

#### Anti-Bullying Policy

#### AIMS AND OBJECTIVES

At Notre Dame Prep School, our community is based upon respect, good manners and fair play.  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.

Notre Dame Prep School prides itself on its respect and mutual tolerance.  Parents/guardians have an important role in supporting Notre Dame Prep School in maintaining high standards of behaviour.  It is essential that school and home have consistent expectations of behaviour and that they 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, harassment, victimisation and discrimination will not be tolerated.  We treat all 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 our school and any instances will be recorded and, where appropriate, may result in disciplinary action.

This policy applies to all pupils in the school, including those in the Early Years’ Foundation Stage/Nursery.

#### DEFINITION OF BULLYING

Bullying can be defined as "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally" (Guidance on Preventing and Tackling Bullying, Department for Education, July 2017)

Put another way, bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by exclusion, being sarcastic, name-calling, tormenting or spreading malicious rumours) means.  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 intimidatory.  Isolated acts of unkindness or aggression are not to be confused with bullying.

Bullying may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape).

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

#### DEFINITION OF CYBERBULLYING

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 carried out repeatedly over time, often against a victim who cannot easily defend themselves.

Cyber-bullying 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, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
* Using email to message others in a threatening or abusive manner; or
* Hijacking/ cloning email accounts.

#### THE SCHOOL'S RESPONSE TO BULLYING

At Notre Dame Prep 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, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour.  No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported.  Pupils who have engaged in bullying behaviour will be subject to appropriate support and or sanction where appropriate.

Bullying that occurs on school trips or outside of the school's premises will not be tolerated any more than bullying on school premises.  Teachers will, where appropriate, act on incidences of bullying outside school premises and outside school hours.

#### SIGNS OF BULLYING

Changes in behaviour which 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 School Office 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 (see below).

#### BULLYING - PREVENTATIVE MEASURES

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with Notre Dame Prep School:

Pupils

* All new pupils (including our youngest 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 and will be supported;
* We use appropriate assemblies to explain the school policy on 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;
* Other lessons, particularly RE, 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 bullying to be unacceptable;
* All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place;
* Older pupils are encouraged to support younger pupils and advise them to seek help if encountering difficulties.
* Our noticeboard displays advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists, such as Childline & Get Connected.

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 Notre Dame Prep School. All school staff understand the principles of the school policy, their responsibilities, actions to be taken to resolve and prevent problems and sources of further support;
* All reported incidents are recorded and investigated at once.  We always monitor reported incidents.  Records of any incidents are kept securely in order that patterns of behaviour can be identified and monitored;
* We have a strong and experienced SMT who work closely with staff to resolve all issues. The Head Teacher (Pastoral) gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
* The School Chaplain will give support and guidance to pupils of all faiths who are able to refer themselves to him whenever they wish (for example at a time of family break-up, sickness or bereavement).  The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community.
* Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur.
* 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 or that otherwise occur outside of school. The school has the right to take disciplinary measures in respect of such acts.

Parents

* We encourage close contact between the School and parents/guardians, and will always make contact if we are worried about a pupil's well-being; and
* We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

#### CYBERBULLYING - PREVENTATIVE MEASURES

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

* expects all pupils to adhere to its policy for the safe use of the internet/ E-Safety Policy.  Certain sites are blocked by our filtering system
* may impose disciplinary sanctions for the misuse, or attempted misuse, of the internet
* offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons which covers blocking, removing contacts from "friend" lists and sharing personal data
* offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe
* does not allow the use of mobile phones or cameras
* we will treat any use of AI to bully pupils in line with our anti-bulling policy

**PROCEDURES FOR DEALING WITH REPORTED BULLYING**

Notre Dame Prep School ensures that all instances of any concerns about bullying and cyberbullying 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 SIMS, and also on pupil files and files relating to safeguarding where appropriate, in order to enable the school to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

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

* The member of staff to whom it was reported, or who first discovers the situation, will manage the situation, reassure and support the pupils involved;
* The staff member will inform one of the Head Teachers as soon as possible;
* The victim will be interviewed on their own (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
* The bully/bullies, and all others who were involved, will immediately be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
* The incident should be recorded on a school incident form and signed and dated before it is given to the Pastoral Head Teacher who is responsible for keeping all records of bullying and other serious disciplinary offences (records are kept securely in the Head’s office). If it is not practicable to use the form, the incident must still be written down, signed and dated, and held securely.
* The Pastoral Head Teacher will inform the SMT and the class of both the bully/bullies and the victim[s] as soon as possible.
* The parents/ guardians of all parties will be informed and may be invited into school to discuss the matter. Their support will be sought;
* A way forward, including where appropriate disciplinary sanctions and counselling, should be determined, and where possible agreed with all parties.  This should recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the school's Pupil Behaviour Policy if appropriate;
* 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;
* **In very serious cases, it may be necessary to make a report to the Police or to Social Services.**  However, in many cases it will be possible to resolve such issues internally under this policy and the school's Pupil Behaviour Policy.

#### NURSERY/EYFS CHILDREN

Even the youngest children at Notre Dame Prep 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 to listen to others.  They should respect everyone and learn to value differences and diversity.  Louise Campbell, Head Teacher Pastoral and Head of EYFS is in charge of the management of behaviour in the Nursery Department.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the Nursery Department; but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see the one of the Head Teachers who will explain the inappropriateness of a particular action; but such instances are rare.  Parents are always informed in person or via a note in the home contact book/reading diary when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's teacher and a senior member of staff, to agree a joint way of handling the difficulty.

#### 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 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).

**DATA**

For further information relating to how the school will use (or “process”) personal data about individuals including past and prospective pupils and their parents, carer or guardians please read the Notre Dame Prep School policy on Privacy and the Protection of Data.

### SEE ALSO:

* Pupil Behaviour Policy
* Staff Behaviour Policy
* Special Education Needs (SEN) Policy
* Equal OpportunitiesPolicy
* Complaints Procedure
* Safeguarding Policy
* E-Safety Policy
* PSHE Policy
* Prevent Duty Risk Assessment
* Privacy and the Protection of Data

**Reviewed September 2025 by S Smith**

**Approved September 2025 by L Campbell**

**To be reviewed no later than September 2026**

References and guidance:

A. "Preventing and Tackling Bullying", DfE, July 2017

B. ISI Handbook for the Inspection of Schools: The Regulatory Requirements, September 2019 (<http://www.isi.net/home/>)

C. Reference Guide to the key standards in each type of social care service inspected

    by Ofsted (<http://www.ofsted.gov.uk/>)

D. Early Years Foundation Stage Statutory Framework 2025 <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

E. "Bullying": An ISC Child Health and Wellbeing Working Party Guidance Update Five

F. "Where You are NOT Alone" <http://www.bullying.org/>

G. "Cyberbullying" A briefing note on the ISBA website by Farrer & Co

H. "Child Protection and New Technologies" - Childnet International  <http://www.childnet-int.org/>

I. "[Cyberbullying Guidance: Supporting School Staff](http://www.childnet.com/resources/supporting-school-staff)" - Childnet International   <http://www.childnet-int.org/>