

## Ratcliffe College

### ANTI-BULLYING POLICY

This policy is reviewed annually by the Governing body, and was last reviewed on: 22<sup>nd</sup> August 2016

Signed..... (Chair of Governors)

Signed ..... (Governor responsible for Safeguarding and Child Protection)

Signed ..... (Senior Deputy Head/DSL)

**The Senior Deputy Head is responsible for anti-bullying in the School.**

#### Introduction

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Ratcliffe College. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

This policy has been written with regard to the guidance set out in the Department for Education 'Preventing and Tackling Bullying', March 2014 and in accordance to ISI Regulatory Requirements and National Minimum Standards for Boarding, January 2015. It also includes a separate section on cyber. Safe and responsible use of electronic communication can be found in the Mobile and On-line Technology Safety Policy and within the School AUP. This policy also takes regard of 'The Equality Act 2010', Part 6 Education, Chapter 1 Schools, which came into force in April 2011.

#### Aims and Objectives

- To create a happy, well-ordered and caring community and that we take bullying seriously;
- To raise awareness among students, parents, staff and governors as to what constitutes bullying behaviour;
- To communicate to students, parents, staff and governors why bullying is unacceptable, that it will not be tolerated and that victims will be supported;
- To communicate to students, parents, staff and governors what the school policy is on bullying, and follow it when bullying is reported;
- To reduce incidents of bullying through the implementation of appropriate strategies, preventative and proactive as well as reactive;
- To ensure that students have knowledge of, and access to, a support structure within the School so they can share worries and seek help;
- To implement strategies for treating bullies and victims which effect appropriate behaviour changes.

#### Definition of bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (Preventing and Tackling Bullying). The main features of bullying are deliberate aggression, unequal power relationships, behaviour which results in pain or distress, bullying physical or emotional can cause psychological damage and even suicide.

Although bullying is not a specific criminal offence, there are laws which apply to harassment and threatening behaviour. Cyber-bullying can infringe criminal laws including the Harassment Act (1997) and the Communications Act (2003).

**Verbal**

Being insulting, threatening, abusive, offensive, hurtful, spreading rumours; using sarcasm; nasty teasing. Inappropriate hand gestures or groping

**Racist**

Offensive mimicry; racist taunts or jokes; wearing of provocative badges or insignia; racist graffiti; making fun of customs, accent or dress; refusal to co-operate or work with others of a different culture.

**Homophobic, Transphobic and Biphobic Bullying**

Homophobic, transphobic and biophobic bullying are the official terms that describe bullying motivated by the irrational hatred, intolerance, and/or fear of lesbian, gay, bisexual and transgender (LGBT) people. This can involve any hostile or offensive action against lesbians, gay males, bisexual, transgender people or those perceived to be lesbian, gay, bisexual or transgender. This may include a person receiving threats to 'out' them and tell their friends and family about their sexuality or gender, or being compared to LGBT celebrities or characters that portray particular stereotypes of LGBT people.

**Sexual/sexist**

**Bullying because of gender or focusing on the issue of sex.**

**Emotional or Psychological**

Behaviour or body language which others find intimidating, unfriendly, threatening, tormenting; excluding from friendship or working groups, spreading rumours, making silent or offensive phone calls, making things up to get other people into trouble or peer pressure to behave in inappropriate ways.

**Physical**

Violence of any form - pushing, kicking, punching, hitting, taking, pinching, biting and shoving and damaging or hiding belongings.

**Special Educational Needs and Disability**

Bullying because of a specific learning need or physical or mental disability.

**Religious**

Bullying because of a person's religious belief.

**Appearance or health**

Bullying based upon appearance or health conditions.

**Home circumstances**

Bullying based on a person's home circumstances.

**Cyber bullying**

Cyber-bullying is the use of information and communication devices such as computers, laptops, tablets, gaming devices mobile phones and services to bully, harass or intimidate an individual or group. It can be spoken or written or placed on computer/mobile text messages or images on camera phones/internet sites/chat rooms/social networking sites. It can be by posting or sharing insulting messages, rumours or photos online or sending offensive text messages. Additional information on cyber-bullying can be found in the Mobile and Electronic Devices Policy.

**What can you do if you are being bullied in school or outside school?**

- Read the Student Anti-Bullying Policy (Appendix 2) and tell yourself that you do not deserve to be bullied and that it is wrong.
- Try not to show that you are upset; try to look and sound confident.
- Try to ignore the bully; remember that they want a reaction and try not to give one.
- Stay with a group of friends/people. There is safety in numbers.
- Inform your tutor or any other member of staff immediately who will take you seriously and deal with the bullies in a way which will end the bullying and not make matters worse for you.

### **If you know someone is being bullied in school or outside school?**

- Don't stand and watch; fetch help. Tell an adult immediately. Teachers have ways of dealing with bullying without getting you in to trouble.
- If a friend tells you that they are being bullied try to persuade them to tell a teacher themselves. If this does not happen you should tell a teacher yourself.
- Do not condone, or pretend to condone bullying. Show that you and your friends disapprove.
- Be sympathetic and supportive to someone who may be being bullied.
- Be careful about teasing people or making personal remarks; if what you are about to say may be hurtful, do not say it.

### **As a parent?**

- Watch for signs of distress in your child, for example, they suddenly may not wish to attend school, feel ill regularly, or not complete work to a normal standard.
- If you feel your child may be a victim of bullying behaviour, inform the School immediately, by contacting your child's Tutor or Head of Year by telephone via the main School office (01509 817000) or via e-mail, with as many details as you can. Your complaint will be taken seriously and appropriate action will be taken. If you know the member of staff you wish to e-mail simply type their first initial and their surname followed by @ratcliffe.leics.sch.uk
- Discourage your child from hitting back as this will only exacerbate the issue.
- Encourage your child to talk to his/her tutor about any worries.

### **As a School?**

- Offer positive role models in terms of mutual respect, listening and problem solving.
- Be aware of early signs of distress or withdrawal in pupils.
- Always listen, take seriously and act upon information received.
- Ensure that all accessible areas of the School are patrolled effectively.
- Use any opportunity to discuss aspects of bullying and the appropriate way to behave towards each other e.g. Assemblies, Form Time, the PSHCE Programme, appropriate opportunities in the curriculum such as drama, stories and poems, National Anti-Bullying Week in November, Night Prayers for boarders.
- Build positive self-images among the pupils.
- Commend appropriate behaviour.
- Deal quickly, firmly and fairly with any complaints involving parents where necessary.
- Information for students about what to do if they are being bullied is displayed around the School, including telephone numbers for the independent listener/School counsellor and other organisations that can help
- Where we suspect that a criminal offence may have been committed we will inform the police.

### **Action to be taken when bullying is suspected**

If bullying is suspected we talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, the following action will be taken:

- The victim is offered support.
- A record of the incident is logged on to SIMS behaviour management to enable patterns of behaviour to be identified.

- The perpetrator is reprimanded, sanctioned appropriately and warned that there must be no recurrence of such behaviour. Acts of bullying can lead to detentions, suspension or exclusion of the perpetrators from the school. Parents are informed where appropriate.

A more detailed explanation of how staff report, investigate and manage incidents is found in below. Sanctions must be applied fairly, proportionally, consistently and reasonably, taking account of any special educational needs (SEN) or disabilities that students may have and taking into consideration the needs of vulnerable children.

## **Reporting, Investigating and Managing Incidents of Bullying**

### **Reporting Bullying**

- 1) Staff to whom an incident is reported, or who first discover an incident, must:
  - stay calm and avoid making snap decisions or attaching blame;
  - make the situation safe, if necessary;
  - report the matter to the Head of Year / Resident Senior Housemaster/Housemistress / Head of Preparatory School / Head of Nursery (as appropriate) in the first instance.
- 2) **Staff must write/type an account of any incident as soon as possible after reporting it.** Copies must be given to the Head of Year / Housemaster/Housemistress / Head of Preparatory School / Head of Nursery (as appropriate) and to the Senior Deputy Head. Incidents can be reported using the red 'Referral of Concern with Student' form or in a separate written account. These forms can be found in the Staff Common Room.
- 3) **It is vitally important that all written records of incidents are stored appropriately by the relevant member of staff.** This is usually the Head of Year / Housemaster/Housemistress / Head of Preparatory School / Head of Nursery (as appropriate), but records of more serious incidents are kept by the Senior Deputy Head and/or the Headmaster.
- 4) The School Listener, Dr Sheelagh Bolt who visits the school every Tuesday, 1.00pm-2.00pm.
- 5) Peer Mentors – Year 12 students who have received in-house training to listen and support students and when dealing with an incident of suspected bullying to pass the information on to a member of staff.
- 6) Incidents of bullying will be reviewed annually by the Senior Deputy Head and the Pastoral Team and reported to, and discussed with, the Governing Body to identify patterns/trends to target areas of need. This information will be used alongside the results of the Senior School anti-bullying questionnaire.

### **Investigating and Managing Incidents**

It is important to note that not all incidents will require use of all of the following steps. In many cases, a quiet word of warning is sufficient to modify behaviour. In all cases, the level of response is determined by the facts that emerge from an investigation into an incident.

- Heads of Year / Housemaster/Housemistress / Head of Preparatory School / Head of Nursery (as appropriate) take responsibility for initial investigations of any reported incidents;
- students are interviewed in order to ascertain what happened;
- written statements may be required from all parties involved, signed and dated;
- if it is decided that further action is required then the Senior Deputy Head is informed;
- the students involved (both bully and bullied) may be brought together with a member of staff present to try to talk it through, with the aim of apology and reconciliation, if this is appropriate;
- clear guidelines for future behaviour are issued to both parties and a code of conduct agreed. Students should know that the situation will be monitored and know of consequences for bully if bullying continues. The sanctions which might be applied are set out earlier in this document; parents of bully and bullied should be kept informed, where necessary, at appropriate times during an investigation;

- Form Tutors / Class Teachers, Heads of Year / Housemaster/Housemistress / Head of Preparatory School / Head of Nursery (as appropriate) monitor the situation;
- if no improvement is seen then the Senior Deputy Head implements further sanctions;
- a student who persistently makes life unhappy for others may face suspension from School or being asked to leave the School in extreme cases.

A bullying incident should be treated as a child protection concern when there is ‘reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm.’ Please refer to the appropriate section of the Safeguarding and Child Protection Policy.

The disciplinary sanctions have three main purposes, namely to:

- impress on the perpetrator that what he/she has done is unacceptable;
- deter him/her from repeating that behaviour;
- signal to other students that the behaviour is unacceptable and deter them from doing it.

The procedure is as follows:

<b>First offence</b>	Discussion of the incident with parents and strategies put in place to help change their behaviour Student may be placed in a Saturday detention.
<b>Second offence</b>	As ‘First Offence’ with possible extended length of detention or suspension from School. Parents invited in to discuss the matter and to suggest additional strategies sources of help for the student.
<b>Subsequent offences</b>	Student suspended from School, generally for two days. Letter home to parents, stating that on return to School the student will be monitored for a period, and that any further infringement may lead to exclusion from the School with a loss of fees already paid.

### **Preparatory School and Nursery**

It is recognised that younger children may require a different response as their understanding of personal relationships develops. The following guidelines are specifically given to staff in the Preparatory School and the Nursery (though many of them are applicable to the Senior School as well):

If there is evidence of a child bullying another child or children then staff action is as follows:

- intervene to stop the child harming the other child or children;
- explain to the child doing the bullying why his/her behaviour is inappropriate;
- give reassurance to the child or children who have been bullied;
- help the child who has been bullying to say sorry for his/her actions;
- ensure that the child who has been bullying receives praise when he/she displays acceptable behaviour;
- do not label children who bully;
- when a child has been bullying, this is discussed with his/her parents and a plan is worked out for handling the child’s behaviour;
- when a child has been bullied, this is shared with his/her parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving and that his/her parents have been informed.

### **What Are the Signs of Bullying?**

- suffer damage or loss to items such as clothing, property and School work more often than might be considered normal;
- suffer unexplained injuries;

- become withdrawn and be reluctant to say why;
- display a reduction in educational attainment, either gradually or suddenly;
- be reluctant to go to School;
- be reluctant to travel to and from School by bus, indicating problems during the journey;
- display unusual patterns of behaviour with regard to money and/or possessions;
- become depressed;
- be reluctant to eat or play normally;
- appear generally unhappy, moody and/or irritable;
- visit the Medical Centre more frequently than usual.

### **Prevention**

We will use KIDSCAPE methods for helping children to prevent bullying including ZAP. As and when appropriate, these may include:

- having discussions with each other about bullying and the Student Anti-Bullying Policy (appendix 2) and why it matters;
- writing stories or poems or drawing pictures about bullying;
- reading stories about bullying or having them read to a class or assembly;
- making up role-plays;
- Assertiveness Training, Response Styles, Best Foot Forward, Safe Distances, Personal Safety, Broken Record, Fogging, creative responses, Jelly Bullies, Relaxation.

### **Staff Professional Development**

- Through appropriate continuing professional development (CPD) training and induction, all staff are made aware of the School's anti-bullying policy, including new staff and support staff.

### **Review**

The anti-bullying policy was last reviewed by the Senior Deputy Head on 4th February 2016. This policy was last reviewed by fully approved by Governors on 2<sup>nd</sup> December 2014.

### **Prevent Duty**

This policy is written with regard to Prevent Duty Guidance, 2015. As such, School staff are aware of the risk posed to students of radicalisation and that all teachers have a statutory duty to report any concerns of this nature to the Police and the Local Authority.

### **Links to Other Policies**

Boarding Policy, Safeguarding and Child Protection Policy, Pastoral Care Policy, Behaviour, Rewards and Sanctions Policy, Mobile and On-line Technology Safety Policy, Self-Harm Policy, Equality Policy.

The following telephone numbers are also posted around the School.

ChildLine	<a href="http://www.childline.org.uk">www.childline.org.uk</a>	0800 1111
Children and Young People Services		0116 253 1191
Drug Helpline (11 to 19yr olds)		0800 776600
Alcohol Helpline (11 to 19yr olds)		0116 222 9545
Eating Disorders Association – youthline - BEAT		0845 347650
Bereavement care – youthline		0808 8081677
Samaritans		08467 909090



# STUDENT ANTI-BULLYING POLICY

- Our School does not tolerate bullying.
- We aim to be a 'bully free' school.
- We aim to be a 'telling' school.
- We talk and learn about anti-bullying during PSHCE lessons, assemblies and tutor time.

## Are you being bullied?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (Preventing and Tackling Bullying). The main features of bullying are deliberate aggression, unequal power relationships, behaviour which results in pain or distress, bullying physical or emotional can cause psychological damage and even suicide.

Bullying normally includes:

- deliberate aggression;
- unequal power relationships;
- behaviour which results in pain or distress.



## But Bullying may also include:

- threats of violence, both verbal and non-verbal;
- actual violence;
- ignoring/ shunning others or deliberately trying to turn friends against one another by spreading false rumours;
- teasing, ridiculing, mimicking, sarcasm, name calling;
- interfering with property or deliberately damaging another's possessions or work;
- racially or sexually offensive remarks and/or behaviour;
- offensive remarks about a physical or other disability;
- intimidation or demanding money, material goods and/or favours through force;



## What Are the Signs of Bullying?

The following signs may indicate that you or a friend is being bullied.

- suffer damage or loss to possessions;
- struggling with school work;
- reluctant to go to school;
- reluctant to travel to and from school by bus, indicating problems during the journey;
- appear generally unhappy, moody and/or irritable;
- visit the Medical Centre more frequently than usual.



Taken individually, the above may not be due to bullying, but a combination of even some of these signs could be a reason to suspect it.

## If I am being bullied or I know someone is, what can I do?

- **No matter what others say, IT IS OKAY TO TELL;**
- tell a friend who will pass the information on to an adult;
- tell a prefect or monitor or Student Listener who will pass the information on to an adult;
- tell your teacher;
- telephone ChildLine 0800 1111.

If you do this the bullying will **STOP!**

## What happens to bullies?

Incidents of bullying when reported are taken seriously and are treated as confidentially as possible.

- Bullies will receive a sanction, such as a Saturday detention, and their parents are informed;



- Bullies are helped by the teachers to understand what they have done wrong so they can try and change their behaviour in the future.

### Appendix 3

The following telephone numbers are also posted on the Medical Department notice board and in the Boarding House in case any student wishes to make use of them:

Kidscape	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	
ChildLine	<a href="http://www.childline.org.uk">www.childline.org.uk</a>	0800 1111
Children and Young People Services		0116 253 1191
Ofsted		08456 404045
Drug Helpline (11 to 19yr olds)		0800 776600
Alcohol Helpline (11 to 19yr olds)		0116 222 9545
Eating Disorders Association – youthline - BEAT		0845 347650
Bereavement care – youthline		0808 8081677
Samaritans		08467 909090
EACH (Education Action Challenging Homophobia)		0808 1000 143
Anti-Bullying Alliance	<a href="http://www.anti-bullyingalliance.org.uk">www.anti-bullyingalliance.org.uk</a>	