



# ST. JOSEPH'S COLLEGE

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## Anti-Bullying Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

### Rationale

The College has a responsibility to provide a safe and secure environment for all our pupils, and indeed staff, and tackling bullying is a part of that responsibility. All staff, both teaching and non-teaching have an important part to play in this. This policy refers to the Non-Statutory DFE advice *Preventing and Tackling Bullying July 2017*; *Cyber-bullying: advice for headteachers and school staff (2014)* and *Advice for parents and carers in cyber-bullying (2014)*

This policy should be read in conjunction with the College:

- Safeguarding Policy
- Behaviour, Rewards & Sanctions Policy
- Guidelines for Communicating with the College
- Computer Usage Policy
- Mobile Device Policy
- Data Protection Policy

### Aims and Objectives

At St Joseph's College, 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 Joseph's College prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the College 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 reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable and any instances will be recorded and, where appropriate, will result in disciplinary action. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage.

### Definition of bullying

Bullying may be defined as: "Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally" (the Non-Statutory DFE advice *Preventing and Tackling Bullying July 2017*)



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This does not afford the College not to take action in response to a single incident and to make an appropriate record. This allows the College to spot patterns and ensure that a single incident does not become the first of a series.

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

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, 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.

All bullying on the basis of protected characteristics is taken particularly seriously.

**Bullying is unacceptable.** There are no circumstances in which it can be condoned. We know that bullying interferes with social development, it can hinder the child's ability to perform at school; and at worse it can be a major contributory factor to serious childhood problems. It does not build a child's character, nor should it be an inevitable part of growing up, it is an unpleasant and, at times, a devastating experience. Bullying can be monitored and any issues addressed by vigilant teachers and parents.

Bullying can occur through several types of anti-social behaviour. It can be:

**Physical.** A child can be threatened, punched, pushed, kicked, hit, spat at, tripped up or attacked in some other way.

**Verbal.** Verbal abuse can take the form of name –calling, sarcasm, spreading rumours or persistent teasing. It may be directed towards gender, ethnic origin, sexual orientation, physical appearance, social disability, or any individual characteristic.

**Exclusion.** A child can be bullied simply by being exclude from discussion, conversations or activities, by those they believe to be their friends.

**Damage to property or theft.** Pupils may have their property damaged or stolen. Threats may be used to force a pupil to hand over property or money to the bully.

Bullying can involve manipulating a third party to tease or torment someone, or actions that falls 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 can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

## **Cyberbullying - definition**

"Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is



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intended to harm others." (Belsey, [www.cyberbullying.org](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:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- 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);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

## **The College response to bullying**

As a school, we always treat bullying, including allegations of bullying, very seriously. If anyone witnesses, is told of, or is aware of a bullying incident he/she should pass on the information.

Bullying conflicts sharply with the College 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 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.

## **Incidents off College premises**

Bullying which occurs on school trips or outside of the College premises will not be tolerated any more than bullying on College premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside College 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 bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags 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



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- Frequent visits to the medical room with symptoms which may relate to stress or anxiety, such as stomach pains or headaches
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares etc.
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a 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 Joseph's College:

### Pupils

- All pupils are briefed thoroughly on the College 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.
- Anti-Bullying definitions, notes and information for pupils are included in a dedicated page in Student Planner / Homework Diary for pupils in Year 3 and above.
- We use appropriate assemblies to explain the College policy on bullying.
- Our PSHEE 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 the message about community involvement and taking care of each other.
- Other lessons, particularly RS, 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.
- In the Senior School we operate a peer counselling scheme, whereby pupils in the sixth form are trained to offer advice and support to younger pupils;
- Notice boards are used to highlight/promote anti-bullying policy;
- All our classrooms in the Senior School and in the Prep School for Year 3 and above 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;

We provide leadership training to our Sixth Form pupils which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.



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## Staff

- Upon induction, all new members of staff are given guidance on the College anti-bullying policy and in how to react to and record allegations of bullying and online safety. They are required to read the school's policy as part of their induction. All staff understand the principles of the College policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support.
- All staff in the College receive the appropriate safeguarding training in line with Keeping Children Safe in Education (KCSIE) and Annex A, and regular safeguarding updates every half term, which includes Peer on Peer abuse.
- Guidance is provided for staff regarding the use of communications with pupils including social media in training at the start of their employment at the College and within the Staff Handbook. The handbook contains the Social Media Policy and Taking, Storing and Using Images of Children Policy.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept in a protected part of the school network, in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced team of staff who are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying. In the Senior School this is led by the Deputy Head Pastoral, supported by the Heads and Assistant Heads of Section. In the Prep School this is led by the Deputy Head Prep supported by the Heads of Prep Sections.
- Our pastoral team gives support and guidance to 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.
- Our Wellbeing Coach and PMHW form an important part of our pastoral support service, providing specialist skills of assessment and guidance. They are available to give confidential advice and support to pupils who can refer themselves when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil as appropriate.
- The College Chaplain will give support and guidance to pupils of all faiths who are able to refer themselves to her whenever they wish (for example at a time of family break-up, sickness or bereavement). The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community.
- Support and guidance is also given to pupils from staff mentors and Form Tutors. 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.
- The College 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 Form tutor/Class teacher and parents/guardians, and will always make contact if we are worried about a pupil's well-being;



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- 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.
- We provide information evenings on a range of topics, including online safety, mental health and wellbeing and drugs and alcohol.
- We provide support and guidance information on the Parent Portal on E safety, mental health, relationships, counselling drugs and alcohol and personal safety.

## **Cyberbullying – preventative measures**

For the prevention of cyber-bullying, in addition to the preventative measures described above, the College:

- Has appointed an E-Safety Lead and Head of Digital Learning as part of the College's wider safeguarding strategy
- Has implemented an E-Safety Policy which should be read in conjunction with this policy
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHEE lessons which covers blocking, removing contacts from 'friend lists' and sharing personal data. Guidance for social networking and cyberbullying is clearly located in the front of the student planner. offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Expects all pupils to adhere to the College Computer Usage Policy and E-Safety Policy regarding the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all pupils with their own personal school email address.
- Does not allow the use of mobile phones in public areas of the school, or where they may cause annoyance to others; please refer to the Mobile Device Policy.
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas; please refer to the Mobile Device Policy
- The Heads of Sections are responsible for the delivery and implementation of E Safety and the use of Technology within the PSHEE Scheme of work. E Safety is also covered within certain topics of the ICT curriculum.

## **Procedures for dealing with reported bullying**

St Joseph's College ensures that all instances of or concerns about bullying and cyberbullying on and away from school premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept, in order to enable the school to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

If an incident of bullying is reported, the following procedures will be adopted:

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved;



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- He/she will inform an appropriate member of the pastoral team as soon as possible;
- The victim will be interviewed on his/her own (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
- The bully/bullies, and all others who were involved, will immediately be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
- The incident should be recorded on a Record of Bullying/Serious incident form and signed and dated before it is given to the Deputy Head Pastoral in the Senior School or the Deputy Head Prep in the Prep School who are responsible for keeping all records of bullying and other serious disciplinary offences, securely in a protected part of the school network. If it is not practicable to use the form, the incident must still be written down, signed and dated, and held securely, until the information can be uploaded onto the school network;
- The Deputy Head Pastoral / Deputy Head Prep will inform the tutors, Head and Assistant Head of Section of both the bully/ bullies and the victim[s] as soon as possible. In very serious incidents, the Headmaster should be informed;
- The victim will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator. He/ she will be offered support to develop a strategy to help him or herself. It will be made clear to him/ her why revenge or retaliation is inappropriate;
- The alleged bully will be interviewed again at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/ her behaviour was inappropriate and caused distress. He/ she will be offered guidance on modifying his or her behaviour. The College Behaviour, Rewards and Sanctions Policy may also be invoked. Sanctions under this policy might include, for example, detention, withdrawal of privileges or suspension from school. The school may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying or in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- The parents/ guardians of all parties will be informed and may be invited into school to discuss the matter. Their support will be sought;
- A way forward, including where appropriate disciplinary sanctions and counselling, should be determined, and where possible agreed with all parties. This should recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the College Behaviour, Rewards and Sanctions Policy if appropriate;
- As part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode;
- A monitoring and review strategy will be put in place and put on record;
- In very serious cases, and only after the Headmaster has been involved, it may be necessary to make a report to the Police or to Social Services. A bullying incident should be treated as a safeguarding concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. However, in many cases it will be possible to resolve such issues internally under this policy and the College Behaviour, Rewards and Sanctions.

## Help and support



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Help and support will be given to both the victims and the bullies. The victim is supported in many ways including:

- Offering an immediate opportunity to talk and giving reassurance
- Informing the victim's parents/guardians where appropriate
- Offering continuing support where required
- By taking one or more of the disciplinary steps described below to prevent more bullying

The bully will be disciplined, yet also we try to help the bully in the following ways:

- To discover why they have become involved
- By informing the bullies' parents/guardians
- By continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible
- By taking one or more of the disciplinary steps described below to prevent more bullying

## **Potential sanctions**

- Bullies will be warned officially and will usually have to apologise to their victim
- The bullies' parents/guardians will be informed
- They may be internally excluded for a day at school (including recreational areas at break and lunch times)
- If they do not stop or the action is serious, they may be externally excluded for a fixed term.
- In particularly serious and/or persistent cases, the bully should expect permanent exclusion.

## **EYFS children**

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Deputy Head Prep and the Head of Early Years Centre are in day-to-day charge of the management of behaviour in the Early Years Centre.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see the Head of Early Years Centre or the Deputy Head Prep, who will explain the inappropriateness of a particular action but such instances are rare. Parents may be informed by either a phone call or letter at discretion of Head of Early Years Centre or the Deputy Head Prep. In cases of repeated instances of inappropriate behaviour, parents will be invited into the school to discuss the situation with Head of Early Years Centre or the Deputy Head Prep and to agree a joint way of handling the difficulty.



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## **Complaints procedure**

Parents and pupils are encouraged to use our complaints procedure (which is published on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly. Parents of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted if they are unhappy with the way in which their complaint has been handled. The complaints policy explains how to complain to Ofsted.

Any parental report of bullying should be reported to Deputy Head / Headmaster.

## **Staff**

Bullying may occur between professional teaching staff, support staff and other adult staff within the school community. Staff may feel threatened by an individual or group of pupils. The College recognises that such incidents may occur and all such incidents will be taken very seriously and will not be tolerated. In the first instance, staff should report their concerns to a senior colleague, a Deputy Head, Deputy Head Prep or the Headmaster. In the event of the issue remaining unresolved or persistent bullying, staff may refer to the grievance procedure as set out in the Staff Handbook.



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**Appendix**

**Advice provided to pupils**

**Promotion of Pupil Response to Bullying**

"As always, TELL someone – **Don't Suffer in Silence**. Never think that silence is the best policy and that the bullying will just go away or that the situation will get worse if you report it. If bullies are identified, they will be dealt with and you will be helping to prevent the bullying from being done to someone else. Your positive action in reporting any bullying is something to be proud of."

**If you know someone being bullied.** Take action – don't let them suffer in silence. Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own. If you feel you cannot get involved, tell an adult IMMEDIATELY. Teachers will always take bullying seriously and will deal with the bullies in a way which will end the bullying and not make things worse. Do not be, or pretend to be, friends with a bully.

**How can we stop bullying? (Excerpt from Student planners)**

- Tell on the bullies -** it's not 'telling tales', it's standing up for your rights as a person
- Ask for help -** don't take the law into your own hands, you could make things worse and could end up getting into trouble yourself
- Counselling -** good advice and support may help bullies change their ways
- Listen to the victims -** a victim needs to be given time and support
- Take it seriously -** all incidents will be investigated and appropriate measures taken  
if you are then you should expect to be punished and your parents informed of your behaviour

**Cyberbullying**

It can sometimes feel quite difficult to escape cyberbullying as bullies can use technology to target you at home or on your mobile, even if they're not right there in the room with you. For the cyberbully, there's the problem that once you send a bullying message or post something online, everyone can see it, and you can't take it back. Many cyberbullies think that no one will be able to find out who they are, but that's not true.

A lot of young people cyberbully deliberately - they set out to target another user online. But it's important to remember that some cyberbullying is done for a laugh, a bit of a joke. It doesn't mean it hurts any less, but often people just don't think about the consequences of their actions. And there is growing evidence that many young people don't take being online that seriously and hide behind anonymous profiles.



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The most important thing to remember is that you should never ignore cyberbullying. Report it, flag it, and talk to someone about it. Use a site that tackles cyberbullying e.g. CyberMentors

What to do if you have been or are aware of any cyberbullying:

**Report** cyberbullying to a member of staff (or CyberMentors), whether it's targeted at you or not.

**Remember**, it's not your fault if you're being cyberbullied.

**Never** respond or retaliate, as this can just make things worse. It might be difficult, but try to ignore the bullies.

**Block** any users that send you nasty messages.

**Save** and print out any bullying messages, posts, pictures or videos you receive or see.

**Make a note** of the dates and times of bullying messages, along with any details you have about the sender's ID and the URL.

**Don't pass on** cyberbullying videos or messages – that makes you as bad as the cyberbully.

If you're being bullied repeatedly, think about changing your **user ID**, nickname or profile.

**Don't ignore it.** If you see cyberbullying going on, report it and offer your support – tell them about CyberMentors.

<http://cybermentors.org.uk>