

Anti-Bullying Procedure - SMG (Jan 22)

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Legislation and Guidance

Behaviour and discipline in schools Advice for Headteachers and school staff February 2014; DfE School support for children and young people who are bullied; DfE Preventing and Tackling Bullying advice for headteachers, staff and governing bodies 2017; DfE fact sheet. Cyberbullying: Advice for Headteachers and school staff 2014 (update 2017); DfE Advice for Parents and Carers on CyberBullying 2014 (update 2017) Oxfordshire Guidance <http://schools.oxfordshire.gov.uk/cms/content/policy-and-guidance>

Monitoring and Reviewing

The policy will be promoted and implemented throughout the school. This policy will be formally reviewed by the Governing Body every 3 years, earlier if legislative changes.

Ongoing monitoring of actions and impacts/outcomes will be:

- Feedback via Headteacher's report to Governors.
- Learning walks
- Review of incidence data. The Heads of Year and the Assistant Headteacher will monitor bullying incidents involving students. The Headteacher will monitor bullying incidents involving staff.
- Operational review of appendices as needed

Aims

As a school we are committed to creating a supportive, caring and safe environment in which every child is valued, challenged and fully developed. We promote an ethos of good behaviour where pupils treat one another and the school staff with respect. We will strive to create and maintain an environment where pupils can openly discuss bullying without fear of discrimination and pupils are not afraid to challenge and stand up for what they know is right.

As a school it would be naive of us not to acknowledge that in a community of over 1000 children/adolescents bullying in its various forms is likely to occur. As it is often a secretive activity we need to change attitudes and create a school ethos that makes clear that we will not tolerate bullying of any kind. Schools and public bodies have a duty under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation. Bullying is anti-social behaviour and can affect both students and staff; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will everybody be able to fully benefit from the opportunities available at John Colet School.

In order to prevent bullying the school must;

- Operate a zero tolerance approach to bullying.
- Work to create a culture of tolerance, mutual respect, cooperation and consideration for others, enabling students to feel safe and encouraging the victims of bullying, witnesses to incidents and students and staff in general to speak out.
- Praise behaviour where students are kind and helpful and supportive to others in their community.

- Accept that it is everyone's responsibility to prevent all forms of bullying.
- Make every effort to know the children we teach or come into contact with outside the classroom.
- Be aware of the various forms of bullying
- Be alert to the signs that bullying might be taking place
- Supervise key areas of the school where bullying is more likely to take place.
- Deal appropriately with situations as they arise using clearly defined procedures for the investigation of incidents.
- Keep records of incidents.
- Implement disciplinary sanctions so the consequences of bullying reflect the seriousness of the incident so that others see that bullying is unacceptable
- Support and counsel the victim and the bully, use restorative justice where appropriate.
- Emphasise prevention by using a variety of means to communicate messages about bullying to staff students and parents.
- Proactively gather intelligence about issues between pupils which might provoke conflict and develop strategies to prevent bullying occurring in the first place
- Participate in training events and learn from examples of good practise either from colleagues or other schools. Draw on the experience and expertise of anti-bullying organisations with a proven track record and/or specialised expertise in dealing with certain forms of bullying
- Work with the wider community such as the police and children's services to agree a clearly understood approach to cases where bullying is particularly serious or persistent and where a criminal offence may have been committed.
- To evaluate the effectiveness of the policy through questionnaires and student voice.
- Set clear expectations of the behaviour that is and isn't acceptable and help stop negative behaviours escalating. Low-level disruption and the use of offensive language can in itself have a significant impact on its target. If left unchallenged or dismissed as banter or horseplay it can also lead to reluctance to report other behaviour.

Definition

Bullying is deliberately hurtful behaviour by an individual or a group, repeated over a period of time. This could be over consecutive days/weeks. Usually, there is a power imbalance that makes it hard for the victim to defend themselves.

What are the main types of bullying?

- Physical (hitting, kicking, any use of violence, theft)
- Verbal (name calling, teasing, racist remark, prejudice based language)
- Indirect (spreading rumours, excluding someone from social groups)
- Sexual (unwanted physical contact or sexually abusive comments)
- Homophobic (focussing on issues of sexuality)
- Cyber (e.g. via email, text messages, the internet, misuse of cameras/videos, social media, chat rooms and web sites)

Encouraging other people to engage in any of these types of behaviour is also bullying.

What are possible signs and symptoms of bullying?

The school's teaching and support staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with the school's policy. Students who are being bullied may show changes in behaviour, such as;

- Becoming shy and nervous
- Feigning illness
- Being frightened of walking to and from school
- Taking unusual absences/ truanting from school
- Clinging to adults
- There may be evidence of changes in work patterns
- Lacking concentration
- Becoming aggressive, disruptive or unreasonable

Students are encouraged to report bullying. The school's teaching and support staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with the school's policy.

Complaints

Should a parent or carer be unhappy about the way the school has responded to an incident their complaint must be heard. They can follow the school complaints procedure.

Appendix 1 - Responsibilities

Staff

- All staff should be alert to any incidences of bullying in classrooms and around school.
- Anyone who suspects bullying may be happening must inform the anti-bullying coordinator or Head of Year.
- All staff should take any incidents of bullying reported to them seriously and be sensitive to the feelings of the student(s) reporting issues of bullying. Make it clear that they have made the right decision to tell.
- All staff should deal promptly with any issues of bullying in the classroom and offer the support of a safe room/area if it is necessary.
- All staff should record suspected bullying incidents on Sims.

Governors

The Governing Body will:

- Ensure the school has an Anti-Bullying Policy that is regularly monitored and reviewed to ensure effectiveness and promote the wellbeing of pupils at John Colet
- Work with the school to ensure we are meeting our statutory duties with regard to behaviour, safety and bullying
- Work with Headteacher to take a whole-school approach to preventing and responding to all forms of bullying, while promoting positive interactions, mutual respect and inclusive values.
- Support the Headteacher in all attempts to eliminate bullying from our school. Any incidents of bullying that do occur will be taken seriously and dealt with appropriately
- Require the Headteacher, for monitoring purposes, to keep accurate records and report all incidents of bullying that do occur termly through the Headteacher's report to Governors

Appendix 2 - Dealing with incidents

Reporting

Pupils- the school has a variety of reporting systems so they are reassured that they will be listened to and incidents acted on. These include: Form Tutor, SSOs Office (manned all day), Incident Witness Statements, Head of Year office manned at lunchtime, Inclusion Unit Manager, School Counsellor, Matron, Anti-Bullying Ambassadors (students)

- If bullying is suspected or reported, the incident will be dealt with promptly by the member of staff who has been approached. This will be recorded on Sims and reported straight away to the Anti-Bullying Coordinator and copied to Form Tutor and Head of Year.
- A clear account of the incident will be recorded and the Form Tutor of the student, student's Head of Year and Anti-Bullying Coordinator will be informed.
- The member of staff (usually a student support officer) dealing with the incident will interview all concerned and will record the investigation. This will be reported to the Head of Year.
- A student who reports bullying will be encouraged to keep a diary or a positive/negative log.
- Parents/carers will be informed if this is felt to be appropriate. This will be actioned by the Head of Year, Anti-Bullying Coordinator will be informed.
- If there is a need to inform members of staff of information about an incident during the school day the Anti-Bullying Coordinator will communicate this.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.
- Restorative Justice may be offered. (Appendix 4)
- The situation will be monitored by the Form Tutor under the direction of the Head of Year.
- Persistent bullying will be dealt with by the Head of Year in consultation with the link Assistant Headteacher SLT.
- In cases of persistent bullying an action plan may be put together by the Head of Year in consultation with the Parents and Student. (appendix 5)
- A member of staff who feels bullied can report this to a member of the staff well-being committee or a senior member of staff including the Headteacher or SLT.
- Reported incidents are monitored for patterns by the SLT and the Inclusion manager.

What support will be offered to students who have been bullied?

- An opportunity to discuss the experience with a Form Tutor, Student Support Officer (SSO), Anti-Bullying Ambassador or member of staff of their choice.
- An opportunity to discuss the experience with the School Counsellor (students can self-refer)
- The offer of continuing support in cases of persistent bullying an action plan of support may be put in place by the Head of Year in consultation with parents and student. (see appendix 5)
- The opportunity to have a 'buddy'. This will be an older student who will provide support. Offered as appropriate.
- Peer mentoring.

- Provision of a safe area for the student at breaks and lunchtimes. SSO to provide monitoring for some students when seen as necessary.
- A reassurance that the matter will be dealt with.

Students who have bullied will be helped by

- Opportunity to discuss what happened (with individuals, groups as listed above)
- Discussion with SSO/ Tutor/Head of Year exploring why the student became involved
- Establishing the wrongdoing and need to change
- Informing parents or carers to help change the attitude of the student

The following disciplinary steps may be taken:

- Official warnings to cease offending
- A genuine apology to the victim (Restorative-Justice)
- Involvement of parents/carers
- Detention
- Internal exclusion
- Exclusion from certain areas of school premises
- Fixed-term exclusion
- Permanent exclusion
- Acceptable Behaviour Contract
- Involvement of the community police

Appendix 3 - Raising Awareness

In an attempt to eradicate bullying behaviour, the school will raise the awareness of the nature of bullying by:

- Proactively seeking to celebrate success to create a positive school culture
- E-Safety Assemblies to include safe practice involving the use of: on-line chat rooms /social networking sites and mobile phones etc
- PSHE
- Form tutorial time
- Assemblies are recognised as an important forum to raise awareness and restate expectations of behaviour and to promote 'Anti-Bullying Week'
- Subject areas, as appropriate
- Articles in the school newsletter asking parents to be vigilant about cyber bullying
- Training and appointment of Anti-Bullying Ambassadors in school (students)
- Anti-Bullying Charter in all classrooms.
- Staff training
- Promoting 'help' organisations

Appendix 4 - Cyberbullying

“Cyberbullying can be defined as the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else”
Cyberbullying from DFE Factsheet.

‘Cyberbullying’ 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 him or herself.”

Safe to Learn, Cyberbullying 2007.

Categories of Cyber-bullying

Research commissioned by the Anti-Bullying Alliance from Goldsmiths College, University of London, identifies seven categories of cyberbullying:

- Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.
- Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
- Phone call bullying via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- Email bullying uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- Bullying through instant messaging (IM) is an Internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online.

Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying.

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.

Key points of difference

- Bullying can happen 24/7 making it difficult to escape.
- The audience for bullying is potentially much larger, increasing the impact.
- Anonymity and being one step removed makes it easier for the bystander to join in.
- Anonymity also increases the impact on those being bullied as they can't be sure who is responsible.

- There is a general lack of awareness that behaviour is cyberbullying and young people tend to underestimate the impact of their behaviour.
- Unlike traditional forms of bullying, evidence is readily available and should be preserved.
- Cyberbullying can take place at any time and can intrude into spaces that have previously been regarded as safe or personal. The audience can be very large and reached rapidly.
- The difficulty in controlling electronically circulated messages means the scale and scope of cyberbullying can be greater than other forms of bullying.
- Electronically forwarded content is hard to control, and the worry of content resurfacing can make it difficult for targets to move on
- People who cyberbully may attempt to remain anonymous.
- This can be extremely distressing for those bullied.
- The person cyberbullying may never be in the same physical space as their target.
- The profiles of the people bullying and being bullied are different.
- Cyberbullying can take place both between peers and across generations. Age and size are not important. Some instances of 'cyberbullying' are known to be unintentional. It can be the result of not thinking or as a lack of awareness of the consequences – for example saying something negative online about another pupil, or friend that they don't expect to be forwarded or viewed outside their immediate group. In some cases it can constitute a criminal offence.
- As with face-to-face bullying, young people may suffer cyberbullying in silence for a number of reasons, including the fear that their Internet access or mobile phone access will be removed from them.

Advice for young people about cyberbullying

- Do not to reply to the person responsible or send a nasty message back
- Preserve the evidence.
- Remove the person responsible from your friends list (if you know them) and use built-in privacy tools to block them.
- If they would like to speak to someone in confidence about what has happened. For further advice, contact Bullying.co.uk childline.org.uk

What parents can do about cyberbullying

- Be aware of what cyberbullying is and how it can happen by reading more in "Cyberbullying: A whole-school community issue" at <http://www.digizen.org/cyberbullying/overview/>
- With your children, explore the online technologies and websites they like to use Support your child in making responsible decisions on the internet and when using a mobile phone – make sure they are aware of the types of photos and other content that are appropriate to post online (e.g. no photos in a school blazer or sports uniform).
- Encourage your child to talk to you if he/she is being cyberbullied or if they come across any sites that could cause offence or pose some kind of danger.
- Make sure your child understands how to use these technologies safely and that any misuse may constitute a criminal act. With your children, explore the online technologies and websites they like to use. You could show them pages like Childnet international page for children and young people about how to stay safe online

<http://www.kidsmart.org.uk/> or CEOP's similar page including how to report problems
<http://www.thinkuknow.co.uk>

- Agree on family rules and procedures about what to do if someone is being cyberbullied, such as saving the message or text as evidence and telling a trusted adult.
- Become your child's "friend" on Facebook or MSN etc.
- Have your child show you, or learn together, how to block someone on a chat service like MSN or how to report abuse to a website or service provider.
- Encourage positive use of technology by helping your child to use it to support learning, socialise with peers and explore the wider world.
- Discuss and promote "netiquette" – responsible online behaviour – and reward your child for this. Tell them this means they should: respect others online – treat them how you would want to be treated, only post things online and in text messages that you'd be happy for anyone to see or you would say to their face). Use appropriate language when chatting or playing games online. Pay close attention to a website's terms and conditions and make sure you're old enough to be using a site or online service.
- Be aware that as well as being at risk, your child could also be involved in cyberbullying. Be alert to changes in your child's behaviour – especially after using the internet or their mobile phone. Discuss the emotional impact of bullying on another person.
- Encourage your children to keep passwords safe. Treat your password like your toothbrush – don't share it with anyone!
- Responding to cyberbullying Support and encourage your child if they tell you they've been cyberbullied – reassure them that it's not their fault and that they've made the right choice by reporting it to you. Tell them that bullying is not acceptable and inform them of what you will do next by following the tips below.
- Make sure your child does not retaliate or reply to cyberbullying messages of any kind. Help your child to save evidence of cyberbullying. Use online tools or the "print screen" button on your computer and don't delete text messages on a mobile phone.
- If you need to, you can help your child to change their contact details (email, online username, mobile phone number) to prevent further bullying. Denying them access to the technologies is not the answer.
- Use the security tools on your family's computer, on websites or on your child's mobile phone. Report cyberbullying. You can report the incident to the school, the website or service provider, and, in serious cases, the police.
- For a list of internet service providers, go to www.thinkbroadband.com/isps.html . Click on the name of your provider to find their contact page. Alternatively you can complain to the sender's Internet Service Provider by writing abuse@ and then the name of the host, e.g. abuse@hotmail.com.

The Law on Cyberbullying

Although cyberbullying is not a specific criminal offence in UK law, criminal laws such as the Protection from Harassment Act 1997 and the Crime and Disorder Act 1998 may apply in terms of harassment or threatening behaviour. Where mobile phone bullying is concerned, the Telecoms Act 1984 makes it a criminal offence to make anonymous or abusive calls and, if you are harassed persistently on your mobile, it may be an offence under the 1997 5 Harassment Act. NB. Furthermore, the Communications Act 2003 makes it a criminal

offence to send: "...by means of a public electronic communications network, a message or other matter that is grossly offensive or of an indecent, obscene or menacing character". In relation to sexting (the possession and sending of indecent images of children under 18) this is an offence under the Sexual Offences Act 2003 for the person sending it and the person receiving it. This could mean young people who pass on indecent images taken of boyfriend/girlfriends/picture taken of others could be committing a sexual offence and could find themselves on the Sex Offenders register.

If you are concerned about how to deal with matters that may be criminal, including how and whether to view evidence that involves indecent images please telephone the police enquiry number on 101 for further advice.

Examples of cyberbullying

- Gaming Sites / consoles / virtual worlds: name calling, making abusive or derogatory remarks; players may pick on weaker or less experienced users, repeatedly killing their characters; forwarding unwanted messages to other devices in the immediate vicinity.
- Chat Rooms / message boards: Sending threatening or nasty messages. Groups of people deciding to pick on or ignore individuals. Making friends under false pretences – people pretending to be someone else in order to get personal information that they can misuse in a number of ways – e.g. by spreading secrets or blackmailing.
- Mobile Phones: Sending nasty calls or text messages, including threats, intimidation, and harassment. Taking and sharing humiliating images. Videoing other people being harassed and sending these to other people or internet sites.
- Learning Environments: Posting inappropriate messages or images; hacking into someone else's account to post inappropriate comments or delete schoolwork;
- Webcams: Making and sending inappropriate content. Persuading or threatening young people to act in inappropriate ways.
- Instant Messenger: Sending nasty messages or content. Using someone else's account to forward rude or mean messages via their contact list.
- Video hosting sites: Posting embarrassing, humiliating film of someone.
- Social Network sites: Posting nasty comments, humiliating images / videos. Accessing another person's account details and sending unpleasant messages, deleting information or making private information public. Creating fake profiles pretending to be someone else, e.g. to bully, harass or get the person in trouble.
- Sources of further information and advice: Family Lives: call 0808 800 2222 for Immediate support and advice for parents, 24 hours a day, seven days a week. They also have helpful advice on their webpages on digital life <http://familylives.org.uk/advice/digital-life> Advisory Centre for Education: 0808 800 5793 Advice for parents and children on all school matters.
- Children's Legal Centre: 08451 202948 Free legal advice on all aspects of the law affecting children and young people.
- Buckinghamshire Family Information Service: www.bucksfamilyinfo.org Information and support for families.
- Info on what cyberbullying is and how it can happen <http://www.digizen.org/cyberbullying/overview/>
- Childnet International is a non-profit organisation working with others to "help make the Internet a great and safe place for children" which contains useful advice and information for both parent/carers and young people. It's website for parents

<http://www.childnet-int.org/kia/parents/> The Child Exploitation and Online Protection (CEOP) Centre is dedicated to eradicating the sexual abuse of children. CEOP also provides help and advice on cyberbullying and maintains a website for children and young people about staying safe online. Their parent's website also provides comprehensive information and advice <https://www.thinkuknow.co.uk/parents/>
www.wiredsafety.org - this is the world's largest Internet safety and help group to promote safer and smarter use of interactive technologies.

- Social Network Sites On any website there should be a button or page where you can report abuse. If you cannot successfully report abuse on a website, then it is not a good website to be using at all.
- Support with Phones If you or your child is being bullied through your mobile phone, you can seek help from your phone network provider:
- Advice for Parents and Carers on Cyber Bullying 2017, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf

NB: The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying (search and confiscation policy).

Hate Crime: The Association of Chief Police Officers defines hate crime as a crime where the perpetrators prejudice against any identifiable group is a factor in determining who is victimised.

Appendix 5 - Advice

Parent/Carer

Anti-bullying policy and a parent advice leaflet can be found on the school website.

Contact In the first instance contact your child's tutor or head of year if you have concerns in regards to bullying.

Spotting the signs of Bullying: The following signs and behaviours could be indications that your child is being bullied, if he or she:

- Is frightened of walking to or from school.
- Doesn't want to go on a bus. Begg to be driven to school.
- Changes their usual routine; Is unwilling to go to school.
- Begins to truant.
- Becomes withdrawn, anxious, or lacking in confidence.
- Starts stammering.
- Attempts or threatens suicide or runs away.
- Cries themselves to sleep at night or has nightmares or wets the bed.
- Feels ill in the morning.
- Comes home with clothes torn or books damaged.
- Has possessions which are damaged or " go missing".
- Asks for money or starts stealing money (to pay bully).
- Has dinner or other monies continually "lost".
- Has unexplained cuts or bruises.
- Comes home starving (money / lunch has been stolen).
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Changes their eating habits.
- Is frightened to say what's wrong.
- Gives improbable excuses for any of the above.
- Is afraid to use the internet or mobile phone.
- Is nervous & jumpy when a cyber-message is received.
- Becomes withdrawn and is reluctant to say why.
- Reduction in their educational attainment.
- Perceives comments from others as hurtful.
- Displays challenging behaviour, which could be the result of intimidation or enforced isolation from others.

What parents should do if their child is being bullied or is bullying someone else.

- Inform the school immediately. Your complaint will be taken seriously and appropriate action will follow
- Make sure that your child is fully aware of the school policy concerning bullying, and that they need not be afraid to ask for help.
- Listen and talk to your child. They may feel the situation is beyond their control or feel ashamed – whether they are bullied or bullying.
- Let them know you love them and want to help.
- Praise your child for telling you. Most importantly, do not encourage your child to retaliate. This may result in your child being disciplined in the same way as the bully. It also appears to your child that violent or threatening behaviour is an acceptable way of solving problems: moreover retaliation can perpetuate bullying.

- Collect any evidence e.g. who did what, when, and what was said and done. Keep any text messages, emails or website comments.
- Help your child to develop coping strategies and help to build their self-confidence.
- Make sure your child knows they are not to blame.
- Keep normal boundaries at home.
- Try and gauge what is going on. Find out about friendship groups and behaviour within these groups. If your child talks of bullying, please keep a written record. Be clear that it is important for the bullying to stop and that for this to happen the school will need to be involved.
- Involve and consult your child in making a plan for what should be done and how to talk to school.
- Please inform their Tutor or Head of Year immediately. Reassure your child that that the school will deal with the matter sensitively but firmly.
- Support your child. Do not seek conflict with the suspected bully or family.

Students If you are being bullied in school:

- Do not listen to the bully when they say that you will be in trouble if you talk to someone.
- You are not doing anything wrong — they are.
- Remember that your silence is the bully's greatest weapon!
- Stay with a group of friends/people. There is safety in numbers.
- Fighting back may make things worse, talk to your form teacher, Head of Year, Student Support Officer, teacher you trust, anti- bullying ambassador or parent/guardian first.
- Talk to an adult that you trust, and take a friend with you if it helps.
- Keep a diary or a positive/negative log.
- What you say will be passed to your Head of Year. You will be taken seriously.
- If you need somewhere to be safe, there will be a place for you to go while the problem is being sorted out. Your Form Tutor and/or Head of Year can organise this for you.

If you see someone being bullied in school:

- The best thing you can do to help is to talk to someone.
- Take action! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved, tell an adult immediately. Teachers have ways of dealing with people who bully without getting you into trouble.

