



1 Policy statement

- 1.1 This policy applies to all pupils and staff at the School irrespective of their age and whether or not a pupil is in the care of the School when or if bullying behaviour occurs. This policy has been drawn up with assistance from guidance issued by the Department for Education (DfE), *Preventing and tackling bullying* (July 2013) and will be reviewed against any new government guidance issued from time to time.
- 1.2 Through the operation of this policy we aim:
 - 1.2.1 to maintain and drive a positive and supportive culture among all pupils and staff throughout the School
 - 1.2.2 to deter bullying behaviour, detect it when it occurs, and deal with it on a case-by-case basis by counselling and / or disciplinary sanctions and, if necessary, by expulsion
 - 1.2.3 to comply with the School's duties under the Equality Act 2010.
- 1.3 Bullying behaviour is always unacceptable and will not be tolerated at the School because:
 - 1.3.1 it is harmful to the person who is bullied, and to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage and even suicide
 - 1.3.2 it interferes with a pupil's right to enjoy his / her learning and leisure time free from intimidation
 - 1.3.3 it is contrary to all our aims and values, our internal culture and the reputation of the School.
- 1.4 A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.
- 1.5 This policy will apply to bullying behaviour outside of the School of which the School becomes aware.

2 Bullying behaviour

- 2.1 Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying may be:
 - 2.1.1 **Physical:** hitting, kicking, pushing people around, spitting; or taking, damaging or hiding possessions
 - 2.1.2 **Verbal:** name-calling, taunting, teasing, insulting or demanding money
 - 2.1.3 **Exclusionary Behaviour:** intimidating, isolating or excluding a person from a group
 - 2.1.4 **General Unkindness:** spreading rumours or writing unkind notes, mobile phone texts or e-mails; or



- 2.1.5 **Cyberbullying:** using the internet, mobile phones, social networking sites etc to deliberately upset someone else (see section 2.3 below).
- 2.2 Bullying may also be:
- 2.2.1 Sexual: talking to or touching someone in a sexually inappropriate way
 - 2.2.2 Sexist: related to a person's gender or gender reassignment
 - 2.2.3 Racist, or regarding someone's religion, belief or culture
 - 2.2.4 related to a person's sexual orientation (homophobic bullying)
 - 2.2.5 related to pregnancy and maternity
 - 2.2.6 related to a person's home circumstances; or
 - 2.2.7 related to a person's disability, special educational needs, learning difficulty, health or appearance.
- 2.3 **Cyberbullying:** The School has a separate policy which deals with cyberbullying (see the School's E-Safety and Acceptable Use of ICT Policy). Cyberbullying is the use of information and communications technology, particularly mobile telephones and the internet, deliberately to upset someone else.
- 2.4 **Intention:** Not all bullying is deliberate or intended to hurt. Some individuals may see their hurtful conduct as "teasing" or "a game" or "for the good of" the other person. These forms of bullying are equally unacceptable but may not be malicious and can often be corrected quickly with advice and without disciplinary sanctions. A bully who does not respond appropriately to advice or sanctions would ultimately have to leave the School.
- 2.5 **Responsibility:** It is everyone's responsibility to ensure, whatever the circumstances, that no-one becomes a victim of bullying. A person may be vulnerable to bullying because of his / her age, physical appearance, nationality, colour, gender, sexual orientation, religion, culture or disability, or because he / she is adopted, a carer or new in the School, appears to be uncertain or has no friends. He / she may also become a target because of an irrational decision by a bully.
- 2.6 **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 School. Bullying behaviour may also be regarded as threatening behaviour or harassment which can be either a criminal offence or a civil wrong. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message or e-mail) to another person with the intent to cause distress or anxiety.
- 3 Anti-bullying culture**
- 3.1 Our expectation of all members of the School community is that:
- 3.1.1 everyone will uphold the School rules



- 3.1.2 a pupil or a member of staff who witnesses or hears of an incident of bullying will report it
 - 3.1.3 a complaint of bullying will always be taken seriously
 - 3.1.4 no one will tolerate unkind actions or remarks or stand by when someone else is being bullied.
- 3.2 In School and in every year group:
- 3.2.1 discriminatory words and behaviour are treated as unacceptable
 - 3.2.2 positive attitudes are fostered towards people who are disabled and towards ethnic, religious, cultural and linguistic groups within and outside the School; and
 - 3.2.3 positive attitudes are fostered towards both sexes through the curriculum and tutorials.
- 3.3 **Staff:** Through their training and experience, members of staff are expected to promote an anti-bullying culture by:
- 3.3.1 celebrating achievement
 - 3.3.2 anticipating problems and providing support
 - 3.3.3 disciplining fairly, consistently and reasonably, taking into account any special educational needs or disabilities of the pupil and the needs of vulnerable pupils
 - 3.3.4 making opportunities to listen to pupils
 - 3.3.5 acting as advocates of pupils.
- 3.4 **Pupils:** Through the School's pastoral care systems, pupils are informed and taught that bullying will not be tolerated in the School. They are encouraged:
- 3.4.1 to celebrate the effort and achievements of others
 - 3.4.2 to hold and promote positive attitudes
 - 3.4.3 to feel able to share problems with staff
 - 3.4.4 to turn to someone they trust, if they have a problem
 - 3.4.5 not to feel guilty about airing complaints
 - 3.4.6 to treat meals as pleasant social occasions.
- 4 Anti-bullying systems**
- 4.1 The School's systems 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).



- 4.2 Members of staff are vigilant at all times but particularly:
- 4.2.1 before lessons; in the queue for the dining hall and in the dining hall itself
 - 4.2.2 in School corridors
 - 4.2.3 on school transport.
- 4.3 Bullying is regularly discussed in staff meetings. The result of these meetings is to feed back information about friendship patterns, particular incidents, any pupil who seems to be isolated, any growing "power base" and any known conflict between a member of staff and a pupil, or between pupils so that strategies can be developed to prevent bullying incidents.
- 4.4 **Education:** Measures are taken throughout each year to educate pupils about bullying and this policy. These measures include:
- 4.4.1 The PSHE curriculum includes lessons on bullying.
 - 4.4.2 Anti-bullying posters placed around the School.
 - 4.4.3 Anti-bullying messages are given in assemblies.
- 4.5 **Staff training:** Appropriate training in all aspects of care is arranged to ensure that staff have the necessary professional skills, especially:
- 4.5.1 awareness of the risk and indications of child abuse and bullying, and how to deal with cases
 - 4.5.2 counselling skills (including bereavement).
- 4.6 **Pupils' responsibilities:** We emphasise with older pupils the role which is expected of them in setting a good example and being helpful to younger pupils and each other.
- 4.7 **Record keeping and monitoring:** School staff maintain records of the welfare and development of individual pupils. In addition, every complaint or report of bullying must be recorded. The Designated Person for Child Protection monitors these records in order to enable patterns to be identified, both in relation to individual pupils and across the school as a whole and to evaluate the effectiveness of the School's approach.
- 4.8 **Why incidents might not be reported**
- 4.8.1 **Victim:** There are many reasons why a pupil who has suffered bullying may be reluctant to report it. He / she may become demoralised and may say, for example:
- (a) it is telling tales. They won't believe me because the person I am complaining about is popular and I am not, and I will become even more unpopular
 - (b) the things they are saying and doing are too embarrassing to discuss with an adult
 - (c) it is all my fault anyway for being overweight / too studious etc



- (d) there are too many of them; there is nothing the staff can do
- (e) it will get back to my parents and they will think less of me
- (f) I will just try and toughen up and grow a thicker skin
- (g) I will lie low and not audition for a part in the school play etc.

4.8.2 **Witnesses:** There are also reasons why a pupil who has witnessed or learned of bullying behaviour may not want to make a report. He / she may say:

- (a) it is "grassing" and I will become unpopular
- (b) it is not my concern anyway
- (c) I don't like the victim and I would find it embarrassing to be associated with him / her.

4.9 Any of these responses would be contrary to our culture at the School. When we drive and implement this policy we encourage every pupil to understand that:

- 4.9.1 every complaint of bullying will be taken seriously
- 4.9.2 members of staff will deal with a complaint correctly and effectively in accordance with their experience and the training they have received
- 4.9.3 there is a solution to nearly every problem of bullying
- 4.9.4 a pupil who complains will receive support and advice and in many cases the problem can be dealt with on a no-names basis
- 4.9.5 the primary aim will be for the bullying to cease, not the punishment of the bully unless this is necessary.

5 Procedures

5.1 **Guidelines:** The following procedures are a guideline except where expressed in the terms "should" or "must". The best guide is the experience and training of the staff.

5.2 Reporting bullying complaints

- 5.2.1 **Pupils:** A pupil who is being bullied, or who is worried about another pupil being bullied, should tell someone without delay. He / she should tell his / her parents or a member of staff at the School.
- 5.2.2 **Parents:** Parents who are concerned that their child is being bullied should inform their child's class teacher without delay.
- 5.2.3 **Staff:** This policy focuses mainly on the bullying of pupils by pupils although it is recognised that a staff member could be a victim and on occasion may be perceived to be guilty of bullying. Staff members who are concerned about being bullied or harassed should refer to the School's Staff Handbook. Pupils and parents who feel



that a member of staff is bullying should report this in accordance with the procedures set out above.

- 5.3 **Initial complaint:** A person who learns of alleged bullying behaviour should:
- 5.3.1 firstly, respond quickly and sensitively by offering advice, support and reassurance to the alleged victim, then
 - 5.3.2 report the allegation to Designated Person for Child Protection as soon as possible.
- 5.4 **Assessment:** The Designated Person for Child Protection will normally see the victim and (unless the case is very serious) any witnesses without delay and form an initial view of the allegation. The assessment will consider:
- 5.4.1 the nature of the incident(s) - physical? verbal? exclusionary? etc
 - 5.4.2 is it a "one-off" incident involving an individual or a group?
 - 5.4.3 is it part of a pattern of behaviour by an individual or a group?
 - 5.4.4 has physical injury been caused? Who should be informed? Head? Parents? The School's child protection officer? Social Services? The police?
 - 5.4.5 can the alleged bully be seen on a no-names basis?
 - 5.4.6 what is the likely outcome if the complaint proves to be correct?
- 5.5 At this stage, the possible outcomes for an incident which is not too serious include:
- 5.5.1 there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully
 - 5.5.2 the complaint is justified in whole or in part, and further action will be needed (see Range of Action, below).
- 5.6 **Serious incident:** If the Designated Person believes that serious bullying behaviour has occurred involving a pupil or has recurred after warnings have been given to the "bully" he / she will then:
- 5.6.1 interview the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. He / she may decide to ask another senior member of staff to be present; and
 - 5.6.2 send a summary of his / her findings to the Head and other relevant staff.
- 5.7 Together with the Head, the Designated Person will decide on the action to be taken in accordance with the Range of Action set out below. The Head will notify the parents of the victim and bully giving them details of the case and the action being taken. In serious cases, such action may include further investigation in accordance with the School's Behaviour and Discipline Policy and the Expulsion, Removal and Review Policy.
- 5.8 **Range of Action:** When a complaint of bullying behaviour is upheld, the range of responses will include one or more of the following:



- 5.8.1 advice and support for the victim and, where appropriate, establishing a course of action to help the victim, including support from external services where appropriate
 - 5.8.2 advice and support to the bully in trying to change his / her behaviour. This may include clear instructions and a warning or final warning
 - 5.8.3 consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully which contributed to the bullying behaviour. If these considerations lead to any concerns that the bully may be at risk of harm, the School's child protection procedures will be followed
 - 5.8.4 a supervised meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict
 - 5.8.5 a disciplinary sanction against the bully, in accordance with the School's Behaviour and Discipline Policy. In a very serious case or a case of persistent bullying, a pupil may be required to leave the School permanently in accordance with the School's Expulsion, Removal and Review Policy
 - 5.8.6 action to break up a "power base"
 - 5.8.7 moving either the bully or victim to another House after consultation with the pupil, his / her parents and the relevant staff
 - 5.8.8 involving social services or the police
 - 5.8.9 notifying the parents of one or both pupils about the case and the action which has been taken
 - 5.8.10 such other action as may appear to the Head to be appropriate.
- 5.9 **Monitoring:** The position should be monitored for as long as necessary thereafter. Action may include:
- 5.9.1 sharing information with some or all colleagues and with pupils in the House so that they may be alert to the need to monitor certain pupils closely
 - 5.9.2 ongoing counselling and support
 - 5.9.3 vigilance
 - 5.9.4 mentioning the incident at meetings of staff
 - 5.9.5 reviewing vulnerable individuals and areas of the School
 - 5.9.6 liaison between Heads of Year, the outcome being recorded in the House Incident Books.



6 Review

- 6.1 The annual review of this policy will take into account any guidance published by the DfE together with the record of any bullying incidents as set out in 4.7 above.