

ANTI-BULLYING STRATEGY

Policy Holder:	Deputy Head (HMB)
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Approved by:

Boys' Division SLT

1. Reference and Guidance

This policy has regard to the DfE advice, *Preventing and Tackling Bullying 2017*, *Cyberbullying: advice for headteachers and school staff* 2014 and to the *Equality Act 2010*. When using this policy consideration under the Equality Act 2010 should be made, including issues related to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils.

2. Scope of policy

This policy applies to all Senior Boys and the Sixth Form at Bolton School Boys' Division.

3. The aims of this policy are to:

- a) contribute to creating a climate of prevention of discrimination, harassment, victimisation, and other conduct associated but not exclusively with age, disability, gender reassignment, race, religion or belief, sex and sexual orientation;
- b) give clear guidelines to pupils, staff and parents and to clarify the roles of all involved in the School when a case of bullying is suspected;
- c) create a climate of openness and support in which every pupil is valued;
- d) maintain a positive, supportive and caring culture among all pupils and staff throughout the School;
- e) enable teachers to maintain a consistent approach;
- f) provide clear procedures for involving parents;
- g) demonstrate that as a school we do not tolerate bullying and seek to address both negative behaviours and a lack of positive behaviours;
- h) provide a mechanism for reviewing the effectiveness of the Anti-Bullying Policy, and
- i) ensure that the school has a clear picture of bullying incidents throughout the school.

4. Introduction

The School works to support victims of bullying and adopts a robust approach to those who bully others. All cases of reported bullying are recorded and investigated including those where it is clear that bullying has not in fact occurred.

We recognise that we are dealing with young people who make mistakes and may be at different stages of emotional maturity. While bullies should expect to be dealt with firmly, we normally seek to reintegrate them quickly and to address their needs as appropriate. We take our duty to all pupils entrusted to our care seriously and take all reasonable steps to address the needs of every pupil.

We encourage pupils to report bullying both of themselves and of others as soon as possible. We are committed to taking such reports seriously and to responding to them quickly, appropriately and effectively. We encourage parents to contact us as soon as possible if they have concerns about bullying.

We are committed to investigating and resolving bullying which occurs in school and out of school and will cooperate with partner agencies if a complaint of bullying is made about one of our pupils against a pupil who does not attend our school.

5. What is 'bullying'?

The DFE define Bullying as behaviour by an individual or a group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

We understand bullying to be the deliberate and persistent use of aggressive or unkind behaviour to hurt another person. It also implies an imbalance of power – the bully or bullies are older, or stronger, or larger, or more numerous, or more

confident or more popular than their victim. Bullying behaviour can be verbal or physical or both, and an increasing amount of bullying is happening through the use of technology, known as 'Cyberbullying'.

The existence of bullying behaviour in a school not only represents a threat to the physical and emotional security of the individual, but also to the fundamental purpose of the School itself. All students have the right to attend school and feel safe and secure when engaged in any kind of educational activity on the school site. This entitlement is also applicable when travelling to and from school and when engaged in extra-curricular activities on or off the school site. The starting point for effective anti-bullying strategies is the quality of the relationships in the School, between students and also between staff and students. These principles are equally applicable to relationships between staff and it is important for staff to promote positive behaviour and relationships with students.

The entitlement of all students to a safe and secure environment, free from bullying behaviour must be enshrined in the purposes of the School and are the expectations of student conduct. The School's proactive stance against bullying behaviour requires a high profile both in principle and practice. No form of "visible" bullying must be tolerated and the quality of relationships in the School should be such that "hidden" bullying behaviour can be reported with total security and confidence. The effectiveness of the anti-bullying policy is grounded in action to prevent or resolve bullying behaviour.

Bullying is often motivated by prejudice against particular groups, for example on the grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer. Whatever form the bullying takes or by whatever method the school takes such reports seriously.

Examples are:

- Physical bullying such as hitting, kicking, pushing people around, spitting; or taking, damaging or hiding possessions.
- Verbal bullying name-calling, taunting, teasing, insulting, demanding money or possessions, any remarks which take advantage of a pupil's race, religion, culture, sexuality, gender, health, special needs or disability, or because the child is adopted or a carer.
- Exclusionary behaviour intimidating, isolating or excluding a person from a group.
- Using any electronic facility including the use of cyber technology (social websites, mobile phones, photographs and email) in a way that upsets or intimidates others in the school.
- Bullying of all types may be specifically targeted at pupils based on their SEND status.
- Homophobic, Biphobic and Transphobic (HBT) bullying is behaviour or language which makes a person feel unwelcome or marginalised because of their sexual orientation or gender identity, whether actual or perceived, or because of their association with people who are, or perceived to be gay, bisexual or transgender (e.g. children of same-sex couples). HBT bullying affects students who are LGBTQ+, have friends and family who are LGBTQ+, do not conform to gender stereotypes (e.g. male pupils who may like to dance or are just perceived to be different). Further guidance can also be found in the School's Trans+ Guidance.
- Race and faith-based bullying which occurs on the basis of a pupil's colour, nationality, ethnic and national origins, and religious belief. Examples include verbal abuse, harassment, intimidation, physical attacks, threats of violence, online abuse, displaying or circulating discriminatory literature or posters, graffiti.
- Sexual Harassment: This can occur between children, online or offline and can include sexual comments, such as telling sexual stories, upskirting; downblousing; making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual "jokes" or taunting; physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes. Online sexual harassment includes non-consensual sharing of sexual images or videos, sexualised online bullying, unwanted sexual comments or messages, sexual exploitation, coercion and threats.
- Sexual Violence. Rape is intentional penetration by the abuser with their penis without consent and there is no reasonable belief that the victim consents. Assault by penetration is intentional sexual penetration by the abuser with any part of their body other than a penis without consent and there is no reasonable belief that the victim consents. Intentional sexual touching of the victim by the abuser without consent and there is no reasonable belief that the victim the victim by the abuser without consent and there is no reasonable belief that the victim consents. Intentional sexual touching of the victim by the abuser without consent and there is no reasonable belief that the victim consents.

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 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 Nurse or Welfare Room 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, experiences 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 will, with the support of parents/carers, be investigated.

6. Cyberbullying

Cyberbullying involves the use of ICT (including mobile phones, computers and iPads) to support deliberate, hostile behaviour by an individual or group, which is intended to upset and harm others. It can differ from other forms of bullying due to its pervasive nature, and can be extremely harmful. The School will take any reports of such bullying very seriously and may review and record evidence of such instances. Victims will be supported.

Cyberbullying can take place, but is not limited to: mobile text messaging and telephone calls; mobile telephone pictures and video clips; e-mail; chat rooms; instant messaging and social networking sites. It may take the form of sending unwanted content, abusive messages, use of camera facilities to take photos designed to cause distress and humiliate, impersonation, hijacking and cloning of accounts and exclusion from social media platforms.

The School takes very seriously any incidents of cyberbullying, whether during or outside school hours, and whether committed on or off-site. It is committed to ensuring that the scope for cyberbullying is limited on site by preventing access to social media sites and inappropriate websites. The School manages access to the internet via the School's networks through the use of firewalls and content filtering software. The technical aspects of this are managed by the School's IT Services department.

Prevention:

The School recognises that education and prevention are key and takes the following steps to prevent cyberbullying:

- provides comprehensive and age-appropriate education and support for all pupils around appropriate use of mobile phone, iPads, safe use of the internet and social media through ICT lessons, SPACE, the pastoral curriculum and assemblies;
- pupils are not permitted to use their mobile phones within the school grounds;
- all pupils are required to adhere to the School's Acceptable User Policy when using their iPads and computers;

- using firewalls within school grounds to prevent the use of social media sites and access to inappropriate content as mentioned above;
- may impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- issues all pupils with their own personal school email address;
- offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;

7. Sexual Harassment and Sexual Violence

It is essential that in the event of an allegation of Sexual Harassment or Sexual Violence, the protocol outlined in Appendix B must be adhered to.

8. Bolton School Anti-Bullying awareness raising

Through the course of the Pastoral Curriculum, assemblies and other activities such as the annual Anti-Bullying Week, pupils are made aware of the School's stance on bullying and what to do if they are being bullied or witness others being bullied. The School is alert to practices which create a hostile environment for those with protected characteristics and the Pastoral Curriculum endeavours to educate pupils, both by promoting an inclusive culture and positive behaviour throughout the School, as well as by addressing negative behaviours. Staff are regularly made aware of their responsibility and receive training. Although bullying is more likely to take place in some parts of the School than others, the School recognises that bullying can take place anywhere at any time. Bullying, for example, which occurs on school trips or outside of the School's premises will not be tolerated any more than bullying on school premises. The School will, where appropriate, discipline pupils for misbehaviour outside school premises and outside school hours. It should be stressed that staff involved in investigating allegations of bullying have appropriate training. The School works hard to limit instances of bullying and implements numerous preventative measures in an effort to address causes rather than symptoms. We feel that these steps serve to create a positive inclusive culture that helps pupils to thrive in a safe environment. The measures include but are not limited to:

- regular promotion of anti-bullying in assemblies and open discussions about bullying across the School through form time, in pastoral periods, in subject areas such as R.S., English and elsewhere as appropriate;
- a duty rota for staff so they supervise key areas at break and lunchtime;
- regular pupil surveys conducted to garner pupil voice on bullying and related incidents;
- anti-bullying training for the staff and pastoral leaders;
- the use of the School councils as a forum through which concerns can be aired and addressed;
- encouraging students throughout the School to be courteous and respectful towards each other and to adopt a THINK mentality before they speak or act. (Is what they are about to do or say Truthful? Is it Helpful? Is it Inspiring, Necessary or Kind? If it does not meet the criteria, then it is best not said or done.)
- Make use of pupil mentors where appropriate.
- Seek to foster strong professional teacher-pupil relationships so students feel comfortable in reporting any issues.
- CEOP training for staff (Child exploitation online protection).
- Information evenings for parents (including the Teenage Journey sessions) about E-Safety and steps that they can take to support the School and help their sons

It is worth adding that the School actively seeks to prevent all forms of child-on-child abuse by educating pupils and staff, challenging the attitudes that underlie such abuse and encouraging a culture of tolerance and respect amongst all members of the school community. All cases of child-on-child abuse and any cases of bullying (no matter how trivial) will be addressed promptly and appropriately by the School. If any member of staff believes a pupil is at risk of abuse from another child or young person, or that a child may be abusing others, this concern should be reported to the Designated Safeguarding Lead (or relevant Deputy) without delay. If any child perpetrates significant harm on another child, or is at risk of significant harm, a referral to Children's Social Care and/or the police will be made.

9. Record keeping

It is extremely important that thorough investigations into bullying incidents are carried out and documented. The School will also take action to record serious, single incidents and make appropriate records to ensure that they do not become the first of a series.

- A CPOMS log must be opened as soon as a report of bullying is made and before it has been substantiated or otherwise.
- The incident should be fully investigated, usually by the Head of Year, Head of Section, Asssitant Head or Deputy Head. An 'investigation pack' must be assembled including pupil accounts of incidents and any other evidence such as screen shots from computers or mobile phones etc.
- The investigation pack must be attached to the CPOMS log.
- If bullying is substantiated, then the investigation pack will then be held in the Bullying File held by the DSL.
- A log of all bullying incidents must be kept and made available to the Independent Schools' Inspectorate.

10. Monitoring and review

The DSL will monitor the implementation of this policy and write an annual report on bullying which will be shared with SLT. A termly review of bullying incidents will take place with Heads of Year/School.

This policy will be reviewed annually or owing to:

- publication of new guidance from the DfE;
- publication of new ISI regulations;
- bullying annual report;
- bullying audits;
- complaints/concerns from parents.

Senior School including Sixth Form

1. Advice for pupils who are experiencing or witnessing bullying

If you are being bullied, or if you are aware of someone else being bullied, then you should tell your Form Tutor as soon as possible. If you feel unable to tell your Form Tutor, then you should tell your Head of School/Year, or any other member of staff; you should also tell your parents. You should be prepared to give details of who the bullies are, when and where the bullying takes place and if there are any other victims.

2. Advice to parents

We encourage parents/carers to contact the School if they have any concerns regarding bullying. We recognise that bullying incidents can be extremely upsetting for parents/carers and you can expect your concern to be taken seriously and dealt with in a professional manner.

If your son discloses to you that he is being bullied, then you should try to get as much detailed information from them as possible. You should then contact your son's Head of Year/School as soon as possible. The School will investigate the allegation and will keep you informed of the progress of the investigation. Even after the problem has been resolved, your son's Head of Year/School will continue to monitor the situation to ensure that there are no recurrences. If bullying is substantiated, you can expect the investigation to result in reasonable and proportionate sanctions. If at any time you are unhappy with the way in which the School has handled the investigation, then you should discuss this with the Designated Safeguarding Lead (DSL).

3. Procedure in a case of reported bullying: advice to staff

The way that we deal with bullying will have an impact on the confidence of pupils and their parents to report bullying. It is important that we demonstrate that the bullying of any member of the School community will be taken seriously and dealt with effectively. Pupils may be reluctant to report bullying for fear of harm or because they feel that nothing can be done. We must show that we can support pupils to prevent harm, that bullying is not tolerated and that there are solutions that work.

At all times, investigations must be handled sensitively. Clearly, each case is different but unless there is a good reason not to do so, information provided by witnesses should be regarded as confidential to prevent against intimidation.

a) Any actual or suspected incidences of bullying must be referred to the appropriate Head of School/Year immediately, who in turn will inform the DSL that he/she is dealing with the incident. Depending on the severity of the bullying, the parents of both victim and offender may be informed. If there is reasonable cause to suspect that, as a result of bullying, a pupil is suffering, or is likely to suffer, significant harm, the school will refer its concerns to the Bolton Multi Agency Safeguarding Hub (MASH).

If the allegation is of sibling bullying the Designated Safeguarding Lead (DSL) must be informed and the matter will be dealt with in line with the School's Safeguarding Policy.

- b) When an allegation of bullying is made, it must always be treated seriously. Even if bullying is not substantiated, there will often be other issues which need to be addressed, for example significant single incidents may still need to be appropriately recorded (e.g. distinguishing single incident based on protected characteristics) and action taken. All concerns must be recorded on CPOMS. The DSL will review reports of bullying and significant incidents to identify patterns and this will inform future planning for the Anti-Bullying Strategy and for supervision around school.
- c) We must ensure that when dealing with victims, we take careful note of their fears, allegations and complaints; victims should be encouraged to talk about their difficulties. Pupils who are bullied at school will not always be prepared to tell those in authority. Clearly, trust is very important. It is perhaps not appropriate to have a rigid structure whereby pupils see one of the staff mentioned in a) above. Pupils should be encouraged to confide in whichever person they feel most comfortable with.
- d) All investigations into bullying incidents should be thorough and involve the bully/bullies and the victim(s). Bullies and victims must be interviewed separately. In particularly serious cases, at least two members of staff must be present during the interview.
- e) Hearsay accounts should be taken seriously, but they cannot subsequently be used as evidence. Evidence must be gathered. Witness statements should be obtained from individuals who actually saw or heard the events and these must be dated and signed. These should, in some circumstances, be written by the investigating member of staff to ensure that the evidence is clearly and logically set out.
- f) Incidents of cyberbullying should be discussed with a member of IT Services to ensure that vital evidence is not lost through lack of familiarity with **electronic** means of communication.
- g) When dealing with bullies we must ensure we do not exacerbate the problem. Bullies should be helped to recognise their unsociable behaviour and offered support to modify it. They should accept responsibility for the harm caused to their victim(s) and others (e.g. friends and family). They should be encouraged to take actions to begin to repair the harm caused and these should be monitored for an agreed period of time afterwards. A restorative justice approach in cases of minor bullying is recommended if all parties agree and as an alternative to further sanctions see Appendix A.

Where restorative justice for minor bullying has not worked or in cases of more severe bullying, the bully will be dealt with robustly. It is unhelpful to specific punishments for specific types of bullying because circumstances differ

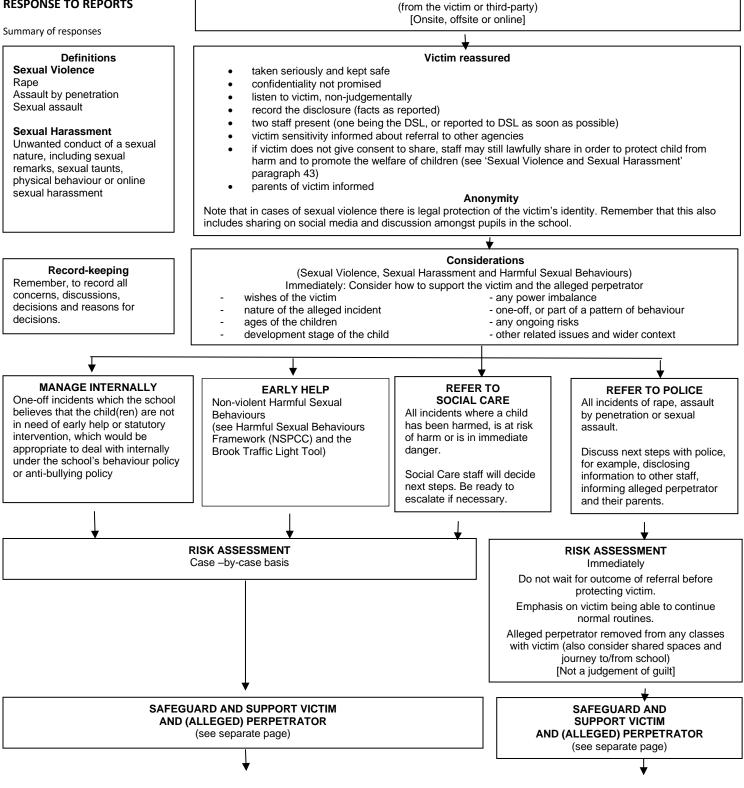
from case to case; but where pupils do not respond to strategies to combat bullying the school will apply harsher sanctions equitably and consistently to deal with persistent and/or violent bullying. Such sanctions might include:

- Removal from the group (in class);
- Withdrawal of break and lunchtime privileges;
- Detention;
- Withholding participation in school trips or sports events;
- Suspension from school for a specified period;
- Permanent exclusion in serious cases or persistent bullying.
- h) The Head of Year will arrange for parents to receive feedback of the actions we have taken and the support we have offered. The Head of Year will also co-ordinate check-ups to ensure the bullying has stopped.

Appendix A: RESTORATIVE JUSTICE – CONFERENCE SCRIPT EXAMPLE

STEP 1	Welcome, as you know my name is xx and I have been asked to facilitate this meeting. (Introduce participants if necessary). I have spoken to all of you about the incident (briefly outline what happened) xxxx (wrongdoer name) has admitted their part. I remind you that you are here to discuss what happened, not the character of anyone involved. I will invite you all in turn to talk about how you and others may have been affected by what happened. This will help everyone understand what needs to be done to help put things right.
STEP 2	START WITH WRONGDOER(S) – I would like to start by asking
	 Can you tell us about what happened and how you became involved OR what happened?
	 What happened next OR what else? (ask this until their story unfolds)
	What were you thinking at the time?
	What have your thoughts been since?
	How has this affected/upset you and others?
	What's been the hardest thing for you?
STEP 3	TURN TO HARMED PERSON(S) – I would like to start by asking
	 Can you tell us about what happened and how you became involved OR what happened?
	 What happened next OR what else? (ask this until their story unfolds)
	 What were you thinking at the time?
	 What have your thoughts been since?
	 How has this affected/upset you and others?
	What's been the hardest thing for you?
STEP 4	THEN ASK REMAINING PARTICIPANTS IN TURN THE SAME QUESTIONS (<i>if necessary theme in views of those not present</i>)
STEP 5	GO BACK TO THE WRONGDOER(S) – you have just heard how xxxx and others have been affected by what you did
	• Do you all see that harm/upset that has been caused?
	 Is there anything you want to say at this stage?
	 Do you think that something needs to be done to repair that harm/put it right?
STEP 6	GO BACK TO THE HARMED PERSON – What do you think needs to happen?
STEP 7	GO BACK TO THE WRONGDOER(S) – What do you think of what xxxx has suggested?
STEP 8	RETURN TO PERSON HARMED AND THEN OTHER SUPPORTERS – What do you think/feel about what has been said? – What would you like to see come out of today's meeting?
STEP 9	RETURN TO WRONGDOER – What do you think/feel about what has been said?
STEP 10	MAKE CONTRACT
STEP 11	OPTIONAL QUESTIONS – Would you do anything differently now?/What other choices could you have made?/What have you learned from the meeting?
STEP 12	FINAL INVITATIONS TO SPEAK – before I close the meeting is there anyone else who wishes to say or ask something?
STEP 13	CLOSING THE MEETING – Thank you for participating in this meeting, I hope that your time together has helped you deal with this matter.

PART FOUR: RESPONSE TO REPORTS



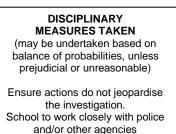
REPORT RECEIVED

CRIMINAL PROCESS ENDS

- Conviction or Caution: follow behaviour policy, consider Permanent Exclusion. If pupil remains in school, make clear expectations; keep victim and perpetrator apart. Consider victim's wishes.
- Not Guilty: support victim and alleged perpetrator.
- No further Action: Support victim and alleged perpetrator.

Source: Sexual Violence and Sexual Harassment between children in schools and colleges (DfE, 2017) SVSH Flow Chart for Schools 2017 v.1.0.

Safeguarding and supporting victims and alleged perpetrators



Other Children Victim **Alleged Perpetrator** needs and wishes of victim are possible tension between witnesses may need support discipline and support (these are (especially in cases of sexual paramount not mutually exclusive) violence) not made to feel they are the problem consider age/developmental avoid allowing pupils to 'take stage/any SEND sides' consider proportionality of ٠ response proportionate response minimise potential for bullying • or victimization in school and on school transport aim for victim to carry out consider unmet needs (for normal routine example, harmful sexual behaviours (HBV) in younger be aware of any social media children may be a sign or abuse use and inappropriate or even recognise that they may struggle in class and may need time out or trauma) illegal posts (especially in cases (if they wish) of criminal investigation where if (alleged) perpetrator moves anonymity is legally guaranteed) school, the Designated • be aware that they may not disclose the whole picture Safeguarding Lead (DSL) informs develop safeguarding culture the new school of the issues and immediately transfers the child protection constantly review reporting file procedures and responses prepare for support over a long period and consider who is involved (internal and external) consider potential for systematic and environmental weaknesses if victim moves school, the **Designated Safeguarding Lead** (DSL) informs the new school of the need for continued support

Further Links

Sexual Violence and Sexual Harassment between children in schools and colleges (DfE, 2017) <u>www.safeguardinghandbook.co.uk/svsh</u>

Harmful Sexual Behaviour Framework (NSPCC) www.safeguardinghandbook.co.uk/hsbf

Sexual Behaviours Traffic Light Tool (Brook) (identifying typical and atypical sexual behaviours) www.safeguardinghandbook.co.uk/brook

Preventing bullying (DfE) http://www.safeguardinghandbookco.uk/bullying

Anti-Bullying Alliance

https://anti-bullyingalliance.org.uk/tools-information/advice-and-support/if-youre-being-bullied/find-help-and-support