

A11. ANTI-BULLYING POLICY

*Our mission is to develop happy, confident and successful children
who are well prepared for their future.*

ISSR no.	10
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AIMS AND OBJECTIVES

At Westbrook Hay our community is based upon our values of togetherness, courage, integrity, responsibility, independence and being a reflective learner. We are committed to providing a safe and caring environment that is free from disruption, violence, and any form of harassment so that every one of our pupils can develop to their full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other, inside and outside of school.

Westbrook Hay prides itself on its inclusivity and mutual tolerance. Parents and 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.

Bullying, cyberbullying, harassment, victimisation and discrimination of pupils or staff will not be tolerated by the school. We treat all of our pupils and their parents fairly, and with consideration, and we expect them to respect the staff, the school and each other, in return. All forms of bullying are unacceptable at the school (including cyberbullying, prejudice-based and discriminatory bullying) and any instances of bullying will be recorded and, where appropriate, will result in disciplinary action in accordance with the school's Behaviour Management Policy.

This policy applies to all pupils in the school, including those in the Early Years Foundation Stage (EYFS) and applies to actions undertaken both inside, and outside of the school. This policy is available to parents of pupils and prospective pupils on our website and on request for reading in the Front Office during the school day. It is also communicated to all staff and pupils. This policy has had regard to the following documents:

- "Preventing and Tackling Bullying", Department for Education DfE, July 2017
- ISI Inspection Framework, July 2023
- Handbook for the inspection of association independent schools, including residential (boarding) schools and registered early years settings, July 2023
- The Early Years Foundation Stage Statutory Framework, December 2024
- "Cyberbullying: Advice for Headteachers and School Staff", November 2014
- "Cyberbullying Guidance: Understand, Prevent and Respond" - Childnet International, 2016



- "Searching, screening and confiscation", DfE, July 2022
- "Teaching Online Safety in School", DfE, January 2023
- "Sharing nudes and semi-nudes: advice for education settings working with children and young people", DfE, updated March 2024
- "Keeping Children Safe in Education", DfE, September 2024
- "Behaviour in Schools: Advice for headteachers and school staff" DfE, updated February 2024
- Equality Act 2010

This policy should be read in conjunction with the:

- Child Protection and Safeguarding Policy
- Behaviour Management Policy
- Inclusion Policy for Pupils with Special Education Needs (SEN) Policy
- Accessibility Policy
- Discipline Exclusions Policy
- Equality, Diversity and Inclusion Policy
- ICT Acceptable Use Policy
- E Safety Policy
- Pupil Wellbeing Policy
- Parental Complaints Procedure/Policy

OUTSIDE AGENCIES

Children can contact the following agencies, if they are worried about bullying or anything else that may be troubling them:

- In an emergency, call the police on the telephone by dialling 999
- Childline is a free, confidential helpline for children and young people, you can call any time on 0800 1111, or look at their website at <https://www.childline.org.uk/>
- The NSPCC have a contact line on 0808 800 5000 for children and young people
- The Duty Team, Children's Specialist Services: Telephone 03001234043 and 03001234043 out of office hours and at weekends
- The Samaritans can be called at any time on 116 123
- Kidscape has helpful advice
- In addition, the Office of the Children's Commissioner can be contacted on: 0800 528 0731

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 repeated and 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 and 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, subtle and can demonstrate as microaggressions. 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 abuse is reported can be found in the Child Protection and Safeguarding Policy.

It is often motivated by prejudice against particular groups, and may involve actions or comments regarding protected characteristics such as 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 whether 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 Child Protection and Safeguarding Policy.

THE SCHOOL'S RESPONSE TO BULLYING

At Westbrook Hay, we always treat bullying very seriously. It conflicts sharply with the school's social and moral principles, and potentially with the Equality, Diversity and Inclusion Policy, 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 understands that bullying can be so serious that it may cause physical, emotional, and psychological damage, such as eating disorders, self-harm and even suicide. 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 Behaviour Management Policy. 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 and 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.

Westbrook Hay recognises that children with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to group 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 victims 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. Staff 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-confidence.
- Frequent visits to the 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 staff and reported or recorded, as appropriate, in accordance with this policy.

PREVENTATIVE MEASURES

Westbrook Hay'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 the respect that comes from living according to our school values, at all times, inside and outside of school.
- All pupils (including EYFS pupils) are briefed on the school's expected standards of behaviour. Through PSHE lessons and assemblies, pupils 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 PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce messages about community involvement and taking care of each other. It focuses on the importance of equality and diversity and pupils are encouraged to avoid prejudicial and exclusionary language.
- Other PSHE lessons and assemblies 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.
- Pupils are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place. They are reassured that they will be taken seriously and will be supported and kept safe. Pupils are also encouraged to talk to parents and friends. There are also trained Youth Mental Health First Aiders and an Emotional Literacy Support Assistant (ELSA) who pupils can talk to.
- The Pastoral Lead Team (PLT) closely monitor pupil wellbeing and action concerns around behaviour with the support of Form Tutors, Heads of Section and the Designated Safeguarding Team.
- The School have 'Worry Boxes' placed in the Prep School (Gadebridge) Building and at the stairs leading to The Willow, where children may write down any worries or concerns they may have about bullying or anything else. These can then be posted into the 'Worry Box'. Additionally, there is a 'Worry Google Form' available in Google Classroom for children to use. The Worry Boxes and Forms are frequently monitored and followed up by the Designated Safeguard Lead (DSL).
- 'Who Can You Talk To' posters are displayed in classrooms and noticeboards, these provide advice for pupils about where they can seek help, including details of confidential help lines and websites where they can connect with external specialists, such as ChildLine, NSPCC, Samaritans and Kidscape (see above for contact details).

- The school does not tolerate peer-group 'initiation ceremonies' or hazing type violence or rituals designed to cause pain, anxiety or humiliation to pupils, and all staff remain alert to such actions.

Staff

- Staff are required to read and understand the school's Anti-Bullying policy. Training is given on how to record allegations, including cyberbullying. The school will ensure that staff understand the principles of the 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.
- Staff are required to monitor pupil interactions and relationships particularly any significant changes. Staff report all safeguarding concerns via My Concern and, as per the Behaviour Management Policy, report all incidents of repeated inappropriate behaviour via Day Book. Staff are required to report incidents as soon as possible and these are investigated as a matter of urgency.
- Where the word 'bullying' is used by pupils or parents, a Conflict Investigation Form (CIF) should be completed by the relevant member of staff and submitted to the Deputy Head Pastoral. The Deputy Head Pastoral keeps a Bullying Log and meets on a regular basis with the DSL to ensure that this log is accurate, as well as identify patterns of behaviour and evaluate the effectiveness of the Anti-bullying Policy.
- The wider pastoral team is made up of Form Tutors, Heads of Section and the Deputy Head Pastoral who 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 Child Protection and Safeguarding Policy to bullying incidents.
- The Pastoral Leadership Team (PLT) meets on a weekly basis to discuss pupils and pass on any priority information regarding pupils to wider staff at weekly whole staff meetings. The PLT provides support and guidance to other staff on handling and reporting incidents, and takes a lead on any

necessary follow-up work with any victims and perpetrators. INSET training is held prior to the beginning of each term, with Pastoral and Safeguarding Updates, as well as sessions from external agencies.

- The PLT may decide that a pupil requires additional support from the ELSA (at no extra cost) of an initial six sessions, once this is complete the PLT may decide that further and continued support is required, referring parents to the external School Counsellor.
- Staff are always on duty at times when pupils are not in lessons and patrol specific areas of the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour 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 Behaviour Management Policy and will be applied in a fair, consistent, and reasonable manner, taking into account the needs of pupils with SEND and certain health conditions, and vulnerable pupils.
- 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 Child Protection and Safeguarding Policy and discuss their concerns with the DSL without delay.

Parents

- The Anti-Bullying Policy is available on the school website and on request in hard copy for reading at the Front Office, which parents are made aware of, so that they are clear on the school's approach to bullying and what to do if their child experiences bullying.
- We encourage close contact between the Form Tutor and parents or 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; we welcome feedback from parents and guardians on the effectiveness of our preventative measures and implementation of this Anti-bullying Policy.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

Staff are required to monitor pupil interactions and relationships particularly any significant changes. Staff record all safeguarding concerns via My Concern and, as per the Behaviour Management Policy, record incidents of repeated inappropriate behaviour via Day Book. Staff are required to report incidents as soon as possible and these are investigated as a matter of urgency. Where the word 'bullying' is used by pupils or parents, a Conflict Investigation Form (CIF) should be completed by the relevant member of staff and submitted to the Deputy Head. The Deputy Head Pastoral keeps a Bullying Log and meets on a regular basis with the DSL to ensure that this log is accurate, as well as identify patterns of behaviour and evaluate the effectiveness of the Anti-bullying Policy.

The school recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. The school also recognises that children may not find it easy to tell staff about bullying verbally and that instead they may show signs or act in ways 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 procedure will be adopted:

1. When an allegation of bullying is made to a member of staff, often a Form Tutor, an investigation will take place. The member of staff will reassure and support the pupils involved, without promising absolute confidentiality.
2. The member of staff will inform an appropriate member of the PLT about the bullying allegation as soon as possible. The member of staff will complete a CIF. This will help to determine whether bullying has taken place, its nature and the degree. Once completed this must be passed to the Deputy Head Pastoral.
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 Child Protection and Safeguarding Policy rather than the procedure set out below.

4. At this stage, if not involved already, it is likely that members of the PLT may need to become more involved. The victim(s) and the alleged perpetrator(s) will each be interviewed individually and the members of staff involved will write notes or the pupils will be asked to write their account of events. This process will require patience and understanding.
5. The members of staff involved should carry out the following:
 - Interview any witnesses.
 - Discuss the allegation with the perpetrator.
 - Encourage the perpetrator to tell the truth at all times.
 - Explain the details to the perpetrator and ask them to tell the truth about the events.
 - Ensure the perpetrator understands what the definition of bullying is.
 - Reiterate to the perpetrator that bullying is not acceptable at Westbrook Hay.
 - Support the perpetrator who, themselves may have been victims of bullying.
6. Where the members of staff involved consider that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the member of staff 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 Child Protection and Safeguarding Policy as well as any guidance from the Police.
7. The incident(s) must be recorded on My Concern by the members of staff involved and a discussion will take place with members of the PLT regarding an appropriate sanction, following guidance from the Behaviour Management Policy. Staff record incidents of repeated inappropriate behaviour via Day Book. Any other relevant staff, such as Form Tutors, will be informed of the incident(s). Staff are reminded at Inset about the importance of recording any incidents and concerns on RecordMy and the effective use of Day Book.
8. During an investigation of a serious behavioural incident, it might be necessary for a member of the PLT to complete a Serious Behavioural Incident Investigation Report Form and/or a Serious Sanction Report Form, these should be submitted to the Deputy Head, Pastoral who will then notify the Head, if appropriate. The school may exclude a pupil, either temporarily or permanently, in cases of serious or persistent bullying, or in the event

that the support put in place for the perpetrator(s) does not result in the modification of behaviour to an acceptable level.

9. The pupils involved will be discussed at the weekly PLT meeting and different levels of support might be agreed and implemented by the Form Tutor, Head of Section, Youth Mental Health First Aider, Head of Learning Support, ELSA, DSL and the School Counsellor (if appropriate).
10. The victim(s) will be closely monitored and may be interviewed again at a later stage by a member of the PLT, separately from the alleged perpetrator(s). They will be offered support to develop a strategy to help. It will be made clear to them why revenge or retaliation is inappropriate.
11. The perpetrator(s) will also be closely monitored and may be interviewed again at a later stage by a member of the PLT, separately from the victim(s), and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour.
12. The parents or guardians of all parties will be informed and may be invited into school to discuss the matter, and the appropriate sanctions under the Behaviour Management Policy and/or Disciplinary Exclusion Policy. The parents or guardians' support will be sought in respect of preventative measures, and any concerns of either party will be addressed.
13. A way forward should be determined, including appropriate disciplinary sanctions and support for the perpetrator(s) and, where possible, agreed with all parties. This should recognise that suitable support may be needed by the pupils who are being bullied, and also by the pupils who bully others, as well as dealing with disciplinary measures in accordance with the School's Behaviour Management Policy and/or Disciplinary Exclusion Policy if appropriate.
14. 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.
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, the DSL or to Children's Services. However, in many cases it will be possible to resolve such issues internally under this policy and the School's Behaviour Management Policy.
17. The Governing Body will be informed of all substantiated reports of bullying.

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, Snapchat, Instagram, 'X' 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 (including deep fakes), 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 cyberbullying, in addition to the measures described above, the school:

- Expects all pupils to adhere to its policy for the safe use of the E-Safety and IT Acceptable use Policies. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with the Behaviour Management Policy.
- Issues all pupils with their own personal school email address. Access to all social media sites and personal email sites is not allowed from school computers or tablets inside the school.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking, removing contacts from 'friend' or similar lists and sharing their personal data.
- 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 pupils the use of mobile phones or devices that communicate over the internet, including smart watches and other wearable technology. Please see the 'E-Safety Policy' and 'ICT Acceptable Use Staff and Pupils Policy' for further details.
- Does not allow the use of cameras except for Westbrook Hay official cameras.

Procedures for dealing with cyberbullying

The school will follow the procedures set out in this policy and in the Child Protection and Safeguarding Policy where relevant for incidents of cyberbullying, taking such disciplinary action that is considered reasonable in the circumstances and in accordance with the Behaviour Management Policy, 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.



Electronic devices

In response to an allegation of cyberbullying, certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Head. 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's prior consent to undertake a search.

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

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

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the school can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour Management Policy. The School may then take steps to discipline the pupil in accordance with the Behaviour Management Policy and/or Disciplinary Exclusion 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 Child Protection and Safeguarding Policy.

School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty in line with the Behaviour Management Policy. 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.

EYFS (NURSERY AND RECEPTION) CHILDREN

Even the school's youngest children are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful, and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity.

It will be made clear to the children the type of behaviour which is unacceptable and this will be followed up with praise for the correct behaviours. Where staff might be concerned about a child's behaviour in Nursery and Reception, this will be passed on to relevant staff and communicated with parents and guardians, where staff consider it appropriate. As children in Nursery and Reception become more developmentally aware of the boundaries and/or if the behaviour of a child becomes more serious (such as rough play leading to hurting others or damaging property etc.), they may need to be escalated to the Pre-Prep Intervention Ladder, as per the Behaviour Management Policy.

COMPLAINTS PROCEDURE

Parents are encouraged to use the Parental Complaints Policy, available on the school website, if they feel that any concerns about bullying, or anything else, are not being addressed properly. Parents 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 policy explains how to complain to Ofsted.

MONITORING AND REVIEW

The School will record all incidents of reported bullying in accordance with this policy. In addition to the PLT, the Deputy Head Pastoral and members of the Executive Group 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. The Governing Body will be informed of all substantiated reports of bullying. 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.