



## **THE HALL SCHOOL**

### **ANTI-BULLYING POLICY**

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**Policy ratified by:** SLT

**Date of publication:** September 2019

**Date of next review:** September 2020

**Governor responsible for policy:** Subhra Bhaduri

This policy is available on the School website and can be made available in large print or other accessible format if required.

## **The Hall Anti-Bullying Policy**

### **Aims and objectives**

As part of its Safeguarding role, The Hall aims to teach the value of integrity, morality and a concern for others and to develop pupils' self-confidence and independence so that they are well-equipped to play an active role in society.

The Hall's Code of Conduct requires us all to show courtesy, respect and tolerance for others. All members of the Hall community (pupils, teachers and operational staff) should be free from fear of bullying. Everyone should feel able to speak out and report any concerns about bullying in the knowledge that they will be listened to and that the matter will be investigated.

Bullying is not tolerated at The Hall. Bullying is viewed as a serious offence which in extreme cases may result in permanent exclusion from the school. Any form of bullying (including cyber-bullying) is unacceptable and totally against our ethos.

Bullying can cause serious psychological damage and even lead to suicide.

### **Definition of bullying**

Bullying is any behaviour which is intended to hurt someone in any way or to make someone feel uncomfortable or unhappy.

Bullying can take many forms and can include:

- Emotional, psychological or physical abuse and other forms of victimisation;
- Threatening or aggressive behaviour;
- Making offensive comments about someone (including comments related to their race, religion, sexuality, disability or a special educational need);
- Taunting, mocking, name calling, teasing or saying untrue things about a person;
- Pushing, hitting or kicking;
- Taking money or other things from a person, without their consent or by use of force or pressure;
- Excluding people from groups;
- Spreading hurtful and untruthful rumours;
- Initiation ceremonies intended to cause pain, anxiety or humiliation; and
- Cyber-bullying (see below).

Although bullying sometimes occurs between two individuals in isolation, it quite often takes place in the presence of others, and over a period of time.

### **Cyber-bullying**

The term "cyber-bullying" includes:

- Bullying by texts or messages or calls on mobile phones;
- Use of mobile phone cameras to cause distress, fear or humiliation;

- Posting threatening, abusive, defamatory, or humiliating material on websites;
- Hi-jacking email accounts (using someone else's identity);
- Making threatening, abusive, defamatory or humiliating remarks in chatrooms;
- Posting threatening, abusive, defamatory or humiliating material on reunion or networking sites.

### **Location Bullying**

**Bullying** can take place inside and outside the classroom, and inside and outside school. Prevention In the safe, tolerant and respectful environment for which we aim, we seek to prevent bullying through:

- our Life Skills programme,
- tutor groups,
- assemblies and the programme of visiting speakers
- the celebration of positive behaviour, as well as through the actions, example and words of staff working in partnership with parents to deliver a consistent message that bullying is unacceptable.

By keeping our Core Values at the heart of our school, we make clear that bullying is totally unacceptable. Where bullying, or suspected bullying, does occur, it can be prevented from any escalation by the vigilance and timely intervention of staff, all of whom regularly receive training in identifying and dealing with bullying

Reporting of unacceptable behaviour to relevant colleagues, and careful record-keeping, allow our pastoral teams to identify emerging patterns of unacceptable behaviour and intervene before they develop into significant trends.

### **When and where bullying is most likely to happen?**

Bullying can take place anywhere at any time; however, it is most likely to happen outside normal lesson time in communal areas such as:

- Designated social areas e.g. The Yard.
- Corridors and stairwells.
- Changing rooms and toilets.
- Walking in between lessons (for example to Music or DT and Art).
- During clubs
- When doing an activity that is not led by Staff members

To reduce the likelihood of bullying taking place in these areas, the following preventative measures have been put in place:

- Staff Duty Rota - to ensure permanent supervision in the main communal areas before school, at break time, lunchtime and after school until 5pm.

- Reminders to staff (at briefings and via email) about the importance of being vigilant when carrying out duties
- Guidance to staff about the necessity for punctuality to lessons and supervision at the beginning and end of each day
- Supervision of the changing rooms.
- No access, at school, to Social Networking accounts for pupils.
- Online Safety is taught within Computing lessons, including cyberbullying, and discussed in Life Skills lessons and assemblies. Internet Safety Day is celebrated each year.
- Pupils' mobile phones kept in lockers for the duration of the school day.
- Mobile phone numbers of pupils kept on record in case they need to be referenced against offensive calls or text messages.

Everyone in the School has the ability to contribute towards making the School a safe and happy place where bullying will have no place and where bullying behaviour will be challenged and eliminated. It is the duty of all staff to ensure that bullying remains totally alien to the culture and values of the Hall.

Staff who have concerns about bullying should tell an appropriate person, (in most cases this will initially be the pupil's Form Tutor or the Deputy Head Pupil Welfare).

Staff can and should:

- Be familiar with the definition of bullying
- Ensure that pupils understand the definition of bullying and know the School's stance on bullying and are confident about the School's ability to deal with it
- Monitor changes in pupils' or colleagues' behaviour (e.g. becoming shy, nervous or withdrawn; pretending to be ill; taking unusual absences; in the case of children, clinging to adults, excessive visiting of matron
- Ensure that pupils reporting bullying are listened to sympathetically and their allegations are thoroughly investigated
- Make sure that a person being bullied feels safe and knows how and where to get support
- Make sure that pupils are aware that there are various adults that they can turn to. In the first instance this would be their Form Tutor but could also be other staff and the School Counsellor.
- Ensure that children are aware of the 'pastoral postbox' as a way to seek help if they find it difficult to begin a conversation with an adult.
- Make children aware of external agencies that they can turn to (e.g. Childline)
- Record and report cases of bullying
- Help to foster a climate of respect through their own words and actions
- Prevent the use of inappropriate language (e.g. the casual and pejorative use of the term 'gay')

To ensure that bullying is unable to take hold at The Hall, the following procedures will take place:

- Provision of training to new staff at induction and to all staff regularly, through Inset and briefings
- Promotion of awareness of where and when bullying is most likely to take place and ensure actions are taken to reduce the risk (see above)
- Promotion of the anti-bullying policy and stance on bullying in assemblies and other activities, focussing particularly on this during “Anti-Bullying Week.”
- Ensuring that awareness of bullying is raised and anti-bullying measures are taught through the Life Skills programme and assemblies. (see Life Skills curriculum)
- The use of assemblies, presentations, drama workshops and news items and VotesForSchools to raise the awareness of bullying, the School’s stance on it and develop pupils’ understanding of the potential impact on people’s lives of being bullied
- Ensuring that pupils know about the roles they can take in preventing bullying

### **Actions for preventing and tackling bullying**

In order to prevent and tackle bullying, the school:

- ensures all pupils understand the Hall’s approach to bullying, are clear about the part they can play to prevent bullying and what they should do if they become aware of bullying;
- assures pupils that if they report bullying they will be listened to;
- teaches pupils about issues of difference (such as religion, ethnicity, disability, gender or sexuality) in lessons and assemblies and through dedicated events or projects;
- teaches pupils about on-line safety and cyber-bullying through the Life Skills programme, assemblies and the programme of visiting speakers;
- teaches pupils about the importance of voicing concerns related to bullying and their responsibility to report bullying of any nature and that they must not be a bystander;
- applies disciplinary measures to pupils who bully, in order to show clearly that their behaviour is wrong, such measures being applied fairly, proportionately, consistently and reasonably (taking account of any special educational needs or disabilities that the pupils may have);
- takes into consideration the motivations behind bullying behaviour and recognises that a child engaging in bullying may need support themselves;
- involves parents to ensure that they are clear that The Hall does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied;
- Ensures that parents are confident that the school will take any complaint about bullying seriously

- Reviews its policy and procedures in the light of data and any complaints
- Informs parents if their child is being bullied or is bullying someone else
- Celebrates the success of anti-bullying measures and a positive culture where no one fears to learn
- provides effective staff training, so that all staff understand the principles and purpose of this policy, the school's legal responsibilities regarding bullying, how to resolve problems, and where to seek support; and
- regularly evaluates and updates its approach to take account of developments in technology, for instance updating 'acceptable use' and on-line safety policies

### **What are the signs of bullying?**

It is not always easy or even possible to tell whether someone is upset. Young people who feel under emotional pressure may find it hard to talk. There may be changes in behaviour, such as shyness and nervousness, demands for attention, real or feigned illness. Work and sleep patterns may change. There may be lack of concentration or withdrawal. A pupil who is being bullied or feels vulnerable may be reluctant or unwilling to attend school.

### **Pupils**

If a pupil feels that they are being bullied, suspects that someone else is being bullied, or has any concern about bullying, they can report this to any adult in the School such as: their Form Tutor, Year Group Head, Head of School, Deputy Head Pupil Welfare, the school counsellor, matron or anyone else in whom they feel they can confide.

It is important to share with another person any concern about bullying which is worrying. Pupils who are being bullied will be suitably supported and pupils who bully others will also be given suitable help and guidance.

### **Bystanding**

A bystander is someone who is aware that bullying is happening but does nothing about it. Pupils are taught to not be a bystander. If they become aware that someone is being bullied, they should report it to a member of staff. Bystanding behaviour will be challenged.

Safeguarding posters are displayed in each classroom encouraging pupils to seek help if needed. There is also a 'Pastoral Postbox' for those who would like to report a problem anonymously or who would prefer an adult to initiate the conversation. Pupils who are, or feel that they are, being bullied, will be appropriately supported; pupils who bully others will also receive help and guidance, in addition to any appropriate sanctions.

Staff have a duty to understand, support and implement this policy through the following procedures:

The Head and Deputy Head Pupil Welfare of The Hall's responsibilities are:

- to determine the more detailed measures (rules, rewards, sanctions and behaviour management strategies) on behaviour and discipline that form the school's behaviour policy, act in accordance with the school's behaviour policy.

- to publicise the measures in the behaviour policy and draw them to the attention of pupils, parents and staff at least once a year
- to determine and ensure the implementation of a policy for the pastoral care of the pupils
- to ensure the maintenance of good order and discipline at all times during the school day (when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.
- to log all incidents of bullying on CPOMS and work with the pastoral teams to promote awareness of where and when bullying is likely to occur, ensuring that action is taken to reduce the risk, particularly through the staff duty rota
- parents, guardians and carers are informed if an investigation of an allegation that their child is being bullied, or is bullying, is in progress

#### **Teachers' responsibilities are:**

- to promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to them, which includes ensuring as far as possible that pupils are free from bullying and harassment; and
- to apply the school rewards and sanctions lawfully. While bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

#### **Parents, guardians and carers**

Parents who have concerns about bullying, including cyber-bullying and bullying outside school should tell an appropriate person. In most cases this is likely to be their child's Form Tutor or Year Head but, where there is a cause for serious concern, the Deputy Head Pupil Welfare (DSL), the Head of the Senior School and Head of the school should be informed.

External support Staff, pupils and parents are made aware of how to access the support offered by agencies with expertise in the prevention or resolution of bullying such as Childline and the Samaritans.

The Hall School has a clear set of procedures in place to deal with incidents of bullying (whether reported by staff member, pupil or parents).

They are as follows:

1. When an allegation of bullying is made, a "holding" email will be sent to parents explaining that an investigation will take place. A similar conversation will be had with the pupil/s involved.
2. The report of bullying will be investigated as soon as possible.
3. An Incident Form will be completed and saved on CPOMS
4. The Deputy Head Pupil Welfare (DSL) and Head of Senior School will be alerted by CPOMS –the threshold for reporting a bullying issue to external agencies (such as Police/Social Care) is known and records are kept on CPOMS to enable patterns to be identified.
5. In most cases, the Deputy Head Pupil Welfare will add follow up comments and actions on CPOMS and will feedback to parents as to the results of the investigation.
6. The Deputy Head will record the incident or allegation and it will be logged on CPOMS

It is recognised that a bullying incident should be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

7. On leaving the School, "Bullying Incident Forms" will be placed in boys' files and a note will be made on the Pupil Record of Communication which is attached to their file.

8. Pupils involved in bullying will also receive other school sanctions, with a detention being the most likely first one. Other sanctions include suspension from the school (up to two days) and after school detention for less extreme cases. Behaviour Policy reference should be made to the Hall's Policy to Promote Good Behaviour and to the Hall's Peer-on-Peer Abuse Policy.

Further Guidance Department for Education Guidance:

- "Safe to learn – Embedding anti-bullying work in Schools" (2007)
- "School support for children and young people who are bullied" (March 2014)
- "Preventing and Tackling Bullying" (October 2014)
- "Cyberbullying: advice for head teachers and school staff" (November 2014)

### **Evaluating the effectiveness of this policy**

This policy will be reviewed annually and in response to significant data, suggestions for improvement and any complaints.