

ANTI-BULLYING POLICY

Statement

Bullying, in any form, is unacceptable at The Queen's School. This policy covers all year groups including the Early Years Foundation Stage. Child on child sexual violence and sexual harassment is covered in detail in a separate policy.

Aims

The Anti-Bullying policy is designed to create a safe and secure environment with an atmosphere of mutual trust where every person feels comfortable and is able to work to fulfil her potential.

Objective

To ensure that all members of the school community are aware of their responsibilities in creating a bullying-free environment and the procedures to follow whenever bullying is suspected or reported.

Definition

Whilst there is no legal definition of bullying the Government defines bullying as: "Behaviour by an individual or group, [usually] repeated over time that intentionally hurts another individual or group either physically or emotionally."

(Preventing and tackling bullying: Advice for headteachers, staff and governing bodies DfE March 2014)

Bullying can be defined as the wilful, conscious desire to hurt, threaten or frighten someone on a regular basis. Pupils are bullied for a variety of reasons – and for no reason. 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 cyberbullying methods.

The key points here are that it is;

- Intentional
- Hurtful
- Repeated

Bullying can take many forms but falls mainly into four categories:

1. physical – any form of violence to the individual or their property including pushing, kicking, hitting or unwanted sexual advances.
2. verbal – spoken or written: name-calling, repeatedly teasing in a nasty way, spreading rumours, making racist, sexual or homophobic comments, making comments about religious beliefs, cultural background, learning difficulties or disabilities or physical features.
3. emotional – being isolated or deliberately left out of groups of classmates, having possessions taken, hidden or destroyed, being subjected to extortion
4. cyber – is the use of information technology (IT), particularly mobile phones and the internet, deliberately to upset someone else. Although most cyber-bullying takes place on home computers and mobile phones, it has an effect on students' behaviour and relationships

ANTI-BULLYING POLICY

within school. A school is under the same duty of care to tackle this particular form of bullying as with any other form.

The school recognises that there are many reasons why someone might be bullied and these can include, but are not restricted to, bullying motivated by prejudice against certain groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special education needs and disability and family circumstances such as adoption or care.

Ongoing prevention of bullying

- The school believes that every girl has the right to enjoy a happy and fulfilling life and to benefit from the opportunities offered at The Queen's School. The aim of our Positive Behaviour Policy is to foster a caring, supportive and purposeful atmosphere within the school to ensure that this right is enjoyed by all. This is primarily based upon courtesy and respect for each other.
- The school aims to maintain a safe and caring environment where pupils can talk to someone they trust, be listened to and be given appropriate support in any sensitive situation.
- The PSHE and PSED (EYFS) schemes of work address all aspects of bullying and related issues of assertiveness and self-esteem.
- Positive self-image and appropriate behaviour are promoted through assemblies, curriculum work and co-curricular activities.
- Pupils are encouraged to take an active stand against bullying and not be a bystander to bullying by not allowing someone to be deliberately left out of a group, not smiling or laughing when someone is being bullied, telling the bullying pupil to stop, showing the bullying pupil they disapprove of her actions and reporting any incidences of bullying to a member of staff.
- The school seek to raise staff awareness of bullying by discussion of concerns and procedures for dealing with concerns at staff meetings, pastoral team meetings and through safeguarding briefings.
- Staff are expected to play a prominent role in ensuring that the Anti-bullying Policy is respected by all members of the school community.
- Key staff receive training in online child protection. This information is disseminated to all staff via the meetings mentioned above.
- Heads of Key Stage and Heads of Year keep notes of all incidents that could be described as 'bullying' in 3Sys notes. They regularly assess the information to determine whether patterns of behaviour can be identified and dealt with.
- The school have a committee of pupils called the Respect Committee. They meet regularly to discuss issues regarding peer relationships and consult with pastoral leaders (see appendix)
- The school does not tolerate or dismiss any bullying behaviours as 'banter', 'part of growing up' or 'having a laugh'.

ANTI-BULLYING POLICY

Recording and monitoring

All instances of bullying are recorded on 3sys under the category bullying. It may be that, once an investigation is included, the reported behaviour is determined not to be a case of bullying. In such cases, the category will be changed to something more appropriate for example friendship issues or behaviour issues.

All issues are discussed at pastoral leadership team meetings so that any patterns can be identified, actions can be reflected upon and best practice discussed.

The Head of Pastoral and Deputy Head of Lower School conduct more detailed analysis every half term to look for patterns such as the involvement of SEMH issues or protected characteristics. If patterns are identified, actions will be taken to remedy any issues.

Sexual abuse and sexual harassment are recorded with the category peer on peer abuse. A similar process of recording and monitoring takes place as detailed above.

Child on child abuse

- The school recognises that child on child abuse may take place between children as young as primary age and staff are trained to identify signs of child on child abuse and potential 'blind spots' where children may be able to hide.
- Child on child abuse may take several forms: sexual violence, sexual harassment, physical abuse, sexting (youth-produced sexual imagery), initiation/hazing type violence and rituals.
- This policy outlines how allegations of child on child abuse will be recorded and dealt with in conjunction with the school's safeguarding policy.

Advice for pupils

- Never suffer in silence. Report all incidences of bullying immediately. This can be done either by approaching any member of staff that you find easy to talk to. You can also complete a Can we Chat? Form on Firefly to alert a member of the pastoral team. At The Lower School pupils can leave a note in the Listening Bee box.
- Organisations which can help include
The Anti-Bullying Alliance – www.anti-bullyingalliance.org.uk
Kidscape – www.kidscape.org.uk

If you are being bullied;

1. Try and explain to the bully that her words/actions are upsetting; she may not be aware of this. Be firm, look them in the eye and tell them to stop. However, if the bullying continues try not to show your feelings.
2. Walk away quietly and confidently, even if you don't feel that way inside.
3. It might be useful to jot down a few notes about what has happened, to keep it clear in your mind. How often has it happened? When did it happen? Who was involved? Who witnessed what was happening? Where did it happen? What have you done about it?
4. Try and stay in a group as often as possible.
5. Keep away from the 'trouble' spots.

ANTI-BULLYING POLICY

6. The bully will not stop if they think they can get away with such behaviour. Give the situation some thought and if it's serious tell a member of staff or ask your friends to tell a member of staff on your behalf.
7. You can always take a friend with you to talk to someone about it.
8. Talk to your parents, let them know what's going on.

If you are the victim of cyber-bullying:

1. tell a teacher or parent about the bullying
2. do not reply to bullying messages
3. do not retaliate by sending unpleasant messages back
4. switch off your phone – it's the most effective way to block the texting bully
5. use the blocking and reporting facilities of social networking sites
6. if necessary, change your contact details such as your instant messaging identity or your mobile phone number
7. save the evidence. Keep printed copies, screen shots, records and dates of offensive messages, pictures and online conversations. If you do not want to take a screen shot because it may alert the bully that you are taking action, you can use another phone or camera to record the bullying message or image. Refer to the 'BBB locked' section of www.stopbullying.gov/cyberbullying/how-to-report/index.html to learn how to do this.

If you observe bullying remember everyone can help to stop bullying;

1. If the pupil being bullied is in any danger, get help. If they aren't, stay with them; your presence may ease the situation.
2. Always show that you and your friends disapprove of bullying.
3. Give sympathy and support to pupils who are being bullied –If you know of any bullying – tell someone. The victim may be too scared or lonely to tell.
4. Try to also be inclusive – be friendly to everyone, include people in activities and make them feel welcome. You don't have to be best friends with everyone but you should do your part to make school a comfortable place for everyone.

Further advice to pupils in Senior School is given through the work of the Respect Committee who consulted in the creation of this policy, in tutor time and assemblies.

ANTI-BULLYING POLICY

Procedure for staff following an allegation NB This details the 'no blame' approach which will be followed as far as possible. We recognise that a problem-solving approach, which avoids blaming, can be much more effective in clarifying the situation and achieving a change in behaviour.

- Write notes and record evidence on 3sys as soon as possible after the disclosure is made
- Email or speak with the form teacher, Head of Year or Key Stage or a member of the SLT as soon as possible.

Procedure for investigating an allegation

- A designated member of the Pastoral team will investigate the allegation. This may include;
 1. Questioning again the pupil making the allegation
 2. Questioning all parties
 3. Taking individual written statements from all parties and witnesses
 4. Speaking to members of staff
 5. Speaking to parents
- In conducting an investigation, the responsible member of staff is trying to determine if the action is;
 1. Intentional
 2. Hurtful
 3. Repeated
- A written record of the investigation will be kept on 3sys as a bullying record
- All cases are reviewed in pastoral team meetings
- Whilst the pastoral team will always endeavour to conduct conversations outside of lesson time, this is not always practical and there may be occasions where a pupil might need to be discreetly removed from a lesson or activity in order for the investigation to take place in a timely manner.
- Sanctions may be applied in accordance with the School's Positive behaviour policy. These may include;
 - i. Verbal apology given to the victim
 - ii. A verbal reprimand and reminder of expected behaviour
 - iii. Loss of free time
 - iv. Written letter of apology
 - v. Loss of responsibility / privilege or being banned from taking part in a trip, club, fixture or activity

A serious or repeated incident will involve the Head of Year, the Head of Key Stage, the Deputy Head or the Headmistress (or both Deputy Head and Head at the Lower School) who may take action in line with the School's Positive behaviour policy.

- Parents of both parties will be involved in serious or repeated incidents.
- If the bullying is deemed sufficiently serious, external agencies such as the PCSO or Police may be involved.

ANTI-BULLYING POLICY

- Pupils who are consistently the victims of bullying will be given support to develop positive strategies and self-assertion. Pupils found guilty of bullying will be given support to change their behaviour. This can be through a variety of processes such as access to the school counsellor, regular one-one time with their form tutor or Head of Key Stage or providing a mentor in the form of an older girl such as a sixth form mentor.
- Reference may be made to external support, for example, Childline runs an excellent support line on 0800 11 11
- Other children affected by the incident/incidents will be given appropriate support by their Head of Key Stage, Head of Year or Form Tutor.
- In serious cases, temporary or permanent exclusion of the perpetrator will be considered. This is led by the Headmistress as part of the exclusion procedure detailed in the Positive behaviour policy.

Staff will follow up with the victims, perpetrators and witnesses of bullying at regular intervals, for as long as is deemed appropriate, and note the information on 3sys. The record will be closed on 3sys once it is deemed that the bullying has stopped. Cases can be reopened and ongoing monitoring will take place. The Head of Pastoral will review all cases on a regular basis with Pastoral leaders and regularly analyse trends so that interventions might be planned as necessary.

Pupils with SEND and disabilities

The school recognises that some pupils with SEND/disabilities may need additional or alternative forms of support when bullying has occurred. We also recognise that good practice with dealing with bullying for some of these pupils will reflect good practice for the whole school. This is a duty under the Equality Act 2010.

Pastoral leaders will seek the support of the SENCO in managing specific instances of bullying involving SEND/disabled pupils.

Further to the procedure outlined above, the SENCO or another member of staff who has a good relationship with the pupil, may be asked for input or to attend any meetings.

Further advice for teachers can be found;

<https://senmagazine.co.uk/articles/articles/senarticles/how-can-we-tackle-bullying-of-children-with-sen>

<https://www.anti-bullyingalliance.org.uk>

ANTI-BULLYING POLICY

A procedure for parents

When your child reports an incident to you, you need to establish the key facts to determine whether your child is experiencing conflict or if, indeed, they are experiencing bullying. There is a difference between a child experiencing conflict, such as a fallout with a friend, as opposed to bullying. The difference can be difficult to identify, especially when a child is upset. It is also worth bearing in mind that parents, and indeed teachers, very rarely get the full picture of what has taken place. Instead, we can more reasonably state that we are told perspectives that will be subjective.

The difference between conflict and bullying has sometimes been stated as;

- Conflict is a disagreement or argument in which both sides express their views.
- Bullying is negative behaviour directed by someone exerting power and control over another person.

However, this, in itself, is unsatisfactory to cover the full range of behaviours that children experience and demonstrate. It is worth noting that conflict between children is very common and bullying is extremely rare. This video might help to explain the difference;

<https://www.youtube.com/watch?v=mMmL1Mo2SNI&t=1s>

To be defined as bullying the key points are that the behaviour is;

- Intentional
- Hurtful
- Repeated

If you are concerned about your child being bullied the facts of the situation are vital as, without these, it is hard to take action.

1. calmly talk to your child about the experience;
2. make a note of what is said, particularly names, places, times, how often and the form the bullying takes.
3. reassure your child that she has done the right thing. She should not feel guilty.
4. explain to your child that any further incidents should be reported immediately to a member of staff;
5. do not hesitate to contact the school via telephone or email to make an appointment to speak with a member of the Pastoral team, so that bullying can be dealt with appropriately.
6. read the notes on cyber-bullying above. Evidence will be needed by the school for intervention to be effective and this evidence may also be needed by internet service providers and mobile phone companies. If the cyber-bullying breaks the law, the evidence may be needed by the police for an investigation. Please note that internet service providers

ANTI-BULLYING POLICY

will only remove text or photos if they break the law or the company's own terms and conditions.

If your child is a perpetrator of bullying it is important to work with the school to modify the patterns of behaviour, which are causing your child to bully. Do not panic or blame yourself - these things do happen, and the school has mechanisms in place to deal with the issue. It is helpful to recognise some of the reasons why pupils behave in this way from time to time.

Sometimes pupils bully others because;

- They are not aware of how hurtful it is
- They are copying the behaviour of older siblings or people they admire
- They have a temporary difficulty integrating in their peer group
- They are encouraged to do so by friends
- They are going through a difficult time personally

To stop your child from bullying others;

- Help her to understand that what she is doing is unacceptable
- Liaise with the School
- Make time to talk about how things are going at School
- Ensure your child has identified an adult at School to whom she can talk

The government has advice for parents and carers about how to address cyberbullying:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf

Guidance is also available from

<https://www.anti-bullyingalliance.org.uk/tools-information/advice-parents>

<https://www.bullying.co.uk/advice-for-parents/>

<https://www.nationalbullyinghelpline.co.uk/kids.html>

Bullying of staff

Any incident of bullying where a member of staff is the victim should be reported immediately to a member of the SLT. If the Headmistress is the alleged bully the incident should be reported in writing to the Chair of Governors. You may also wish to refer to your union for advice. See the Whistleblowing policy and procedure for further details.



ANTI-BULLYING POLICY