



ST. CATHERINE'S
COLLEGE

A CHURCH OF ENGLAND ACADEMY

Anti-Bullying Policy

Date Approved 2017

Date to be Reviewed 2018



Anti-Bullying Policy

Statement of Intent

Bullying of any kind is unacceptable in our college and this message will permeate throughout our culture.

At St Catherine's College, God's children are at the heart of everything we do. All children should be able to learn in a supportive, friendly and safe environment based on Christian care, without fear of being bullied, so that they can develop to their full potential.

Under the Education and Inspections Act 2006 (sec 89) a school must have measures in place to prevent all forms of bullying amongst students. All teachers and support staff must report any instances of bullying through our online reporting system *My Concern*. This mandatory message will be reinforced by high quality training. Through education and training with pupils, they will be told to report any form of bullying behaviour to a member of staff. The member of staff will be clear to indicate that the matter will be taken seriously and that it will be dealt with promptly and effectively.

The Education and Inspections Act 2006 (sec 89) gives headteachers the authority to ensure students behave when they are not on school premises or under the lawful control of school staff. Therefore, schools have a responsibility to respond to bullying incidents that occur when children journey to and from school and incidents involving cyberbullying. In addition, the Equality Act 2010 requires public bodies to have due regard of the need to eliminate unlawful discrimination, harassment, and victimisation.

Policy Objectives

- This policy outlines how we define, prevent and tackle all forms of bullying
- This policy reflects our anti-bullying culture, where bullying of children, young people and adults will not be tolerated

What is Bullying?

At St Catherine's College we define bullying as *the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace* (Anti-bullying Alliance, 2014).

Bullying can take many forms:

- **Physical bullying** (hitting, punching, finger jabbing, inappropriate touching, pinching, jostling, breaking or taking of property)
- **Verbal bullying** (name calling, put-downs, threats, teasing, ridiculing, belittling, excessive criticism or sarcasm)
- **Psychological bullying** (rumours or stories, exclusion from a group, shunning, invading privacy, graffiti designed to embarrass, withholding friendship or affection)
- **Cyber bullying** (nasty phone calls or messages / images sent by text, email or social media)

Some bullying happens because a child is deemed to belong to a certain group. This has been labelled '**prejudice based bullying**,' and includes homophobic bullying, racist bullying, sexual or gender bullying, and bullying of students with learning or other disabilities.

We acknowledge that both friendship problems and bullying behaviour can be extremely upsetting and unpleasant. It is important to distinguish between the two, the responses to friendship problems will be different to strategies used to address bullying behaviour. This will be outlined in the 'procedures' section of this policy. Friendship problems may be an occasional incident where students disagree and find it difficult to resolve without adult help. It is unlikely to be repeated behaviour and may even be accidental. However, we recognise that repeated friendship problems can sometimes lead to bullying behaviour. In all cases we will respond swiftly and take the appropriate actions (outlined below).

Preventative Measures

Bullying of any kind is unacceptable in our college and this message will permeate throughout our culture. At St Catherine's College we use a range of proactive strategies to create an environment that promotes anti-bullying throughout the College. These include:

- A dedicated Tutor who meets daily with pupils, considering their wellbeing and works closely with parents/carers in line with Teachers' Standards
- A dedicated non-teaching Pastoral Officer for each year group, who tracks and records any issues that arise on our school SIMS database, working closely with parents/carers
- A dedicated Head of Year who is responsible for the wellbeing of all pupils in the year group. He/she delivers high quality worships on values that include accepting differences, tolerance, forgiveness as well as explicit sessions on anti-bullying. The Head of Year is responsible for the effective delivery of PSHE within the year group and this will cover safe behaviour, wellbeing and anti-bullying
- The promotion of our Church School ethos, driven by our St Catherine's College mission statement, which is clear that every child should be at the heart of our work - happy and safe in school
- The creation and support of an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all
- The challenging of practice which does not uphold the values of tolerance, non-discrimination and respect towards others
- Staff training, including the importance of showing children that any bullying matters have been taken seriously, the importance of first class communication with parents/carers and the insistence that all incidents are recorded effectively, following policy
- A culture of listening to pupils. There are a wide range of adults pupils can speak to and this will be followed up with the completion of a Pupil Voice Form 'Yellow Form' so that pupils are able to report bullying.
- A dedicated email address bullying@stcatherines.college and anti-bullying box in Student Services for pupils to use to report a concern
- The promotion of behaviour codes for in and out of the classroom (see Behaviour Policy)
- The promotion of appropriate behaviour through College, Year and Tutor Worship sessions (see Worship Policy)
- The promotion of the importance of reporting bullying and not being a bystander during Anti-Bullying Week, through displays and during the PHSE curriculum delivered by tutors
- The promotion of the British values of tolerance and raising awareness of different cultures through Worship and the PSHE & Citizenship curriculum
- Actively providing opportunities to develop pupils' social and emotional skills, including resilience
- The development of peer support by Prefects and House Captains
- The use of 'Lunch Club' as a safe haven for vulnerable students during lunch time
- The development of student diversity groups to offer time to listen and share experiences
- Education on safer internet use as part of the ICT and PSHE curricula (see ICT Usage Policy for Pupils)
- Regularly updating and evaluating our approaches to take into account the developments of digital technology
- Vigilant, supervision at break and lunch times
- Opportunities for recreational activities during breaks
- Formal annual evaluation of anti-bullying work with staff and students alongside regular ongoing reflections and review.

Procedures

The following procedures are designed to unequivocally show staff what is expected. This procedure policy will be accompanied by high quality annual training for staff. It should be noted that in response to a bullying incident, timely and effective communication is key:

Reporting and Recording a Concern

Note: if a concern relates to child protection then this must be immediately passed to our Designated Safeguarding Leads and followed up by completing a welfare concern form using *My Concern*.

- All staff must report any incidents of bullying related behaviour to the child's Pastoral Officer in the first instance, copying in Head of Year and Tutor. This will be recorded on our SIMS database by the Pastoral Officer as 'bullying related behaviour'.
- Pupils are educated to report any incidents of bullying related behaviour to any member of staff or their parents/carers. This must be passed on to their Tutor, Pastoral Officer or Head of Year. They can do this in a number of ways: by seeing the member of staff in person and then completing a Pupil Voice Form 'Yellow Form'; sending an email to the member of staff's work email address; sending an email to bullying@stcatherines.college; or putting a message in the anti-bullying box in Student Services. All of which will be picked up by the relevant Pastoral Officer and then recorded on our SIMS database as 'bullying related behaviour'.
- Parents/carers are expected (reinforced by messages in our newsletter) to report any bullying related concerns to their child's Tutor and Pastoral Officer in the first instance. If the issues does not relate to their child they are to report concerns to their child's Head of Year who will ensure that the message is recorded and passed on to the appropriate member of staff. Reported concerns will be recorded on our SIMS database as 'bullying related behaviour'.

Recording a Confirmed Bullying Concern

- If a repeat instance of bullying has occurred or a judgement is made that the child is at risk and/or requires additional support, then, in addition to recording on SIMS, a *My Concern* referral is made flagged 'bullying'. The Designated Safeguarding Leads will respond and take action.

Action when a Bullying Related Incident has been Reported

- Pastoral Officer ensures that clear and precise account(s) of the incident(s) has (have) been recorded on SIMS taking regard for dates, times, locations. Body maps will be used when appropriate. See recording points above. They will work closely with the child's Tutor and Head of Year
- Pastoral Officer and Head of Year will meet to agree next steps working with the child's Tutor
- Parents will be informed about the incident
- Sanction issued
- Our 'wave' anti-bullying workshop will be considered for the perpetrator in addition to the whole school PSHE work on anti-bullying
- Support and guidance from the child's Tutor for those involved.

Action when an Incident has been Confirmed as Bullying

- Pastoral Officer ensures that clear and precise account(s) of the incident(s) have been recorded on SIMs taking regard for dates, times, locations. Body maps will be used when appropriate. He/she will work closely with the child's Tutor and Head of Year to determine if the repeat nature of the bullying related behaviour now constitutes bullying.
- This now, in addition to recording on SIMS, should be referred to the Designated Safeguarding Leads using our online system My Concern. It is to be clearly flagged as 'bullying'.
- The Designated Safeguarding Lead will review all of the accounts taken and will review the chronologies for all involved, considering all known factors.
- Parents of both parties involved will be informed and will be asked to attend a meeting to discuss the issue
- The child's Tutor, Pastoral Officer and Head of Year will be kept informed at each stage
- All staff will be made aware of the 'bullying' and asked to be vigilant and support as necessary
- External agency support (including the Police) will be considered and actioned by the Designated Safeguarding Lead
- In instances involving cyber-bullying, College staff may use the search powers provided by the Education Act 2011, and delete inappropriate images (or files) on electronic devices, including mobile phones
- Firm sanctions will be issued in consultation with the College Principal
- A Wave 2 anti-bullying referral will be made and this will mean that the perpetrator of the bullying will be made to attend timetabled anti-bullying workshops in school that will be run by a trained member of staff
- In every confirmed case, in liaison with parents/carers, the victim of the bullying will be offered counselling and an additional member of staff who will be available to provide extra support and guidance (see additional points in the section below).

Safeguarding Pupils who have been Bullied

At St Catherine's College, we use a range of interventions as all pupils and bullying incidents are individual - what works for one will not necessarily work for all.

The following steps may be taken after the bullying has been confirmed:

- The child's parents/carers will be involved at the earliest possible opportunity
- The pupil involved will be given an opportunity to discuss his/her experience with a trained member of staff in a supportive environment
- Support will be offered to the pupil involved, including timetabled sessions on emotional wellbeing, self-esteem, resilience through our Wave 2 provision
- Mediation facilitated by trained staff will be offered – restorative justice approach will be taken
- The bully will be invited to genuinely apologise
- Seating plans/class moves may be reconsidered
- Victims will be offered a quiet, supervised place for break and lunchtime
- External agency support
- All staff will be made aware of the 'bullying' and asked to be vigilant and support as necessary.

Pupils who have Bullied

Bullying of any kind is unacceptable in our college and this message will permeate throughout our culture. Repeated bullying behaviour will not be tolerated and the Principal reserves the right to consider the highest sanctions available to respond when pupils are not changing their behaviour relating to bullying.

The following steps may be taken after the bullying has been confirmed:

- The child's parents/carers will be involved at the earliest possible opportunity
- The pupil involved will be met to discuss his/her behaviour with a trained member of staff
- A firm sanction will be issued that may include exclusion from school/areas of the school/breaks and lunchtimes
- A warning on the consequences of further bullying will be formally issued by the College Principal
- The child may be asked to take part in mediation with the victim, facilitated by a trained member of staff
- A Wave 2 anti-bullying referral will be made and this will mean that the perpetrator of the bullying will be made to attend timetabled anti-bullying workshops in school that will be run by a trained member of staff
- All staff will be made aware of the 'bullying' and asked to be vigilant and support as necessary
- Additional work with the parents/carers will be considered to help reinforce key messages in the home
- The child will be directed to engage with any external agency support
- If online, a request will be made for the content to be removed and accounts/contents will be reported to service provider

Monitoring and Review

- The Director of Personal Development and Pastoral Support is responsible for termly review
- The Director of Personal Development and Pastoral Support monitors any increase or decrease of reported incidents for both 'bullying related behaviour' and 'bullying' instances. These are presented each term to the College Principal and Senior Team
- Regular feedback is sought from pupils on bullying through our diversity groups
- An annual survey is carried out with the pupils to assess their perception of bullying in the College (incidents, the reporting process, and responses by staff)
- At each Parents' Evening a questionnaire is completed by parents/carers which includes a question related to their child and bullying.
- An annual report on bullying instances is presented to the governing body in Term 6.

Policy Review

This policy is to be reviewed within the Governors' Policy Review Cycle.

Sources Used in the Preparation of this Anti-bullying Policy

- 'Preventing and tackling bullying: Advice for headteachers, staff and governing bodies', DfE October 2014.
- 'The Use and Effectiveness of Anti-Bullying Strategies in Schools' Research Report DFE-RR098, Fran Thompson and Peter K. Smith Goldsmiths, University of London, DfE 2010.
- 'Working together to prevent bullying', East Sussex County Council.
- Anti-bullying School Policy and Procedures Checklist, Kidscape 2014.
- Anti-Bullying Alliance, <http://anti-bullyingalliance.org.uk/>
- Bullying UK, <http://www.bullying.co.uk/advice-for-schools/advice-on-your-school-s-anti-bullying-policy/>

APPENDIX

If additional help and support is needed for both pupils and parents please find below a list of useful contacts:

Supporting Organisations and Guidance

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- DfE: “No health without mental health”: <https://www.gov.uk/government/publications/no-health-without-mental-health-a-cross-government-outcomes-strategy>
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net

Cyberbullying

- Childnet International: www.childnet.com
- Digizen: www.digizen.org
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk

LGBT

- EACH: www.eachaction.org.uk
- Pace: www.pacehealth.org.uk
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk

SEND

- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- DfE: SEND code of practice: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Racism and Hate

- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Show Racism the Red Card: www.srtrc.org/educational