

HALL SCHOOL WIMBLEDON

ANTI-BULLYING POLICY AND PROCEDURE

This document constitutes the school's policy on Bullying. It is written in accordance with the Equality Act 2010 and guidance including 'Preventing and Tackling Bullying' July 2017 from the Department for Education', and should be read alongside the school's Child Protection and Safeguarding Policy and Procedure, Equal Opportunities/Anti-prejudicial Policy, Acceptable Use (ICT) Policy, Positive Behaviour and Exclusions Policy and the Code of Conduct.

1.1 Scope

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 / if bullying behaviour occurs. While this policy focuses mainly on the bullying of pupils by other pupils, it is recognised that other forms of bullying may occur and this is addressed in Section 5.2.

Peer on Peer abuse

We recognise that children are capable of abusing their peers. As a school we work to minimise the risk of peer on peer abuse and will investigate and deal with any allegations robustly. Where needed, strategies will be put in place to protect the child who has suffered abuse and to offer them support. Concerns raised will be treated seriously and followed up in a timely and sensitive fashion.

It is important to be conscious that any child who is engaging in abusive behaviour towards others may have been subject to abuse from other children or from adults. Abusive behaviour can be displayed in a variety of ways and can consist of sexual abuse / activity; physical harm; emotional abuse and / or verbal abuse.

Behaviours such as alcohol and substance misuse, truanting and sexting put children at risk or in danger and safeguarding issues can manifest themselves via peer-on-peer abuse, including cyber-bullying and gender-based violence / sexual assaults.

We recognise that there are different gender issues that can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence.

Abuse is abuse and it should never be tolerated or passed off as "banter" or "part of growing up". Children who abuse others should be held responsible for their abusive behaviour, whilst being identified and responded to in a way which meets their needs as well as protecting others.

In such incidences, the school will follow its policies, the guidance issued in relation to children who abuse others and local procedures, making referrals to social care and / or the police as appropriate as identified in the Child Protection Safeguarding Policy.

1.2 Publication

This policy is accessible to all staff on the school intranet and available on request to all parents and pupils. It can be produced in large print or other accessible format if required.

1.3 Policy aims

Through the operation of this policy we aim:

- to maintain and drive a positive and supportive culture among all pupils and staff throughout the School; in line with and in addition to the Behaviour Management Policy.
- 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.

Bullying behaviour is always unacceptable and will not be tolerated at the School because:

- 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;
- it interferes with a pupil's right to enjoy his/her learning and leisure time free from intimidation; and
- it is contrary to all our aims and values, our internal culture and the reputation of the School.

2 Bullying behaviour

2.1 Meaning:

Bullying is behaviour which hurts or causes distress by taking unfair advantage of another person in some way, making him or her feel uncomfortable or threatened. Bullying may be:

- physical - hitting, kicking pushing people around, spitting; or taking, damaging or hiding possessions;
- verbal - name-calling, taunting, teasing, insulting or demanding money;
- exclusionary behaviour - intimidating, isolating or excluding a person from a group;
- general unkindness - spreading rumours or writing unkind notes, phone texts or e-mails; or
- cyber-bullying - using the internet, mobile 'phones, social networking sites (such as Facebook and Bebo) etc to deliberately upset someone else (see section 2.2 below).

2.2 Bullying may also be:

- sexual - talking to or touching someone in a sexually inappropriate way;
- sexist - related to a person's gender or gender reassignment;
- racist, or relating to someone's religion, belief or culture;
- related to a person's sexual orientation (homophobic);
- related to pregnancy and maternity
- related to a person's home circumstances; or
- related to a person's disability, special educational needs, learning difficulty, health or appearance.

2.3 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.

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

4 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. In addition to the school's safeguarding obligations under the Children Act 1989 and Keeping Children Safe In Education 2016, schools are required to comply with the Equality Duty, introduced by the Equality Act 2010. The wider search powers included in the Education Act 2011 also give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones. A separate Cyber-bullying procedure is detailed in Annex 1.

5 Anti-bullying culture

5.1 Ethos: Our expectation of all members of the School community is that:

- everyone will uphold the School policy;
- a pupil or a 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.

5.2 Equal opportunities:

The Equality Act 2010 consolidated the previous law relating to discrimination. The Act makes unlawful any direct or indirect discrimination, victimisation or harassment of any person with a 'protected characteristic'. The protected characteristics are sex, race, disability, religion or belief, sexual orientation, age, marriage or civil partnership, pregnancy and maternity and gender reassignment.

In School and in every year group:

- discriminatory words and behaviour are treated as unacceptable;
- positive attitudes are fostered towards people with protected characteristics within and outside the School; and
- positive attitudes are fostered towards through the curriculum and tutorials.

5.3 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 sensibly and fairly;
- making opportunities to listen to pupils; and
- acting as advocates of pupils.

Bullying outside school premises

- Teachers have the power to discipline pupils for misbehaving outside the school premises “to such an extent as is reasonable”. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.
- Where bullying outside school is reported to school staff, it should be investigated and acted on. The Head should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

Cyber-bullying

- The rapid development of, and widespread access to, technology has provided a new medium for ‘virtual’ bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click. Please see Appendix 1 which also refers to our Acceptable Use (ICT) policy.

5.4 Pupils:

Throughout their Hall School education, pupils 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;
- not to feel guilty about airing complaints; and
- to treat meals as pleasant social occasions.

6 Anti-bullying systems

6.1 Approach:

Our 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.

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

6.2 Vigilance:

Members of staff are vigilant at all times but particularly:

- before lessons; in the queue for the Dining Hall and in the Dining Hall itself;
- in lessons; and
- when accompanied on school transport.

6.3 Meetings:

Bullying is regularly discussed in meetings between:

- senior management; and
- Senior Tutors and pupils in their year group;

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.

6.4 Education:

Measures are taken throughout each year to educate pupils about bullying and this policy.

6.5 Staff development:

Staff development initiatives ensure that staff are:

(a) aware of the risk and indications of child abuse and bullying, and know how to deal with cases; and

(b) aware of the need:

- to have an adequate presence of staff;
- for staff to be actively involved with pupils in all areas of the year group when they are on duty;
- to ensure measures are taken to avoid boredom and lack of purpose among pupils;
- for space to be made available for pupils' quiet withdrawal; and
- for good behaviour and discipline to be maintained.

6.6 Pupils' responsibilities:

We emphasise with senior pupils the role, which is expected of them in setting a good example and

being helpful to younger pupils and each other. Older pupils are encouraged to keep an eye on younger pupils and offer support, where it is needed.

6.7 Record Keeping and monitoring:

Staff maintain records of the welfare and development of individual pupils. In addition, every complaint or report of bullying must be passed on to the Senior Tutor. The Senior Tutor reviews and monitors all reports throughout each term in order to enable patterns to be identified, both in relation to individual pupils and across the School as a whole. Completion of HSW Child Protection Safeguarding Forms should be completed when appropriate, and passed to the Designated Safeguarding Lead

6.8 Why incidents might not be reported by a pupil:

Victim:

There are many reasons why a pupil who has suffered bullying maybe reluctant to report it. She/he may become demoralised and may say, 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; or
- I will lie low and not audition for a part in the school play etc.

Witnesses:

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

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

Culture:

Any of the responses above would be contrary to our culture at the School. When we drive and implement this policy we 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, not the punishment of the bully unless this is necessary.

7 Procedures

7.1 Reporting bullying complaints

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. She/he can:

- tell the Head,
- tell his/her parents, his/her Teacher, or Senior Tutor; alternatively;
- contact Childline (0800 1111);

Parents:

Parents who are concerned that their child is being bullied should inform their child's Senior Tutor or the Head without delay.

7.2 Initial complaint:

A person in authority who learns of alleged bullying behaviour should:

- firstly, respond quickly and sensitively by offering advice, support and reassurance to the alleged victim, then
- tell report the allegation to the Head as soon as possible.

7.3 Assessment:

The victim's Teacher or Senior Tutor will normally see the victim and any witnesses without delay and form an initial view of the allegation. The assessment will consider:

- the nature of the incident/s - physical? verbal? exclusionary? etc
- is it a "one-off" incident involving an individual or a group?
- is it part of a pattern of behaviour by an individual or a group?
- has physical injury been caused? Who should be informed - Deputy Head? Parents? The School's Designated Safeguarding Lead? Social Care? The police?
- can the alleged bully be seen on a no-names basis?
- what is 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; or
- the complaint is justified in whole or in part, and further action will be needed (see range of actions, below).
- consider if it is appropriate to follow the advice in the Child Protection Safeguarding Policy, including completion of a HSW Child Protection Incident or Observation Form if appropriate.

7.4 Serious incident:

If it is believed that serious bullying behaviour has occurred or has recurred after warnings have been given to the "bully" the matter must be referred immediately to the Head.

The Head will:

- interview the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. He may decide to ask the Senior Tutor and or another member of the Senior Management Team to be present; and
- confirm the facts of the case, if considered necessary

He will then decide on the most appropriate course of action from the range of options listed below:

- provide advice and support for the victim and, where appropriate, establish a course of action to help the victim (including the possibility of counselling);
- provide 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 counsellor;
- hold 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;
- give a disciplinary sanction against the bully.
- involve Social Services or the police;
- notify the parents of one or both pupils about the case and the action which has been taken;
- such other action as may appear to the Head to be appropriate

In a very serious case or a case of persistent bullying, a pupil may, after a fair hearing, be required to leave the School permanently

7.5 Monitoring:

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

- sharing information with some or all colleagues and with pupils in the year group so that they may be alert to the need to monitor certain pupils closely;
- ongoing counselling and support;
- vigilance;
- mentioning the incident at meetings of staff;
- reviewing vulnerable individuals and areas of the School;

7.6 Formal complaint:

If the victim or his/her parents are not satisfied with the action taken, they should be advised to make a formal complaint, according to the School's Complaints Procedure, which is available on request.

Bullying of 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 Anti-Harrassment and Anti-Bullying (Staff) Policy, and the Whistleblowing Policy, set out in the Staff Handbook. Pupils and parents who feel that a member of staff is bullying should report this in accordance with the procedures set out section 7.2. Complaints against teachers will be dealt with in accordance with the appropriate staff policies and procedures, including the Child Protection and Safeguarding Policy.

8.0 Review

8.1 This Policy will be reviewed every year by the Head to assess its effectiveness, and will be updated as necessary. In undertaking the review the Head will take into account the results of the monitoring as set out at section 7.7 above, as well as any changes in legislation and/or statutory guidance and other relevant information gathered (such as through a bullying survey).

Review date: September 2018
Next review: September 2019

Appendix 1 Cyber Bullying

Cyberbullying:

Hall School Wimbledon embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur. All pupils are governed by the Acceptable Use (ICT) policy. Cyberbullying is the use of information and communications technology, particularly mobile phones and the internet, deliberately to upset someone else.

Definition of Cyber-Bullying:

- Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.
- By cyber-bullying, we mean bullying by electronic media:
 - Bullying by texts or messages or calls on mobile phones.
 - The use of mobile phone cameras to cause distress, fear or humiliation
 - Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
 - Using e-mail to message others Hijacking/cloning e-mail accounts
 - Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, Bebo, Youtube and Ratelyteacher

Legal Issues:

Cyber-bullying is generally criminal in character. The law applies to cyberspace. It is unlawful to disseminate defamatory information in any media including internet sites.

Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.

The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

The wider search powers included in the Education Act 2011 also give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.

Hall School Wimbledon controls ICT communications and regularly reviews the security arrangements in place.

We support victims and, when necessary, will work with the Police to detect those involved in criminal acts. We will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school.

Hall School Wimbledon will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.

All members of the School community are aware they have a duty to bring to the attention of the Head any example of cyber-bullying or harassment that they know about or suspect.

Guidance For Staff:

The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones

Ask the pupil to show you the mobile phone. Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names. Make a transcript of a spoken message, again record date, times and names. Tell the pupil to save the message/image. Go with the pupil and see the Head, or in his absence, a Senior Tutor.

Computers

Ask the pupil to display on-screen the material in question. Ask the pupil to save the material. Print off the offending material straight away. Make sure you have got all pages in the right order and that there are no omissions.

Accompany the pupil, taking the offending material, to see the Senior Tutor. Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

Guidance For Pupils:

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your tutor or the Head.

Do not answer abusive messages but log and report them. Do not delete anything until it has been shown to your Teacher, parents/guardian or the Head (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying). Do not give out personal IT details. Never reply to abusive e-mails. Never reply to someone you do not know. Stay in public areas in chat rooms.

Guidance For Parents

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. Parents can help by making sure their child understands the school's policy and, above all, how seriously Hall School Wimbledon takes incidents of cyber-bullying. Parents should also explain to their sons or daughters legal issues relating to cyber-bullying.

If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything.

Parents should contact the Senior Tutor as soon as possible. A meeting can then be arranged with the Senior Tutor, which may involve other relevant members of staff.

E-Safety At Home:

Several sites offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following site:

www.nextgenerationlearning.org.uk/safeguarding-learners/Safeguarding-learners-content/Parents-and-carers.