

## 10a Anti-Bullying Policy

<b>Persons responsible for Policy</b>	<i>Amanda Kirby &amp; Stuart Bayne</i>
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## **10a ANTI-BULLYING POLICY**

### **STATEMENT OF INTENT**

At Cundall Manor School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop their full potential. We expect our pupils to treat members of staff and each other with courtesy and co-operation so that they can learn in a relaxed but orderly atmosphere. All pupils should care for and support each other.

Cundall Manor School prides itself on its respect and mutual tolerance. Our community contains pupils from a variety of cultural, religious and ethnic backgrounds. Some pupils require additional support and help. Parents and guardians have an important role in supporting the 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. Any concerns regarding bullying whether at school or at home should be reported immediately to the Head via the School Reception on **01423 360 200** or via email on [head@cundallmanor.org.uk](mailto:head@cundallmanor.org.uk)

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils 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. Where necessary, we will apply the sanctions described in our Behaviour Policy for behaviour that constitutes bullying or harassment of any kind.

Staff are alert to practices, behaviours and interactions which may create or allow a hostile environment for pupils with protected characteristics and will intervene through appropriate action, such as disciplinary and/or educative action as the situation requires, with a view to creating a positive, inclusive culture in which every pupil can feel valued and flourish.

Further information can be obtained from the Department of Education guidance document 'Preventing and Tackling Bullying' July 2017.

### **DEFINITION OF BULLYING**

There is no legal definition of bullying. However it is usually defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. That said, the school will still take action over a single event and record this accordingly. Bullying can take many forms including physical assault, teasing, making threats, name calling or cyber-bullying (via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities (protected characteristics). It might be motivated by actual differences between children, or perceived differences.

Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgements about each specific case.

Many experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

Bullying may involve actions or comments that are racist, sexual or sexist, which focus on disabilities or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences. We always treat it very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles. The school will respond appropriately and proactively to racial bullying or deal with racial 'banter' as a serious issue.

*(With reference to Preventing and Tackling Bullying July 2017)*

## **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 suddenly go missing, or being damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Psychological damage and diminished levels of self-confidence
- Frequent visits to Matron with symptoms such as stomach pains, headaches
- 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
- 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:

- We use appropriate Assemblies to explain the school policy on bullying. Our PSHEE programme is structured to give pupils 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. It specifically tells pupils whom they should inform if they are being bullied, or are worried that another pupil is being bullied.
- Other lessons will occasionally highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place. Every member of staff is trained on how to respond to such allegations as part of their induction training.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents.
- We have a strong and experienced pastoral team of Form Tutors, Assistant Heads and Deputy Heads. In the case of boarders we have House staff who support the Head and are aware of handling any incidents as an immediate priority. They are alert to possible signs of bullying.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are aware of being alert to inappropriate language or behaviour.
- Our Sick Bay, the Boarding House and other notice boards display advice on where pupils can seek help, including details of confidential help lines and web sites connecting to external specialists.
- All boarding pupils have access to a telephone and helpline telephone numbers, enabling them to call for support in private.
- We have banned initiation ceremonies designed to cause pain anxiety or humiliation.
- Staff are alert to the dangers posed from the internet and the possibility that our children may be radicalised and in turn attempt to influence their peers.
- 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 pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

## **BOARDING**

In the Boarding House, there is a strong team of House Staff who act *in loco parentis*. The informal house environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. We encourage close contact between the House Staff and parents or guardians, and would always make contact if we were worried about a pupil's well-being. This policy is provided not only to parents of boarders but is available and known to staff and boarders. There are no 'initiation ceremonies' intended to cause pain, anxiety or

humiliation. Such initiation and other ceremonies may amount to potential bullying and/or peer-to-peer abuse. Any pupils who are being bullied are suitably supported, and pupils who may bully others are also given suitable help and guidance. Senior pupils in the Boarding House are all given guidance on the Anti-Bullying policy and how to deal with any suspected incidents.

### **CYBER-BULLYING – DEFINITION**

Cyber-bullying 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.

Cyber-bullying is increasingly complicated and ever changing. It can involve. But is not limited to: Social Media apps and sites, Facebook, Whatsapp, Snapchat, Instagram, iMessage, TikTok and emails, usually via mobile phones which are used for messaging and as cameras.

### **CYBER-BULLYING – PREVENTATIVE MEASURES**

In addition to the preventative measures described above, Cundall Manor School:

- Expects all pupils to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our ICT Technician monitors pupil use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Adheres to the Department of Education “Principles of e-safety” (April 2012) guidelines regarding E-teaching and the internet.
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHEE lessons, which covers blocking and removing contacts from “buddy lists”.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Pupil mobile phones are not permitted at school.
- Will do its utmost to ensure that pupils are not unduly influenced by radical or extremist messages via internet sites (Prevent Strategy)
- Advice and training is given to parents and children by specialists on the dangers of social media. This training also includes tactics and strategies that can be implemented to keep pupils safe.

Further details, including Cundall Manor School’s charter on the use of the internet, are given in our Acceptable Use Policy for ICT, Mobile Phones and other electronic devices.

### **PROCEDURES FOR DEALING WITH REPORTED BULLYING**

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- A member of the Senior Management Team will be informed as soon as possible.
- The victim will be interviewed on their own and asked to write an account of events.
- The bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events.
- The incident should be recorded in the Bullying section of the Behaviour Book (Incident Log) which is kept in the Head's Study. These incidents will be reviewed Termly by the Head to evaluate the effectiveness of the approach and to establish any patterns. Appropriate actions may then be identified to reduce the incidence of bullying. The log will distinguish any incidents of bullying which are based on protected characteristics.
- All Form Teachers, Assistant Heads, Deputy Heads and House staff (if appropriate) should be informed. In serious incidents, the Head should be informed.
- If necessary, the victim will be interviewed at a later stage by a member of the SMT, separately from the alleged perpetrator. It will be made clear to them why revenge is inappropriate. They will be offered support to develop a strategy to help themselves.
- If necessary, the alleged bully will be interviewed at a later stage by a member of the SMT, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour, together with any appropriate disciplinary sanctions. Refer to the Behaviour Policy (9a) for information regarding the school's disciplinary procedures.
- The parents or guardians of all parties will be informed.
- The disciplinary sanctions should be agreed and shared with the appropriate parents.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place.
- In very serious and persistent cases, and only after the Head has been involved, it may be necessary to make a report to the Police or to the Social Services. A bullying incident will be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. However, it is the policy of Cundall Manor School to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.

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