ST PETER'S
PREPARATORY SCHOOL

Anti-Bullying policy

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Approved by Head:

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Aims & Objectives

At St Peter's School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/ her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

St Peter's prides itself on its respect and mutual tolerance. Parents/ guardians have an important role in supporting St Peter's in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together.

This policy is available to parents of pupils and prospective pupils on our website and on request. It is also communicated to all staff and pupils.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the school and each other, in return. All forms of bullying are unacceptable at our school and any instances will be recorded and, where appropriate, will result in disciplinary action.

This policy applies to all day and boarding pupils in the school, including those in the Early Years Foundation Stage.

Definition of Bullying

Bullying can be defined as "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally" (Guidance on Preventing and Tackling Bullying, Department for Education)

Put another way, bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious

rumours) means. It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape). It may also be unpleasant in other ways.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents

DEFINITION OF CYBERBULLYING

Cyberbullying can be defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others"(Belsey, http://www.cyberbullying.org/). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/ herself.

Cyber-bullying could involve communications by various electronic media, including for example:

1. Texts, instant messages or calls on mobile phones/Ipads;
2. The use of mobile phone/Ipads camera images to cause distress, fear or humiliation;
3. Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
4. Using e-mail to message others in a threatening or abusive manner; or
5. Hijacking/ cloning e-mail accounts.

THE SCHOOL'S RESPONSE TO BULLYING

At St Peter's we always treat bullying very seriously. It conflicts sharply with the school's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on school trips or outside of the school's premises will not be tolerated any more than bullying on school premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside school premises and outside school hours.

SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet;
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others;
- Books, bags, money and other belongings suddenly go "missing", or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self confidence
- Frequent visits to the Sick Bay with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance or late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/ recorded as appropriate (see below).

BULLYING - PREVENTATIVE MEASURES

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with St Peter's:

<u>Pupils</u>

- All new pupils (including boarders and our youngest pupils) are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished and will be supported;
- We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce messages about community involvement and taking care of each other;
- Other lessons, particularly R&P, English and Drama highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable;
- All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place;
- All boarders know how to report anxieties to their House Parent or to another member of the pastoral team;
- We have a listening surgery available twice a week with the Assistant Head (Pastoral) where children can go to talk through any worries or concerns we have.
- We have our Time to Talk sessions with our Independent listeners twice a term.

- Our Sick bay and our boarding house display advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, and the Samaritans.

Staff

- Upon induction, all new members of staff are given guidance on the school's anti-bullying policy and on how to react to and record allegations of bullying at St Peter's. All school staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Assistant Head (Pastoral) in order that patterns of behaviour can be identified and monitored. This is also logged on the school's information system;
- We have a strong and experienced pastoral team of Tutors, Heads of School, and House parent, who support the Assistant Head(Pastoral) and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying;
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies. INSET sessions are held regularly, using outside experts;
- We use an external Councillor who can provide specialist skills of assessment and counselling. She is available to give confidential advice and counselling support to pupils when we refer to her, when they have social, emotional or behavioural concerns;
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour;
- In the boarding house, there is a strong team supporting the House Parent and the Matron, who act in loco parentis. The informal house environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. A member of the boarding house staff is always on duty to supervise the pupils; and
- The school has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, on school visits and trips or that otherwise occur outside of school. The school has the right to take disciplinary measures in respect of such acts.

Parents

- We encourage close contact between the staff, House Parent and parents/ guardians, and will always make contact if we are worried about a pupil's well-being; and
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

RESPONDING TO CYBERBULLYING

Most cases of cyberbullying will be dealt with through the school's existing Anti-bullying Policy and this must remain the framework within which incidents of bullying are investigated. However, some features of cyberbullying differ from other forms of bullying and may prompt a particular response. The key differences are:

- impact: the scale and scope of cyberbullying can be greater than other forms of bullying
- targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- location: the 24/7 and anywhere nature of cyberbullying
- anonymity: the person being bullied will not always know who is bullying them
- motivation: some pupils may not be aware that what they are doing is bullying
- evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence
- it is possible that a member of staff may be a victim and these responses apply to them too.

Guidelines to prevent Cyberbullying and to ensure appropriate use of devices in school

Pupils are not permitted to possess mobile phones in school, or on school trips, under any circumstances. If they are brought in for any reason (such as needing one for the weekend with another family, etc.) they should be handed to the pupil's tutor or the trip leader, straight away, for safe keeping.

Boarders should hand their mobile phone in to a member of the boarding team.

1. Photographs

Photographs are valuable records of process, progress and achievement and are positively encouraged. However, in line with the school's Acceptable Use Policy (AUP) for ICT, images of pupils, whomever they are taken by, must never be uploaded to external sites without permission from the relevant parent/s or carer/s. A school camera/Ipad is always used for recording images.

2. Use of Internet-connected devices in school

Any device using the school system to access the internet, by any user, at any time, does so through the school's system proxy server, which requires authentication. This means that all internet traffic is filtered and monitored and is traceable to the authenticated user. All internet traffic and email is logged and recorded. Any breach of the AUP may result in the user's access being suspended or withdrawn. Breaches which may constitute an offence in law may also result in the police becoming involved.

3. E-Safety

Pupils receive training in e-safety, mainly through ICT lessons but also, variously, through tutor time, assemblies and external speakers, for example. The points covered include, but are not limited to:

- Log-on security, strong passwords and keeping identity safe.
- The risks associated with uploading images or information about themselves
- Grooming
- Use of chat sites and the difference between real and online 'friends'.
- Harmful sites and the risk of hacking through accessing pirated material
- Cyber-bullying
- How to access help if they feel uncomfortable about a situation.

Action procedure

All reported incidents of bullying are dealt with using a consistent approach, which is detailed below in appendix 1.

As soon as a case is brought to light, the victim's form tutor should start an incident log using the Bullying Incident Record Form. A copy of the bullying procedure is printed on the reverse, to ensure consistency.

In all cases, the Senior Master, Heads of School and the Assistant Head (Pastoral) should be informed as soon as possible, to ensure that correct procedures are being followed and that any patterns developing can be instantly recognised.

It is important to recognise that procedures for resolving the situation should include work with both the "victim" and the "aggressor" in order to maximise prospects of a successful long-term solution.

Staff should ensure that communications slips are completed for each parental discussion related to the incident/s.

Close monitoring and follow up work by staff will be required after the incident is resolved. This should, in most cases, be co-ordinated by the form tutor in consultation with the Senior Master and/or the Assistant Head (Pastoral).

Boarding Pupils

In respect of these pupils, in addition to the above, the following principles also apply:

This policy is available to boarding pupils as well as all staff who work with them, including junior and recently appointed staff.

We ensure that there are no 'initiation ceremonies' that are designed to cause pain, anxiety or humiliation.

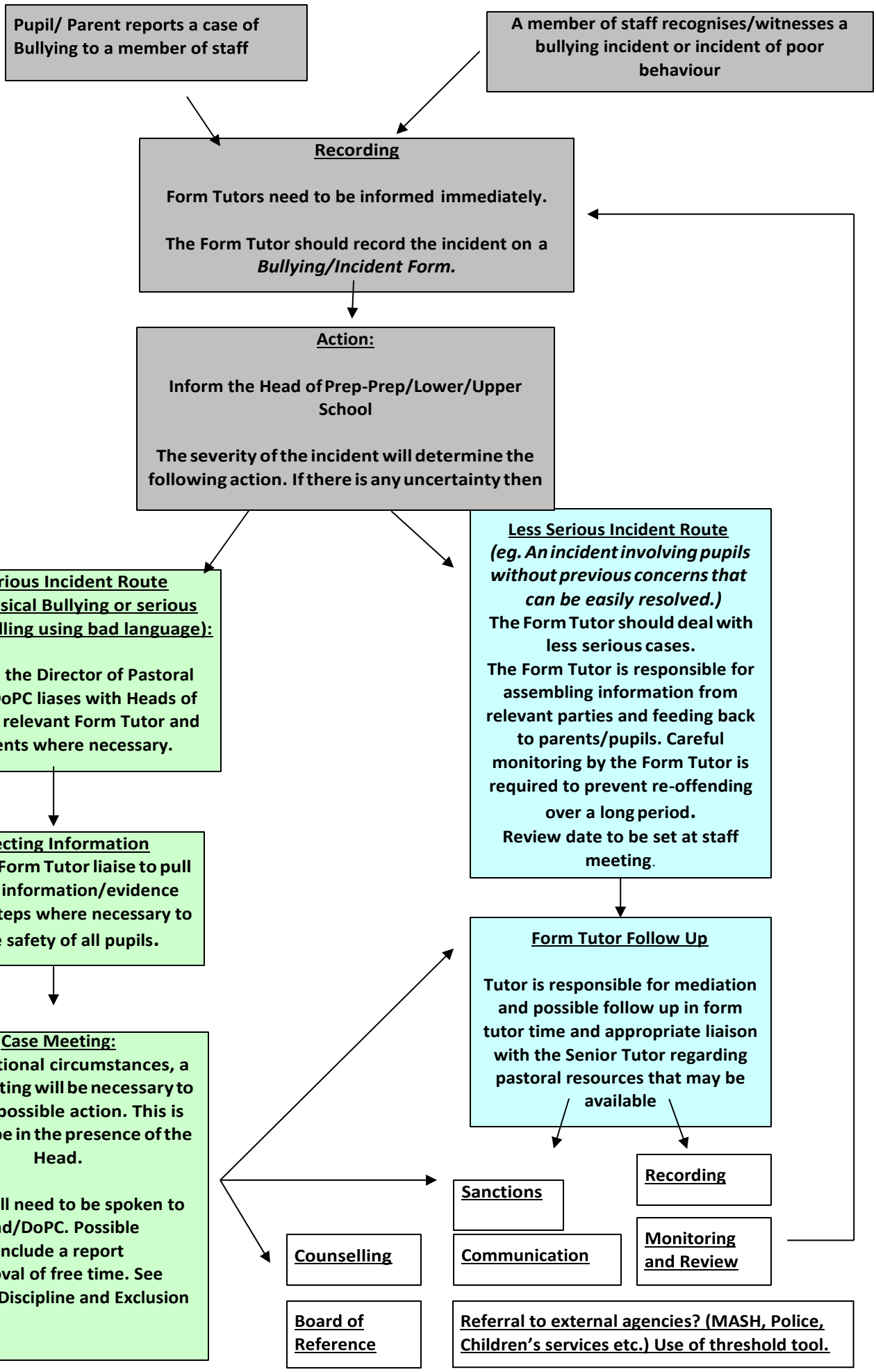
We also aim to ensure that pupils do not identify bullying as a problem in the school and that if any pupil was being bullied, they would be suitably supported.

In addition, any pupils identified as bullies are given appropriate help and guidance.

COMPLAINTS PROCEDURE

Parents and pupils are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly.

a. Appendix 1 – Dealing with bullying or incidents of poor behaviour



Bullying / Serious Behaviour Incident Form

Please refer to the incident management procedure on the reverse of this form.

Form Tutor:	Date of incident:

Alleged victim/s:

Brief account of the situation/incident. Please attach written accounts from all children involved.

Action taken: (Communication with DoPC, Parents, Pupils etc..)

- DoPC informed
- Communication
- Sanctions log in Schoolbase
- Head

Sanctions and Counselling/Follow Up

Date discussed at Full Staff Meeting-