



**HawleyHurst School  
Blackwater**

**ANTI BULLYING POLICY 2018/19**

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## Introduction

This Policy has been written in line with the contents of the following: The Department for Education Paper, Preventing and Tackling Bullying; Section 89 of The Education and Inspections Act 2006; The Equality Act 2010; The Equality Duty 2011; The Children Act 1989. Other information from external sources and organisations have also been consulted in formation of this document.

Parents are able to access this policy from the school website or request a hard copy from the school office.

This policy should be read in conjunction with the HawleyHurst School's Anti Cyber-Bullying Policy 2018, Safeguarding Policy and Behaviour Policy.

## HawleyHurst School is a TELLING and LISTENING School.

The School strives to:

- Establish a culture of equality and tolerance amongst all pupils and staff
- Establish a culture of zero tolerance towards acts of bullying
- Ensure the protection of the victims of bullying
- Ensure the support for both victim and perpetrator of bullying

We are committed to providing a caring, nurturing, friendly and safe environment for all our pupils and staff so that they can learn and work in a secure atmosphere. Bullying of any kind is unacceptable in our school. We have a well developed pastoral system within the school which ensures that all staff conveys concerns to the pastoral tutor who can then discuss these issues and put strategies in place to deal with emerging issues.

All staff at HawleyHurst School endeavour to create an ethos of good behaviour, where pupils treat one another and the school staff with respect because they know that this is the right way to behave. Values of respect for staff and other pupils, an understanding of the value of education, and a clear understanding of how our actions affect others, permeate the whole school environment and are reinforced by staff and older pupils who set a good example to the rest. This policy is to help staff and students to deal with bullying when it occurs, but even more importantly to help prevent it occurring.

We strive to:

- Establish a culture of equality and tolerance amongst all students and staff
- Establish a culture of zero tolerance towards acts of bullying
- Ensure the protection of the victims of bullying
- Ensure the support for both victim and perpetrator of bullying

Any pupil who feels he/she is being bullied will be given guidance, counselling and support from staff and from other pupils. If bullying does occur, all pupils should be able to TELL and know that someone will LISTEN and that incidents will be dealt with promptly and effectively.

Any pupil who makes life intolerable for another will be dealt with swiftly and severely. Parents will be made aware of the consequences. Pupils who engage in bullying will be given support to overcome their difficulties. If, however, the bully does not heed the warning and advice, he/she may be required to sign a written contract. In extreme cases, suspension and finally, expulsion will be considered.

Everybody must recognise that a bully thrives on threats and on fear. For the sake of the victim and of the bully, we take positive measures at HawleyHurst School to ban bullying. This means that anyone who knows that bullying is happening is expected to tell a member of staff.

At HawleyHurst School In-service Training is provided for all staff to heighten awareness of bullying and to ensure that all staff are aware of how to deal with incidences of bullying in the school. Form tutors/Class teachers tackle the issue of bullying with pupils during PSHE lessons. Assemblies are also frequently used to address the issue of bullying and posters are displayed around the school to re-enforce positive behaviour.

*This policy, the protocol and procedures have been written with reference to the "Preventing and Tackling Bullying – Advice for Head Teachers, Staff and Governing Bodies" document from the Department for Education. The policy should be read in conjunction with HawleyHurst School Behaviour & Discipline Policy.*

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/368340/preventing\\_and\\_tackling\\_bullying\\_october14.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368340/preventing_and_tackling_bullying_october14.pdf)

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. If school staff feel that an offence may have been committed they should seek assistance from the police. For example, under the Malicious Communication Act 1988, it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender.

### What is Bullying?

Bullying may be defined as: *"Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally. Bullying can take many forms and is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or has caring responsibilities. It may occur directly through cybertechnology (social websites, mobile phones, text messages, photographs and email). It might be motivated by actual differences between children, or perceived differences."* Bullying results in pain and distress to the victim.

#### *Types of Bullying:*

##### Emotional

For example: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)

##### Verbal

For example: name-calling, sarcasm, spreading rumours, teasing. Racial and sexual harassment.

##### Physical

For example: pushing, kicking, hitting, punching or any use of violence, invading personal space

##### Race, religion or culture

For example racial taunts, graffiti, gestures

##### Special educational needs (SEN) or disability

Bullying related to disability

##### Sexist or Sexual

For example: unwanted physical contact or sexually abusive comments

### Homophobic

Bullying related to sexual orientation

Social – Exclusion by groups or individuals. Discrimination on grounds of religion, culture, race, gender, disability, Additional Learning Needs (ALN) or sexuality.

Cyber-bullying – Intimidation and abuse via electronic means (text, e-mail, social networking sites) – please see separate Anti Cyber-Bullying Policy for further information. Cyber bullying is a ‘method’ of bullying rather than a ‘type’ of bullying. It includes bullying via text messages; via instant messenger services and social networking sites; via emails and via images or videos posted on the Internet or spread via mobile phones. It can take the form of any of the types of bullying listed above. It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass the target.

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.

### Why is it Important to Respond to Bullying?

Bullying hurts – both physically and emotionally. It can have serious consequences including psychological damage. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying maybe suffering themselves and need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

### Aims of this Policy

- To ensure that teaching and non-teaching staff, pupils and parents have an understanding of what bullying is.
- To ensure that teaching and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported.
- To ensure that all pupils and parents know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### Signs and Symptoms of Bullying

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

- Is frightened of walking to or from school
- Doesn't want to go on the school/public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- 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
- Feels ill in the morning

- Begins to do poorly in school work
- 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
- Stops eating
- 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 and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Staff should always consider the motive behind bullying behaviour and whether it reveals any concerns for the safety of the perpetrator. If staff have any reasonable cause to suspect that a pupil is suffering, or is likely to suffer significant harm, the School’s Safeguarding Policy should be followed. Even where safeguarding is not considered to be an issue, the School will consider whether external services need to be informed to support the pupil and help tackle underlying issues, for example, which may have contributed to bullying behaviour.

### **Bullying outside the school premises**

Teachers have the power to discipline pupils for misbehaving outside the school premises “to such an extent as is reasonable”. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre. Where bullying outside school is reported to school staff, it should be investigated and acted on.

The Proprietor should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

In all cases of misbehaviour or bullying the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

### **Procedures**

1. Report all bullying incidents to a member of staff or a Buddy.
2. The incident must be recorded on the “I’m Being Bullied” Report Form.
3. This form must be retained for the purpose of tracking repeat offenders.
4. Information must next be passed to the pupil’s class teacher or form tutor who will follow up the allegation.
5. Through the School Council bullying incidents can be discussed and shared.
6. Serious concerns should then be passed to the Proprietor.
7. Bullying behaviour or threats of bullying will be investigated, and action taken to stop the bullying quickly.
8. In serious cases parents will be informed and will be asked to come in to school to discuss the problem.

9. All attempts will be made to help the bully (bullies) change their behaviour.
10. Pupils who have been the victims of bullying will be supported.
11. If necessary and appropriate, the police will be consulted.

### **Strategies**

1. Create opportunities right across its curriculum for groups to discuss bullying in role-play situations
2. Pupils learn how to handle bullies better
3. Bullies learn how things feel from the victim's point of view
4. Everybody learns that such behaviour is unacceptable
5. Pupils will be encouraged to take action and not to stand by and allow the bully/bullying to continue.
6. Naming assigned people and whom pupils can go if they feel intimidated e.g. Buddies, Teachers, welfare staff, older girls, and mentors among the Sixth Form
7. Ensure that risk areas are supervised and patrolled during break times; at the beginning and at the end of the day
8. Encourage pupils who witness bullying and tell an adult immediately
9. Staff and pupils must be extra vigilant with shy pupils/new pupils
10. Mentoring or befriending schemes across Form/House/Year Groups
11. Using the School Council and House System to raise awareness
12. Raising self-esteem through activities (PSHE lessons) designed to improve social skills
13. Help the pupil to recruit friends
14. Staff must be made aware of "charges" brought, by whom and against whom so that they can be aware of the more subtle forms of bullying in the classroom and keep an eye out for victim/offenders
15. Adopt a "no blame" strategy/technique

### **Outcomes**

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. A written record will be kept and placed on the bullies file.
3. In serious cases, suspension or even exclusion will be considered.
4. Support will be provided for both the victim and the bully.
5. If possible, the pupils will be reconciled.
6. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

### **School Action**

When bullying has been identified the following will occur

- Victim to make a written statement and supported/interviewed
- Bully interviewed for their views
- Bully to write a statement
- If appropriate bully and victim to discuss incident(s) together
- Parents of both pupils to be informed and invited into school to discuss
- Pastoral form completed and logged in Incident log for bullying and electronic files

### **Helpful Organisations**

Advisory Centre for Education (ACE)	0808 800 5793
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.

### **Bullying Information for Staff**

- Don't let the victim suffer in silence
- Do not ignore or play down the information/allegation
- Record the incident
- Inform Class teacher/Form Tutor/Head of Key Stage/Head of Welfare
- Alert teachers at briefing
- Tell the victim that the school will support him/her
- Assure the victim that they are not a "super grass", and that they should not be feeling guilty
- Tell the bully that their conduct is unacceptable, use one or more of the recommended strategies – issue warning
- Monitor the situation

### **Bullying Information for Pupils**

If you are being bullied

- Don't suffer in silence
- Be firm and clear – look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult what has happened straight away
- If you think it will be repeated try to get some names of witnesses

After you have been bullied:

- Tell a teacher or another adult in your school
- Tell your family
- If you are scared to tell a teacher or an adult on your own ask a friend to go with you
- Keep on speaking up until someone listens

When you are talking about bullying with an adult, be clear about:

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What have you done about it already

Some strategies you can try:

- Don't blame yourself, TELL yourself you are important
- Try to ignore comments made to you; nothing stops a bully quicker than if the one being bullied does not react
- TRY to laugh and make a joke about the bully's comments

- TRY to get support from your friends
- TRY not to look like a victim; WALK TALL!

If you are being bullied outside school:

- Try to avoid the trouble spot
- Always go with a friend
- Tell your parents or a member of staff or a senior pupil.

### **Mobile phones/electronic devices**

The school accepts that pupils will have mobile phones and/or electronic equipment in their possession. However the following applies.

From September 2018 Mobile phones are banned from use at HawleyHurst

- Pupils are not allowed to use these devices during lesson times
- Pupils are not allowed to photograph or record any verbal interactions on the school premises.
- Pupils should not use these devices to text message other pupils during the school day.
- No school information should be uploaded onto social media.

### **The Role of the Bystander**

A bystander is someone who sees or know about bullying or other forms of violence that is happening to someone else; they can either be part of the problem (hurtful bystander) or part of the solution (helpful bystander). Its easy to ignore incidents of bullying or walk away thinking 'at least it is not me'

Doing nothing contributes to the problem and gives the bully the message that it is alright to carry on with their behaviour. Research shows that the bystanders can effectively stop bullying within 10 seconds with intervention.

Therefore it is expected that bystanders will

- Step in and stop the bullying
- Report it to a member of staff
- Tell a senior pupil who will support you reporting the incident.

### **Bullying Information for Parents**

- Reassure your child that there is nothing wrong with them
- Advise your child not to buy the bully off or to retaliate
- Advise your child to inform their Form Tutor/Class Teacher or any member of staff whenever afraid
- Advise your child to inform their Form Tutor/Class Teacher immediately so that action may be taken
- Keep a record if the bullying persists
- Help your child to recruit friends
- Take positive steps to raise your child's self esteem
- Contact the Proprietor if you have any concerns

### **Malicious Bullying**

#### **What is Malicious Bullying?**

Malicious Bullying refers to deliberate acts of aggression and intimidation designed to hurt, even crush, another person. The behaviour does not come from any competition or lack of consciousness. It stems from

a deep need to hurt another person. The Malicious Bully will target one person for abuse. This behaviour can take many forms, like excluding someone from a social event, ignoring them; destroying their credibility, gossiping, and relentless attacks.

### **Bullying by a Member of Staff**

- Occasionally a parent, a pupil, member of staff, might bring a claim of bullying against a member of staff
- The complaint must be handled in the strictest confidence and the following procedures adopted
- The complaint must be investigated by the Headmistress
- Anyone bringing or passing on a complaint must be advised to keep material confidential
- The Headmistress must immediately question the child to establish the facts. The member of staff must be immediately advised of the situation. Depending on the degree and nature of the bullying, the child should be counselled and advised. (Often these complaints are exaggerated and start from a 'picking on me' syndrome. More often than not, the child realises that she has over-reacted and the matter need not go any further.) However, it is always prudent to advise the member of staff concerned so that a better understanding and working relationship between child and staff is achieved.

### **Bullying of a Member of staff by a Parent**

- This should be handled in the strictest confidence by the Proprietor or the Head of Business.

### **Bullying of a Member of Staff by another Member of Staff**

This section should be read in conjunction with the main anti-bullying policy and definitions of bullying as set out there apply here also.

Reference should also be made to the 'Grievance Procedure' which forms part of the contract.

It is important that:

- Professional behaviour is observed at all times
- Individuals think before they speak or act
- Staff treat others as they would expect to be treated themselves
- In the first instance, matters should be resolved on a one to one basis as close to the incident's occurrence as possible
- The matter be kept confidential to protect all involved
- Use is made of the School's 'Independent Listener' who may act as an intermediary or support
- Formal complaints are made to the Proprietor according to the Grievance Procedure as laid down in the staff handbook.

### **Legislative links**

Schools' duty to promote good behaviour: Section 89 Education and Inspections Act 2006 and Education (Independent School Standards) (England) Regulations 2010

Power to tackle poor behaviour outside school

The Equality Act 2010

Specialist organisations

- The Anti-Bullying Alliance (ABA): Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues.
- Kidscape: Charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people.
- The Diana Award: Anti-Bullying Ambassadors programme to empower young people to take responsibility for changing the attitudes and behaviour of their peers towards bullying. It will achieve this by identifying, training and supporting school anti-bullying ambassadors.
- The BIG Award: The Bullying Intervention Group (BIG) offer a national scheme and award for schools to tackle bullying effectively.

**“I’m Being Bullied” Report Form**

**Complaint made by** \_\_\_\_\_

**Form** \_\_\_\_\_

**Date** \_\_\_\_\_

**Complaint made to** \_\_\_\_\_

**Alleged Perpetrator(s)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witnesses** \_\_\_\_\_

**Nature of bullying** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action Taken** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_