



Anti-Bullying Policy

Le *Petit Club Français d'Oxfordshire* (henceforth *the Petit Club*) is committed to providing a safe and inclusive learning environment where all students feel respected and valued. We have a zero-tolerance approach to bullying of any kind. This policy aims to prevent bullying and outline clear procedures for dealing with incidents. This Policy applies to all year groups, personnel, volunteers, trustees and community at *Le Petit Club*.

1. Our policy is:

- To provide a safe and supportive environment for all personnel, volunteers and recipients of our services.
- To raise awareness of the *Le Petit Club's* expectations in terms of behaviour and to adhere to Code of Conduct and Club's Values.
- To communicate effectively to all members of the *Petit Club's* community the Club's stance on bullying of any kind.
- To engage members of the Club's community in reaching a shared understanding of what bullying and online bullying is.
- To communicate effectively to all members of the *Petit Club's* community our policy and to have clear procedures so that it is easy to report bullying, including online bullying and bullying outside the Club.
- To promote an open atmosphere in which victims and witnesses know that it is right "to tell" and feel safe to do so.
- To train trustees, teachers and volunteers to be alert to children who may be vulnerable and at risk from bullying, to be able to identify different sorts of bullying, and to know how to deal with cases sensitively, supportively and effectively.
- To ensure all trustees, teachers and volunteers will challenge any abusive behaviour between pupils that comes to their notices and will report to *the Petit Club's* Designated Safeguarding Lead any concerns of this nature, in accordance with our Safeguarding and Child Protection Policy.
- To have a recognised procedure of sanctions for bullying that is clear and consistent.

- To take appropriate action in cases of bullying and keep a detailed record.
- To work with children in a range of ways to equip them with social and emotional skills in order to reduce bullying and to be able to counter and deal with bullying, including online bullying.

2. Definition of Bullying

'Bullying is behaviour by an individual or group, ... that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.' (Preventing and tackling bullying: Advice for headteachers, staff and governing bodies, 2017)

Bullying can be:

- **Physical:** Hitting, kicking, pushing, taking belongings
- **Verbal:** Name-calling, insults, threats, spreading rumours
- **Emotional:** Excluding, ostracising, humiliating
- **Online bullying:** Using technology (e.g., phones, social media, email) to hurt or harass others
- **Sexual:** unwanted sexual comments, suggestions or threats

It may be directed at an individual or affect a wider group. It is difficult for victims to defend themselves from bullying. Particular awareness should be given to the possibility of bullying towards pupils, teachers or volunteers with protected characteristics namely: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Le Petit Club recognises the seriousness of bullying in causing physical and/or emotional harm and will implement measures outlined in this policy to prevent and manage any related incidents reported or observed.

3. Responsibility

Everyone at the *Petit Club* has a role to play in preventing bullying and ensuring compliance with this policy:

- **Pupils:** Should treat others with respect and report bullying to a trusted adult.
- **Parents/guardians:** Should reinforce positive behaviour and encourage children to speak out against bullying.
- **Staff and Volunteers:** Should model respectful behaviour, and address bullying incidents promptly in accordance with this policy.

- **Trustees:** Should ensure that trustees, personnel and volunteers recruited by *the Petit Club* are aware of the Club's policy on Anti-bullying and procedure for reporting and managing incidents, and have received appropriate safeguarding training to handle incidents appropriately, prevent them from happening, and to provide a safe and supportive environment for all pupils and the community accessing its services. The Petit Club's Trustees are also responsible for investigating any bullying incidents reported and for supporting teachers and volunteers to manage any measures put in place with the parents/guardians or any other relevant party to support both victims and perpetrators of bullying and keep everyone safe. They will decide in extreme cases if further escalation to safeguarding authorities or the police is required and a pupil should be excluded from *the Petit Club*.

4. Preventive Measures

We promote a positive school environment through:

- **Student Class Chart of Conduct:** Co-produced with pupils on the first day, outlining expected behaviour in class and rules the children agree to follow.
- **Clear reporting system:** Easy for pupils to report bullying incidents confidentially, aligning with school complaint procedures.
- **Collaboration with parents:** Keeping them informed of policies and how they can support their children.
- **Training of le Petit Club personnel and volunteers:** All teachers and volunteers are expected to be familiar with the Petit Club's policy on bullying and to undertake regularly safeguarding training as specified in our Safeguarding and Training Policy available on our website:
www.lepetitcluboxford.org/documents-importants/.

5. Procedures for Reporting and Investigating Bullying

1. **Reporting:** Pupils or parents/guardians can report bullying to any teacher, trustee or volunteer on site or email the confidential email address governance@petitcluboxfordshire.org monitored by the Trustee(s) responsible for Safeguarding (Designated Safeguarding Lead(s)).
2. **Investigation:** The Designated Safeguarding Lead [or other appointed trustee] will investigate reports swiftly. This may involve interviews with individuals involved and witnesses.
3. **Actions:** Responses will be appropriate to the incident, aiming to stop the bullying and support all involved. Possible actions include:
 - a. Mediation between parties
 - b. Behavioural contracts

- c. Parental meetings
 - d. Exclusion from *the Petit Club* (in severe cases)
4. **Support:** Victims of bullying will be offered support tailored to their needs, potentially involving outside agencies if appropriate.

6. Approach to handling a bullying incident

Safeguarding

A bullying incident will be addressed as a child protection concern when there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this is the case, the *Petit Club's* Designated Safeguarding Lead (DSL) will follow the *Petit Club's* safeguarding procedures and will not investigate further before advice has been sought from the Multi-Agency Safeguarding Hub (MASH) of Oxfordshire, Children's Services and/or the police.

- All personnel and volunteers will challenge any abusive behaviour between pupils that comes to their notices and will report to the DSL any concerns of this nature.
- *The Petit Club* also understands that a child exhibiting bullying behaviour may be an indicator that he/she is experiencing abuse and/or being bullied.
- Any allegations against teachers, volunteers or trustees bullying children will be handled following guidance in the Department for Education statutory guidance 'Keeping children safe in education' and *the Petit Club's* Safeguarding and Child Protection Policy.

Trustees, and teachers in dealing with reported cases of bullying undertake to:

- never ignore suspected bullying;
- not make premature assumptions;
- listen carefully to all accounts;
- protect and support children who have been bullied or have been accused of bullying;
- help the child who has bullied to recognise the effect of their behaviour and to take responsibility for it.
- Apply appropriate sanctions and support the child in changing their behaviour;
- recognise that a child who bullies may also have been the victim of bullying and/or has other issues that need to be explored and resolved;
- inform and involve parents;
- involve outside agencies where necessary;
- keep detailed records of occurrences with information from all involved;
- follow up repeatedly, checking that bullying has not resumed.

Next steps:

- The alleged victim will be encouraged to adopt self-help, i.e. to be assertive in a non-violent way

- The incident should be kept 'open'. The support of other children in the class may be vital to ending the bullying behaviour
- By-standing will be discussed with the class so all children understand that it is unacceptable to watch bullying taking place and do nothing about it.
- It will be explored why the bully has behaved this way and appropriate support strategies offered to prevent a repetition in the future
- There should be consideration that a child may possibly be a provocative victim and may also need additional support in this respect.
- In the case of online bullying the *Petit Club* will assist in removing any hurtful or embarrassing content from the web, either by contacting the person who posted it (if known) or by contacting the host provider and making a report to get the content taken down.
- In some cases, the person being bullied may be able to block the person bullying from their sites and services.
- Unless the victim sees it as a punishment, it may be advisable to change their information e.g. mobile phone number.
- The steps outlined above will need to be modified according to the needs, age and level of understanding of the child.

7. Online Safety

We expect all pupils to use technology responsibly and respectfully. When possible, we'll provide guidance on:

- Cyberbullying awareness
- How to report online harassment
- Safe use of social media and the internet

Teachers delivering regular online classes will also be trained in online safety for children to be better equipped to detect where instances of bullying online may take place between pupils attending classes virtually, and to provide a safe learning environment online for their pupils.

8. Working with External Agencies

We will seek advice and support from external agencies in serious or complex bullying cases. This might include the Multi-Agency Safeguarding Hub (MASH) of Oxfordshire, Children's Social Care, the police, or specialist anti-bullying charities.

9. Policy Review

This policy will be reviewed annually by the Trustees with teachers, volunteers, and parents/guardians. We'll adapt it based on feedback and any changing legislation.

10. Confidentiality and data handling

All reports of bullying incidents will be handled sensitively, telling only those who need to know and following any relevant data protection requirements in line with *Le Petit Club's* policy on Data Protection. We will keep confidential records, including dates, descriptions, investigations, outcomes, and any follow-up, in line with our Data Protection Policy.

11. Review

This policy is implemented through the procedure described above and is reviewed by the Board of Trustees and updated on a regular basis, at least annually.

Date Adopted:	15 September 2024 (Board of Trustees)
Date for Review:	September 2025
Cross Reference with other Policies/documents	<ul style="list-style-type: none">• Safeguarding Policy and Procedure• Data protection Policy• Terms and Conditions of Enrolment• Whistle Blowing Policy