



# Name of Policy: **Anti-Bullying**

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Date Approved: January 2025

Date for Review: January 2028

## **Statement of Intent**

This policy sets out The Royal School's zero tolerance position on bullying and the robust procedures that will be followed whenever any form of bullying is suspected, known or reported. Bullying of any kind is unacceptable and has serious psychological, educational and welfare impact. Any pupil who engages in an act of bullying must rapidly and authentically modify his or her behaviour.

The Royal School takes seriously its obligation to ensure that pupils and staff enjoy a safe working environment. It believes that all members of the school community have the right to learn and teach in a supportive, caring and safe environment without fear of intimidation or being bullied in whatever form. Accordingly, the aim of this policy is to establish a safe, friendly and caring environment for all members of the school community, where bullying is proactively discouraged and prevented, and whenever it does occur, for pupils to feel safe and confident in reporting such incidents, knowing that such incidents will be dealt with promptly and effectively.

We are a **LISTENING & BELIEVING** school. This means that anyone who knows that bullying is happening is expected to report it.

This policy must be read in conjunction with our Safeguarding, RTL (Ready To Learn), Student Acceptable Use (AUP) and E-Safety Policies.

## **Objectives**

- ♣ All teaching and non-teaching staff, pupils and parents/ guardians should have an understanding of what bullying is
- ♣ All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported
- ♣ All pupils and parents/guardians should know what the school policy is on bullying and what they should do if bullying occurs
- ♣ As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported
- ♣ As a school, take steps to prevent bullying
- ♣ In instances of bullying, implement established procedures, including sanctions, with rigor

## What Is Bullying ?

Our **recognised definition** of bullying at The Royal School is:

Bullying is the unprovoked, intentional, deliberate and repeated intimidation taken by one or more people with the deliberate intention of upsetting, intimidating or hurting another person. In order to be considered bullying, the behaviour must include:

- An Imbalance of Power: People who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.
- Repetition: Bullying behaviours are behaviours that happen more than once.

Bullying can be direct, in the form of physical or verbal, or indirect, which involves psychological or emotional actions such as being ignored or not spoken to.

## Bullying can be:

Emotional – being unfriendly, excluding, tormenting or threatening.

Physical – pushing, kicking, hitting, punching, use of taunts, graffiti or gestures.

Verbal – name-calling, sarcasm, spreading rumours, teasing

Racist – taunts, graffiti or gestures

Sexual – unwanted physical contact or sexually abusive comments

SEN – Bullying related to Special Educational Needs or Disability (SEND)

Cultural – directed towards a particular culture

Religious – directed towards a particular faith, worship or lack of faith

Extortion – taking money or credit on a monetary device from a person against their wishes

Cyber – all areas of internet, such as email & internet chat room misuse mobile threats by text messaging & calls, misuse of associated technology, ie camera & video facilities. Sexting

## Why is it Important to Respond to Bullying ?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are doing the bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

We will always refer the above definition of bullying in responding to a reported incident and will take this into account in our response to parents/guardians. We will always take into account the actions/ motives of all involved in the bullying incident, including the alleged victim, to establish the full facts and to respond in order to resolve the bullying incident.

## Anti Bullying Procedures

It is made clear that bullying in any form is unacceptable. It will be taken seriously and dealt with promptly.

## **School Prevention Measures**

### **School**

Pupils are encouraged to express their feelings and to understand what the term “bullying” means through regular PSHE lessons.

The School runs an annual anti-bullying week to educate and address bullying with pupils, teachers and parents.

Pupils and parents are encouraged to report bullying incidents (involving themselves or others) to their Class Teacher/Form Tutor or Duty Staff. Parents/ guardians are also encouraged to report any concerns to the School.

The School will endeavour to ensure strict confidentiality, anonymity and protection for those who report bullying occurrences.

The School monitors all records of bullying to identify patterns in: individuals, a class, a year group, groups, places (including school buses) and locations and times of day.

The Steering Committee will raise awareness of staff (particularly of emerging patterns) through training and focused meetings (briefings, leadership team meetings, key stage and year group, Curriculum Support, tutor teams and case conferences).

Action is taken to reduce the risk of bullying at times and in places where it is most likely to occur, and where patterns have been identified through the monitoring of records (examples include: review of Duty Rotas, supervision arrangements, training of bus supervisors, and Trips Policy and procedures).

The School will ensure bullying incidents are properly and fairly dealt with.

The School makes the anti-bullying policy available to all staff, parents/ guardians and pupils.

### **Pupils**

Will be given a clear understanding of School expectations on behaviour through Behaviour Policies, assemblies, PSHE sessions and published Codes of Conduct. Pupils need to appreciate the harm that bullying causes and of the range of sanctions that the School is obliged to use, including the involvement of outside agencies.

Will be given a clear understanding of the definition, impact and seriousness of bullying through the curriculum (year group projects, drama, stories, literature, historical events, current affairs).

Will know what to do and who to turn to if they are being bullied.

Will know what to do if they witness others being bullied. Pupils have a duty to report bullying whether it is happening to themselves or others.

Will receive further support as and when necessary.

### **Staff Responsibilities**

Have knowledge of the policy and are aware of the signs of bullying; regular in-service reinforcement occurs.

Pro-actively supervise break times and look out for evidence of bullying.

Pro-actively report and respond to incidents and patterns identified and reported by middle and senior leaders.

Effectively cover the topic in PSHE.

Effectively cover the topic in assemblies and other educational elements such as group projects, drama, stories, literature, historical events, current affairs.

Apply effective and appropriate deterrents consistently and fairly.

Report single incidents and especially if they suspect persistent bullying to the Head of Year or Head of Key Stage as soon as possible.

Give careful consideration to pairing/grouping in class and social grouping arrangements during School activities/trips.

Middle and Senior Leaders in leadership roles are encouraged to report problems of bullying (individual or group) and to be involved in finding solutions with the School.

### **Parents / Guardians**

Need to know that the School takes bullying seriously, and be aware of the serious sanctions for persistent and severe cases.

Need to support the School in stopping bullying, particularly in cases where their child has been found to be bullying other pupils at School.

Parents are requested to report any bullying incident to the class teaching team at the earliest opportunity, to remain calm and to reassure their child that the matter will be addressed, thus enabling the school to follow up the concern to ascertain all facts in relation to the incident. This will involve talking to all parties concerned.

Should a parent report the bullying of a child taking place outside of school, we will listen, record, monitor in school and give advice to parents.

### **Anti Bullying Strategies**

- ♣ Regular promotion of anti bullying in assemblies and special activities to mark ABA's Anti-Bullying Week in November each year (Odd Socks Day etc)
- ♣ Use of CCTV within the school grounds to help with the prevention of bullying and follow-up on investigating alleged incidents.
- ♣ A duty rota for staff so they patrol key areas before school, break, lunchtime and after school.
- ♣ Annual questionnaires to research student views on how safe they feel in school.
- ♣ Anti bullying training for class and subject teachers and TAs (online certified and/or in-house)
- ♣ PSHE lessons on anti-bullying
- ♣ Anti-bullying interventions by School Psychologist if a pattern or trend of incidents occur within a class or Year Group.

- ♣ One to one counselling from the School Psychologist available as need is identified
- ♣ Strong teacher–student relationships so pupils feel comfortable in reporting any issues
- ♣ Information Assemblies from the School Team Leaders and Safeguarding Leads
- ♣ Parent Awareness raising notices in newsletters or school bulletins regarding Bullying issues/ trends (in–school, local, national, international)

### **Outcomes of Bullying Incidents**

Bullying is dealt with as a Serious Behaviour incident in line with The Royal Schools’ Ready To Learn Behaviour Policy. Stronger Sanctions (Ministry of Education, Egypt Discipline Approved Sanctions) will be applied and suspensions or expulsion may be necessary in response to severe bullying incidents, which will be formally recorded on the school’s ministry log.

However, The Royal School acknowledges that there is an underlying cause for most bullying incidents and we aim to support the victim and the bully.

Upon a case of bullying being disclosed or identified the following steps will apply:

1. Pupil, parent or member of staff reports a bullying concern. This is automatically escalated to the Department Principal level as per our Ready To Learn Policy.
2. Departmental Principal initiates a full investigation and may involve the School Psychologist.
3. Parents/ Guardians of the victim(s) and the bully/ bullies will be informed. Sanctions/ Actions will be pending the result of the full investigation.
4. Parents/ Guardians will be invited to attend a meeting in school with the Departmental Principal. The School Psychologist may be asked to attend.
5. The school may refer pupils who bully or have been a victim for counselling with an agency outside the school

### **Responses**

Each incident will be treated as an individual case and will be dealt with by the Department Principal in liaison with the School Psychologist.

**Sanctions/ Action steps** will vary depending on the nature of the incident, but may include:

1. Counselling (in– school or external)
2. Use of a behaviour report card
3. Monitoring by Tutor/Team Leader/ Head of School/ Principal
4. Peer support/peer mentoring
5. Formal recording of incidents on school portal daybook and on School’s Ministry log.
6. Use of Behaviour Agreement Contract
7. Collaboration between parents/guardian/school psychologist
8. Referral for external behaviour support or therapy
9. Internal suspension
10. Fixed term external suspension
11. Referral to Ministry of Education for Permanent exclusion by Ministry of Education approval only

The school will regularly review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

### **Appendix 1. Signs & Symptoms of Bullying**

All teaching and non-teaching staff should be aware of the signs of possible bullying.

- ♣ does not want to go on the School bus;
- ♣ does not want to come to School; begs to be driven to School; changes their usual routine; becomes withdrawn or anxious; lacking in confidence;
- ♣ starts stuttering or stammering;
- ♣ cries themselves to sleep at night or has nightmares;
- ♣ feels ill in the morning;
- ♣ begins to do poorly in school work;
- ♣ comes home with clothes torn or books damaged;
- ♣ has possessions which are damaged or "go missing"; asks for money or starts stealing money (to pay bully); has monies "lost";
- ♣ has unexplained cuts or bruises;
- ♣ comes home hungry/lunch has been stolen; becomes aggressive, disruptive or unreasonable; bullying other children or siblings;
- ♣ stops eating;
- ♣ frightened to say what's wrong;
- ♣ gives improbable excuses for any of the above; is afraid to use the internet or mobile phone; nervous when a cyber message is received.
- ♣ in more extreme cases, a child may run away or attempt/threaten suicide

### **Appendix 2. How can parents/ guardians help prevent bullying?**

- ♣ By not exhibiting bullying behaviour that may be copied by children.
- ♣ Encourage your child to invite over friends, to join clubs and to be tolerant and broad minded towards others.
- ♣ Build up your child's self-esteem by emphasising positive features and accepting individual characteristics.
- ♣ Discuss the School's anti-bullying policy with your child and suggest positive strategies if his/her rights are abused.
- ♣ Do not tell your child that bullying is part of growing up or imply that it is in any way acceptable.

- ♣ Encourage your child to take action on bullying, but do not tell him/her to retaliate either physically or with name calling.
- ♣ Show an example by being firm but positive and not aggressive in your approach to discipline.
- ♣ Confront the possibility that your child may be a bully. If the School contacts you suggesting that your child may have been involved in bullying, try not to go on the defensive or to find excuses for the bullying behaviour. Work constructively with the School to find a solution to the problem.
- ♣ Recognise that bullying is often a repeated action rather than a one-off event. If your child is being bullied, please report it; the School can then take action.
- ♣ Check your child's devices frequently for signs that they may be the target of bullying or engaging in bullying behaviour.

#### Related Policies and Guidance.

RB Safeguarding Policy

RB RTL (Ready To Learn) Policy

RB Student Acceptable Use (AUP) Policy

RB E-Safety Policy.

<http://www.anti-bullyingalliance.org.uk/>

<http://www.kidscape.org.uk/>

<http://www.childnet.com/>