

# ANTI-BULLYING

## 1. Policy Statement

*In line with our Aims and Ethos, Golden Rules and Code of Conduct statement, Bournemouth Collegiate School [BCS] is committed to the well being of all pupils ensuring that the school environment is a safe place to learn and flourish. We encourage every child to act with integrity, responsibility and concern for others.*

*Our aim is to establish an environment where bullying is discouraged and to help members of the school community to deal with bullying when it occurs and, even more importantly, to prevent it. Where a pupil engages in severe or persistent bullying the sanction may ultimately be exclusion. Our policy is written with regard to the DCSF Guidance Safe to Learn: Embedding Anti Bullying Work in Schools and the National Minimum Standards for Boarding (Standard 2).*

*BCS is fully committed to ensuring that the application of this Anti-bullying Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.*

*In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Child Protection; Anti-cyber bullying; Behaviour, Rewards and Sanctions; PSHE and Citizenship Schemes of work; Equal Opportunities.*

*This document is reviewed annually by the Senior Leadership Team, in consultation with the key personnel, or as events or legislation change requires. The next scheduled date for review is November 2012.*

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### **3. Key Personnel**

Anti-bullying policy and procedure in the Senior school (including Boarding) is coordinated by the Assistant Principal (Pastoral) - Alison Davies

Anti-bullying policy and procedure in the Prep school (including EYFS) is coordinated by the Pastoral Care Coordinator / PSHE and Citizenship Coordinator – Laura Plant

### **4. Definition of Bullying and Bullying Behaviour**

At BCS we define bullying as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. We recognise that 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.

Specific types of bullying include:

- Bullying related to race, religion or culture
- Bullying related to Disability or LDD (Learning Difficulties or Disabilities)
- Bullying related to appearance or health conditions
- Bullying of sexual nature or related to gender or sexual orientation (including homophobia and gender re-alignment)
- Bullying of young carers or looked-after children or otherwise related to home circumstances.
- Bullying using electronic means such as social websites, mobile telephones, text messages, photographs and email (Cyber-bullying)

**Bullying behaviour may include:** name-calling; taunting; mocking; making offensive comments; engaging in overtly sexual behaviour or sexual harassment; kicking; hitting; pushing; taking belongings; inappropriate text messaging and emailing; sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups; and spreading hurtful and untruthful rumours. No initiation ceremonies, intended to cause pain, anxiety or humiliation will be tolerated in any way.

Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others. Bullying may occur 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.

At BCS we recognise that there is no “hierarchy” of bullying – all forms of bullying are taken equally seriously and dealt with appropriately. In line with our Behaviour and Discipline Policy, a variety of sanctions are used to deal with bullying, depending on the details of the case, but for severe or persistent bullying the sanction may ultimately be exclusion.

We also recognise that bullying can take place anywhere and at any time, but is more likely to happen at particular times and in particular areas of the school such as: cloakrooms; changing rooms; classrooms, when an adult is not present; on transport to and from school; and during free time, particularly in the evening and at weekends for boarders. Our supervision policy and procedures take this into account and all staff, (teaching and non-teaching), prefects and senior pupils are aware of the need to be especially vigilant at times and in places where experience indicates that bullying may occur.

## **5. Effects of bullying**

At BCS, we acknowledge that bullying can seriously damage a young person’s confidence and sense of self-worth, and they will often feel that they are at fault in some way. It can lead to serious and prolonged emotional and/or psychological damage for an individual and even in extreme circumstances, suicide. Those who conduct the bullying or witness the bullying can also experience emotional harm, and the impact on parents and school staff can be significant. People who are being bullied may also demonstrate emotional and behavioural problems, physical problems such as headaches and stomach pains, or signs of depression. Bullying is a deeply damaging activity, for both the person being bullied and the person conducting the bullying, and its legacy can follow young people into adulthood.

For such reasons, we have robust strategies for tackling bullying and seek to provide suitable support and guidance for those who are bullied, as well as for those who bully others.

## **6. Tackling bullying at BCS**

At BCS we are aware that tackling bullying is a whole-school issue and we are committed to ensuring that the bullying of any member of the school community will be taken seriously and dealt with effectively. Whilst bullying is not a specific criminal offence, there are criminal laws that apply to harassment and threatening behaviour that are relevant and will be used if appropriate.

We recognise that pupils may be reluctant to report bullying for fear of repeat harm and because of a concern that “nothing can be done”. However, at BCS pupils receive a clear and consistent message: *nobody ever deserves to be bullied*. Pupils and staff are instructed to look out for signs of bullying and to act immediately if they suspect a pupil is being bullied. Particular attention is paid to pupils with learning disabilities or communication difficulties who may not understand that they are being bullied or may have difficulty in explaining that they are being bullied.

In tackling bullying at BCS we aim:

- To prevent, de-escalate and/or stop any continuation of harmful behaviour
- To react to bullying incidents in a reasonable, proportionate and consistent way
- To safeguard the pupil who has experienced bullying and to trigger sources of support for the pupil
- To apply disciplinary sanctions to the pupil causing the bullying and ensure they learn from the experience, possibly through multiagency support

When dealing with incidents of bullying, care is taken to select the right strategies and, where appropriate, to engage the right external support (for example, in relation to issues of domestic violence or other safeguarding issues).

**Strategies to help prevent bullying at BCS include:**

- Ensuring all pupils and parents know how to report bullying (see Appendices 1 and 2 for Guidance to pupils and to parents about bullying)
- Displaying the Anti-Bullying Charter (see Appendices 3 and 4) in form rooms and in pupil planners
- Seeking explicit support from parents for the school policies, expectations and guidelines for conduct
- Participation in Anti-Bullying Week (ABW) events in November of each year and Internet Safety Week in February of each year
- The use of PSHE and Citizenship and cross-curricular opportunities to prompt discussion of issues around diversity and bullying
- The use of theatre groups, exhibitions, and current news stories, as well as whole-school assemblies to raise awareness of bullying and the school's anti-bullying policy
- The use of creative learning through art, music, poetry, drama and dance to develop understanding of feelings and enhance pupils' social and emotional skills
- The use of targeted small group or individual for those who display bullying behaviour as well as those who experience bullying
- The use of School Council as a forum for discussion of anti-bullying issues
- Provision of appropriate training of staff to raise awareness of issues connected with bullying and strategies for its prevention

## **7. Responsibilities for promoting Anti-bullying work at BCS**

### **The Principal will:**

- ensure the Anti-Bullying policy is shared with the Local Governing Body and give up-dates on the effectiveness of the policy and the numbers of incidents
- make the decision to exclude a pupil if the bullying is persistent or severe (informing UCST and the LGB)
- make the decision whether the evidence suggests a criminal offence has taken place and inform the appropriate agencies
- decide on appropriate action if a member of staff is the victim of bullying

### **The Assistant Principal (Pastoral)/Head of Prep will:**

- ensure that the policy is embedded in school practice and reviewed annually, in light of legislation change, or as a result of a complaint or serious incident
- ensure the Anti-bullying policy and procedure is available to parents and prospective parents
- ensure procedures for Staff Induction and ongoing training about bullying is in place as part of the school's continued professional development programme
- ensure that staff are empowered and supported to impose sanctions for inappropriate behaviour
- ensure that the Principal is kept informed of all serious incidents
- involve multi agency teams if appropriate

### **The Assistant Principal (Pastoral)/ Pastoral Care Coordinator (Prep) will:**

- ensure there is a comprehensive scheme of work that incorporates Anti-bullying education into the curriculum
- use educational elements such as PSHE and Citizenship, assemblies, projects, drama, stories, literature, historical events and current affairs to raise awareness
- keep a record/log is kept of all bullying incidents, including on a pupils personal file
- ensure any communications from parents about bullying incidents are dealt with appropriately and recorded
- ensure support is given to all involved in an incident – staff, pupils and parents
- ensure the Assistant Principal (Pastoral)/Head of Prep are kept informed of all incidents

### **Boarding staff will:**

- ensure that the Anti-bullying policy is made available to all staff, boarders and their parents
- ensure that initiation ceremonies of any nature are forbidden
- ensure pupils are aware of the help, support and guidance available if they are experiencing any form of bullying or have bullied others
- listen and respond to the pupil voice about whether bullying is an issue within the school

### **All members of staff will:**

- ensure they are fully aware of policy and procedures relating to anti-bullying and other associated policies
- deliver all programmes of study relating to anti-bullying in line with the school's PSHE and Citizenship schemes of work
- reinforce the school ethos that supports an anti-bullying culture

- help pupils understand how to report any concerns and who to tell
- report/investigate any situations where they feel bullying may be an issue
- report any incident of bullying to the Assistant Principal (Pastoral) or the Pastoral Care Coordinator (Prep)
- see that both the victim and perpetrator of bullying are dealt with appropriately and consistently

## **8. Procedures for dealing with incidents of bullying**

If a member of staff considers any pupil behaviour to be of a bullying nature, suspects a pupil is being bullied, or is informed by a pupil of a bullying incident, he/she will:

- Take the incident or any reported incident seriously and take action as quickly as possible
- Remain calm and in charge. Reacting emotionally may add to the bully's fun and the bully's control of the situation.
- Talk to both the bullied pupil and the bully separately and keep a written record
- Deal with it discreetly and not in front of other pupils
- Make it plain to the bully that you disapprove and remind the bully about the possible sanctions including permanent exclusion for persistent and severe bullying (see Behaviour and Discipline policy).
- Reassure the victim(s), without making them feel inadequate or foolish
- Offer concrete help, advice and support to the victim(s) and the bully/bullies
- Administer appropriate sanctions in line with the school's Behaviour, Rewards and Sanctions Policy and report the matter to, as appropriate, the relevant form tutor/teachers, Head of Prep, Assistant Principal (Pastoral) and boarding house staff as soon as practicable
- Serious incidents will be discussed with a senior member of staff who will make the decision as to whether or not to inform the victim's and/or bully's parents/guardians
- Record the incident in writing, including the following information as appropriate:
  - Date
  - Names of pupils involved
  - What was said
  - Whether there was a satisfactory solution which left the victim feeling supported and the bully aware that the behavior was unacceptable
  - Whether further action was necessary
  - Whether parents were informed
  - What sanctions were imposed
  - Who carried out the sanction

The written record should be passed to the Assistant Principal (Pastoral)(Senior school) or Head (Prep School). Such centrally held records enable any patterns to be identified.

## 9. Appendices

### Appendix 1: Guidance for Parents: Bullying and what to do about it

The school has an Anti-bullying policy documents that sets out how the school deals with incidents of bullying. A copy of this can be found on the school website or can be obtained from the Senior school of Prep school office.

As a parent, if you feel that your child is the victim of bullying or you know of another child who is being bullied, contact the school immediately. Your concern will be taken seriously and prompt action taken. The immediate point of contact should be the Form Tutor/Teacher, who should be able to deal with most problems or will escalate the incident to more senior members of staff, up to and including the Principal/Head of Prep. If disciplinary action is considered necessary, we will contact you. At any point, you are very welcome to come in to school and discuss the issue.

If, as a parent, you feel that we have failed to address the issue satisfactorily, then you are welcome to register your concern by following the school's complaints procedure.

#### **Is it bullying?**

It is important to realise that there is a difference between rough play and accidental injury, and bullying. Bullying is deliberate and repeated and can take many forms.

It is bullying if your child feels hurt because individuals or groups are:

- persistently calling your child names
- threatening him/her
- pressuring your child to give someone money or possessions
- engaging in physical violence or sexual harassment
- damaging your child's possessions
- spreading rumours about your child or your family
- using text, email or web space to write or say hurtful things about your child (cyber-bullying)

It is bullying if your child feels hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

#### **What to do if your child is being bullied**

- **calmly talk with your child** about his/her experience
- **make a note of what your child says**, particularly who was said to be involved; how often the bullying has occurred; where it happened and what has happened
- **reassure your child** that he/she has done the right thing to tell you about the bullying
- **explain to your child** that should any further incidents occur he/she should report them to a teacher immediately
- **make an appointment** to see your child's class teacher or form teacher
- **explain to the teacher** the problems your child is experiencing

**If your child experiences bullying by mobile phone text messages or email** inform the school immediately; keep the message so that it can be shown and make a note of when the threatening message was sent; explain to your child to be careful who he/she give his/her mobile telephone number or email address to.

#### **When talking with teachers about bullying:**

- **try to stay calm**, bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident
- **be as specific as possible** about what your child says has happened, give dates, places and names of other children involved
- **make a note** of what action the school intends to take
- **ask if there is anything you can do** to help your child or the school resolve the issue
- **stay in touch with the school**; let them know if things improve as well as if problems continue

#### **What to do if your child is bullying other children**

Often parents are not aware that their child is involved in bullying. Children may sometimes bully others because:

- **they don't know it's wrong**
- **they think it is funny** or 'just a joke'
- **they are copying older brothers or sisters** or other people in the family they admire
- **they haven't learnt** other, better ways of mixing with their school friends
- **their friends** are encouraging or pressurizing them to bully others
- **they are going through a difficult time** and acting out aggressive feelings

#### **To stop your child from bullying others:**

- **talk with your child**; explain that their actions are unacceptable and make others unhappy
- **discourage other members** of your family from bullying behaviour or from using aggression or force to get what they want
- **show your child** how he/she can join in with other children without bullying
- **make an appointment** to see your child's form tutor/teacher to discuss the problems your child is experiencing and how you and the school can stop him or her bullying others
- **regularly check** with your child how things are going at school
- **give your child lots of praise** and encouragement when they are co-operative/kind to others
- **support the school** with any strategies they implement to tackle the bullying behaviour

#### **Useful weblinks**

The internet can be a useful source of guidance and information on bullying, for example:

- General Information: Don't Suffer in Silence <http://www.dfes.gov.uk/bullying/index.shtml>
- Cyber-bullying: <http://yp.direct.gov.uk/cyberbullying/> ; [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk);  
[www.safeonline.org.uk](http://www.safeonline.org.uk)

## **Appendix 2: Guidance for Pupils: Bullying and what to do about it**

If you are a pupil and are being bullied yourself or know someone who is being bullied, take action and tell an adult. It could be your Form Teacher/Tutor or anyone else whom you trust to listen to you, take you seriously and help you deal with the problem.

**Remember** – Our school does not tolerate bullying. We believe that no one deserves to be frightened, abused or hurt by someone else and when an incident is observed or reported we will:

- make sure that the person being bullied is safe
- work to stop the bullying happening again
- provide support to the person being bullied.

### **Is it bullying?**

It is important to realise that there is a difference between rough play and accidental injury, and bullying. Bullying is deliberate and repeated and can take many forms.

It is bullying if you feel hurt because individuals or groups are:

- persistently calling you names
- threatening you
- pressuring you to give someone money or possessions
- engaging in physical violence or sexual harassment
- damaging your possessions
- spreading rumours about you or your family
- using text, email or web space to write or say hurtful things about you (cyber-bullying)

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

### **What to do if you are being bullied**

- try to stay calm and look as confident as you can
- be firm and clear – look them in the eye and tell them to stop
- get away from the situation
- tell an adult what has happened straight away
- **If you experience bullying by mobile phone text messages or email** tell your teacher, friend or parent; keep the message so that it can be shown; make a note of when the threatening message was sent; be careful who you give your mobile phone or email address to

### **After you have been bullied**

- tell your 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 until someone listens and does something to stop the bullying
- don't blame yourself for what has happened

## When you are talking to an adult about bullying

Be clear about:

- what has happened to you
- how often it has happened
- who was involved
- who saw what was happening
- where did it happen
- what you have done about it already

If you find it difficult to talk to anyone at school or at home, ring **ChildLine** freephone on **0800 1111**. If you are hard of hearing use their textphone **0800 400 222**, you can also write to Freepost 1111, London N1 0BR. The phone call or letter is free, this is a confidential helpline



## Useful weblinks

The internet can be a useful source of guidance and information on bullying.

Examples are:

- General Information: Don't Suffer in Silence <http://www.dfes.gov.uk/bullying/index.shtml>
- Cyber-bullying:
  - <http://yp.direct.gov.uk/cyberbullying/>
  - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
  - [www.safeonline.org.uk](http://www.safeonline.org.uk)

## Appendix 3: Anti-bullying Charter – Senior School



## ANTI-BULLYING CHARTER Senior School

**“Our aim at BCS is to treat everyone with respect. Everyone has the right to come to school and feel happy and comfortable. No one should feel threatened or made unhappy by the actions of anyone else”.**

### What is bullying?

Bullying behaviour may include: name-calling; taunting; mocking; making offensive comments; engaging in overtly sexual behaviour or sexual harassment; kicking; hitting; pushing; taking belongings; inappropriate text messaging and emailing; sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups; and spreading hurtful and untruthful rumours. No initiation ceremonies, intended to cause pain, anxiety or humiliation will be tolerated in any way.

Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others. Bullying may occur 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.

At BCS we recognise that there is no “hierarchy” of bullying – all forms of bullying are taken equally seriously and dealt with appropriately. In line with our Behaviour, Rewards and Sanctions Policy, a variety of sanctions are used to deal with bullying, depending on the details of the case, but for severe or persistent bullying the sanction may ultimately be exclusion.

### **IF YOU FEEL YOU OR SOMEONE ELSE IS BEING BULLIED YOU MUST TELL SOMEONE IMMEDIATELY.**

You should tell your parents and at BCS there are also many people who can help you. The problem may not just go away and telling someone about it will NOT make it worse.

You could tell:

- A senior pupil
- Your form teacher/tutor or another teacher or senior member of staff
- Mrs Davies, Assistant Principal (Pastoral) who is also the school’s Child Protection Officer
- Another member of staff e.g. school office staff, boarding staff
- One of the school’s independent listeners:
  - Rev. Martin Ambler in school every Friday
  - Sue Evans (School Counsellor) who comes in on Mondays and Wednesdays
  - Mrs Christine Rutherford who comes in once a fortnight into the boarding house from 5-7 pm Mondays and is available by mobile phone during the week she is not visiting.

- Childline – 0800 11 11 ([childline.org.uk](http://childline.org.uk)) NSPCC 0808 800 5000 ([nspcc.org.uk](http://nspcc.org.uk))

If you have any questions about this charter or the anti-bullying procedures at BCS, please speak to Mrs Davies , Assistant Principal (Pastoral).



## ANTI-BULLYING CHARTER Prep School



“Our aim at BCS is to treat everyone with respect. Everyone has the right to come to school and feel happy and comfortable. No one should feel threatened or made unhappy by the actions of anyone else”.

- **What is bullying?**

**Unkind behaviour that makes people sad**



For example: calling them names, saying or writing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do.

- **What should you do if you feel you are being bullied?**

**TELL SOMEONE IMMEDIATELY.**

The problem may not just go away and telling someone about it will NOT make it worse.

At BCS there are many people who can help you. You could tell:

 Miss Smith	 Mr Smart	 A Prefect	 Your House Captain
 Your Teacher	 A TA	 Maureen or Angelina	

At BCS we firmly believe that everyone has the right to feel comfortable and safe at school.

