupil, not ask leading questions, and make a written record of the allegation to the best of their ability.

The School also recognises that a first disclosure to a trusted adult may only be the first incident reported. It is not necessarily representative of a singular incident. Staff will take all reports seriously regardless of how long it has taken for the child to come forward. Staff will act immediately and will support the victim(s) when they raise a concern.

If an incident of bullying is reported, the following procedures will be adopted:

1. The member of staff to whom the incident was reported, or who first discovers the situation, will control the situation and will reassure and support the pupils involved, without promising absolute confidentiality;
2. The School's pastoral team will be informed about the bullying allegation as soon as possible;
3. Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the School's Safeguarding Policy and Child Protection Procedures rather than the procedure set out below;
4. The victim(s) and the alleged perpetrator(s) will each be interviewed and may be asked to write an account of events;
5. Where the pastoral team consider the reported bullying behaviour may be criminal or considers that there may be a risk of harm to someone, the DSL will discuss this with the Head and will report the matter to the Police without delay, if considered necessary. The School will then follow the procedures set out in the Safeguarding Policy and Child Protection Procedure as well as any guidance from the Police

6. The incident should be recorded by completing a signed and dated 'Bullying Reporting Form' which is then given to the DSL / Prep Head who is responsible for keeping all records of bullying and other serious disciplinary offences securely. If it is not practicable to use the incident form, the incident must still be written down, signed, and dated, and held securely by the DSL / Prep Head;
7. The DSL will inform the Tutors of both the alleged perpetrator(s) and the victim(s) as soon as possible. In serious incidents the Head should be informed;
8. 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 them. It will be made clear to them why revenge or retaliation is inappropriate;
9. The alleged perpetrator(s) will be interviewed again at a later stage by a member of the pastoral team, separately from the target, and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered education, guidance and support on modifying their behaviour.
10. Once the basic facts have been established and the Head of Year and / or DS L/ Prep Head are confident they have sound knowledge of the issue, parents of both alleged victim(s) and alleged perpetrator(s) should be informed without delay, ideally by telephone, and may be invited into School to discuss the matter and the appropriate sanctions under the Promoting Good Behaviour Policies and the Exclusions Policy. The parents' support will be sought in respect of preventative measures and any concerns of either party will be addressed;
11. In deciding what action to take towards the perpetrator, the School will listen carefully to the views of the victim(s). The School will endeavour to gain the support from all parties in deciding what action to take. Actions the School will consider, depending on the individual circumstances of the issue, include:
    a. Restorative justice, where reconciliation is sought, education for the perpetrator is instigated and disciplinary sanctions are not required. 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;
    b. Disciplinary sanctions in line with the School's Promoting Good Behaviour Policies and/or Exclusions which might include, for example, detention, withdrawal of privileges, a contract of behaviour or suspension from School. The School may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying or in the event that the support put in place for the

perpetrator does not result in the modification of behaviour to an acceptable level.

12. When the course of action towards the perpetrator(s) is decided upon, the Head of Section or DSL / Prep Head will write to the parents of the perpetrator providing an overview of the issue, what action has been taken and the likely disciplinary consequences of a repeat offence. The letter should also indicate the support, education and guidance the perpetrator(s) will receive in helping direct their behaviour in the future.
13. The parents/guardians of the victim(s) will be informed in writing that action has been taken to stop any further bullying.
14. As part of the process, a meeting involving all parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode;
15. A monitoring and review strategy will be put in place and put on record;
16. In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police or to Social Services and guidance set out in the Safeguarding Policy and Child Protection Procedures may need to be followed. However, in many cases it will be possible to resolve such issues internally under this policy and the School's Promoting Good Behaviour Policies.

CYBERBULLYING

The way in which pupils relate to one another online can have a significant impact on the culture at school. Negative interactions online can damage the school's culture and can lead to School feeling like an unsafe place. The School makes it clear to pupils that the same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity.

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 often takes place outside the school day and off the School premises.

Cyberbullying could 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, sexual, discriminatory, offensive, or humiliating material or comments on websites (including blogs, personal websites, and social networking sites such as Facebook, Instagram, X (formerly known as Twitter) or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

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* (January 2023).

Prevention of cyberbullying

For the prevention of cyber-bullying, in addition to the measures described above, Wellington School:

- Expects all pupils to adhere to its Online Safety Policy. Certain sites are blocked by our filtering system and our IT Department and DSL monitor 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
    - PSHEE lessons, which covers a full range of risks that arise from online presence and how to mitigate them.;
    - Computer Studies lessons
    - Tutorial Discussions
    - Whole school Online Safety days
    - Inviting external speakers to address pupils and parents
- Ensures its 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 (except under the explicit instruction of a teacher), public areas of the School, or where they may cause annoyance, humiliation or distress to others; and
- Does not permit the use of cameras/mobile phone cameras in toilets, washing and changing areas or in the bedrooms of boarding houses.
- Has an age-appropriate educational approach to the possession and use of smartphones in school.

Procedures for dealing with cyberbullying

The School will follow the procedures set out in this policy and in the Safeguarding Policy and Child Protection Procedures 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 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.

The School's procedure for dealing with incidents involving the sharing of nudes or semi-nudes is set out in the School's Safeguarding Policy and Child Protection Procedures.

If staff are notified or become aware of an incident of nudes or semi-nudes being shared by a pupil or of a pupil, they will refer the incident to the DSL as soon as possible. The DSL will follow the DDMSC / UKIS guidance "*Sharing nudes and semi-nudes: advice for education settings working with children and young people*" (February 2024) when responding to a report of sharing nudes and/or semi-nudes. In some circumstances the DSL may make an immediate referral to police and/or children's social care.

Electronic devices

In response to an allegation of cyberbullying (in any form), certain staff are permitted to conduct a search of personal electronic devices, such as a pupil's mobile phone, with the authority of the Head or the DSL. 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 Head / DSL's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Promoting Good Behaviour Policies.

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 Promoting Good Behaviour Policies and the School Rules. The School may then take steps to punish the pupil in accordance with the Promoting Good Behaviour Policies and Exclusions 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 Policy and Child Protection Procedures.

School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

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

NURSERY/EYFS CHILDREN

Even the youngest children at Wellington School 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 listen to others. They should respect everyone and learn to value differences and diversity. The Nursery Practitioners help children to celebrate differences and diversity by exploring festivals and cultures. The Early Years' Practitioners, with the support of the Head of Early Years, are responsible for the management of behaviour in the Nursery Setting.

By directly teaching children about feelings and emotions we are able to equip them to deal with their own emotions when conflict occurs. 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 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 about an incident involving behaviour on collection and if appropriate are asked to sign an Incident or Physical Restraint form. In cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into the School to discuss the situation with their child's teacher or Key Person and the Head of EYFS, to agree a joint way of handling the difficulty.

Our Promoting Good Behaviour Policy for the Prep School is available on our website for parents and their children to read together.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITY

All relevant staff are trained to be alert to the specific needs of those pupils who have special educational needs and/or disabilities, including young carers. Those with SEND may not outwardly show signs of being bullied or may have difficulties in communication about being bullied. Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of bullying related to these pupils.

Specifically, staff are trained to understand that:

• they must not make assumptions that indicators of possible bullying towards a pupil with SEND, such as behaviour, mood and injury relate to the child's disability (and not a bullying concern) and must explore any concerns they have fully;

• these pupils are more prone to peer group isolation and bullying than other children;

• the potential for children with SEN and disabilities of being disproportionally impacted by behaviours such as bullying, without outwardly showing any signs is significant;

• communication barriers and difficulties in overcoming these barriers are also risk factors.

The School recognises that additional pastoral support is often needed by SEND pupils. This is provided by the SEND department (Learning Support at this school) and these pupils' pastoral teams. Pastoral and academic staff are made aware of the needs of individuals, at staff meetings, via the SEND register and on the School's information management system.

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. Parents of boarders and of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled (the Complaints Procedure explains how to complain to Ofsted).

MONITORING AND REVIEW

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

The Head or a designated member of the Leadership Team 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.

This policy is reviewed and updated at least annually, by the DSL and Head of Prep.