

## **ANTI-BULLYING POLICY**

Last reviewed: September 2018

Next review: September 2019

Responsibility: Head of Pastoral Care



### **Rationale**

All children and young people have the right to go about their daily lives without the fear of being threatened, assaulted or harassed. No one should underestimate the impact that bullying can have on a person's life. It can cause high levels of distress, affecting young people's well-being, behaviour, academic and social development right through into adulthood.

At Fulneck School we are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere free from oppression and abuse. Pupils are encouraged to be kind and respectful towards others and are educated to know that any kind of bullying is totally unacceptable and will not be tolerated.

This policy is made available to parents, all members of staff, pupils and boarders.

### **Aims of the Policy**

- To ensure that all pupils and adults share a common understanding of what is meant by 'bullying'.
- To ensure that all pupils know exactly what to do if they are being bullied and feel confident that the appropriate action will take place.
- To ensure that there is a clear procedure to follow which deals with all incidents of bullying.
- To prevent bullying by constantly promoting the behaviour policies of the Junior and Senior sections of the School, providing pupils with opportunities for discussion with staff within PSHEe and by providing Anti-Bullying workshops and events.
- To ensure that all pupils have access to an adult in school with whom they may talk in confidence in the knowledge that immediate action will take place and that any concern will be dealt with discreetly and sensitively.
- To ensure that pupils are aware of the consequences of pursuing any form of bullying.
- To help pupils understand how bullying feels to the victim.
- Where appropriate, to ensure pupils who have bullied others restore peace by contributing more to the school through appropriate targets set by the Form Teacher, the Pastoral Team and the Principal.
- To follow up each case or concern to ensure that both the victim and the bully are supported in order to prevent a recurrence of the behaviour.
- To encourage pupils to enjoy, celebrate and respect diversity and to feel good about themselves.

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## What is Bullying?

***“Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.***

***“Bullying behaviour uses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour or arguments between individuals would not be seen as bullying.” (Torfaen 2008)***

There are four main types of bullying:

**Physical** – hitting, kicking, punching, threatening behaviour, sexual assault, stealing or hiding personal belongings

**Verbal** – name calling, teasing, insulting, writing or sending unkind notes or messages

**Emotional** – being intentionally unfriendly, excluding, tormenting looks, spreading rumours

**Cyber** – misuse of all areas of the Internet including e-mail, instant messaging and social networking sites, threats made by text messages or phone calls, misuse of associated video and camera facilities

Specific types of bullying can include:

- **Racial bullying:** physical and emotional bullying related to someone's colour, ethnicity, culture or religion
- **Special Educational Needs (SEN) and Disability bullying:** bullying targeted at someone with a SEN or disability, bullying causing the victim to do something they should not, causing deliberate isolation, taking advantage of someone by encouraging them to carry out bullying behaviour knowing that they are unaware of this
- Bullying related to appearance or health conditions.
- Bullying because a child is adopted or a carer.
- **Homophobic bullying:** bullying motivated by a prejudice towards lesbian, gay or bisexual people, related to sexual orientation (Homophobic bullying)
- **Sexual bullying:** Bullying of a sexist or sexual nature, name-calling, comments and 'overt' looks about appearance, attractiveness and emerging puberty, uninvited touching, innuendos and propositions.
- Cyber bullying (see Appendix I)

## 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 they should investigate if a child:

- Is unwilling to go to school
- Is frightened of walking or using the school bus, to or from school
- Changes their usual routine
- Begins truanting
- Becomes withdrawn, anxious or lacking in confidence
- Begins stammering
- Attempts or threatens self-harm or suicide
- Runs away

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- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Begins to underachieve in school work
- No longer wishes to attend any extra-curricular clubs
- Comes home with torn clothes or damaged books
- Has had possessions go 'missing'
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above

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

### **Prevention of Bullying**

- Posters are displayed around the school highlighting what bullying is, how to report it and how to deal with it.
- The school's reward system attempts to encourage positive behaviour.
- Homework planners contain the school rules and a pupil friendly anti-bullying policy
- The School Values 'in essentials Unity, in non-essentials Liberty, in all things Charity' are constantly reinforced throughout the school
- The school's reward system attempts to encourage positive behaviour.
- Homework planners contain the school rules which relate to bullying. A signature is required from the child at the beginning of the year.
- Emphasis placed on self-esteem and friendship skills, assertiveness and handling conflict within the PSHEE programme.
- Regular open discussions within form periods to tackle issues.
- Reinforcement of the Code of Conduct.
- The school 'Ambassadors' are accessible to all children during break times; problems can be discussed and solutions can be suggested. All serious issues to be reported back to Head of Pastoral Care or trusted staff members.
- Staff to be observant and aware in the classroom and around school, looking out for evidence of bullying and to protect the victims.
- All members of staff should be aware that their own conduct is influential and should avoid actions and statements which may imply support for the victimisation or humiliation of individuals.
- Staff awareness will be raised through training, and action taken to reduce the risk of bullying at times and in places where it is most likely, for example, in the changing rooms, in cloakrooms and at play times.
- Staff should be made aware through training of how to support pupils including those with SEN or disabilities and lesbian, gay, bisexual and transgender (LGBT) pupils.

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- All pupils should be made aware that it is their right to complain about bullying and victimisation.
- Parents to be informed of the dangers of Internet and mobile phone misuse and request that they monitor their child's use of this technology. (See appendix I)
- Children of concern and specific Incidents of bullying to be discussed at weekly staff meetings and briefings, logged on pastoral logs and monitored to identify patterns of bullying.

### Statement of Intent

If bullying does occur, all pupils should be able to report instances and know that these will be dealt with promptly and effectively. The school aims to encourage anyone who knows that bullying is happening to tell a member of staff or a responsible adult. This is underpinned through the anti-bullying units within the whole school PSHEE programme and is supported by Fulneck's pastoral framework.

No 'initiation ceremonies' are permitted within the school or the boarding house. Any pupils who are being bullied will be suitably supported, and pupils who may bully others will also be given appropriate help and guidance. It is our firm belief that:

***Every child should be able to learn in a school environment free from bullying of any kind and in which they feel safe and supported. There is no place for bullying in our school community and every member of the community has a role in creating a culture where bullying is not tolerated. This applies to the bullying of pupils, teachers and support staff. No child deserves to suffer the pain and indignity that bullying can cause. We recognise the negative impact it has on the educational experiences and wider development of so many children and young people. Providing safe and happy places to learn is essential to achieving school improvement, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of the school community.***

### Procedure for dealing with incidents of bullying at Fulneck

1. Any individual being bullied or witnessing bullying should inform any member of staff they trust: teachers, the Principal, boarding staff, school nurse, administrative or support staff, prefects, ambassadors, pupils or parents and guardians.
2. Appropriate communication will take place with staff. Those concerned will be interviewed by the appropriate members of staff from the list below:

Head of Junior School or Head of Pastoral Care  
Head of Senior School or member of the Pastoral Team  
Head of Sixth Form  
Heads of Boarding

Junior School children  
Senior School Children  
Sixth Form Students  
if an incident occurs in the  
Boarding Houses

3. The incident will be investigated further and measures taken to ensure that the bullying is stopped quickly. The incident will be logged by a member of the pastoral team on the school's confidential pupil logs and parents informed where appropriate. Potential bullying incidents

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are highlighted on logs which are scrutinised to ensure procedures are followed and to identify patterns. A bullying incident which occurs in the Boarding House will be logged by the boarding staff in the same way and pastoral staff will be informed where necessary.

A bullying incident should be treated as a Child Protection concern where there is reasonable cause to believe a child is suffering or could suffer significant harm. In this case, the normal Child Protection procedures should be followed and the case might need to be referred to external agencies. In the event of pupil on pupil abuse, whether perpetrator or victim, all involved should be treated as being 'at risk'

4. An attempt will be made to help the bully (bullies) change their behaviour. Each case will be monitored to ensure repeated bullying does not take place, and to enable patterns to be identified.
5. Where deemed necessary - due to the seriousness of the incident or through repetition of bullying by a particular individual - written accounts from those involved will be asked for.
6. Details of incidents will be given to parents where appropriate. Parents may also be invited into school to discuss the issues involved. Boarding House staff will be informed where appropriate.
7. The bully may be asked to apologise and other appropriate sanctions such as detention may take place. Wherever possible and appropriate pupils will be reconciled.
8. In serious cases (and where bullying by an individual continues) the Principal will be informed and may decide to exclude the pupil or pupils concerned either temporarily or permanently.
9. Information about victims and perpetrators of bullying will be passed on to all members of staff.
10. If the person being bullied is a member of staff then their line manager should be informed and they should investigate. In serious cases it should be referred to the Vice-Principal.

## **APPENDIX 1**

### **CYBER BULLYING (see also e-safety policy)**

**‘Cyber Bullying is the use of modern communications technology to embarrass, humiliate, threaten or intimidate an individual in an attempt to gain power and control over them’. (Glen R Stutzky)**

It is a criminal offence and could be subject to prosecution.

During the School day, there are restrictions on Internet use (chat rooms are blocked) and mobile phone use is restricted during the school day (Year 11 and 6<sup>th</sup> form have fewer restrictions around the use of mobiles in the school day). This means that cyber bullying usually takes place outside school but its consequences can spill over into school.

If individuals become a victim they should retain evidence that can be called upon during an investigation and provided for the parents of those involved.

We will deal with matters within school in accordance with our general anti-bullying procedures but parental support is vital in dealing with this issue and preventing what is happening at home.

E-Safety is taught within the school curriculum in both ICT and PSHEe and is regularly referred to within form tutor sessions. External organisations also deliver sessions on sexting and assemblies on Internet safety day are led by anti-bullying ambassadors.

Cyber Bullying can take any of the following forms:

#### **Bullying by text message**

Bullying by text message has become an unfortunate and unpleasant by-product of the convenience that SMS (short message service) offers. Texting is more casual than a phone call and messages can be sent and received at times when other communication is not convenient. It is also perceived as being more anonymous, particularly if the message is sent via a website. Sometimes text messages are sent to embarrass, threaten or bully someone. This can be particularly upsetting as the message can arrive when the receiver least expects it. Additionally, if the person's number is not listed in the receiver's address book then the receiver will not necessarily know who has sent the message.

#### ***Dealing with it***

- If being bullied by text message, pupils should immediately seek help from a teacher, parent or carer. They should aim to keep a detailed diary recording information such as the content of the message, the date, the time, the caller ID or whether the number was withheld or not available.
- If space permits, the messages should also be stored on the phone in case they are needed later as evidence. Abuse in the form of bullying should be reported to the mobile phone company who can take certain steps to try to resolve the situation, and in some instances it may also be necessary to involve the police.
- In some cases it may be necessary, or easier, to change the mobile phone number or to purchase a new phone.

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## **Bullying by email**

Like bullying by text message, email provides a reasonably 'anonymous' method of communication which bullies have seized upon to harass their victims.

### ***Dealing with it***

- If being bullied by email, pupils at Fulneck should be advised not respond to the messages, but should seek help from a teacher, parent or carer
- Likewise, if they receive an email message from an unknown sender, they should exercise caution over opening it, or ask an adult for assistance. Pupils will be advised **not to** delete the message but keep it as evidence of bullying
- If the email is being sent from a personal email account, abuse should be reported to the sender's email service provider. Many email programs also provide facilities to block email from certain senders
- If the bullying emails continue, and the email address of the sender is not obvious, then it may be possible to track the address using special software. Your email service provider may be able to offer assistance in doing this
- In certain cases, it may be easier to change your email address, and exercise caution over who this new address is given to.

## **Bullying within chat rooms or by instant messaging**

Aside from the general risks of using chat rooms and instant messaging (IM) services, these services are also used by bullies.

Chat is a way of communicating with numerous people at the same time by typing messages which immediately appear on screen in a virtual meeting place, known as a chat room. Chat rooms have an element of anonymity so young people may often have the confidence to say things online which they would not say face to face. Whilst this can be a positive thing for some, it can also lead to bullying. Groups are often formed in chat rooms, just as they would be in school, and can be used as a way of excluding or harassing others.

### ***Dealing with it***

- Pupils at Fulneck will **not be allowed to access chat rooms through the school internet** during the School day and the IT policy will indicate to both children and parents that access to such rooms (even those moderated) is strongly discouraged.
- Children at Fulneck are advised never to give out personal information while chatting
- If bullying does occur, they should not respond to messages, but should leave the chat room, and seek advice from a teacher, parent or carer
- If using a moderated chat room, the system moderators should also be informed, giving as much detail as possible, so that they can take appropriate action
- IM is a form of online chat but is private between two, or more, people. The system works on the basis of 'buddy lists', where chat can only take place with those on your list
- Young people should only add people to their buddy list that they know, and reject requests from others to join their list. Although this effectively reduces the risk of being bullied by IM, abuse is still possible
- If a child is bullied or harassed by IM, the service provider should be informed giving the nickname or ID, date, time and details of the problem. The service provider will then take appropriate action which could involve a warning or disconnection from the IM service

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- If a child has experienced bullying in this way, it might also be worth re-registering for instant messaging with a new user ID

### **Bullying by websites**

Although less common, bullying via websites is now becoming an issue. Such bullying generally takes the form of websites that mock, torment, harass or are otherwise offensive, often aimed at an individual or group of people.

#### ***Dealing with it***

- If a pupil discovers a bullying website referring to them, they should immediately seek help from a teacher, parent or carer.
- Pages should be copied and printed from the website concerned for evidence, and the internet service provider (ISP) responsible for hosting the site should be contacted immediately. The ISP can take steps to find out who posted the site, and request that it is removed. Many ISPs will outline their procedures for dealing with reported abuse in an acceptable use policy (AUP) which can be found on their website.
- Additionally, many websites and forum services now provide facilities for visitors to create online votes and polls, which have been used by bullies to humiliate and embarrass their fellow pupils.
- Again, any misuse of such services should be reported to a teacher, parent or carer who should then take steps to contact the hosting website and request the removal of the poll.