

## Bradford Grammar School

### Anti-Bullying Policy

**This policy applies to the Junior School and is published to parents, pupils and employees. Updated 20 September 2017.**

**This policy complies with the Independent Schools Inspectorate (ISI) regulatory requirements. Any phrasing displayed in italics is ISI regulatory wording.**

*Bradford Grammar Junior School (the School) ensures that bullying at the School is prevented in so far as reasonably practicable, by the drawing up and implementation of an effective anti-bullying strategy. All forms of bullying will be taken very seriously at the School. We recognise that bullying can be both physical and emotional, which can cause psychological damage and distress. This policy operates in conjunction with our Behaviour Policy and ICT Acceptable use agreement.*

*This policy has regard to Department of Education Guidance: Preventing and Tackling Bullying (Updated July 2017); Supporting Children and Young People who are Bullied: Advice for Schools (March 2014) and Cyberbullying: Advice for head teachers and school staff (November 2014).*

#### 1. Aims and Objectives

- All governors, employees, pupils and parents should have a full understanding of bullying;
- All governors, employees, pupils and parents should know the School's policy on anti-bullying and what they should do if bullying occurs;
- All pupils and parents should be confident that there will be prompt action when bullying occurs and that there will be support for both the perpetrator and the bullied; and
- The School's policy deals with all forms of bullying: physical, verbal, emotional and psychological.

*Bullying is behaviour by an individual or group, repeated over time and that intentionally hurts another individual or group physically or emotionally and is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer. It may occur directly or through cyber- technology (social websites, mobile phones, text messages, photographs and email).*

Bullying can take place in all parts of School, including the journey to and from School, in changing rooms, corridors and the playground. It can happen outside School hours and away from the School site. It may involve sending notes or making phone calls intended to offend or upset another person. Bullying may occur through cyber-technology, via social networking sites such as Facebook, Twitter, Instagram and Snapchat, or email and mobile devices used for SMS messages and used for cameras, and may involve sending electronic messages, pictures or videos (or posting them on websites or social media) intended to hurt or humiliate someone. Cyberbullying of this kind will be treated in the same way as if the bullying occurred face-to-face in School. Pupils are not allowed to use their mobile phones in school, or on school trips, fixtures and residential, unless permission has been given by a member of staff. It is also forbidden by the ICT acceptable use agreement to use a mobile phone to take photographs of other pupils.

The School has the power to discipline pupils for misbehaving outside the School premises "to such an extent as is reasonable". This can relate to any bullying incidents occurring anywhere off the School premises, such as on School or public transport, outside the local shops, or in a town or village centre. Where bullying outside School is reported to School employees, it will be investigated and acted on. The School will also consider whether it is appropriate to notify the police.

Forcing unwanted attention on someone else is also a form of bullying. Bullying can involve using a third party to tease or torment someone, and can involve complicity which falls short of direct participation. Bullying is not confined solely to relationships between young people, but may also occur between employees and pupils.

**At the School, bullying in any form will not be tolerated between pupils, or between employees and pupils.**

The School is committed to the emotional wellbeing of its pupils, takes all allegations of bullying seriously, will investigate each one thoroughly and will take firm action (see Behaviour Policy sanctions) against any behaviour intended to hurt or humiliate others. In extreme cases, if it is felt that a criminal offence has been committed (in terms of threatening behaviour or harassment) advice and assistance from the police may be sought.

Although the School will usually try to reconcile those demonstrating bullying behaviour and their victim, and help them both to move forward, it will also deal with the perpetrator by making use of the full range of sanctions detailed in the Behaviour Policy, up to and including exclusion.

*The School openly acknowledges the seriousness of bullying, and its potential to cause significant psychological damage.* Victims of bullying are likely to lose self-confidence and self-esteem, and even blame themselves for "inviting" the bullying behaviour. This unhappiness is likely to affect their concentration and impair their learning. Some victims may experience stress-related symptoms such as stomach aches and headaches, nightmares or anxiety attacks. Some may avoid being bullied by not going to School. In extreme cases, bullying can lead to suicide.

The School also acknowledges that 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. The imbalance of power can manifest itself in several ways; it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

## **2. Procedures to follow**

### **2.1 Reporting**

- Pupils and parents are encouraged to bring any instance of bullying (including cyber bullying) to the attention of an employee at the first possible opportunity.
- All employees must be responsive to allegations of bullying, and must inform the relevant Form Teacher and/or Deputy Head Pastoral/ Head if they are aware of an allegation.
- It is essential that pupils have the confidence that all allegations are taken seriously and acted upon. The incident must always be recorded and investigated.

### **2.2 Investigation**

- Once an employee becomes aware of a potential bullying incident, they must investigate this fully using the 'Bullying allegation record' (Appendix 1). The form teacher and the Deputy Head Pastoral must be informed.
- Non-teaching staff should immediately contact the child's Form Teacher or, if this is not possible, a member of the JLT (Junior Leadership Team) or the Head teacher.
- If after initial investigations bullying is **not** perceived to be taking place, the incident will be dealt with in accordance with the behaviour policy and the bullying allegation form will be filed in the Deputy Head Pastoral's office. A copy will be placed on the files of the pupils involved.

- Should it be deemed that bullying is taking place, the incident and the form should be passed to the Deputy head Pastoral, who will, if necessary, carry out further investigation before sanctioning pupils and carrying out restorative work.
- The form teacher will be informed of any actions taken.
- Wherever an accusation of bullying has been made, *the parents of the alleged victim and perpetrator will be informed*. This is regardless of the outcome of any investigation.
- The incident will always be investigated and recorded.

### 2.3 Response

- In the case of bullying incidents, the parents of the perpetrator and the victim will be informed, and the parents of the perpetrator will be asked to come to school for a meeting.
- *In some cases, assistance will be sought from the School Counsellor and/or external specialist agencies (such as local authority children's services, or the Child and Adolescent Mental Health Service) to help the victims and bullies.*
- In extreme cases the police will be informed.
- *Victims of bullying will receive support and help to develop strategies for dealing with bullying. It should be recognised that the self-esteem of victims of bullying will need rebuilding.* Some members of staff, including the school nurse, have considerable experience in dealing with bullying issues and can offer advice.
- Consideration will also be given to the reasons for the perpetrator's behaviour and to how they can be helped to avoid such behaviour in future.
- Disciplinary action will be taken against the perpetrator, who will be required to give a written assurance that they will not be involved in or responsible for any further incidents of bullying.
- In extreme cases the police will be informed.
- Enquiries should be made to determine the reasons for the perpetrator's behaviour and, if possible, action taken to alter the behaviour of the perpetrator or bullies. The victims of bullying should receive support and help to develop strategies for dealing with bullying
- *Disciplinary action will be taken against the perpetrator (See 4. Sanctions) including a written assurance that s/he will not be involved or responsible for any further incidents of bullying.*
- *In cases of severe and persistent bullying a temporary or permanent exclusion may be necessary (See Behaviour Policy).*

After an incident, there must be a "follow-up" to ensure that the problem does not resurface. Experience suggests that bullying will not take place again if the perpetrator knows that there will be follow-up. This should take place two weeks after the initial incident and in some cases there should be a further follow-up half a term later.

### 2.4 Recording the incident

- Once an employee becomes aware of a potential bullying incident, they must record this using the 'Bullying allegation form' (Appendix 1).
- Employees must be responsive to allegations of bullying and initially treat every incident as serious.
- *All incidents of bullying should be dealt with using recording methods/ sanctions outlined in the Behaviour Policy.* Blank recording forms are found in the **Pastoral Records File** in cupboards in the reception area or they can be found on the staffroom notice board. A **copy must be placed in the Pastoral Records File** to allow any patterns or trends to be identified and tracked. One copy is also placed in the pupil's personal folder.
- *The incident will also be recorded on the School's behaviour tracking spreadsheet.*

### 3. Raising awareness of bullying

All members of the School community have a responsibility to prevent such occurrences of bullying. It is important that everyone at the School knows that bullying will not be tolerated and this message must be reinforced frequently. *The school uses its classroom and wider curriculum to raise resilience in the students to protect themselves through education and information.*

The message will be delivered through:

- the Personal, Social, Health and Economic Education programme. The Jigsaw PSHE scheme of work teaches mindfulness and includes information about bullying, its consequences and involves discussions as to why someone might start bullying. It will also establish a climate where looking after others should be positively encouraged by all teachers. our assemblies at the start of the academic year and particularly the Headteacher's Friday assembly, good behaviour is always celebrated. Likewise, acts of kindness to others are encouraged, supported and rewarded;
- constant reinforcement of the anti-bullying message in form, house and whole school assemblies; and via the Form Teacher
- the School Council;
- the Computing curriculum;
- projects, drama, stories, literature, and broad minds club with discussion of current affairs and of differences between people and the importance of avoiding prejudice-based language;
- *training for employees* both within School as part of continued professional development, and through external courses attended by individuals, from which they will give feedback to colleagues;
- ensuring that children notice bullying and are aware of how to communicate their observations to teachers;
- duty staff and lunchtime/aftercare supervisors should be particularly vigilant when patrolling the school and playgrounds; and
- ensuring staff are aware of the potential for the development of groups or factions in school. These groups could be year groups, religious or ethnic groups, sexist or racist in character. These should be actively discouraged.

All employees at the School are required to read and familiarise themselves with the School's Anti-Bullying Policy. Employees are expected to set a good example to pupils and to encourage an environment of good behaviour from pupils.

It is particularly important that pupils are encouraged to speak to a teacher if they experience or know of incidents of bullying taking place. Research suggest that bullying rarely ceases without intervention from teachers, and although victims often worry that telling a teacher will make matters worse, it is clear that the unchallenged perpetrator may consider their behaviour acceptable or lack the emotional intelligence to appreciate the impact that they have on the victim.

The School's PSHE scheme of work includes various themes which promote an understanding of the issues involved in bullying, such as self-esteem, dealing with difference, having respect for others, forming positive relationships, and being a responsible member of the community.

It is also important for parents to be informed of the anti-bullying message by means of School correspondence and the School's website.

The School will:

- *involve parents to ensure that they are clear that the School does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied;*

- ensure that parents are confident that the School will take any complaint about bullying seriously and resolve the issue in a way that protects the child, and will reinforce the value of good behaviour at home;
- regularly evaluate and update its approach to take account of developments in technology, for instance updating the School's 'acceptable use' policies for mobile phones and computers;
- *provide effective employee training to ensure that all School employees understand the principles and purpose of the School's policy*, its legal responsibilities regarding bullying, how to resolve problems, and where to seek support;
- *work with other agencies and the wider community to tackle bullying that is happening outside School*;
- ensure that pupils are aware of the procedure of reporting bullying;
- reassure children that they will be listened to and incidents acted on. Pupils should feel that they can report bullying which may have occurred outside School, including cyber-bullying. This will be reinforced in computing lessons; and
- create a safe environment where pupils can openly their experiences of bullying, without fear of further bullying or discrimination.

#### **4. Sanctions**

Although the School will usually try to reconcile perpetrator and victim, and help them both to move forward, it will also deal firmly with the perpetrator by making use of the full range of sanctions available (see Behaviour Policy) including:

- Formal detention.
- break time and lunchtime supervision;
- temporary exclusion in more serious cases;
- regulation of the mode of transport used to and from School E.g. School bus;
- withholding of privileges and participation in School teams, events or trips;
- police involvement; and
- permanent exclusion.

#### **By enforcing these sanctions, the School aims:**

- to make the perpetrator recognise the seriousness of their behaviour and deter them from repeating it;
- to demonstrate to the School community that bullying is not acceptable, and to deter others from behaving in similar way; and
- to help the victim of bullying feel safe again and be assured that the bullying will stop.

#### **5. Bullying and the law**

Under the Children Act 1989, a bullying incident should be treated as a child protection concern when there is "reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm". Where this is the case, the School's concerns will be *reported to the local authority children's social care*. *Even where safeguarding is not considered to be an issue, the School may need to draw on a range of external services to support any pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a pupil engaging in bullying.*

Although bullying is not in itself a specific criminal offence in the UK, some types of harassing or threatening behaviour (or communications) could be a criminal offence (for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988 and the Communications Act 2003). If the School feels that an offence may have been committed, assistance from the police will be sought.

#### **6. Cyberbullying**

The rapid development of and widespread access to technology have provided a new medium for "virtual" bullying, or "cyberbullying". Cyberbullying involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group, which is intended to harm others.

Cyberbullying is sometimes a channel for continuing face-to-face bullying in School. It may consist of harassment, intimidation, defamation, impersonation, unauthorised publication of images (or manipulation of images) and may encourage exclusion or peer rejection. It can take place at all times of the day, with a potentially bigger audience, and more accessories to the act as others share the bullying material. "Sexting", or the sending or posting of sexually suggestive images or messages, via mobiles or over the internet, is recognised by the School as a potential vehicle for bullying behaviour.

The School's PSHE and computing programmes promote safe use of technology and social media, and give guidance on dealing with and reporting cyberbullying. All employees and pupils sign the School's Acceptable Use Policy before they are allowed to use School computer equipment, the internet and Wi-Fi within School.

When an employee has concerns about a pupil's misuse of technology, they must report it to the Deputy Head Pastoral or the Head Teacher. However, if the content potentially relates to inappropriate images of children, the Head Teacher of the School will consult with the Head Teacher of the Senior School, and the member of the JLT will request that the pupil reveals the content of the relevant material and explain that it may be necessary to temporarily confiscate equipment. The wider search powers included in the Education Act 2011 gives teachers' stronger powers to tackle cyberbullying by providing a specific power to search for inappropriate files on electronic devices, including mobile phones.

**Appendix 1 Bullying Allegation Record**



**Bullying Allegation Record**

Name of 'victim' :	Name of 'bully' :
Name of reporter:	Date and time of report:

Brief outline of alleged bullying (include dates and times):

Other children involved:

**Is this a bullying incident?**

Was there **intent** (on purpose)?

Was there **hurt**? (Physical or emotional)

Was there **repetition**? (Has this happened before or has it been going on for a while)?

Was there **Power Imbalance**? (Is the perpetrator using their position/ strength or perceived vulnerability of the victim/ target to hurt)?

**Based on the above information do you consider this to be a bullying incident?**

Yes/ No

**Action:** Yes – form to Deputy Head Pastoral to investigate further. They will inform parents.

No – form to Deputy Head Pastoral to file with pupil records and pastoral records file.