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Responsibility: KB

# Bishop Challoner School



## Anti-Bullying Policy



## Bishop Challoner School ANTI -BULLYING POLICY

**The Anti-Bullying Policy applies to the whole school including the Early Years Foundation Stage.**

**The Anti-Bullying Policy and the Anti-Cyberbullying Policy should both be understood in the context of the Safeguarding and Child Protection Policy, Code of Conduct and the Behaviour Policy, Acceptable Use Agreements, Exclusions Policy, Equal Opportunities Policy, E-Safety Policy and the PSHEE schemes of work.**

In compliance with the Education Act 2002 and the Equality Duty (Equality Act 2010) the School will not discriminate against, harass or victimise a pupil or potential pupil in relation to admissions, the way it provides education for pupils, provision of pupil access to benefit, facility or service, or be excluding a pupil or subjecting them to any other detriment.

Under the Children Act 1989 a bullying incident will be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm'. Where this is the case the Designated Safeguarding Lead (DSL) will report their concerns to children's social care.

Under Section 89(5) of the Education and Inspections Act 2006, the regulation of pupil conduct may, to such extent as is reasonable, include measures to be taken with a view to regulating the conduct of pupils at a time when they are not on the premises of the school and are not under the lawful control or charge of a member of the staff of the school.

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986.

### **Aims**

Bishop Challoner School is founded on Catholic principles but welcomes and respects all faiths. Through partnership of family and staff, we foster the education of the whole person in preparation for adult life, within a positive and caring environment. We believe that all people are made by God and therefore any act against others, are acts against our Lord, consequently bullying of any kind is unacceptable at our school. We believe that the School should be a happy and positive community characterised by an appreciation of, and respect for, the work of every member of that community.

The Behaviour Management policy also states that 'At Bishop Challoner School we believe that teaching and learning is most effective and beneficial when there is a calm, happy and safe environment.' Its aims include the promotion of 'positive behaviour throughout our community'. It also aims to 'ensure that bullying in any form is unacceptable and will always be taken seriously'.

The example of the staff is of paramount importance in creating that climate within which pupils feel valued, secure and happy. The mutual respect with which staff regard one another, and the public demonstration of this, are both important. Similar standards apply to the relationship between staff and pupils, so that pupils are always treated with honesty, fairness and with regard for their individuality.

The policy aims to therefore prevent bullying and to help staff, pupils and parents deal with bullying when it occurs and to ensure that those involved receive the support they need.

At Bishop Challoner School we adopt a zero tolerance of any form of bullying.

### **Definition of Bullying**

Bullying may be defined as the repetitive wilful, conscious desire to hurt, threaten, dominate or frighten someone by the use of words or gestures. It can involve physical, verbal or cyber-attacks, name-calling and malicious gossip or giving a hurtful look thereby damaging their self-confidence or self-esteem. Bullying can have potentially long-lasting and damaging psychological effects on the victim which could ultimately include suicide, and is harmful to the whole School community. Bishop Challoner School recognises that bullying is sometimes linked to prejudice and discrimination. If this is found to be the case, the School will seek to remind and educate the perpetrator(s) of the Bishop Challoner's Equal Opportunities Policy. In particular the School recognises that racism, sexism and homophobia are all forms of bullying that will not be tolerated. Pupils can be bullied for a variety of reasons and the bullying can manifest itself in many different ways including:

- Race, religion or culture;
- SEND or disabilities;
- Appearance or health conditions;
- Intellectual or other abilities;
- Sexual orientation(e.g. homophobic bullying);
- Gender, gender identity or perceived gender identity
- Being adopted or a young carer;
- Looked-after children or otherwise related to home circumstances;
- Sexual ((i.e. talking to or touching someone in a sexually inappropriate way)

The use of mobile phones, email and web-based chat rooms has led to the rise of Cyber-bullying, which may be defined as the misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation. Bishop Challoner School recognises Cyber (bullying), as a form of bullying. This includes; all areas of internet, such as email, social websites and internet chat room misuse; mobile threats by text messaging and calls; misuse of associated technology, i.e. camera video facilities and photographs.

Bullying can take place between pupils, between pupils and staff, or between staff; by individuals or groups; face-to-face, indirectly or using a range of Cyber bullying methods. (See separate cyber bullying policy).

What is NOT bullying

**One-off incidents:** Bullying is persistent and repetitive, and generally fits a pattern of behaviour. However, there will be occasions when a one-off incident is so significant that it causes long term effects, and is therefore categorised as bullying. One example may be extreme public humiliation that deters someone from engaging in discussions or social events.

**Mutual conflict:** A disagreement, argument or fight in which both parties have equally participated and where there is no imbalance of power.

### **Preventative Measures**

We aim to prevent bullying by ensuring that we:

- Ensure all pupils receive an education free from humiliation, oppression and abuse
- Encourage a culture and ethos within which bullying is seen to be totally unacceptable behaviour
- Develop a culture in which diversity is championed and celebrated and in which the school takes a proactive role in educating pupils and other members of the school community in issues around equality
- Create a secure and safe environment for all pupils in our care so that parents may send their children to school in the confident knowledge that they will be protected from bullies
- Provide clear procedures for reporting and dealing with bullying
- Encourage all members of the school community to have high expectations and model how to behave towards each other
- Develop a culture in which the vulnerable are protected and incidents which might demonstrate prejudice or intolerance are tackled and addressed, for example by challenging inappropriate or prejudicial language
- Raise awareness about bullying through opportunities in the curriculum, the PSHEE programme, assemblies, and national events such as Anti Bullying Week, amongst others. This allows discussion about differences between people and the importance of avoiding prejudice-based language.
- Educate pupils and other members of the school community about how to keep themselves safe when online or using social media or other electronic means of communication, so they take maximum precautions to help prevent themselves being victims of cyberbullying
- Ensure that all pupils sign up to the school's Acceptable Use Agreements, which make it clear what the school code of conduct is.
- Make it clear to all that there are effective procedures for reporting, investigating and tackling bullying, and encouraging pupils to report instances of anything they perceive to be bullying
- Have a strong pastoral team dedicated to pupil welfare and experienced in dealing with bullying issues. All our staff are trained in recognising and responding to bullying and staff awareness is raised through regular discussion of pupil issues in pastoral and Head of Section meetings with Tutors as well as at staff briefing
- Ensure that the IT filtering and monitoring systems are effective in protecting members of the school community
- Provide adequate supervision of classrooms, playgrounds, corridors, toilets and other areas of the school accessible to pupils, at all times of the school day.
- Pupils to sign the Civility Contract

If bullying does occur, all pupils should feel able to tell someone and know that incidents will be dealt with promptly and effectively. All forms of bullying need to be taken seriously and dealt with appropriately. Anyone who knows that bullying is happening is expected to tell a member of staff.

### **Procedures to Follow**

In cases of suspected bullying, all allegations are examined thoroughly and carefully to ascertain the extent of the problem. All parties involved are given the chance to talk about incidents which occur. It is only through bringing the situation out into open discussion that anything effective can be done. Serious incidents of any kind are recorded at the time, by the parties concerned, and a report made to the Headteacher. These records are kept, and parents and relevant staff are informed. If necessary and appropriate, police will be consulted. An attempt will be made to help the bully/bullies change their behaviour. Factors to consider when determining the appropriate sanctions include the impact on the victim and the motivation of the bully. Was the incident unintentional or retaliation to bullying behaviour from others?

The pupils concerned agree on a course of action (for example: to apologise, make amends, change behaviour patterns or adopt more positive values). Victims are reassured and can be offered counselling if this is deemed to be appropriate. We ensure that the pastoral system has clear methods for dealing with incidents with firmness and sensitivity, making sure that all teaching and non-teaching staff are aware of the procedures to be followed in cases of suspected bullying of any kind. Such procedures may include form tutors and subject staff observing their pupils and the social interaction of the group, giving adequate supervision at break and lunch times, especially in places where bullying may occur; pupils themselves taking responsibility for discouraging bullying, and to view reporting of incidents as sensible and not 'telling on mates'.

### **Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs:

- Unwillingness to go to school or return after a break
- Failure to produce work, or producing unusually bad work, work that appears to have been copied, or interfered with or spoilt by others
- Belongings suddenly going missing or being damaged
- Change to established habits (e.g. giving up music lessons, sitting in the library instead of going out at playtime)
- Diminished levels of self confidence
- Inability to concentrate
- Anxiety, depression, becoming withdrawn or unusually quiet
- Repressed body language and poor eye contact
- Frequent absence, erratic attendance, late arrival to class
- Reluctance to leave the classroom at the end of lessons or school day
- Choosing the company of adults
- Frequent visits to sick bay with symptoms such as stomach pains or headaches, especially at particular times or during particular lessons
- Unexplained cuts and bruises
- Difficulty in sleeping, nightmares
- Talking of suicide or running away
- Have low self-esteem

Children who frequently bully others are more likely to:

- drop out of, or be expelled from school;
- engage in criminal behaviour;
- develop depression or anxiety;
- be abusive towards their sexual partners, spouses or children as adults.

Children who witness bullying are more likely to:

- feel powerless;
- live in fear and guilt

Sadly, some individuals are more vulnerable to bullying, and less likely to speak out – including LGBTQ pupils and those with SEND. Again, staff, parents and peers should bear this in mind in cases of possible or suspected bullying.

### **HEADTEACHER**

It is the responsibility of the Headteacher to implement the school anti-bully policy and to ensure that all staff (both teaching and non-teaching) is aware of the school policy and know how to deal with incident of bullying.

The Headteacher must keep the Trustees informed about the effectiveness of the anti-bullying policy.

If a parent contacts the school with concerns over bullying the Headteacher, or a member of the Senior Leadership Team will investigate the alleged incident immediately and will report their findings and what action, if necessary, is being taken.

### **DEPUTY HEAD/HEAD OF KEY STAGE 1/HEAD OF KEY STAGE 2**

The Deputy Head (for senior incidents) or Head of Key Stage 1 or Head of Key Stage 2 (for Preparatory or Pre-Preparatory incidents) should take action as soon as possible on receipt of information concerning bullying.

The Deputy Head or Head of Key Stage 1 or Head of Key Stage 2 should: consider the teacher's account of the incident and if necessary, interview all pupils (victims and perpetrators) involved in the alleged bullying and ask them for written accounts (if appropriate). Decide on appropriate disciplinary action for the perpetrators and, also advice and counselling to discourage a repetition of such behaviour. Constant monitoring of the situation will be necessary. In serious cases of severe and persist bullying, suspension or even exclusion will be considered.

The Deputy Head or Head of Key Stage 1 or Head of Key Stage 2 will: provide the victim(s) with support and reassurance and inform his/her parents of the situation; ensure that the bully offers an apology and any other appropriate recompense; write a letter or arrange an interview to make the unacceptable nature of the behaviour and the consequences of any repetition, clear to the bully and his/her parents; inform the victim(s) and parents of the outcome of the investigations and of the measures taken; keep a full written record of the incident, investigation and outcome; inform and involve the police if appropriate; inform the Headteacher who may report to the Trustees as appropriate; whenever possible, attempt to reconcile the pupils.

## **STAFF**

Teachers should ensure that their behaviour and language create a climate in which high expectations are set and in which bullying will not be tolerated. For example, a teacher who resorts to sarcasm, teasing and humiliation of pupils is sending out a message that this type of behaviour is acceptable.

If a pupil reports a case of bullying to a member of staff, it needs to be treated seriously. Staff must listen carefully and record all incidents, offer the victim immediate support and help by putting the school's procedure into action.

All staff receive regular CPD training on behaviour management strategies and are trained how to log concerns on the MIS system/ CPOMS. Form tutors and HOS are informed of any concerns. Serious concerns are escalated to the Deputy Head.

## **THE TRUSTEES**

The Trustees will support the Headteacher in all attempts to eliminate bullying from our school. They do not condone bullying in any form and take seriously any incidents of bullying as it undermines the whole ethos of the school and the wellbeing of those in it.

The Trustees will monitor any incidents of bullying that occur and review the effectiveness of the Anti-bullying Policy on a regular basis. They expect the Deputy Head to keep accurate records of all incidents of bullying and to report to the Trustees on request about the effectiveness of school Anti-bullying strategies. The bullying log is always available to the Designated Safeguarding Trustee.

If any parent should make a complaint to the Trustees about bullying, they will respond within five working days of the complaint. In all cases, the Trustees will notify the Headteacher and ask the Headteacher to conduct an investigation into the case and to report back to their representative. The Governing Body will conduct an annual review of the Anti-Bullying Policy and Procedures.

## **PUPILS**

Bullying is not acceptable at Bishop Challoner School and everyone's co-operation is needed to get rid of it. Pupils are expected to show respect and tolerance in their relationships with all members of the School community. Pupils are asked to report any observations that may be cases of anyone bullying another pupil e.g. making them unhappy by physical intimidation, by making unkind jokes, or by spreading rumours. It is recognised that SEND pupils may be at greater risk of bullying.

Pupils should talk to the person who is upset, talk to the person doing the bullying, and, report it to a teacher.

By doing nothing, the bullying is being allowed to continue.

If any pupil is being bullied e.g. being made to feel unhappy or isolated, being subjected to nasty remarks, or being pushed around unnecessarily they must tell someone - a friend, a teacher, or a parent.

Don't be drawn into simply standing by. Many perpetrators will not persist in bullying unless they have an audience to play to, and by not taking action it could be argued you are condoning what is happening.

Bishop Challoner School encourages pupils to

- Say NO to BULLYING
- Know and understand what bullying means and the consequences of bullying behaviour
- Be active not passive - speak out/tell about/report incidents of bullying
- Listen to, support and help bullied pupils
- Develop a range of assertiveness strategies to use in the event of a bullying situation.
- Take personal responsibility

## **PARENTS**

We believe that working with parents/guardians is essential to establishing the school's anti-bullying ethos and resolving any issues that arise.

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school community.

Parents of senior school pupils are asked to let their son or daughter's Head of Key Stage know or the Deputy Headteacher, outlining the cause for concern, either on behalf of their own children or because of rumours about others. In the junior department parents should inform the Head of Key Stage 1 or Head of Key Stage 2 of any serious case of bullying.

Parents will be informed by the school and may be invited in to discuss the matter. We will keep in regular contact with parents until the issue is resolved

## **SANCTIONS**

It is important that those found responsible for bullying are held to account and accept responsibility for the harm caused. Action taken in response to bullying will be intended to communicate unambiguous disapproval of the bully's activities, and this will usually include sanctions.

Sanctions help reassure the victim that the bullying will stop; they help those responsible recognise the harm caused by their behaviour and deter them from repeating it; they demonstrate to the school community that bullying is unacceptable and that the school has effective ways of dealing with it, so deterring others from behaving in a similar way.

If sanctions are warranted, the person(s) responsible will receive a sanction in accordance with the school's behaviour policy. Any sanctions imposed will be fair, proportionate and reasonable, take account of any special educational needs or disabilities that pupils may have, and consider the needs of vulnerable pupils.

In any serious case of bullying the Head will be informed and the school will work with the parents of both the victim and the perpetrator. The school will remain in regular contact with parents until the situation is resolved.

In the most serious cases, the sanction may be fixed term or permanent exclusion. A bullying incident will be regarded as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' (Children Act 1989). Where this is the case, after the Head has been involved, it may be necessary to make a report to the Social Services and in certain cases the police.



## MONITORING AND EVALUATION

The effectiveness of this policy and the school's anti bullying strategies will be evaluated annually through a review of the bullying log and consultation with the pupil voice.

### Organisations that can help:

|                               |  |
|-------------------------------|--|
| Advisory Centre for Education | 0300 0115 142  |
| Child line                    | 0800 1111  |
| Children's Legal Centre       | 020 7520 0300  |
| KIDSCAPE                      | 020 7730 3300  |
| NSPCC                         | 0808 800 5000  |
| Parent line                   | 0808 800 2222  |
| Bullying UK                   | <a href="http://www.bullying.co.uk">http://www.bullying.co.uk</a>                          |
| Anti-Bullying Alliance        | <a href="http://www.antibullyingalliance.org.uk">www.antibullyingalliance.org.uk</a>       |
| National Bullying Helpline    | <a href="http://www.nationalbullyinghelpline.co.uk">www.nationalbullyinghelpline.co.uk</a> |

### Key Contacts:

Mrs K Brooker, Deputy Head and Designated Safeguarding Lead  
Miss Rachel Hoyles, Head of Key Stage 2 and Deputy Designated Safeguarding Lead  
Mrs Helen Bateman, Head of Key Stage 1 and Deputy Designated Safeguarding Lead  
Mrs Rachael Shields, Assistant Headteacher  
Mr Anthony Peck, Head of EYFS and Deputy Designated Safeguarding Lead  
Mr John Lubi, Head of Key Stage 3 and Deputy Designated Safeguarding Lead  
Mrs Manola Restivo; Head of Key Stage 4  
Mrs Kathryn McCormack, School Counsellor  
Mrs Vicky Bastin, SENCO

**Reviewed by KB**

**Review Date: December 2022**

**Next Review: August 2023**