P2 Anti-Bullying Policy (including Anti Cyber-Bullying)

Guidelines & Policy on Bullying for Students & Staff

Bullying Behaviour

Guidance notes for those who feel that they are experiencing bullying behaviour. Sometimes, victims of bullying behaviour do not want to tell anyone because of:

- A fear of what the person responsible for the bullying behaviour (or others) might do.

- A fear of what could happen if the person responsible for the bullying behaviour is punished.

- A desire not to tell tales.

- A belief that one must accept bullying behaviour.

- A belief that bullying behaviour is in some way deserved.

However, if you are experiencing bullying behaviour or you know someone else who is, you must speak out because:

- Sharing what you know with others will help to ensure that the situation can be properly managed.

- Bullying behaviour thrives on secrecy; once it is brought out into the open, it is less likely to continue – do not give the bully power by not telling.

- Telling someone else will help victims to start to come to terms with their own feelings.

- It may save others becoming victims of the same bullying behaviour.

Any actions, behaviour or remarks that hurt or cause offence are unacceptable. Bullying behaviour is too important not to report. If you are experiencing bullying behaviour, know someone that is experiencing bullying behaviour or see bullying behaviour - tell someone.

What Will Happen?

- All possible support will be given to the victim to help them deal with their feelings and to develop strategies for combating their vulnerability.

- The person responsible for the bullying behaviour will be asked to talk to their Houseparent (HP) so that the seriousness of the situation can be explained to them and so that s/he can discuss their behaviour and find ways to change it.

- It is possible that the person responsible for the bullying behaviour has not appreciated the distress caused and will be immediately and genuinely repentant.

- The school's behaviour and discipline policies will be followed, as appropriate, and the person responsible for the bullying behaviour may be sanctioned.

- Should a person responsible for bullying behaviour ever prove unable to change their behaviour then his/her place at the school would need reviewing.

- Careful monitoring will take place to prevent any recurrence of bullying and everyone is responsible for supporting the victim and for helping the person responsible for bullying behaviour change to their behaviour.

For a student, the relevant person to contact is their Houseparent or they can speak directly to the Designated Safeguarding Person. The School Counsellor, Independent Listener, Head of Boarding, Head of Sixth Form, Head of Pastoral and Safeguarding, Director of Music, the Deputy Principal and Principal are others who can help.

Policy Statement

Scope

This policy applies to all students at the school irrespective of their age, day or boarding status and whether or not a student is in the care of the school when or if bullying behaviour occurs. While this policy focuses mainly on the bullying of students by other students, it is recognised that other forms of bullying may occur.

Publication

This policy is provided to all parents, students and staff. In addition, the policy is available on the T: Drive for staff and in boarding houses for students. This policy can be made available in large print or other accessible format if required.

Government Guidance
This policy has been drawn up with assistance from the advice issued by the Department for Education (**DfE**), Preventing and Tackling Bullying July 2017, and will be reviewed against any subsequent government advice issued from time to time. See also the supplementary advice documents listed at the end of this policy.

Policy Aids

Through the operation of this policy we aim:

- To actively promote and safeguard the welfare of students at the School.

- To maintain and drive a positive and supportive culture among all students and staff throughout the school.

- 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.

- To comply with the school's duties under the Equality Act 2010.

Bullying Behaviour

Bullying behaviour is always unacceptable and will not be dismissed as being normal between young people, as "banter" or simply "part of growing up". Bullying will not be tolerated because:

- It is harmful to the person who is bullied, to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage.

- It interferes with the person's right to enjoy his/her learning, working and leisure time free from intimidation or oppression or abuse.

- It is contrary to all our aims and values, our internal culture and the reputation of the school.

This policy will also apply to bullying behaviour outside of the school, of which the school becomes aware.

Bullying is behaviour by an individual or group, normally repeated over time, that intentionally hurts another individual or group either physically or emotionally. The school does not accept bullying in any form.
Bullying may be:

- Physical: Hitting, kicking pushing people around, spitting; or taking, damaging or hiding possessions.

- Verbal: Name-calling, taunting, teasing, mimicking, insulting or demanding money.

- Exclusionary Behaviour: Intimidating, isolating or excluding a person from a group.

- General Unkindness: Spreading rumours, any kind of initiation ceremony or exploitation of another student, or writing unkind notes, mobile phone texts or e-mails.

- Cyber bullying: Bullying that takes place using technology.

- Sexual: Talking to or touching someone in a sexually inappropriate way.

- Sexist: Related to a person's gender or gender reassignment.

- Racist: Related to someone's religion, belief or culture.

- Other: Related to a person's sexual orientation (homophobic), to pregnancy and maternity, to a person's home or economic circumstances, to a person's disability, special educational needs, learning difficulty, health or appearance.

Cyber Bullying

'Cyber bullying' is bullying that takes place using technology including e-mail, digital and mobile device cameras, text messages, social networking sites, gaming sites, web documents and online

blogs. It can be used to carry out all the different types of bullying. However, unlike 'traditional' forms of bullying it can have a greater impact because:

- It can also go further, in that it can invade home/personal space and can involve a greater number of people;

- Of the anonymity of the bully;

- It can take place across age groups and school staff and other adults can be targeted;

- Of the ability to broadcast upsetting messages and images rapidly to a potentially huge audience and to continue to do so repeatedly over a long period of time;

- It can draw bystanders into being accessories.

Cyberbullying includes:

- Threats and intimidation; harassment or 'cyber-stalking';

- Vilification/defamation; exclusion or peer rejection; impersonation;

- Unauthorised publication of private information or images ('happy-slapping').

'Cyber bullying' is not restricted to school-based activities. Any form of bullying, intimidation or unpleasantness directed at anyone in the Purcell School community that is publicised on such sites or through any form of electronic communication will not be tolerated and will be treated as a serious breach of the school guidelines. Likewise, any posting on such sites that brings the reputation of Purcell School into disrepute will be treated as a serious offence.

An incident of cyber bullying will be dealt with in accordance with the procedures in this policy. See the Appendix to this policy for guidance for students about cyber bullying. See the Acceptable Use of IT Policy for Students for the School rules about the use of IT including mobile electronic devices.

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.

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 s/he is new in the school, appears to be uncertain or has no friends. S/he may also become a target because of an irrational decision by a bully.

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. 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 email) to another person with the intent to cause distress or anxiety.

Safeguarding

Bullying behaviour may be of such a nature that safeguarding concerns are raised. Such behaviour may include hazing behaviour, initiation rituals or any form of sexual harassment. See the School's Safeguarding & Child Protection Policy and Procedures for the School's approach to peer on peer abuse.

Concerns about a student's welfare because they are the perpetrator or victim of bullying behaviour must be reported in accordance with the Child Protection Policy and Procedures and appropriate action taken, taking into account the Local Safeguarding Children Board's threshold document. The threshold is normally identified as follows: that there is reasonable cause to believe a child is suffering or likely to suffer significant harm.

Anti-Bullying Culture

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and students to share this commitment. Tolerance, understanding and care for the welfare of others should be a characteristic of the school community. Our expectation of all members of the school community is that:

- Everyone will uphold the school guidelines.

- A student or member of staff or volunteer who witnesses or hears of an incident of bullying will report it - there is a community responsibility to prevent anyone being hurt, threatened, upset or frightened. School should be a safe and secure environment with a supportive climate.

- A complaint of bullying will always be taken seriously.

- No-one will tolerate unkind actions or remarks or stand by when someone else is being bullied.

Equal Opportunities

In school and in every year group:

- Discriminatory words and behaviour are treated as unacceptable.

- Respect for others, within and outside the school is encouraged through the curriculum and tutorials, with particular regard to the protected characteristics under the Equality Act 2010.

Governing Body

The Governing Body, as proprietor, has overall responsibility for promoting and safeguarding the welfare of students at the School, ensuring that those in leadership and management positions actively promote student well-being. This includes ensuring that policies and procedures are in place and implemented effectively to:

- minimise the risk of bullying at the School so that students feel safe and secure; and

- deal swiftly with allegations of bullying at the School so that students feel confident that all incidents will be dealt with appropriately.

Staff

Through their training and experience, members of staff are expected to promote an anti-bullying culture by:

- Celebrating achievement.

- Anticipating problems and providing support.

- Disciplining fairly, consistently and reasonably, taking into account any special educational needs or disabilities of the student and the needs of vulnerable students.

- Making opportunities to listen to students.

- Acting as advocates of students.

Students

Through our pastoral care systems, students are informed and taught that bullying will not be tolerated in the school. They are encouraged:

- To celebrate the effort 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.

- To not feel guilty about airing complaints.

- To treat meals as pleasant social occasions.

- To be kind, considerate and tolerant towards others.

- To be aware of the impact their behaviour can have on others.

- To challenge their peers if they are unkind to others.

- To use IT safely and securely and to be aware of the risks and impact of the use of ICT on themselves and others.

Anti-Bullying Systems

Approach

Our systems for detecting and dealing with bullying are designed to operate:

- Vertically, through all year groups.

- Horizontally, within year groups and in the classroom and other activities.

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

Vigilance

Members of staff and senior students are vigilant at all times but particularly:

- In boarding houses, particularly in bedrooms and bedroom corridors

- Before lessons e.g. outside classrooms and in corridors

- As students are moving between lessons

- At social occasions e.g. on Saturday nights

Meetings

Bullying is regularly discussed in meetings between:

- Members of the Senior Leadership Team (SLT)

- Houseparents' (HP)

- Tutors and students in their tutor group

- All school staff

- Health Centre staff

The result of these meetings is to feedback information about friendship patterns, particular incidents, any student who seems to be isolated, any growing "power base" and any known conflict between a member of staff and a student, or between students so that strategies can be developed to prevent bullying incidents.

Education & Training

Bullying behaviour issues are discussed in PSHEE sessions to:

- Educate students about bullying, including cyberbullying and this policy.

- Educating students and informing parents about online safety.

The students will be involved in developing and communicating a code of advice on protecting themselves from getting caught up in cyberbullying and on reporting cases they experience. They will have a voice through the School Council.

Students will be educated about bullying, including cyberbullying, through a variety of means: assemblies, conferences, Anti-bullying Week, visits from specialists and/or groups who work specifically with school-aged children, projects (PSHEE, Drama, etc.).
Parents will be provided with information and advice on cyberbullying via literature on the school website, talks, etc.

The school will ensure staff have the necessary professional skills, especially awareness of the risk and indications of bullying and how to deal with cases and the risks of peer-on-peer abuse and how bullying behaviour may give rise to safeguarding concerns. Training is provided on induction and at regular intervals thereafter.

Staff receive training in identifying cyberbullying and understanding their responsibilities. All staff will be helped to keep up-to-date with the technologies that children are using.

Why Incidents Might Not Be Reported

Victim

There are many reasons why a student who has suffered bullying may be reluctant to report it. S/he may become demoralised and may think, for example:

- 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.

- The things they are saying and doing are too embarrassing to discuss with an adult.

- It is all my fault anyway for being overweight/too studious etc.

- There are too many of them; there is nothing the staff can do.

- It will get back to my parents and they will think less of me.

- I will just try and toughen up and grow a thicker skin.

- I will lie low and not audition for a part in the school play etc.

- This is a normal part of growing up and going to school.

Witnesses

There are also reasons why a student who has witnessed or learned of bullying behaviour may not want to make a report. S/he may think:

- It is "grassing" and I will become unpopular.

- It is not my concern anyway.

- I don't like the victim and I would find it embarrassing to be associated with him/her.

Culture

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

- Every complaint of bullying will be taken seriously.

- Members of staff and volunteers 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 student who complains will receive support and advice and in many cases the problem can be dealt with on a no-names basis.

- The primary aim will be for the bullying to cease, not the punishment of the bully unless this is necessary.

- We may need to support the bully as well so we can address the cause of the bullying behaviour.

Record Keeping and Monitoring

School staff maintain records of the welfare and development of individual students. In addition, every complaint or report of bullying is recorded centrally on *MyConcern* and monitored. The Pastoral Team monitor to enable patterns to be identified, both in relation to individual students and across the school as a whole and to evaluate the effectiveness of the school's approach.

Risk Assessment

The school ensures that all staff actively promote and safeguard the health, safety and welfare of students. The school has appropriate systems in place to identify, assess and control risks to student welfare posed by bullying issues and that sufficient staff are competent to assess risks to

student welfare. The Houseparents and SLT Pastoral Team have overall responsibility for ensuring that, when significant risks to student welfare are identified, those risks are assessed and the findings implemented and recorded. They are also responsible for ensuring that adequate monitoring and review of these assessments and the control measures put in place do occur. The format of these risk assessments may vary and may be included as part of the school's overall response to a bullying issue.

Procedures

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.

Students

The school does not accept bullying in any form – students are asked to be vigilant and to discuss any concerns with someone. A student who is being bullied, or who is worried about another student being bullied, should complain without delay and can do so in several ways. S/he can:

- Tell his/her parents, his/her Houseparent, a member of SLT, the Designated Safeguarding Lead (DSL) or one of their Deputies, any other member of staff or a responsible older student.

- Contact the school counsellor or Independent Listener for advice.

- Contact the school nurse.

- Contact ChildLine (0800 1111) or the Children's Commissioner (0800 528 0731).

Parents

Parents who are concerned that their child is being bullied should inform their child's Houseparent without delay.

Staff

This policy focuses mainly on the bullying of students by students, 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 alert their line manager in the first instance. If the concern is with their line manager they should consult a member of SLT. Students and parents who feel that a member of staff is bullying should report this in accordance with the procedures set out above. Complaints against teachers will be dealt with in accordance with staff disciplinary procedures.

Initial Complaint

A member of staff or volunteer who learns of alleged bullying behaviour should:

- **Respond** quickly and sensitively by offering advice, support and reassurance to the alleged

victim. The member of staff should:
- listen carefully and keep an open mind;
- not ask leading questions; and
- reassure the child but not give a guarantee of confidentiality

- **Report** the allegation to the HP of the victim and the alleged bully as soon as possible.

If the alleged bullying behaviour raises a safeguarding concern, the matter should be reported in accordance with the School's Safeguarding Policy and Procedures before further investigation is carried out.

Assessment

The victim's Houseparent 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:

- The nature of the incident(s)
  - Is the bullying Physical, Verbal, Exclusionary, Cyberbullying or other

- If this is a "one-off" incident involving an individual or a group

- If this is part of a pattern of behaviour by an individual or a group

- If physical injury been caused

- Who should be informed
  - This may be the Head of Boarding, the victim's parents, the School's DSL
  - The DSL or Head of Boarding may consider informing Social Services or the Police if appropriate thresholds are reached

- If the alleged bully could be seen on a 'no-names' basis

- The likely outcome if the complaint proves to be correct

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

- There has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully.

- The complaint is justified in whole or in part, and further action will be needed (see Range of Action, below).

Serious Incident

If at any stage the alleged bullying behaviour raises a safeguarding concern, the matter should be reported in accordance with the School's Safeguarding Policy and Procedures before further investigation is carried out. Otherwise, the following procedures should be followed.

If a Houseparent believes that serious bullying behaviour:

- Has occurred involving a student in his/her boarding house or Year Group.

- Has recurred after warnings have been given to the 'bully'

S/he must inform the Head of Boarding and the School's Designated Safeguarding Lead (DSL).

The Head of Boarding will then arrange to interview the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. The Head of Boarding will, if considered necessary, decide on the action to be taken in accordance with the Range of Action set out below.

Students may be accompanied at interviews by an adult of their choice, which may include their parents. The adult(s) would be present as observers and the interview and investigation process would be outlined to them prior to the student interview taking place.

The investigation, hearing and outcomes must be clearly documented and a summary of findings would be sent to the Deputy Principal, the Houseparent(s) and the DSL. The Head of Boarding 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 Sanctions policy.

Range of Action

When a complaint of bullying behaviour is upheld the range of responses will include one or more of the following:

- Consideration as to whether the bullying incident should be addressed as a safeguarding concern and, if so, the School's Safeguarding Policy will be followed.

- 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.

- Advice and support to the bully in trying to change his/her behaviour. This may include clear instructions and a warning or final warning, and involvement of the School Counsellor.

- 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 give rise to safeguarding concerns relating to bullying, the School's Safeguarding Policy will be followed.

- 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 (only with the victim's expressed agreement).

- A disciplinary sanction against the bully, in accordance with the school's behaviour and discipline policy, such as gating. In a very serious case or a case of persistent bullying, a student may, after a fair hearing, be required to leave the school permanently in accordance with School policy.

- Action to break up a "power base".

- Confiscation of mobile electronic devices, increased monitoring procedures or limiting access to the school's internet and email facilities if cyberbullying.

- Moving either the bully or victim to another class/tutor group/room after consultation with the student, his/her parents and the relevant staff.

- Notifying the parents of one or both students about the case and the action which has been taken.

- A formal meeting with one or both sets of parents and senior members of staff may be deemed necessary or desirable to inform and agree a course of action. Such other action as may appear to the Principal to be appropriate, noting the outcome in the relevant student files.

- A medical referral may be made if the school deems it to be necessary or if the parents request it.

Monitoring

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

- Sharing information with some or all colleagues and with students in the house so that they may be alert to the need to monitor certain students closely.

- Ongoing counselling and support.

- Vigilance.

- Mentioning the incident at meetings of staff.

- Reviewing vulnerable individuals and areas of the school.

- Liaison with the Houseparent, and the outcome recorded.

- Monitoring and examination, where possible, of all electronic communication between the bully and the victim, including the use of social networking sites.

Formal Complaint

If the victim's parents are not satisfied with the action taken, they should be advised to make a formal complaint, according to the school's complaints procedure.

Review

The SLT Pastoral Team (Deputy Principal, DSL and Head of Boarding) will review and make revisions to this policy on an annual basis, or more regularly as required, taking into account the

results of the monitoring of MyConcern as well as any changes in legislation and/or statutory guidance and other relevant information gathered (such as through student questionnaires).

The Governors will consider the revisions made as part of their collective responsibility to carry out an annual review of safeguarding

Policy author / reviewer:	Policy date / review date:	Next review due:
Ziggi Szafranski	January 2022	January 2023

APPENDIX 1

Cyberbullying

Cyberbullying is bullying that takes place using technology. It can be used to carry out all the different types of bullying.

Students should remember the following:

- **Always respect others** - be careful what you say online and what images you send.

- **Think before you send** - whatever you send can be made public very quickly and could stay online forever.

- If you or someone you know is being cyberbullied, **TELL SOMEONE**. You have the right not to be harassed or bullied online. Tell an adult you trust - your parents, any member of staff, the School's Independent Listener or a helpline such as ChildLine on 0800 1111.

- **Don't retaliate** or reply online.

- **Save the evidence** - learn how to keep records of offending messages, pictures or online conversations. Ask someone if you are unsure how to do this. This will help to show what is happening and can be used by the School to investigate the matter.

- **Block the bully**. Most social media websites and online or mobile services allow you block someone who is behaving badly.

- **Don't do nothing** - if you see cyberbullying going on, support the victim and report the bullying.

- You may find the following websites helpful:
    - http://www.childnet.com/young-people
    - https://www.thinkuknow.co.uk/
    - https://www.childline.org.uk/Explore/Bullying/Pages/online-bullying.aspx

Please see the School's Acceptable Use of IT Policy for Students which sets out the School rules about the use of IT including mobile electronic devices.