



St Peter's School

3-18YORK

Anti-bullying Policy

St Peter's School, York

September 2018

I **Policy statement**

- 1.1 This policy applies to all pupils and staff at the School irrespective of their age. This policy is provided to all parents, pupils and staff, is available on the School's website and is also available on request from the School Office.
- 1.2 This policy has been prepared to meet the School's responsibilities under the Education (Independent School Standards) Regulations 2014, the National Minimum Standards for Boarding Schools and the Statutory Framework for the Early Years Foundation Stage. It has regard to the following guidance and advice:
 - 1.2.1 *Preventing and tackling bullying* (DfE, July 2017)
 - 1.2.2 *Cyberbullying: advice for headteachers and school staff* (DfE, November 2014);
 - 1.2.3 *Working together to safeguard children* (DfE, March 2015);
 - 1.2.4 *Keeping children safe in education* (DfE, September 2018);
 - 1.2.5 *Sexual violence and sexual harassment between children in schools and colleges* (DfE, December 2017).
- 1.3 Through the operation of this policy we aim:
 - 1.3.1 to actively promote and safeguard the welfare of pupils at the School
 - 1.3.2 to maintain and drive a positive and supportive culture among all pupils and staff throughout the School
 - 1.3.3 to prevent bullying behaviour, detect it when it occurs, and respond to it appropriately on a case-by-case basis.
 - 1.3.4 to comply with the School's duties under the Equality Act 2010.
- 1.4 This policy applies at all times when the pupil is:
 - 1.4.1 in or at School;
 - 1.4.2 representing the School or wearing School uniform;
 - 1.4.3 travelling to or from School;
 - 1.4.4 on School-organised trips;
 - 1.4.5 associated with the School at any time;
 - 1.4.6 in the care of the School or not and the School becomes aware of an incident of bullying.
- 1.5 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
 - 1.5.1 affect the health, safety or well-being of a member of the School community or a member of the public;
 - 1.5.2 have repercussions for the orderly running of the School; or
 - 1.5.3 bring the School into disrepute.

- 1.6 Bullying behaviour is always unacceptable and will not be dismissed as being normal or as "banter" or simply "part of growing up". Bullying will not be tolerated at the School because:
- 1.6.1 it is harmful to the person who is bullied, and to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage and even suicide
 - 1.6.2 it interferes with a pupil's right to enjoy his / her learning and leisure time free from intimidation
 - 1.6.3 it is contrary to all our aims and values, our internal culture and the reputation of the School.
- 1.7 This policy will apply to bullying behaviour outside of the School of which the School becomes aware.

2 Bullying behaviour

- 2.1 Bullying is behaviour by an individual or group, that intentionally hurts another individual or group either physically or emotionally. Bullying is often motivated by prejudice against particular groups. Bullying may be:
- 2.1.1 **Physical:** hitting, kicking, pushing people around, spitting; or taking, damaging or hiding possessions
 - 2.1.2 **Verbal:** name-calling, taunting, teasing, insulting or demanding money
 - 2.1.3 **Exclusionary Behaviour:** intimidating, isolating or excluding a person from a group
 - 2.1.4 **General Unkindness:** spreading rumours or writing unkind notes, mobile phone texts or e-mails;
 - 2.1.5 **Low level disruptive behaviour:** wearing "banter" and "horseplay" over a prolonged period of time;
 - 2.1.6 **Cyberbullying:** bullying that takes place using technology (see section 2.3 below);
 - 2.1.7 **Harmful sexual behaviours:** includes sexual harassment and sexual violence
 - (a) **Sexual harassment:** unwanted conduct of a sexual nature that can occur online and offline. It can include but is not limited to:
 - (i) Sexual jokes or taunting;
 - (ii) Physical behaviour such as deliberately brushing against someone, interfering with their clothes, displaying pictures, photos or drawings of a sexual nature;
 - (iii) Online sexual harassment which may include: non-consensual sharing of sexual images and videos (sexting); inappropriate sexual comments on social media; exploitation; coercion and threats. Incidences of sexual harassment will be investigated to ensure they are not part of a wider pattern of sexual harassment and/or sexual violence.

(b) **Sexual violence:** sexual offences under the Sexual Offences Act 2003, specifically Rape, Assault by Penetration and Sexual Assault.

- 2.2 Bullying may also be:
- 2.2.1 sexist: related to a person's gender or gender reassignment
 - 2.2.2 racist, or regarding someone's religion, belief or culture
 - 2.2.3 related to a person's sexual orientation (homophobic bullying)
 - 2.2.4 related to pregnancy and maternity
 - 2.2.5 related to a person's home circumstances; or
 - 2.2.6 related to a person's disability, special educational needs, learning difficulty, health or appearance.
- 2.3 **Cyberbullying:** Cyberbullying is bullying that takes place using technology. This may include bullying through the use of mobile electronic devices, social media or gaming sites. An incident of cyberbullying will be dealt with in accordance with the procedures in this policy. See the Appendix to this policy for guidance for pupils about cyberbullying. The School's separate Policy for Pupils on the Safe and Acceptable Use of ICT sets out the School rules about the use of technology including mobile electronic devices.
- 2.4 **Intention:** Not all bullying is deliberate or intended to hurt. Some individuals may see their hurtful conduct as "teasing" or "a game" or "for the good of" the other person. These forms of bullying are equally unacceptable but may not be malicious and can often be corrected quickly with advice and without disciplinary sanctions. If left unchallenged or dismissed low level disruption can have a wearing, and significant impact on targeted individuals exposed to such behaviour.
- 2.5 **Responsibility:** It is everyone's responsibility to ensure, whatever the circumstances, that no-one becomes a victim of bullying. A person may be vulnerable to bullying because of his / her age, physical appearance, nationality, colour, gender, sexual orientation, religion, culture or disability, or because he / she is new in the School, appears to be uncertain or has no friends. He / she may also become a target because of an irrational decision by a bully.
- 2.6 **Legal aspects:** A person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence. Bullying behaviour may also be regarded as threatening behaviour or harassment which can be either a criminal offence or a civil wrong. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message or e-mail) to another person with the intent to cause distress or anxiety.
- 2.7 **Safeguarding:** Bullying behaviour may be of such a nature that safeguarding concerns are raised. Such behaviour may include humiliating behaviour, initiation rituals or any form of sexual harassment or violence. See the School's Child Protection and Safeguarding Policy and Procedures for the School's approach to peer on peer abuse. Concerns about a pupil's welfare because they are the perpetrator or victim of bullying behaviour must be reported in accordance with the Child Protection and Safeguarding Policy and Procedures and appropriate action taken, taking into account the Local Safeguarding Children Board's threshold document. The School will always treat a bullying incident as giving rise to a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

3 Anti-bullying culture

3.1 Our expectation of all members of the School community is that:

- 3.1.1 everyone will uphold the School rules, especially with regards to respecting one another
- 3.1.2 a pupil or a member of staff who witnesses or hears of an incident of bullying will report it in accordance with this policy
- 3.1.3 a complaint of bullying will always be taken seriously
- 3.1.4 no one will tolerate unkind actions or remarks or stand by when someone else is being bullied.

3.2 Throughout the School:

- 3.2.1 discriminatory and offensive words and behaviour are treated as unacceptable
- 3.2.2 positive attitudes are fostered towards people who are disabled and towards ethnic, religious, cultural and linguistic groups within and outside the School; and
- 3.2.3 positive attitudes are fostered towards gender and sexuality differences through the curriculum and tutorials.

3.3 **Governing Body:** The Governing Body, as proprietor, has overall responsibility for promoting and safeguarding the welfare of pupils at the School, ensuring that those in leadership and management positions actively promote pupil well-being. This includes ensuring that policies and procedures are in place and implemented effectively to:

- 3.3.1 minimise the risk of bullying at the School so that pupils feel safe and secure;
- 3.3.2 intervene early in low-level disruption to prevent negative behaviours escalating;
- 3.3.3 deal swiftly with allegations and incidents of bullying at the School so that pupils and staff feel confident that all incidents will be dealt with appropriately;
- 3.3.4 consider incidences of sexual harassment in broad terms so that it is challenged in order to prevent the normalisation of behaviours which can provide an environment that may lead to sexual violence.

3.4 **Staff:** Through their training and experience, members of staff are expected to promote an anti-bullying culture by:

- 3.4.1 celebrating achievement
- 3.4.2 anticipating problems and providing support and communicating appropriately with one another
- 3.4.3 adopting a proactive interactive approach to bullying by gathering intelligence about issues between pupils which might provoke conflict and developing strategies to prevent bullying occurring in the first place
- 3.4.4 disciplining perpetrators fairly, consistently and reasonably, taking into account any special educational needs or disabilities of the pupil and the needs of vulnerable pupils, taking into account the motivations and any underlying safety concerns of the perpetrator and providing support as appropriate

- 3.4.5 making opportunities to listen to pupils
- 3.4.6 acting as advocates of pupils.
- 3.5 **Pupils:** Through the School's pastoral care systems, pupils are informed and taught that bullying will not be tolerated in the School. They are encouraged:
 - 3.5.1 to celebrate the effort and achievements of others
 - 3.5.2 to hold and promote positive attitudes
 - 3.5.3 to feel able to share problems with staff
 - 3.5.4 to turn to someone they trust, if they have a problem
 - 3.5.5 not to feel guilty about airing complaints
 - 3.5.6 to be kind, considerate and tolerant towards others
 - 3.5.7 to be aware of the impact their behaviour can have on others
 - 3.5.8 to challenge their peers if they are unkind to others
 - 3.5.9 to use technology safely and securely and to be aware of the risks and impact of the use of technology on themselves and others.
- 3.6 **Parents:** The School will take active measures to promote an anti-bullying culture and will convey the message that bullying will not be tolerated in the School to parents. This includes reference in presentations to new parents as part of the induction process, the Parent Handbooks at St Olave's and Clifton, and the termly School calendars.
- 4 **Anti-bullying systems**
 - 4.1 The School's systems for detecting and dealing with bullying are designed to operate vertically (through all year groups) and horizontally (within year groups and in the classroom and other activities).
 - 4.2 Members of staff are vigilant at all times but particularly:
 - 4.2.1 at the start and end of the school day when pupils arrive and leave the site
 - 4.2.2 before lessons
 - 4.2.3 in the queue for the dining hall and in the dining hall itself
 - 4.2.4 in School corridors
 - 4.2.5 on school transport
 - 4.2.6 in house areas.
 - 4.3 Bullying is regularly discussed in Pastoral Team meetings. The result of these meetings is to feed back information about friendship patterns, particular incidents, any pupil who seems to be isolated, any growing "power base" and any known conflict between pupils so that strategies can be developed to prevent bullying incidents.
 - 4.4 **Education:** Measures are taken throughout each year to educate pupils about bullying and this policy. These measures include:

- 4.4.1 The PSHE curriculum includes lessons on bullying.
 - 4.4.2 Anti-bullying posters placed around the School.
 - 4.4.3 Anti-bullying messages are given in assemblies.
 - 4.4.4 Once a year we hold an Anti-bullying week.
 - 4.4.5 Online safety is a key aspect of all areas of the curriculum. Parents are informed about online safety issues and the School's strategies to safeguard pupils through correspondence and events held by the School to raise awareness. See the School's Online Safety Policy for further information about the School's online safety strategy.
- 4.5 **Staff training:** The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles especially:
- 4.5.1 understanding of the groups who may be more vulnerable to bullying;
 - 4.5.2 awareness of the risk and indications of bullying, and how to deal with cases;
 - 4.5.3 awareness of the risks of peer-on-peer abuse including sexual violence and sexual harassment and how bullying may give rise to safeguarding concerns.
- The level and frequency of training depends on the role of the individual member of staff. Written records are kept of all staff training.
- 4.6 **Pupils' responsibilities:** We emphasise with older pupils the role which is expected of them in setting a good example and being helpful to younger pupils and each other. Prefects receive training on recognising bullying behaviour and ensuring that they use their position effectively.
- 4.7 **Record keeping and monitoring:** School staff maintain records of the welfare and development of individual pupils. Through CPOMS, complaints or reports of bullying must be passed to the Deputy Head who will record the matter centrally in the Bullying Incident File. The Deputy Head monitors these records in order to enable patterns to be identified, both in relation to individual pupils and across the school as a whole and to evaluate the effectiveness of the School's approach.

5 Procedures

5.1 Reporting bullying complaints

- 5.1.1 **Pupils:** A pupil who is being bullied, or who is worried about another pupil being bullied, should tell someone without delay and can do so in several ways. He / she can:
 - (a) tell his / her parents, Housemaster / Housemistress, Form Tutor or any member of staff or volunteer at the School or responsible older pupil;
 - (b) contact the School Counsellor or one of the Independent Listeners for advice;
 - (c) contact Childline (0800 1111) or the Children's Commissioner (0800 528 0731).

- 5.1.2 **Parents:** Parents who are concerned that their child, or another child, is being bullied should inform their child's Form Tutor/Mentor or House Master/Mistress without delay.
- 5.1.3 **Staff:** This policy focuses mainly on the bullying of pupils by pupils although it is recognised that a staff member could be a victim and on occasion may be perceived to be guilty of bullying. Staff members who are concerned about being bullied or harassed should refer to the School's Employees Equal Opportunities and Harassment at Work Policy. Pupils and parents who feel that a member of staff is bullying should report this in accordance with the procedures set out above.
- 5.2 **Initial complaint:** A member of staff who learns of alleged bullying behaviour should share the information in an appropriate and timely manner. They should also:
- 5.2.1 respond quickly and sensitively by offering advice, support and reassurance to the alleged victim. The member of staff should:
- (i) listen carefully and keep an open mind;
 - (ii) not ask leading questions; and
 - (iii) reassure the child but not give a guarantee of confidentiality;
- 5.2.2 report the allegation to the pupil's class teacher/mentor/House Master/House Mistress as soon as possible.
- 5.2.3 If the alleged bullying behaviour raises a safeguarding concern, the matter must be reported in accordance with the School's Child Protection and Safeguarding Policy and Procedures before further investigation is carried out. The Designated Safeguarding Lead must be informed.
- The class teacher/mentor/tutor must inform the Deputy Head and contact the relevant House master or mistress (St Peter's)/House tutor (St Olave's) to agree on a strategy for dealing with the matter.
- 5.3 **Assessment:** The class teacher (Clifton)/tutor (St Peter's)/mentor (St Olave's) will normally see the victim and (unless the case is very serious) any witnesses without delay and form an initial view of the allegation. The assessment will consider:
- 5.3.1 the nature of the incident(s) - physical? verbal? sexual? exclusionary? etc
- 5.3.2 is it a "one-off" incident involving an individual or a group?
- 5.3.3 is it part of a pattern of behaviour by an individual or a group?
- 5.3.4 has physical injury been caused? Who should be informed? Head? Parents? The School's Designated Safeguarding Lead? Children's Social Care? The police?
- 5.3.5 can the alleged bully be questioned without disclosing the victim's identity?
- 5.3.6 what is the likely outcome if the complaint proves to be correct?
- 5.4 At this stage, the possible conclusions for an incident which is not too serious include:
- 5.4.1 there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully; or

- 5.4.2 the complaint is justified in whole or in part, and further action will be needed (see Range of Action, below).
- 5.5 **Serious incident:** If at any stage the alleged bullying behaviour raises a safeguarding concern, the School's Child Protection and Safeguarding Policy and Procedures must be followed before further investigation is carried out.
- 5.6 If the class teacher (Clifton)/tutor (St Peter's)/mentor (St Olave's) believes that serious bullying behaviour has occurred involving a pupil or has recurred after warnings have been given to the "bully" he / she will refer the matter to the Deputy Head. The Deputy Head will then:
- 5.6.1 interview the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. He / she may decide to ask another senior member of staff to be present; and
- 5.6.2 send a summary of his / her findings to the Head and other relevant staff.
- 5.7 Together with the Head, the Deputy Head will decide on the action to be taken in accordance with the Range of Action set out below. The Deputy Head will notify the parents of the victim and bully giving them details of the case and the action being taken. In serious cases, such action may include further investigation in accordance with the School's Behaviour and Discipline Policy and the Expulsion, Removal and Review Policy.
- 5.8 **Range of Actions:** When a complaint of bullying behaviour is upheld, the range of responses will include one or more of the following:
- 5.8.1 consideration as to whether the bullying incident should be addressed as a safeguarding concern and if so, the School's Child Protection and Safeguarding Policy and Procedures will be followed
- 5.8.2 advice and support for the victim and, where appropriate, establishing a course of action to help the victim, including support from external services where appropriate
- 5.8.3 advice and support to the bully in trying to change his / her behaviour. This may include clear instructions and a warning or final warning
- 5.8.4 consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully which contributed to the bullying behaviour. If these considerations lead to any concerns that the bully may be at risk of harm, the School's child protection procedures will be followed
- 5.8.5 a supervised meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict (only with the victim's express agreement)
- 5.8.6 a disciplinary sanction against the bully, in accordance with the School's Behaviour and Discipline Policy. In a very serious case or a case of persistent bullying, a pupil may be required to leave the School permanently in accordance with the School's Expulsion, Removal and Review Policy. Any disciplinary action will be applied fairly, consistently and reasonably, taking into account any special educational needs or disabilities and the needs of vulnerable pupils
- 5.8.7 action to break up a "power base"

- 5.8.8 confiscation of mobile electronic devices, increased monitoring procedures or limiting access to the School's internet and email facilities if cyberbullying (see the School's Policy on the Safe and Acceptable Use of ICT);
 - 5.8.9 involving Children's Social Care or the police
 - 5.8.10 notifying the parents of one or both pupils about the case and the action which has been taken
 - 5.8.11 such other action as may appear to the Head to be appropriate.
- 5.9 **Monitoring:** The position should be monitored for as long as necessary thereafter. Action may include:
- 5.9.1 sharing information with some or all colleagues and with pupils in the House so that they may be alert to the need to monitor certain pupils closely
 - 5.9.2 ongoing counselling and support
 - 5.9.3 vigilance
 - 5.9.4 mentioning the incident at meetings of staff
 - 5.9.5 reviewing vulnerable individuals and areas of the School.
- 5.10 **Supporting those severely impacted by bullying**
- 5.10.1 The School recognises that removing bullied pupils from school is disruptive and can make it difficult to reintegrate. The School understands in some circumstances however, the consequences of being bullied may have had a severe impact on a pupil's social, emotional or mental health and may have impacted seriously on a pupil's ability to learn.
 - 5.10.2 The School will do all that is reasonably possible to ensure bullied pupils continue to attend school and maintain their educational progression by putting in place proportionate short term alternative on-site provision plans where necessary.
 - 5.10.3 If the pupil is considered to have significantly greater difficulty learning than the majority of those the same age because of the impact of the bullying the School will consider whether the pupil will benefit from being assessed for special educational needs.
- 5.11 **Record keeping:** The Deputy Head will maintain a centralised record of all allegations or reports of bullying, including details of those involved and the action taken. All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

6 Monitoring and Review

- 6.1 The Deputy Head will monitor the centralised record of bullying incidents on a regular basis to identify patterns in behaviour and the effectiveness of the School's anti-bullying procedures.

Monitoring of the policy

- 6.2 The Master of St Olave's will review and make revisions to this policy on an annual basis, or more regularly as required taking into account any guidance published by the DfE together with the record of any bullying incidents as set out in 4.7 above.
- 6.3 The Board of Governors will consider the revisions made as part of its collective responsibility to carry out an annual review of safeguarding.

Authorised by	The Board of Governors 21 March 2018
Reviewed by	VWV February 2018
Next Review	Easter Term 2019

Updated 10-09-18 to change references to KCSIE 2018

Appendix 1 Cyberbullying - guidance for pupils

- 1 Cyberbullying is bullying that takes place using technology.
- 2 Pupils should remember the following:
 - 2.1 Always respect others - be careful what you say online and what images you send.
 - 2.2 Think before you send - whatever you send can be made public very quickly and could stay online forever.
 - 2.3 If you or someone you know are being cyberbullied, TELL SOMEONE. You have the right not to be harassed or bullied online. Tell an adult you trust - your parents, any member of staff or volunteer, the School's independent listener Dr Rosie Page, 'Arndnamurchan', Thirlby, Thirsk, YO7 2DJ or a helpline such as ChildLine on 0800 1111.
 - 2.4 Don't retaliate or reply online.
 - 2.5 Save the evidence - learn how to keep records of offending messages, pictures or online conversations. Ask someone if you are unsure how to do this. This will help to show what is happening and can be used by the School to investigate the matter.
 - 2.6 Block the bully. Most social media websites and online or mobile services allow you to block someone who is behaving badly.
 - 2.7 Don't do nothing - if you see cyberbullying going on, support the victim and report the bullying.
- 3 You may find the following websites helpful:

<http://www.childnet.com/young-people>

<https://www.thinkuknow.co.uk/>

<https://www.childline.org.uk/Explore/Bullying/Pages/online-bullying.aspx>
- 4 Please see the School's Policy for Pupils on the Safe and Acceptable Use of ICT which sets out the School rules about the use of technology including mobile electronic devices.