



WESTHOLME

PREP | SENIORS | SIXTH FORM

ANTI-BULLYING POLICY

**APPLIES TO ALL STUDENTS
(EYFS TO INSPIRED SIXTH FORM)**

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Cross referencing	Behaviour Management Policy Safeguarding and Child Protection Policy Staff Code of Conduct Online Safety Policy SEND Policy Equal Opportunity Policy PSHE Schemes of Work Mental Health and Wellbeing Policy Discipline, Exclusions and Required Removal Policy Complaints Procedure EYFS Policies KCSiE 2025 Working Together to Safeguard Children 2023 Preventing and Tackling Bullying (July 2017) Cyberbullying: Advice for headteachers and school staff (2014)

Monitoring, evaluation and review

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

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Westholme School Policy to Prevent Bullying

1. Aims and Objectives

At Westholme, 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, inside and outside of School.

Westholme prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Westholme 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 Westholme 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 discrimination of pupils or staff will not be tolerated by Westholme. 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 Westholme (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 Westholme's Behaviour Management Policy.

This policy applies to all pupils in Westholme, Prep, Seniors and ISF and applies to actions undertaken both inside, and outside of school.

2. 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, including those generated by AI), 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 Westholme's Safeguarding and Child Protection Policy.

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 family 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, parents and other adults.

Where an incident of bullying causes or is likely to cause significant harm to a pupil, Westholme will follow the procedures set out in Westholme's Safeguarding and Child Protection Policy

3. Westholme's Response to Bullying

At Westholme, we always treat bullying very seriously. It conflicts sharply with Westholme'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. Westholme 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.

Westholme 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 Westholme's first priority, however, Westholme 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/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.

Westholme recognises that children with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to peer on peer group isolation or bullying (including prejudice-based bullying) than other children. Westholme 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. In many cases, the perpetrator/s are also the victim/s of potential bullying or safeguarding issues whether current or historic and should also be safeguarded.

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. Discussions with parents are vital where bullying happens outside of school face to face or online.

4. Signs of Bullying

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

- Unwillingness / reluctance to attend 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 a GP or first aid 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.

5. Bullying - Preventative Measures

Westholme'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 Westholme in the first place:

Pupils

- Westholme promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of school;
- At Prep, action is taken to reduce the risk of bullying in places and times where it is most likely by assigning staff to duties and providing a range of equipment and activities.

- All new pupils are briefed thoroughly on Westholme'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 Westholme's policy on bullying (including cyberbullying and prejudice-based and discriminatory bullying). Our PSHE and assembly programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through Westholme. 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 lessons 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 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;
- Prep pupils can gain a member of staffs attention to report bullying by putting their name in the worry box or their name stick in the red pot.
- Where appropriate, the School Council/Pupil Voice can raise issues of concern and are regularly consulted. Lower Prep have an established Playground Ambassadors systems to encourage positive play.
- All pupils have access to 'Whisper', a system enabling them to ask for support or report in private. [Whisper Anonymous Reporting | SWGfL](#)
- We operate a Student Executive whereby trained older pupils are encouraged to offer advice and support to younger pupils.
- Westholme buildings display advice on where pupils can report to [Whisper Anonymous Reporting | SWGfL](#), seek help, including names of organisations that can offer help and websites where they can connect with external advice, such as Anti-bullying Alliance, ChildLine, Kidscape, and Bullying UK;
- Westholme 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

- Upon induction, all new members of staff are given training and guidance on Westholme's anti-bullying policy and on how to react to, and record allegations of bullying at school, including cyberbullying. Westholme will ensure that all School staff understand the principles of Westholme's policy, 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;
- Westholme 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 LGBTQAI+ pupils. Westholme 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 on MyConcern in order that patterns of behaviour can be identified and monitored;

- We have a strong and experienced pastoral team of Form Tutors, Heads of Year and Assistant Heads of Year who support the Pastoral Deputy Head 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 Behaviour Management and Safeguarding and Child Protection Policy 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. INSET sessions are held regularly, using outside experts;
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. The Counsellor is available to give confidential advice and counselling support to pupils who can refer themselves to the Counsellor when they have social, emotional, or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil to the Counsellor as appropriate;
- Staff are always on duty at times when pupils are not in class and patrol Westholme site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour at all times;
- Westholme 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. Westholme has the right to take disciplinary measures in respect of such incidents. Disciplinary measures will be taken in accordance with Westholme'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; 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 Westholme's Safeguarding and Child Protection Policy and discuss their concerns with Westholme's Designated Safeguarding Lead (DSL) without delay.

Parents

- This policy is readily available on Westholme's website so that they are clear on Westholme's approach to bullying and what to do if their child experiences bullying;
- We encourage close contact between the Form Tutors / Head's of Year and parents/ guardians, and will always make contact if we are worried about a pupil's well-being;
- If parents know or suspect that their child, or another pupil, is being bullied or aware / involved in perpetrating bullying, they should contact the school without delay. All concerns will be taken seriously; and
- We encourage parents to monitor pupils electronic devices for any signs of cyberbullying they may be victim to or involved with bullying;
- 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.

6. Procedures for Dealing with Reported Bullying - Seniors

Westholme 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 logged on MyConcern. Records will also be kept on files relating to safeguarding where appropriate on

MyConcern in order to enable Westholme to identify patterns of behaviour and to evaluate the effectiveness of this anti-bullying policy.

Westholme recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. Westholme 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.

Westholme 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. The member of staff to whom the incident was reported, or who first discovers the situation, will lead the situation (the "Case Handler"), and will reassure and support the pupils involved, without promising absolute confidentiality;
2. The Case Handler will inform an appropriate member of Westholme's pastoral team about the bullying allegation as soon as possible;
3. A decision will be made as to who continues to deal with the allegation, this could be either the original member of staff or delegated by agreement to a member of the Pastoral Team;
4. 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 Westholme's Safeguarding and Child Protection Policy rather than the procedure set out below (Appendix B);
5. The victim(s) and the alleged perpetrator(s) will each be interviewed individually by the Case Handler or Pastoral Team member on their own (or, if appropriate, with a suitable person present for support) and asked to write their account of events;
6. Where the Case Handler or Pastoral Team member considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the Case Handler or Pastoral Team member will discuss this with the Lead DSL and Head, and will report the matter to the Police without delay, if considered necessary. Westholme will then follow the procedures set out in the Safeguarding and Child Protection Policy as well as any guidance from the Police;
7. The incident/s should be recorded on a school incident form (Appendix C and signed and dated by the Case Handler. It should then be given to the Deputy Head Pastoral who is responsible for securely storing all records of bullying on MyConcern and other serious disciplinary offences. If it is not practicable to use the incident form, the incident must still be written down on MyConcern, and agreed by the Case Handler, and held securely on MyConcern by the Deputy Head Pastoral; All incidents raised on MyConcern notify the Deputy Head Pastoral via an electronic notification;

8. The Deputy Head Pastoral will inform the form tutors or Head of Year of both the alleged perpetrator(s) and the victim(s) as soon as possible. In serious incidents, the Head should be informed;
9. 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. It will be made clear to them why revenge or retaliation is inappropriate;
10. The perpetrator(s) will be interviewed again at a later stage by a member of the pastoral team, 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. Westholme's Behaviour Management Policy may also be invoked. Sanctions under the Behaviour Management Policy and/or Discipline, Exclusions and Required Removal Policy might include, for example, detention and withdrawal of privileges. Westholme 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;
11. The parents/ 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 Discipline, Exclusions and Required Removal Policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed;
12. A way forward, including where appropriate disciplinary sanctions and support for the perpetrator(s), should be determined, 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 Westholme's Behaviour Management Policy and/or Discipline, Exclusions and Required Removal Policy if appropriate;
13. 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;
14. A monitoring and review strategy will be put in place and put on record, where this is required;
15. 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 Social Care. However, in many cases it will be possible to resolve such issues internally under this policy and Westholme's Behaviour Management Policy.
16. Any incidents are raised and discussed at the half termly safeguarding meetings to enable patterns to be identified and to evaluate the effectiveness of the approach adopted.

Procedural Adjustments for Prep

- At Prep, the staff team will use the Allegation of Bullying Investigation Collecting Information sheet (see Appendix C) or Early Years behaviour log (see Appendix D) to gather information/monitor. The information will always be uploaded to MyConcern.
- Depending on the age of the child, the Prep Staff Team will decide whether the ABC method (see Appendix F) for documents and guidance or the immediate response chart, using the ABA's 'Roles involved in bullying' guidance, is the best way to progress (Appendix A).

7. 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 Westholme's culture and can lead to School feeling like an unsafe place. Westholme 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. Westholme acknowledges that cyberbullying often takes place outside the school day and off Westholme premises.

Cyberbullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones and devices;
- 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.

Westholme 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 (including AI generated content).

Westholme 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, Westholme 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, Westholme:

- Expects all pupils to adhere to its Acceptable User Policies (AUPs), these are signed by pupils to agree they have read and understood and copies sent to parents;
- Certain sites are blocked by our filtering system and Blue Orange (BO) monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with the Behaviour Management Policy and Online Safety Policy;
- Issues all pupils with their own personal School email address. Access to all known social media sites is blocked inside Westholme;

- 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 the use of mobile phones in classrooms, public areas of Westholme accept by ISF students, or where they may cause annoyance, humiliation, or distress to others; and
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas.
- Where mobile phones are permitted, to pay for items at Westies, pupils must turn their mobile phone off immediately afterwards.

Procedures for dealing with cyberbullying

Westholme will follow the procedures set out in this policy and in the Safeguarding and Child Protection Policy 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 Westholme, 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 Westholme considers that a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

Westholme's procedure for dealing with incidents involving the sharing of nudes or semi-nudes (including AI generated content) is set out in Westholme's Safeguarding and Child Protection Policy.

If staff are notified or become aware of an incident of nudes or semi-nudes (including AI generated content) 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 DfSIT / 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.

8. Electronic Devices

In response to an allegation of cyberbullying (in any form), 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.

The search will be conducted in accordance with the procedure set out in the Behaviour Management Policy.

Where a search finds an electronic device that is prohibited by Westholme Rules, or where the member of staff undertaking the preparatory 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, Westholme 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.

Westholme may also erase any data or files from the device if Westholme 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, Westholme 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 and Westholme Rules. Westholme may then take steps to punish the pupil in accordance with the Behaviour Management Policy/Discipline, Exclusions and Required Removal Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, Westholme will follow the procedures set out in Westholme's Safeguarding and Child Protection Policy.

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.

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

9. EYFS Children

Even Westholme'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. Mrs J Dixon, Deputy Head Prep is in charge of the management of behaviour in the EYFS setting.

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 Head of Prep, who will explain the inappropriateness of a particular action and introduce a more appropriate action; but such instances are rare. Parents are always informed when any sanction or reproof is needed towards their child, and in cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into Westholme to discuss the situation with the child's teacher and the Head of Prep, to agree a joint way of handling the difficulty.

Behaviour Management Policy for EYFS children is within our whole school Behaviour Management Policy.

10. 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 ISI, if they are unhappy with the way in which their complaint has been handled (the Complaints Procedure explains how to complain to ISI).

11. Monitoring and Review

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

The Head or a designated member of SMT will review all incidents of reported bullying to help identify patterns of behaviour, so that Westholme can take appropriate steps to address bullying behaviours within Westholme. Records of bullying incidents will also be used to evaluate the effectiveness of Westholme's anti-bullying procedures, and to highlight any necessary amendments.

This policy is reviewed and updated at least annually, by the Governors.

12. Further information:

- **Westholme's Whisper** - [Whisper Anonymous Reporting | SWGfL](#)
- **National Bullying Helpline** - [Information and advice about all forms of bullying](#)
- **Anti-Bullying Alliance** - [Anti-Bullying Alliance](#)
- **Kidscape** - [Help With Bullying | Bullying Advice | Kidscape](#)
- **Childnet** - [Childnet — Online safety for young people](#)
- **UK Council for Child Internet Safety (UKCCIS)** - [UK Council for Child Internet Safety \(UKCCIS\) - GOV.UK](#)
- **Barnardos** - [LGBT+ young people | Barnardo's](#)
- **Stonewall** - [Homepage | Stonewall](#)
- **Education Against Hate** - [Educate Against Hate - Prevent Radicalisation & Extremism](#)
- **Changing Faces** - [Changing Faces | Visible Difference & Disfigurement Charity](#)
- **Think U Know** - [CEOP Education](#)
- **Internet Matters** - [Keep Children Safe Online: Information, advice, support - Internet Matters](#)

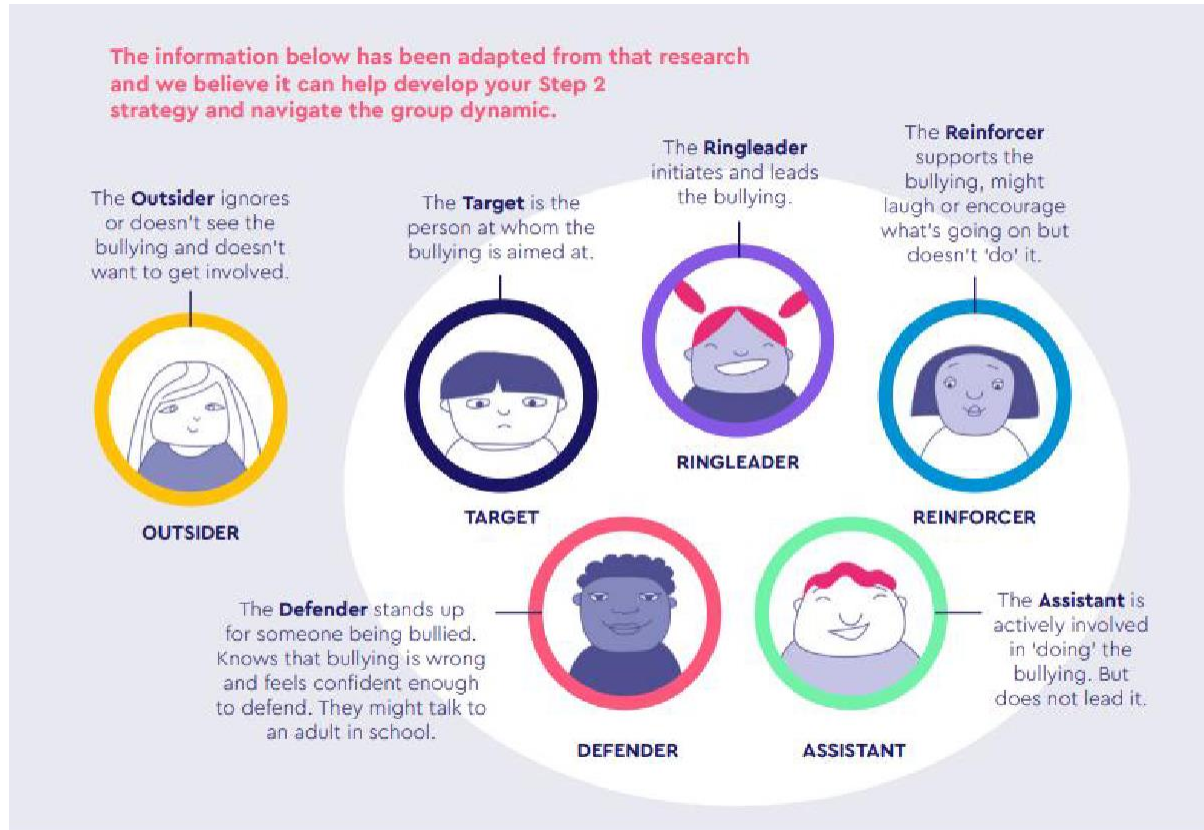
Appendix A - ABA Guidance on 'Roles involved in bullying'



WESTHOLME

PREP | SENIORS | SIXTH FORM

ABA Guidance on 'Roles involved in bullying'



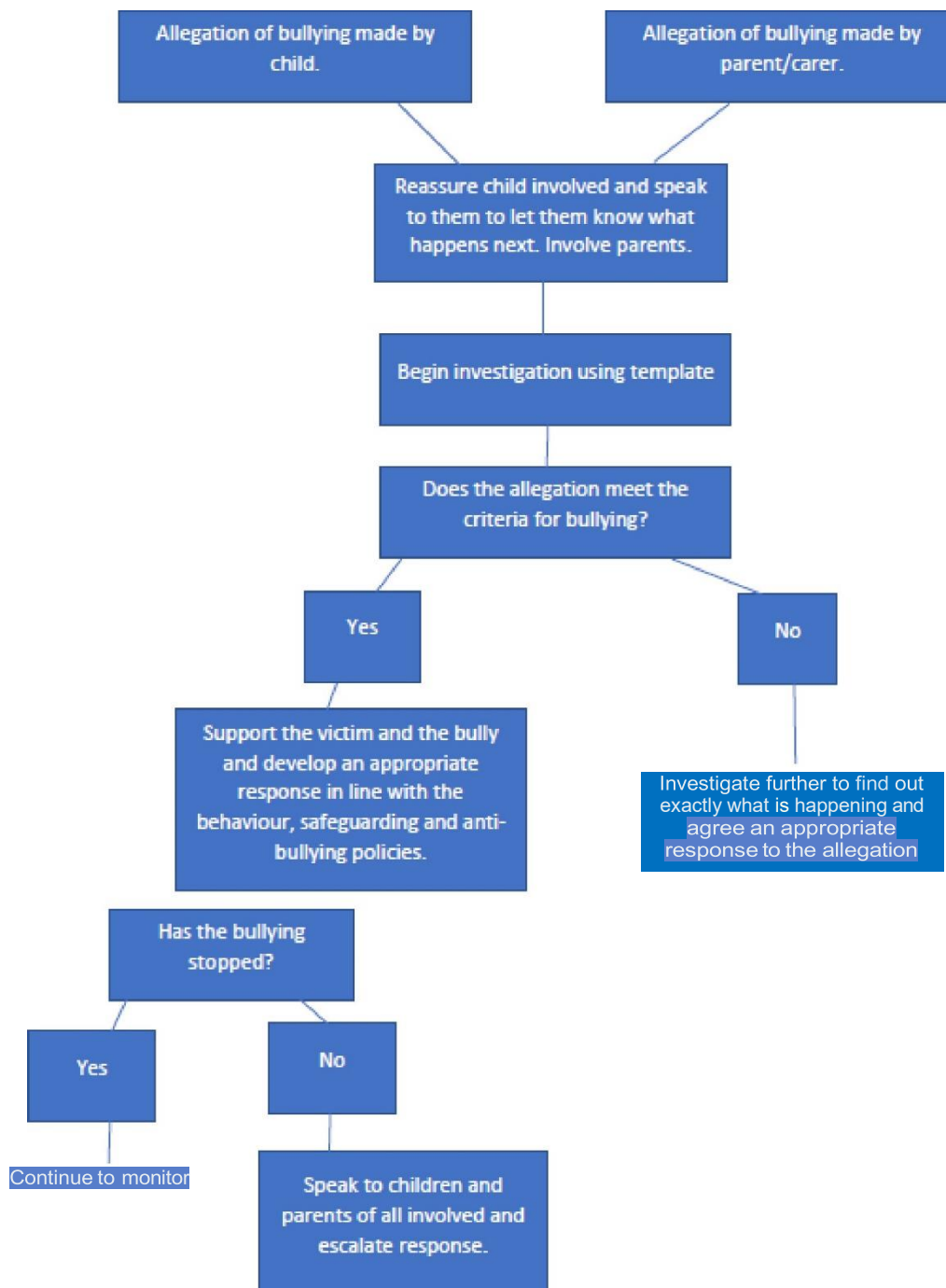
Appendix B - Allegation of Bullying Response Chart



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Allegation of Bullying Response Chart:



Appendix C - Allegation of Bullying Investigation Template



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Allegation of Bullying Investigation Template

Collecting Information

Name of staff (Case Handler):	
Date and Time of allegation:	
What is the allegation?	
Who is involved? (List names, participation roles are used below)	
What type of bullying is being alleged? Physical Verbal Cyber Indirect	
Where is this happening?	
When is it happening?	
How long has this been happening for?	
Child's View:	

Rol	Name/s	How they were involved?	What could this group do to help stop the bullying?	Agreement: what approach have you agreed to take with each group?	Review
Target/s					
Ringleader/s					
Reinforcer/s					
Assistant/s					
Defender/s					
Outsider/s (where relevant)					

Investigate:

Is there intent to cause harm? Yes/No Evidence:	
Is the behaviour repetitive? Yes/No Evidence:	
Is there a power imbalance? Yes/No Evidence:	
Agreed Actions:	
Review:	
Have parents been contacted?:	
Has the HoY, DSL or Head been informed:	

Appendix D - Child Behaviour Log



Child Behaviour Log

This log is to be used to record each time a child for whom we have concerns displays developmentally unacceptable behaviour. This is a confidential document and should be filed in a ring binder in a secure place within the base room the child attends. It is expected that the SENCo regularly reviews this information to analyse possible trends for future improvement.

Child Name _____

Date	Time	Child/Children Involved	Brief details of incident including behaviour displayed	Action Taken	Staff name	SENCO signature

Appendix E - Individual Child Support Plan



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Individual Child Support Plan

This form is to be used in conjunction with the ABC Observation Sheet for children who need support in managing their behaviour. The form should be completed by the child's key worker with guidance from the Nursery SENCO and the parent so that the family and nursery can work together to support the child.

Name of Child: _____

Class : _____

Teacher: _____

Date of Meeting: _____

Behaviour causing concern:

Support to be provided:

Date to review progress: _____

Parent Signature: _____

Date _____

Key Person Signature: _____

Date _____

SENCO Signature: _____

Date _____

Review of Progress	Next Steps

Parent Signature: _____

Date _____

Key Person Signature: _____

Date _____

SENCO Signature: _____

Date _____

Appendix F - Guidance on Using ABC Observation Sheet



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Guidance on Using ABC Observation Sheet

1. The observation approach can be used to help focus on any aspects of a child's behaviour that becomes a concern to parents and staff. It should only be used after discussion and agreement with the SENCO and the child's parents. Situations where this may be used are:
 - a. Repeated instances of biting
 - b. Repeated instances of hitting
 - c. Aggressive behaviour where no immediate cause can be identified
 - d. Behaviours which are developmentally inappropriate.
2. The objective of the approach is by observing a child, it will help us understand more about why they may behave in the way they do and identify possible factors that trigger the behaviour which causes concern i.e. environmental factors, time of day, relationships or consequences. By identifying those factors, adults can support children to help eliminate the concerning behaviour and so the child can be helped to gain control of his/her own behaviour.
3. The key person undertaking the observation will need to be clear about the techniques been used and the objectives hoped to be achieved.
4. All relevant background information that could assist with the observation/assessment should be included i.e. birth of a sibling/change of staff/moving home etc.
5. The behaviour needs to be described in as much detail as possible and that the date and times are recorded.
6. The Antecedent and Consequence columns are for recording what happened before and after the behaviour occurred. This may assist in identifying similar cause for behaviour or a link with the response that the behaviour receives.
7. The key person with input from colleagues should record behaviour, antecedent and consequence throughout the day to help identify the trigger points.
8. Once the observation is complete, the key worker and SENCO will discuss what next steps should be taken. Where the support need is specific, a Child Support Plan should be completed. Support should begin immediately
9. Next Steps may include;
 - a. Changes to the environment, room layout, resources to engage with.
 - b. A behaviour modification technique in line with Westholme School Behaviour Management policy
 - c. Changes to the child's routine
 - d. Agreed whole team response to behaviour (i.e. inconsistent response from Staff)
10. An Individual Child Support Plan should always be discussed with the child's parents, working in partnership with parents will improve the child's behaviour.

Appendix G - ABC Observation Sheet



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ABC Observation Sheet

To be used for assessing specific behavioural concerns

Child's Name: _____

Teacher: _____

Date of Observation _____

Background Information – *please provide helpful information such as staff changes, routine changes, new baby at home, English as an additional language or any other information provided by the child's family.*

Antecedent (what happens before the behaviour is displayed by the child)	Behaviour (include date and time)	Consequence (what happens immediately following the behaviour displayed by the child)

Interpretation – what does the observation tell us? *Reflect on possible triggers that could be causing behaviour. This includes the responses to the child's behaviour. Look for inconsistencies in staff responses too*

Next Steps – What could we do to help the child? *This could be changes to the environment such as repositioning of furniture to reduce bunching, change of routine, improved staff consistency in responding to behaviour. Indicate a time line for making the change and indicate who will be responsible. Where the support is specific to the child the Individual Child Support Plan will need to be completed.*

Date to Review Progress _____

Teacher Signature _____

SENCO Signature _____

Parent Signature _____

Date _____

Date _____

Date _____