



Sponsor	Senior Deputy Head
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Governor	Safeguarding Governor

COUNTER-BULLYING POLICY

This policy which applies to the whole school inclusive of boarding is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

BACKGROUND

At Woldingham our Code of Conduct is underpinned by the Goals and Criteria of the Sacred Heart. We live together in a community which is based on:

- Respect for Self
- Respect for Others
- Respect for the Environment
- Responsibility for our Actions

Although bullying at Woldingham is not a wide-spread issue, we would be naïve to think that it might not exist in some form. More recently, as mobile phone and internet use has become so much a part of our lives, so has the misuse of this technology and cyberbullying is an unpleasant form of bullying, particularly out of school. In addition, unlike at day schools, boarders who are being bullied (off line) cannot escape their bullies for long periods of time as they are not going home as often. Bullying behaviour is wholly and always unacceptable. Downplaying certain behaviours can lead to a culture of unacceptable behaviours, an unsafe environment for students and, in worst case scenarios, a culture that normalises bullying. An example of this would be tolerating behaviour or dismissing it as 'just banter' or part of 'growing up'.

We aim to create an environment where individuals can grow and flourish without fear. Each student has the right to be happy and safe in school and to be protected when she is feeling vulnerable. We have a duty of care to those in our charge and all members of our community need to be alert to signs of bullying behaviour.

DEFINITION OF BULLYING

Bullying is behaviour by an individual or group, usually repeated over time, that intentionally causes harm, either physical or emotional. Bullying could also be a single incident over which action needs to be taken. This behaviour may be towards another individual or group which makes them feel uncomfortable or threatened. Bullying behaviour is not the instant repercussions when girls fall in or out of friends with each other. However, if as a result of a friendship issue any student feels that they are being deliberately and repeatedly 'picked on' or excluded, then that may be perceived as bullying behaviour. Bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves.

Cyberbullying involves the use of a mobile device or the internet to harass, threaten, intimidate, exclude, impersonate, taunt, or ridicule a victim. Those who cyberbully may use text messaging, voice, images, video images, instant messenger, social networking sites, video hosting sites, chat rooms, email etc. Cyberbullying may, for example, involve directly contacting the victim or may involve sending or posting messages or images of the victim without their explicit consent.

Cyberbullying can have far greater impact on an individual victim than other forms of bullying. It must be remembered that people react differently, and it is often very difficult to tell if someone is upset or hurt. No one should underestimate the serious consequences, including psychological damage and even suicide, that bullying behaviour may cause.

While bullying is not a specific criminal offence, there are criminal laws which apply to harassment, violence and threatening behaviour, sexual violence, and assault, upskirting, malicious communications, defamation and sexting, Online misconduct which takes place out of school – in holiday time as well as term time – but which affects students or staff can also be dealt with by the school.

Zero Tolerance Approach to issues of Sexual Harassment and Sexual Violence

Our School stands against any form of discriminatory act and has a zero-tolerance approach to sexual harassment and sexual violence. To reinforce the seriousness of acts of sexual harassment and sexual violence, we will follow a developmentally age appropriate and stepped response to all such incidents. Behavioural sanctions will reflect the severity and/or frequency of any reported incident. In any cases where the law may have been broken, the police will be informed.

No one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

(please see also **DfE Preventing and tackling bullying (currently in force)**)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444862/Preventing_and_tackling_bullying_advice.pdf

BULLYING BEHAVIOUR INCLUDES:

Physical: hitting; kicking; use of violence or aggressive behaviour; deliberately damaging or defacing property; taking, damaging, or hiding belongings, including money.

- **Verbal:** name calling; teasing; insulting; sarcasm; spreading rumours; derogatory language;
- **Written:** writing unpleasant and derogatory comments, sometimes anonymously, that are intended to upset and unsettle the recipient;
- **Emotional:** being unfriendly, excluding, tormenting, giving unpleasant looks, spreading hurtful and/or untruthful rumours;
- **Cyber:** all areas of internet, such as email/social media misuse/threats by text message/calls/posts; posting or sending inappropriate text messages/emails e.g., sending offensive or degrading images by mobile phone or via the internet. Misuse of associated technology i.e., camera and video facilities.

- **Sexual:** unwanted physical contact or sexually abusive comments
- **initiation/hazing type violence and rituals** (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Motivations for bullying include:

- bullying related to race, religion or culture;
- bullying related to SEN or disabilities;
- bullying related to appearance or health conditions;
- bullying related to sexual orientation or gender identity;
- bullying related to home circumstances e.g. personal circumstances such as a child who is adopted or has caring responsibilities, pregnancy, matters connected to parents
- sexist or sexual bullying;
- bullying of a young person who is at risk due to other vulnerabilities.

Bullying can take place:

- between pupils;
- between pupils and staff;
- by individuals or groups;
- face to face, indirectly or using a range of cyberbullying methods.

Cyberbullying

Cyberbullying is 'the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else'. The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school.

Examples may include, but are not restricted to:

- pupils who set up website pages and invite others to post derogatory comments about a pupil;
- pupils sending insulting and vicious text messages;
- pupils posting fake and/or offensive photographs of the victim via a social networking site, email or mobile phone;
- pupils accessing social networking sites and removing and/or circulating material which may be embarrassing or personal.
- Using mobile phone cameras to cause distress, fear, or humiliation
- Encouraging peer rejection or exclusion via e-technology.
- Being a bystander who takes part in online polls or discussion groups that cause distress to someone else

Cyberbullying differs from "ordinary" bullying and can have a far greater impact because of a number of factors including:

- invasion of personal space – the victim can never escape it;
- the potential anonymity of the bully;
- The ability to broadcast upsetting messages and images rapidly to a potentially huge audience and to continue to do so repeatedly over a long period of time;
- Other pupils, who may not normally become involved in bullying behaviour, may be drawn in unwittingly by, for example, forwarding or circulating an image or message.

Of course, everyone is entitled to their private life and to freedom of expression, but students must consider whether the material they are sending, or forwarding, may cause upset.

THE SCHOOL'S AIMS:

- To create a happy, safe and secure environment for all.
- To promote behaviour based on respect for self and others and responsibility for our actions.
- To educate students, staff, and parents to understand what bullying (including cyber-bullying) is and what its consequences can be
- To train all school staff to recognise bullying and know who to go to, if required, in order to ensure bullying is dealt with.
- To facilitate a culture of open communication between staff and students so that concerns can be reported without fear of reprisal or judgement. Students are encouraged to see that asking for help is the right thing to do and shows strength and good judgement.
- To ensure that the needs of all pupils, including boarders, and staff are met so members of the school community feel safe knowing that bullying, physical threats or abuse are not tolerated, and that they belong;
- To ensure that all forms of bullying (including cyberbullying, prejudice-based and discriminatory), at the school, are prevented in so far as reasonably practicable, by the drawing up and implementation of a proactive and effective anti-bullying strategy. The strategy should include accessible and effective systems for children to report bullying.
- To challenge bullying behaviour, either directly or by dealing with bullying behaviour in the curriculum, as a PSHEE topic, and by using teaching methods that encourage cooperation and emotional health in and out of the classroom.
- To deal effectively with incidents of bullying when they arise, either in or outside of school.
- To encourage students to discuss areas of concern with staff to enable potentially 'bullying' situations to be averted and minimised.
- To provide support for the victim and perpetrator of bullying behaviour.

PROCEDURES

- Students will be aware of acceptable behaviour through the Code of Conduct and Behaviour policy. Awareness of bullying issues will be raised through assemblies, PSHEE/Thrive, among other appropriate places. Talks with external speakers will also be organised from time to time.
- We promote the safe and responsible use of technology and encourage students to view technology in a positive manner. All users of the School computer system sign an acceptable use policy.

- We operate proportionate systems to monitor and control the use of electronic communications in order to detect abuse, bullying or unsafe practice by boarders.
- The School will deal with individual cases sensitively and appropriately. If a student feels that they have been a victim of bullying, the school will always listen to them and take their views seriously.
- Students are encouraged to report bullying behaviour to any member of staff they feel comfortable speaking to, academic or pastoral, such as a Tutor, Personal Tutor, Head of Year, Housemistress, Chaplain, School nurse, Counsellor, the Senior Deputy Head, who is the DSL or a Deputy DSL
- If a student makes an allegation about bullying, the member of staff who receives the allegation must take any notes as soon as they can and pass them on to the relevant Head of Year or Senior Deputy Head. No student will be punished for making an allegation in good faith.
- If a member of staff hears of bullying or suspects that it is taking place, either in or outside of school, she or he must report this to the Head of Year and Senior Deputy Head, who is the DSL.
- Staff and students should be advised to preserve electronic evidence and a record of abuse; save and record phone messages, save and print instant messenger conversations, save, or print off a screen shot of social networking site pages, save and print/forward to a member of staff any email messages. Copies should be kept in case evidence is later deleted from the original source.
- A member of staff should ascertain whether the victim has responded to the bullying, and record evidence of any response, making sure the victim understands that there should be no retaliation.
- The bullying behaviour or threats of bullying will be investigated so that the bullying may be stopped as quickly as possible.
- The School may take steps to try to identify a person who is anonymously bullying a victim in writing or via messages online. This may include examining handwriting, school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police if necessary.
- Where images are involved, contact may need to be made with the local police (where there is a case of actual/suspected illegal content) or CEOP (Child Exploitation and Online Protection).
- The School reserves the right to search any files or other material contained on personal electronic devices brought into school. Such searches may be carried out where the student is reasonably suspected of being involved in cyber-bullying or where the student is reasonably believed to be storing pornography or any other inappropriate material on such a device.
- A personal mobile device may need to be confiscated so that checks can be carried out and inappropriate content can be captured and/or deleted. Such checks will be carried out in the presence of the student who can assist in identifying the offending material. Parents will be informed if such a search is deemed necessary. If the material is of particular concern, the School reserves the right to forward the device and/or material to the appropriate authorities as further action or investigation may be appropriate.
- A student suspected of cyberbullying may have their internet access suspended and their access to mobile devices restricted whilst at school.
- Incidents will be recorded and the Head, Dr Whitehead, will always be informed.
- A bullying incident will 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. In such cases the procedures contained in the school's Safeguarding and Child Protection Policy will be followed.

- Support will be provided as appropriate for the victim(s) and for the perpetrator(s).
- There is another aspect to bullying – bystander bullying. Laugh at it and you are part of it. If you pass on the malicious message or image, you are engaging wilfully in bullying and could be committing a criminal offence. All students will be made aware of their role in countering bullying behaviour, including the significance of the role of bystanders.
- If a student has been a witness to bullying it is their duty to report it.
- Students are encouraged to avoid rumour and gossip which may exacerbate a situation.
- Sometimes behaviour is thoughtless or is not deliberate or intended to hurt. Some pupils may see their hurtful conduct as 'teasing' or a 'game'. This behaviour is unacceptable but may not be malicious and may be corrected by advice. However, if unchallenged or dismissed, this type of behaviour can have a wearing and significant impact on targeted individuals. The school will never dismiss bullying as 'banter' or 'horseplay' and all reported incidents of bullying will be dealt with by staff in accordance with this policy.
- Staff will be alert to signs of bullying behaviour and the signs and symptoms a student may show if being bullied (see below). More detailed guidance on recognising signs is available in the staff handbook. This will be brought to the attention of all staff at the start of each academic year as part of the annual Safeguarding Children update, or on Induction for staff joining mid-year.
- All students and staff agree to the ICT and Mobile Communications Acceptable Use Policies. Any breach of these guidelines will be sanctioned, as appropriate.

A child may indicate by signs or behaviour that she is being bullied. Adults should be aware of these possible signs and investigate if a child:

- **Is unwilling to go to school**
- **Doesn't want to go on the school bus/public transport**
- **Changes their usual routine**
- **Begins to truant**
- **Frequent absence, erratic attendance, or late arrival to class**
- **Becomes withdrawn, anxious, or lacking in confidence**
- **Is frightened to say what is wrong**
- **Loss of interest in activities they used to enjoy**
- **Begins to do poorly in school work**
- **Has lost or damaged possessions**
- **Unexplained injuries**
- **Frequent visits to the medical centre with symptoms that may relate to stress or anxiety such as headaches or stomach aches**
- **Difficulty in sleeping or experiencing nightmares**
- **Becomes aggressive, disruptive, or unreasonable**
- **Stops eating**
- **Is afraid to use the internet or mobile phone**
- **Choosing the company of adults rather than peers**
- **Self-destructive behaviour, talking of suicide or running away from home or school**

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

If bullying behaviour is observed staff will: -

- Talk to the individuals concerned to ascertain the true picture.
- Ask students to write down the incidences of bullying behaviour and pass on their statements to the Head of Year/Housemistress.
- Encourage students to speak about their bullying experiences and to know that they will be listened to and believed, and that action will be swiftly but sensitively taken.
- The School will deal with individual cases sensitively and appropriately. If a student feels that they have been a victim of bullying, the School will always listen to them and take their views seriously.
- Discuss the issues with the alleged perpetrator and reassure the victim. Further action will be taken, as required, and support given to all concerned.
- If appropriate, staff will facilitate reconciliation meetings between the students involved. Mediation between the parties will usually be undertaken and the perpetrator asked to apologise. If possible, the students will be reconciled.
- The perpetrator will be held to account for their behaviour and may be sanctioned. Sanctions may include an SLT detention. As appropriate, they may be subject to a support/learning programme to help them face up to the harm they have caused. The perpetrator may be in need of help themselves.
- The Head of Year will inform parents of both parties of our concerns and continue in dialogue as needed.
- For more severe or persistent cases of bullying behaviour, the perpetrator/s may be suspended or excluded. Sanctions will be considered and implemented in line with the school's Behaviour Policy.
- A bullying incident will 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. In such cases the procedures contained in the School's Safeguarding and Child Protection Policy will be followed.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. Any retaliation by the perpetrator, due to the victim reporting the incident, will be seen as an aggravating factor.
- Support will be given to victims of bullying, and the perpetrator, as deemed necessary. This may include a recommendation to see a school counsellor or have contact with external agencies. Amendments may be made to the school's PSHEE programme/ Assembly/ Tutor Time as necessary.
- All documentation must be clear and factual. Records of incidents must be kept in CPOMS and passed on to the Senior Deputy Head to enable patterns to be identified and for any appropriate action to be taken. Records of bullying behaviour will be stored on a bullying log in the Head's Office.
- The Senior Deputy Head reviews any bullying incidents regularly and reports any incidents to the Safeguarding Committee in order to enable patterns to be identified, both in relation to individual students and across the School as a whole and to evaluate the effectiveness of the School's approach.
- The threshold for reporting to external agencies is not fixed and will depend on the individual case. If necessary and appropriate, the Police will be consulted on any matters relating to bullying behaviour or Cyberbullying where the laws of harassment or threatening behaviour have been breached. Referral may also be made to the relevant local MASH if a young person is at risk of significant harm.

Cyberbullying

- The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones. Staff will follow the DfE guidance on 'Searching, Screening and Confiscation' (see link below).
- Parents have also been guided to resources related to cyber bullying and how to report any incidents of this. In addition, parents have been sent resources on guidance for Safer Internet Use.

Links to further advice and guidance:

DfE Searching, Screening and Confiscation (currently in force)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf

Related Policies:

Student Behaviour Policy
Safeguarding and Child Protection Policy
Acceptable Use of IT Policy (students)
Acceptable use of IT Policy (staff)
Equal Opportunities (students)

Other useful organisations:

Childline: 0800 1111 NSPCC: 0800 800 5000
Samaritans: 116123
National Bullying helpline: 0300 323 0169

Stand up to Bullying
www.standuptobullying.co.uk

Advice for parents and children about dealing with bullying.

Kidscape Grosvenor Gardens, London, SW1W 0DH. Tel: 0207 730 3300 Fax: 0207 730 7081 Has a wide range of publications for young people, parents and teachers. Bullying counsellor available Monday to Friday, 10-4.
<https://www.kidscape.org.uk/who-we-are/history/>

Bullying UK
www.bullying.co.uk
Telephone: 0808 800 2222

The Anti-Bullying Alliance (ABA) <http://www.anti-bullyingalliance.org.uk/advice/support-from-the-sector/>

ChildNet International
<http://www.childnet.com/>

Cyberbullying Research Center
www.cyberbullying.org