

ANTI-BULLYING POLICY

"You must love the Lord your God with all your heart, with all your soul and with all your mind. This is the greatest and the first commandment. The second resembles it: you must love your neighbour as yourself". Matthew 22: 37-39.

POLICY STATEMENT

- 1. Scope:** This policy applies to all pupils and staff at the College irrespective of their age and whether or not a pupil is in the care of the College when/if bullying behaviour occurs. It should be read alongside the College's policy on Behaviour and Discipline, the Behaviour Code and the College Rules
- 2. Publication:** This policy is available to all parents and pupils via the College website and is also available on request from the Headmaster's PA. It is also available to all members of staff via the Staff Handbook and the staff intranet.
- 3. Policy aims:** Through the operation of this policy we aim:
 - To ensure that the College's measures designed to prevent bullying have regard to DfE guidance 2011 Preventing and Tackling Bullying.
 - To maintain and drive a positive, supportive and caring culture among all pupils and staff throughout the College; and
 - To deter bullying behaviour, detect it when it occurs, and deal with it by counselling and/or disciplinary sanctions
- 4. Principles:**
 - The pervading ideal of our College is that each person is valued and respected by all other members, be they pupils, teachers or other staff. Bullying denies the unique dignity of each member and inhibits the individual's potential for personal growth in confidence and self-respect. As we recognise that bullying is a complete negation of our ideal we totally reject it as being unacceptable in our community.
 - We, therefore, aim to eradicate bullying from the College by pursuing a positive anti-bullying policy, educating pupils to accept and respect each other's rights and individualities.
 - It is recognised that bullying can be of different kinds and degrees, but whether physical, emotional or psychological it will be treated seriously.
 - Crucial in a process of prevention of bullying are the children themselves. The College undertakes to ensure that all should be made aware of the nature and consequences of bullying and helped to respond in a way which involves their own

initiatives in creating a system which supports the victim and those who find themselves peripherally involved.

- An atmosphere will be encouraged in which the victim will be able to share his/her fears with other pupils and staff because of their confidence in the care and support of the community and in the College's ability to take appropriate measures to stop the bullying.
- Pupils who are not themselves being bullied, but who are concerned that others may be victims, will feel confident that disclosing the problems to someone in a position to prevent them is a positive and helpful action for the victim, the bully and the wider group.
- We realise that to condemn the action of bullying is not to condemn the person or persons who carry out that action. Our aim in dealing with those who bully others is to make them understand fully the harm their actions have done and so to give them the opportunity to reject such behaviour in the future. However, it is in keeping with our aims to treat each case individually, and we recognise that it may be necessary in some cases to impose sanctions including suspension or expulsion.

BULLYING BEHAVIOUR

- 5. Meaning:** Bullying is behaviour which is intended to hurt or causes distress by taking unfair advantage of another person in some way, making the victim feel uncomfortable or threatened and usually designed to hurt. It is a repeated action.

Bullying can be behaviour which is racial, religious, cultural, sexual or it may be through the use of electronic equipment.

- 6. Manifestation:** Bullying may manifest itself in a variety of different forms. These include:

- Aggressive or insulting gestures
- Exclusion from peer group i.e. rejection and isolation
- Extortion under intimidation - coercion of a victim to do an act unwillingly
- Verbal abuse - everything from swearing, nasty nicknames, personal insults (about home circumstances, disability, health or appearance), racial or sexist taunts, including homophobic comments, and slander to outright threats
- Physical assaults - from tripping up, wrestling, punching and/or kicking – to vandalism to property, spiteful practical jokes and unpleasant initiation ceremonies
- Sexual – talking to or touching someone in a sexually inappropriate way
- Cyber bullying – including using the internet, mobile phones, texts, emails and social networking sites (such as *Facebook* and *Bebo*) etc.

- 7. Cyber bullying:** The College has an E-Safety Policy Acceptable Use Policy which deals with 'cyber bullying'. This can be defined as the deliberate use of information and communications technology (ICT) particularly mobile phones and the internet, to upset someone else. (Further information on this particular form of bullying can be found in *Cyberbullying: safe to learn; embedding anti-bullying work in schools* (DfE 00658-2007) and information provided by CEOP.

- 8. Intention:** Some individuals may see their hurtful conduct as 'teasing' or 'a game' or 'for the good of' the other person. Whilst these forms of bullying are equally unacceptable, they may or may not be malicious and, as a result, can often be corrected quickly with advice and without disciplinary sanctions. However, it should be understood that a bully who does not respond appropriately to advice or sanctions will ultimately have to leave the College.
- 9. Responsibility:** It is everyone's responsibility to ensure that, whatever the circumstances, no-one becomes a victim of bullying.
- 10. Legal aspects:** A person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence and also a civil wrong known as a 'tort' for which there can be legal consequences outside the College. In addition, bullying behaviour also may be regarded as threatening behaviour or harassment, which again can be either a criminal offence or a civil wrong.

ANTI-BULLYING CULTURE

- 11: Ethos:** Our expectation of all member of the College community is that:
- Everyone will uphold the College Rules which are printed in Student Planners;
 - A pupil or member of staff who witnesses or hears of an incident of bullying will report it;
 - A complaint of bullying will always be taken seriously; and
 - No-one will tolerate unkind actions or remarks or stand by when someone else is being bullied.

It is also our hope that parents feel sufficiently confident to report any incidents of bullying which they witness or otherwise become aware of.

- 12: Equal Opportunities:** In College and in every year group:
- Discriminatory words and behaviour are treated as being unacceptable;
 - Positive attitudes are fostered towards people who are disabled and towards different ethnic, linguistic and cultural groups within the College;
 - Positive attitudes are fostered towards both sexes and homophobic bullying will not be tolerated. Positive attitudes will be fostered throughout the curriculum.
- 13. Staff:** Through their training and experience, staff are expected to promote an anti-bullying culture by:
- Celebrating achievement;
 - Anticipating problems and providing support;
 - Disciplining sensibly and fairly;
 - Making opportunities to listen to pupils; and

- Acting as advocates of pupils, particularly through their role as Form Tutors and Heads of Year.

14. Pupils: Through our Pastoral Care system, pupils are informed and taught that bullying will not be tolerated in the College. They are encouraged:

- To celebrate the efforts and achievements of others;
- To hold and promote positive attitudes;
- To feel able to share problems with staff;
- To turn to someone they trust, if they have a problem; and
- Not to feel guilty about airing complaints

ANTI-BULLYING SYSTEM

15. Approach: Our system for detecting and dealing with bullying are designed to operate:

- Vertically, through all year groups; and
- Horizontally, within year groups and in the classroom and other activities.

Anti-bullying systems are implemented and driven in the way described below.

16. Vigilance: Members of staff are vigilant at all times, but particularly:

- When pupils are entering the College site, before lessons and during lunchtimes;
- During after-school activities including the Library; and
- When pupils are queuing for and travelling on College transport.

Much of the work in this area is co-ordinated by the Senior Master.

17. Meetings: Bullying is regularly discussed in meetings of:

- The Senior Management Team
- The Pastoral Committee
- Section and Year Pastoral meetings
- Senior Prefects and Middle School Council
- Form Tutors and pupils in their tutor groups
- College staff as a whole

The result of these meetings is to feed back information about friendship patterns, particular incidents which may give grounds for concern, any pupil who seems to be isolated, any growing 'power base' within a particular group of pupils, and any known conflict, either between a member of staff and a pupil, or between pupils themselves. In addition, members of the Pastoral Team also conduct ad hoc meetings with their counterparts at other neighbouring schools on the subjects of cyber bullying and bullying on College transport.

- 18. Education:** A wide-ranging programme exists across the College to educate pupils about bullying and the implications of this policy. A degree of flexibility has been built into this programme to spend more time, if required, on any of the issues listed below. The whole school will consider issues during the National Anti-bullying week each year. E-Safety and Cyber-bullying will be discussed on E-Safety day.

Upper 3

- Team building
- Stereotypes
- Bullying
- Care of others
- Rights and responsibilities
- Education in personal relationships
- Cyber Bullying

Lower 4

- Team building
- Code of conduct
- Human Rights
- Education in Personal Relationships
- Cyber bullying

Upper 4

- Education in Personal Relationships
- Cyber bullying

Lower 5 & Upper 5

- Personal conduct and relationships
- Relationships through GCSE RE
- Cyber bullying

Sixth Form

- Prefect System

Assemblies etc: Bullying is also the subject of assemblies conducted by Heads of Section and Heads of Year. Anti-bullying messages are also given and reinforced during Form Tutor Time.

The Deputy Head (Pastoral) will give an assembly to each year group during Anti-bullying Week each year.

- 19. Staff Training:** The prevention of bullying is one of a number of pastoral issues provided for by the induction programme for newly appointed teachers. Appropriate training in all aspects of care is also arranged to ensure that the Pastoral Team and other staff have the necessary professional skills, especially:

- Awareness of the risk and indications of child abuse and bullying, and how to deal with cases;
- Counselling skills (including bereavement);

In addition we recognise the importance of staff awareness of the following:

- overall school ethos
- publication and promotion of a clearly stated and well understood anti-bullying policy
- the wholehearted support of the staff for this policy and its implementation
- the keeping of records of incidents and how they are dealt with
- the provision of guidelines for teachers on recommended action for such incidents
- staff training courses, whole staff inset days, working parties
- clear definition of senior pupils' pastoral responsibilities
- the production by or with pupils of a code of practice
- the curriculum should contain specific elements on bullying
- to focus these studies at appropriate moments in pupils' development
 - when pupils arrive
 - in adolescence
 - sixth form
- no 'no-go areas' for patrolling staff
- specific rota vigilance at precise times: break, lunch hour, 4.00pm
- involvement of parents and governors in the school policy

20. Pupils' responsibilities: We emphasis to senior pupils and Prefects the role which is expected of them in setting a good example and being helpful to younger pupils and each other. Prefects are encouraged to keep an eye on younger pupils and offer support, where it is needed.

- The responsibilities of senior pupils are appropriately limited;
- Prefects receive training at the beginning of the academic year on how to control younger pupils sensitively

21. Record keeping and monitoring: The Pastoral Team maintain records of the welfare and development of individual pupils in their care. Every complaint or report of bullying must be recorded, it being the responsibility of the HoY to inform the Senior Master who monitors recorded incidents of bullying and the action taken by the school in response. However, the College is aware of the many possible reasons why incidents of bullying might not be reported and advises staff and pupils accordingly.

22: Culture: The failure of a victim or witness to report an incident of bullying would be contrary to the anti-bullying culture the College strives continuously to create and reinforce. Consequently, a key goal of our Anti-Bullying system is to encourage every pupil to understand that:

- Every complaint of bullying will be taken seriously
- Members of staff will deal with a complaint correctly and effectively in accordance with their experience and the training they have received;
- There is a solution to nearly every problem of bullying
- A pupil who complains will receive support and advice and in many cases the problem can be dealt with on a 'no-names' basis; and
- The primary aim will be for the bullying to cease rather than the punishment of the bully, though there will be circumstances where the latter is necessary.

PROCEDURES

23. Guidelines: The following procedures serve as guidelines, except where expressed in the terms 'should' or 'must'. Invariably, staff will always wish to draw upon their experience and training, together with the wealth of advice available from the Pastoral team.

24. Reporting complaints of bullying:

Pupils: A pupil who is being bullied, or who is worried about another pupil being bullied, should complain without delay and can do so in several ways. He/she can:

- Inform a responsible adult: including parents, Form Tutor, Head of Year or Section, Matron, a member of staff or a responsible older pupil.
- Contact Childline (0800 1111); or
- Contact the designated Child Protection officer or Children's Services for advice.

Parents: Parents who are concerned that their son/daughter is being bullied should inform his/her Form Tutor, head of year or Head of Section without delay.

25. Initial Complaint: A person in authority who learns of alleged bullying behaviour should:

- Respond quickly and sensitively by offering advice, support and reassurance to the alleged victim, then
- Report the allegation to the Head of Year of both the victim and the alleged bully as soon as possible.

The Head of Year must:

- record the complaint;
- Consult with other members of the Pastoral team (if applicable) to agree on a strategy, and on who will take the lead; and
- Where the allegation is particularly serious (e.g. where there a large number of people involved either as victims or as bullies), inform the Pastoral Deputy, who will then supervise the investigation.

26. Assessment The victim's Head of Year or Section, typically accompanied by another member of staff, will normally conduct and record an interview with the alleged victim and (unless very serious) any witnesses without delay. She/he will also form an initial view of the allegation. The assessment will consider:

- The nature of the incident(s);
- The extent to which it is a 'one-off' or whether it forms a pattern of behaviour;
- The extent to which it involves an individual or a group;
- Whether any physical injury has been caused;
- Who else, including external agencies such as Children's Services and the police, should be informed;
- Whether the alleged bully can be seen on a 'no-names' basis; and
- The likely outcome should the allegation prove to be correct.

At this stage, the possible outcomes for an incident which is not too serious include:

- Where it is concluded that there has been a misunderstanding, this will be explained sympathetically to the alleged victim with advice to the alleged bully; or
- Where the complaint is justified in whole or in part, further action will be taken (see Possible Outcomes below).

27. Serious incident: By contrast, if a Head of Year or Section believes that:

- Serious bullying behaviour has occurred; or
- Serious bullying behaviour has recurred after warning have been given to the bully
- She/he must inform the Pastoral Deputy. Who will then:
 - Interview the alleged victim, bully and any other witnesses separately, in order to establish the facts of the case. Other members of staff may be present.
 - Send a summary of findings to the Headmaster

The Pastoral Deputy or Head of Section will notify the parents of the victim and bully giving the appropriate information concerning the case and reassuring them that action is being taken.

28. Possible Outcomes: When an allegation is upheld, the outcome will be recorded by the Head of Year. The possible outcomes will include one or more of the following:

- Advice and support for the victim and, where appropriate, establishing a course of action to help the victim;
- Advice and support for the bully in trying to change his/her behaviour. This may include clear instructions and a warning or a final warning.
- A disciplinary sanction against the bully, in accordance with the College's Behaviour and Discipline Policy such as detention or a temporary exclusion;
- In a very serious case or a case of persistent bullying, a pupil may, after a fair hearing, be required to leave the College permanently in accordance with the College's Exclusion Policy.
- Involving Children's Social Care or the police;
- Notifying parents of one or both pupils about the case, providing details of the action taken as appropriate;
- Such other action as may appear to the College's Senior Management Team to be appropriate.

29. Monitoring. The position should be monitored for as long as necessary thereafter. Action may include:

- Sharing information with colleagues and pupils on a need to know basis so that they may be alert to the need to monitor certain pupils closely and provide reassurance and support to the victim;
- Ongoing counselling and support;
- Vigilance;
- Mentioning the incident at staff meetings;
- Reviewing vulnerable individuals and areas of the College; and
- Liaison between Heads of Year/Section