

## ANTI-BULLYING POLICY

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

### INTRODUCTION

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgements about each specific case.

*(DFE – October 2014)*

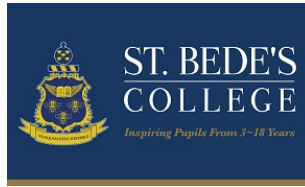
*"You must love the Lord your God with all your heart, with all your soul and with all your mind. This is the greatest and the first commandment. The second resembles it: you must love your neighbour as yourself". Matthew 22: 37-39.*

### POLICY STATEMENT

**Scope:** This policy applies to all pupils 3 – 18 (including those in our EYFS) and all staff 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 Behaviour, Rewards and Sanctions Policy, Code of Conduct and E-safety Policy.

#### Publication

This policy is made 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.



## Policy aims

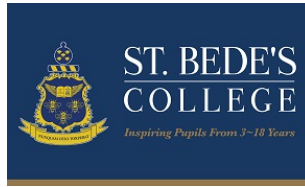
Through the operation of this policy we aim:

- To ensure that the College's measures designed to prevent bullying have regard to DfE guidance October 2014 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

## Principles

- Senior College 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 the bullying 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



### **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 is often motivated by prejudice against groups e.g. on grounds of race, religion, culture, sex, gender, homophobia, special education needs or a disability, or because a child is adopted or is a carer. It may occur directly or through cyber technology (mobile phones, social network, text messaging – see E-Safety Policy).

### **Manifestation**

Bullying may manifest itself in a variety of different forms. These include:

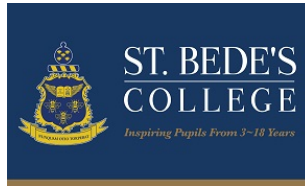
- Aggressive or insulting gestures
- Exclusion from peer group i.e. rejection and isolation
- Extortion under intimidation - coercion of a victim to do an act unwillingly
- Verbal abuse - everything from swearing, nasty nicknames, personal insults (about home circumstances, disability, health or appearance), 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*, *Bebo*, *BBM*) etc.

### **Cyber bullying**

The College has an E-Safety Policy and an Acceptable Use Policy document (which must be signed by all pupils and parents), both of which deal 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 DfE advice document *Preventing and Tackling Bullying (October 2014)* and information provided by CEOP.

### **Intention**

Some individuals may see their hurtful conduct as 'teasing' or 'a game'. 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.



## **Responsibility**

It is everyone's responsibility to ensure that, whatever the circumstances, no-one becomes a victim of bullying.

## **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. 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.

**(Malicious Communications Act – 1988)**

## **ANTI-BULLYING CULTURE**

### **Ethos**

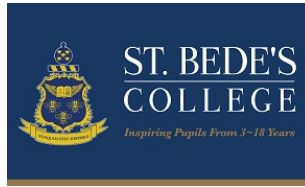
Our expectation of all members of the College community is that:

- Everyone will uphold the College Rules;
- 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.

### **Equal Opportunities**

- 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.



## **Staff**

Through their training and experience, 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 pupil and the needs of vulnerable pupils;
- Making opportunities to listen to pupils; and
- Acting as advocates of pupils, particularly through their role as Form Tutors, Heads of House, and Assistant Heads of House.

## **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**

### **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.

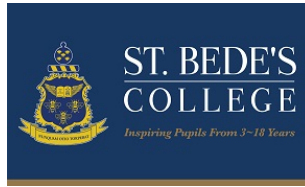
Anti-bullying systems are implemented and driven in the way described below.

### **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 Pastoral Team.



## Meetings

Bullying is regularly discussed in meetings of:

- The Senior Leadership Team
- Form Tutors and pupils in their tutor groups
- College staff as a whole
- The Pastoral Committee and Prefects and School Council (Senior College)
- Phase Teams and Staff/Student Council (Prep)

The result of these meetings is to feedback 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, bullying on College transport is discussed with neighbouring schools as required.

## 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.

## Prep

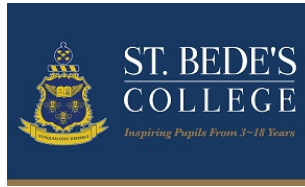
- Team building
- Stereotypes
- Bullying
- Code of Conduct
- Rights and responsibilities
- Education in personal relationships
- Cyber Bullying
- UNICEF Rights of Children

## Upper Third

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

## Lower Fourth

- Team building
- Code of conduct



- Human Rights
- Education in Personal Relationships
- Cyber bullying

#### **Upper Fourth**

- Education in Personal Relationships
- Cyber bullying

#### **Lower Fifth & Upper Fifth**

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

#### **Sixth Form**

- Prefect System
- Anti-bullying week
- Mentors
- E- Safety

#### **Assemblies and Tutor Time**

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

In Senior College, the Senior Deputy will give an assembly to each Section during Anti-bullying Week each year. In the Prep, anti-bullying messages are also given and reinforced during registration at the start of the day.

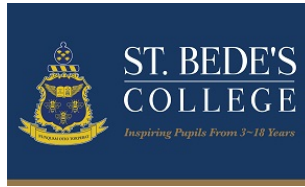
#### **Staff Training**

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;

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

### **Pupils' responsibilities**

We emphasize 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

### **Record keeping and monitoring**

The Head of Section maintain records of the welfare and development of individual pupils in their care. Every report or investigation of bullying must be recorded by the Head of Section who will liaise with the Senior Master / Deputy Head who monitors trends of recorded incidents of bullying and the action taken by the school in response (Senior College). This role is carried out by a member of the SLT in the Prep. However, the College is aware of the many possible reasons why incidents of bullying might not be reported and advises staff and pupils accordingly.

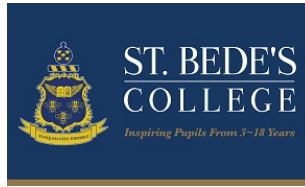
The purpose of keeping accurate records of instances of bullying and to monitor these records is to ensure the effectiveness of such an approach is evaluated constantly. This will also enable the prompt identification of any patterns of behaviour to take place.

### **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

### 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.

### Reporting complaints of bullying:

It is important to note that some forms of bullying are illegal and should be [reported to the police](#). These include:

- violence or assault
- theft
- repeated harassment or intimidation, eg name calling, threats and abusive phone calls, emails or text messages
- hate crimes

Call 999 if you or someone else is in immediate danger.

A bullying incident should be treated as a child protection (CP) concern when there is 'reasonable cause to suspect that a child is suffering or likely to suffer, significant harm.' Staff should refer to the 'Child protection and Safeguarding Policy' for further guidance.

### 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 Section or Assistant Head of Section, School Nurse, a member of staff or a responsible older pupil.
- Contact Childline (0800 1111); or
- Contact the designated person or Children's Services for advice (Tel: 0161 234 5001)

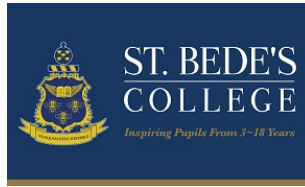
A pupil or pupils who may find themselves as bystanders when an incident of bullying takes place can play an important role in preventing such bullying in future by reporting the incident to a member of the teaching staff or as detailed above.

### Parents

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

### 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 Section or Assistant Head of Section of both the victim and the alleged bully as soon as possible.

The Head of Section or Assistant Head of Section:

- record the complaint;
- Consult with other members of the Pastoral team (Senior College) or the Senior Leadership Team (Prep) 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 (Senior College) or a member of the Senior Leadership Team (Prep) who will then supervise the investigation.
- The parents of those involved (i.e. alleged bully(s) and victim(s)) should be informed of the complaint and that an assessment of the complaint will take place.

### **Assessment**

The victim's Head of Section or Assistant Head of Section, (Senior College), or Form Tutor (Prep), 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:

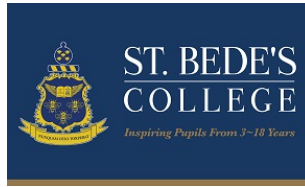
- Where it is concluded that there has been a misunderstanding, this will be explained sympathetically to the alleged victim with advice to the alleged bully; or
- Where the complaint is justified in whole or in part, further action will be taken (see Possible Outcomes below).

Parents of all pupils concerned should be kept informed regarding the outcome of the assessment.

### **Serious incident**

By contrast, if an interviewer 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 Senior Master / Deputy Head (Senior College) or a member of the SLT (Prep). 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. It may also be necessary to invite parents to attend such an interview.
  - Send a summary of findings to the Head

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

### **Possible Outcomes**

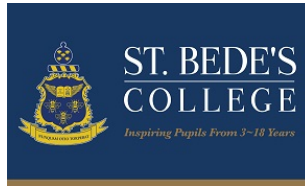
When an allegation is upheld, the outcome will be recorded by the Senior Master / Deputy Head or a member of SLT in the Prep. The possible outcomes will include one or more of the following:

- Advice and support for the victim and, where appropriate, establishing a course of action to help the victim, including support from external services where appropriate, Senior Master / Deputy Head or a member of SLT, Prep;
- 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;
- 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 College's child protection procedures will be followed;
- 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 Leadership Team to be appropriate.

### **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 Head of Section.



## Review

This policy will be reviewed every two years by (Pastoral Deputy) to assess its effectiveness and will be updated as necessary. The review will take into account changes in legislation and / or guidance and other relevant information gathered.

## Useful Information:

### **Childline: 0800 1111**

Charity help for any child in danger.

### **Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)**

Charity established to prevent bullying and promote child protection. Advice for young people, professionals and parents.

### **[www.thinkuknow.org](http://www.thinkuknow.org)**

Resources provided by Child Exploitation and Online Protection (CEOP) for children and young people, parents, carers and teachers.

### **[www.annefrank.org.uk](http://www.annefrank.org.uk)**

Anne Frank and the Holocaust, the consequences of unchecked prejudice and discrimination, and cultural diversity.

### **[www.digizen.org](http://www.digizen.org)**

Provides online safety information for educators, parents, carers and young people.

### **[www.ditchthelabel.org](http://www.ditchthelabel.org)**

Ditch the Label – one of the largest pro-equality and anti-bullying charities in the world.

<b>Authorised by</b>	Chair of Governors and Governing Body
<b>Date</b>	June 2017
<b>Effective date of the policy</b>	June 2017
<b>Review date of the policy</b>	June 2019