Bloxham School

10a Anti-Bullying Policy

ISI	Part 3. Welfare, health and safety of pupils and other legislation	
NMS (if applicable)	1,9,11,12,15,19	
Policy Owner (SLT)	MGP	
Governor Responsible	N/A	
Next Gov Annual Review Due	N/A	
Policy Last Updated	24.01.2020	MGP
On the Website	Yes	

Please read in conjunction with:

- Code of Conduct for Staff
- Safeguarding Policy
- Laptop, Mobile Phone and Network Usage policies
- Promoting Positive Behaviour Policy
- Special Educational Needs Policy
- PSHE policy
- Who to turn to at Bloxham School
- Whistleblowing Policy
- School Regulations

AIMS AND OBJECTIVES

Bloxham School is based upon mutual respect. We aim to provide a safe and caring environment where every one of our students can develop his/her full potential. We expect courtesy and co-operation so that all can learn in a relaxed, but orderly, atmosphere.

Bullying will involve a contravention of our Community Ethos. Bloxham School is mindful of the dangers of Peer on Peer abuse referred to in KCSIE (Sept 2018) and this Policy represents a school-wide response to the dangers of bullying.

Parents/guardians have an important role in supporting Bloxham school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our students and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. This policy applies to all students in the school. Further, if students witness bullying they are expected to share their concerns, and are taught that a failure to do so, will mean that they are likely to become part of the wider bullying issue themselves.

As a boarding environment it is particularly important that all members of the community commit fully to our anti-bullying ethos.

DEFINITION OF BULLYING

"Bullying may be defined as: **Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally**". *Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies DfE Guidance*

Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including email, chat room and SMS messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Students who are bystanders and who observe bullying but who do not then respond and report it, are complicit in the act of bullying. Students may feel able to speak up against bullying at the time but may feel physically intimidated. However, all students are required to report acts of bullying to a member of staff as soon as possible. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or other physical attributes (such as hair colour or body shape) or because a child is adopted or is a carer – it may occur directly or through cyber-technology (social websites, mobile phones, text messages,

photographs and email). Bullying can happen anywhere and at any time and can involve everyone - students, other young people, staff and parents.

CYBERBULLYING - DEFINITION

"Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others." (Bill Belsey, www.cyberbullying.org) Cyberbullying can involve Social Networking Sites, like Instagram, Snapchat, Facebook, Myspace and others, emails and mobile phones used for SMS messages and as cameras.

CYBERBULLYING ROLES & RESPONSIBILITIES

All staff should be aware of this policy, and act upon it. All members of staff are required to be alert, in class and beyond it, to the possibility of cyberbullying.

All teachers can use "Senso" software to monitor computer and internet use during class and prep time to guard against improper use. Some members of Senior Leadership and Head's of Year have access to "Senso Monitoring", a monitoring system designed, in part, to help to locate acts of cyberbullying.

Firewalls also record internet traffic. This allows supervision. In addition they may ask the IT technicians may be asked to do specific targeted research as deemed necessary.

Mobile phones are not allowed to be used in class except with the specific permission of the teacher. The teacher is responsible for monitoring this. Misuse of mobile devices will be dealt with under the Schools Sanctions section of the Promoting Positive Behaviour Policy.

House staff are responsible for the oversight of mobile phone usage outside the classroom, mobile phones use will be in accordance with the Mobile Devices policy..

All staff should take great personal care with their personal mobile devices and cameras. Staff are only expected to have the numbers of students as a matter of necessity – for example HsM and assistants when supervising their students, or leaders on school trips. Once the need for the number has passed it should be deleted. Staff should use school cameras (eg House phones) when possible – for recording sporting, dramatic, artistic events etc. Photos should never be taken against the will of a student. Staff must take care that they are in control of their own devices at all times.

The proper usage of technology is outlined in the following policies:

- Code of Conduct for Staff
- Laptop usage policy & associated Agreement document
- Network usage policy & associated Agreement document
- Mobile Devices/phones policy
- Email and Internet policy (staff)

The IT Department and specifically the Computer Network Manager are responsible for the maintenance of appropriate filters, firewalls and safeguards to prevent inappropriate material being available to students. This is done in conjunction with the Server providers.

The school manages personal data in line with the Data Protection Act (2018) and GDPR (May 2018).

THE SCHOOL'S RESPONSE TO BULLYING

At Bloxham school, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles. Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and, whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags and other belongings that suddenly go missing or are damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self-confidence
- Frequent visits to the Medical Centre with symptoms such as stomach pains, headaches etc
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares etc
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

PREVENTATIVE MEASURES

We take the following preventative measures in place in order to ensure that bullying does not become a problem which is associated with Bloxham school:

- All new students are briefed on the school's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that whistle-blowers who act in good faith will not be penalised and will be supported.
- All new members of staff are given guidance on the school's anti-bullying policy and in how to react to allegations of bullying. They are required to read the school's policy as part of their induction. We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give students an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce

the message about community involvement and taking care of each other. Our services activities programme reinforces this message.

- The school is committed to the building of resilience in its students. In everyday life and through specifically targeted events. The school develops student resilience to enable individuals to protect themselves and one another from the threat of, and in reality, of bullying.
- Other lessons such as English, Theology and Drama, and any involving projects, stories, literature, and ethical discussions (including reflections upon SEN, disabilities and LGBT concerns) can be vehicles for education.
- All our students are encouraged to tell a member of staff at once if they know that bullying is taking place in line with our policy on whistle-blowing.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Housemaster/mistress and/or the Assistant Head Pastoral in order that patterns of behaviour can be identified and monitored. We maintain a "Vulnerable Children list" which helps to assist us in monitoring possible patterns of behaviour.
- We hold weekly pastoral briefings led by pastoral staff.
- When a child raises concerns regarding bullying the adult should inform the students' HsM who may approach the DHP and DSL to decide on action to be taken. This is to monitor patterns of behaviour. If an agreement is made that a student should be supported by the School Chaplain, the School Counsellor or any other agency the HsM must make a note and agree a date by which time this must take place.
- CPD regarding bullying, tutoring and counselling is on-going to ensure that we raise awareness of anti-bullying with all staff. The principles of this policy are re-iterated so that they are understood, legal responsibilities are known, action is defined to resolve and prevent problems, and sources of support are available.
- We have a strong and experienced pastoral team of Tutors, Heads of Year, School Chaplain, House Master/Mistresses and a School Counsellor who support the Assistant Head Pastoral and are trained in handling any incidents as an immediate priority and are alert to possible signs of bullying.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies. Inset sessions are held regularly using outside experts.
- Our trained School Councillor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. He is available to give confidential advice and counselling support to students who can refer themselves to him when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a student to him.
- Where appropriate, specialist help may be brought in to help staff to understand special educational needs or disabilities, and lesbian, gay, bisexual and transgender (LGBT) students.
- The School Chaplain will give support and guidance to students of all faiths who are able to refer themselves to him, perhaps at a time of family break-up, sickness or bereavement. The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in our community.
- Staff are always on duty at times when students are not in class, both in Boarding Houses and around the site and patrol the school site. They are trained to be alert to inappropriate language or behaviour.
- In boarding houses, there are strong teams of tutors supporting the House Master/Mistress and the Matrons, who act *in loco parentis.* The informal house environment is important in reinforcing a student's standards and values providing the opportunity for friendly, informal discussion of matters of concern to the individual student outside the formal classroom. A member of the boarding house staff is always on duty to supervise the students.

- We encourage close contact between the House Master/Mistress and parents/guardians and would always seek to make contact if we were worried about a student's well-being.
- All boarders and their parents can access the school's anti-bullying policy on the school's web site. All boarders know how to report anxieties to their House Master/Mistress or to another member of the pastoral team.
- Our Medical Centre and all our boarding houses, display advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as our independent Listener, the School Counsellor, Childline, and the Children's Commissioner (0800 528 0731).
- All pupils have access to a telephone enabling them to call for support in private.
- We operate a peer listening scheme; whereby trained older pupils are encouraged to offer support to younger students.
- We provide leadership training to our Prefects which specifically covers the importance of offering support and assistance to younger and to vulnerable students.
- We have banned initiation ceremonies designed to cause pain, anxiety or humiliation.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our students.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

CYBERBULLYING - PREVENTATIVE MEASURES

In addition to the preventative measures described above, Bloxham school:

- Expects all students to adhere to school policies on e-safety. Certain sites are blocked by our filtering system and our IT Department monitors students' use.
- Encourages all students to report any misuse of technology to a member of staff at once.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all students with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons and Assembles which covers blocking, removing contacts from 'buddy lists' and sharing personal data.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Aims to prevent mobile phones being used in a way that may cause annoyance to others.
- Prevents the use of cameras on mobile phones in washing and changing areas, or in the bedrooms of boarding houses.
- Trains staff in on-line safety matters during Safeguarding training and ensures that updates are given by the Director of ICT as appropriate. The Head of IT works with the DSL to ensure that IT education supports the wider safeguarding strategies in school. This includes staff training concerning online safety.
- Offers education on cyberbullying to parents as part of its on-going pastoral education of parent's policy. The website has a pastoral care section in which issues of cyber-safety are explored.
- Gives clear guidance on the use of technology in the classroom and beyond for all users that references permissions/restrictions and agreed sanctions.
- Employs Senso Security to enhance our filtering and monitoring capability and to alert the school to inappropriate content and any safeguarding concerns.

PROCEDURES FOR REPORTING CONCERNS ABOUT BULLYING

- Students are encouraged to speak to their own HsM, tutor, the DSL or any appropriate adult if they have any concerns about the treatment of another student. The protections of our Whistleblowing policy apply to them.
- Students are informed that if they found it more comfortable they can speak to a prefect or Peer Listener asking them to accompany them whilst they report anything to an adult.
- Students and staff are reminded that every report made in good faith is valued and welcomed.
- An adult who receives a report, or who observes possible bullying themselves, should speak to the HsM of the potential victim as soon as possible. In the absence of the HsM the assistant and/or Matron should be approached.
- The HsM must ensure the safety and well-being of the student in question as a matter of urgency.
- The Assistant Head Pastoral should be alerted to the possible bullying incident by the HsM at this stage.
- Concerns about online activity which may cause bullying should be shred by staff and students with the DSL which will raise them with the IT departments. Any ongoing concerns will then be raised with the Head.

PROCEDURES FOR DEALING WITH REPORTED BULLYING:

- The HsM will do an initial investigation in conjunction with the HsM of the alleged bully, the Year Group Head(s), tutors and other relevant adults, and students. The procedure may have to be varied to suit particular circumstances but would usually involve: The alleged victim being interviewed and a written record of the allegation will be made by the alleged victim or the interviewer. The alleged bully, together with all others who were involved, being interviewed individually and asked to write an immediate account of events.
- An investigation should be conducted with reference to the "Investigating pupil misbehaviour" protocol.
- If there is evidence of bullying the alleged bully will be taken by their HsM to a meeting with the Assistant Head Pastoral, or Head, who will come to a judgment and apply the sanctions listed in the Promoting Positive Behaviour Policy as appropriate.
- It will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour.
- Advice concerning the inappropriateness of any "revenge " activity will be made to the victim of the bullying.
- The Assistant Head Pastoral will record any punishment in the Exclusions, Suspensions or Saturday Detentions files as appropriate. The Assistant Head Pastoral will also record the names of the bully and victim on the Bullying log.
- The Assistant Head Pastoral will liaise with the DSL Team. A decision about reporting the matter to OSCB will be taken at this point. All cases of serious/persistent bullying will be reported. A bullying incident should be regarded as a Child Protection matter where there is reasonable cause to believe that a student is suffering, or is likely to suffer, significant harm.
- The Headmaster will be informed of all bullying, and the responses to them. In the cases of potential suspensions and exclusions the Headmaster will be the decision maker.

- The Assistant Head Pastoral, or in the case of suspensions or exclusions, the Headmaster, will contact the parents of any student found to have been involved in bullying, explaining the sanction involved, and any additional anti-bullying education that is being offered.
- The HsM will continue, in conjunction with the DSL as appropriate, to take the lead on the on-going pastoral care of the victim and will liaise with parents in doing this.
- Suitable support, education and monitoring is needed both for children who are being bullied and for students who bully others, as well as dealing with appropriate disciplinary measures in accordance with the school's Promoting Positive Behaviour Policy.
- In very serious cases, and only after the Headmaster has been involved, it may be necessary to make a report to the Police or to the Social Services. This decision would be made in conjunction with the DSL Team, Assistant Head Pastoral and other appropriate senior figures based both on safety concerns and upon possible infringements of the law.

DISCIPLINE IN MATTERS OF BULLYING, INCLUDING CYBERBULLYING:

The Sanctions within the Promoting Positive Behaviour Policy lists the following tariffs for sanctions in relation to bullying and cyberbullying fall in line with the *Preventing and Tackling Bullying (2014)*:

In very significant and serious cases a student may be excluded for a first offence. Otherwise:

- 1st offence: Saturday detention, a communication with parents and anti-bullying education, unless deemed to be significant or serious as outlined in the Promoting Positive Behaviour policy in which case suspension or exclusion will be considered for a first offence.
- 2nd offence or 1st offence of serious bullying or persistent "low level" bullying: suspension, anti-bullying education and a communication to parents, unless deemed to be significant or serious as outlined in the Promoting Positive Behaviour policy in which case exclusion will be considered.
- Subsequent bullying: probable exclusion

Cyberbullying:

In very significant and serious cases a student may be excluded for a first offence. Otherwise:

- 1st offence: Saturday detention, a communication with parents, anti-bullying education and withdrawal of internet privileges and/or confiscation of device(s) as appropriate unless deemed to be significant or serious as outlined in the Promoting Positive Behaviour policy in which case suspension or exclusion will be considered for a first offence.
- 2nd offence or 1st offence of serious bullying or persistent "low level" bullying: suspension, anti-bullying education and a communication to parents, unless deemed to be significant or serious as outlined in the Promoting Positive Behaviour policy in which exclusion will be considered.
- Subsequent bullying: probable exclusion

COMPLAINTS PROCEDURE

Parents and students are encouraged to use our complaints procedure which is published on our website if they feel that their concerns about bullying are not being addressed properly.

Glossary of Advisory Documents:

- "Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies" DfE guidance (July 2017)
- ISI Handbook for the Inspection of Schools: The Regulatory Requirements, September 2014
- "Where You are NOT Alone"
- "Cyberbullying"- a briefing note on the ISBA web site by Farrer & Co
- Cyberbullying: Advice for Headteachers and Staff (2014)
- "Child Protection and New Technologies" by Childnet International (staff training materials)