

A8 B1 Anti Bullying

Policy Lead: CEF & DJT	Date: 06/02/2015	Revision due: August 2020
Date of Amendment:	Staff Initials:	
25.9.15	KLW for EAW	
18.4.16	CET + DJT	
7/10/16	CET	
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ANTI BULLYING POLICY

School Tier: Whole School

This policy applies to all pupils and staff at Workshop College and Ranby House, including children in EYFS and whether or not a pupil is in the care of the School when/if bullying behaviour occurs.

Related Policies: This policy should be read in conjunction with the following School policies:

Safeguarding Children Policy
Acceptable Use Policies (Staff and Pupil)
ICT Policy
Behaviour Policy
Discipline Policy
Taking and Storing images Policy
Behaviour Management Policy (EYFS)

POLICY AIMS

Through the operation of this policy we aim:

- To maintain and drive a positive culture of kindness and consideration among all pupils and staff throughout the School.
- To deter bullying behaviour, detect it when it occurs, and deal with it by counselling and/or disciplinary sanctions.
- To ensure that pupils know how to report bullying and get help.
- To build confidence in those who are bullied to know they will be heard.
- To build pupil/parental confidence in the College's ability to deal with bullying.
- To support those bullied by rebuilding their confidence and resilience
- To ensure that those who bully i) know the anti-bullying stance taken by the School and ii) know the School will hold them to account

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Bullying behaviour is always unacceptable and will not be tolerated across the School because:

- It is harmful to the person who is bullied; to those who engage in bullying behaviour, and those who support them.
- It interferes with a pupil's right to enjoy his/her learning and leisure time free from intimidation.
- It is contrary to all our aims and values, our internal culture and the reputation of the School.

2. INFORMING PARENTS AND TRANSPARENCY

Copies of the School's anti-bullying policy can be viewed publicly on the School's web site.

It is made clear in the Pupil Charter and this policy that the School will not tolerate bullying. Parents are made aware of the procedures they may use if they are concerned about their child being bullied, or when s/he does not feel safe to learn.

When necessary, parents are made aware of how they may complement the school's programme of educating pupils about bullying, its prevention and the school's procedures for dealing with it.

Whenever a case of bullying is discovered the parents (or legal guardian) of both victim and bully would normally be informed either in writing or by personal contact.

3. BULLYING BEHAVIOUR

Bullying can manifest itself in any area of school life; in the classroom, boarding house, on a games field or during the course of an extra-curricular activity.

Meaning: Any form of behaviour which causes physical, emotional or psychological distress to another is unacceptable. However, such conduct would only be described as bullying if it was part of a pattern of behaviour and, generally, it emerged over a protracted period of time.

Examples are:

- Physical bullying such as hitting, kicking, pushing people around, spitting; or taking, damaging or hiding possessions.
- Verbal bullying – name-calling, taunting, teasing, insulting, demanding money or possessions, any remarks which take advantage of a pupil's race, religion, culture, sexuality, gender, special needs or disability, because the child is adopted or a carer.
- Exclusionary behaviour – intimidating, isolating or excluding a person from a group.
- Cyber bullying - using any electronic facility including the use of cyber in a way that upsets or intimidates others in the school.
- Peer on peer (hazing)

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Legal Aspects: A person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence for which there can be legal consequences outside the School.

4. 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)
- Frequent visits to the Health Care Centre with symptoms such as stomach pains, 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, experiences nightmares
- 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 will, with the support of parents, be investigated by Teachers, Housemasters/mistresses and Senior Staff.

5. PREVENTION

Responsibility:

It is everyone's responsibility to ensure, whatever the circumstances, that no pupil becomes a victim of bullying. A person may be vulnerable to bullying because of his/her age, physical appearance, nationality, colour, gender, sexual orientation, religion or disability, or because he/she is new in the School, appears to be uncertain or has no friends. He/she may also become a target because of an irrational decision by a bully.

The School aims, through its ethos, Behaviour policy, programme of Personal Health and Social Education and its Pastoral System, to encourage pupils to understand what constitutes bullying. We use appropriate assemblies and Chapel services to highlight the School stance on bullying and to encourage pupils to develop an awareness of their social and moral responsibilities. All staff and pupils are encouraged to be sensitive to the individual strengths and weaknesses of the other members of the community and to be aware that behaviour which might be acceptable to some may cause discomfort or upset to others.

Our expectation of all members of the School Community is that:

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A pupil or a member of staff who witnesses or hears of an incident of bullying will report it.

A complaint of bullying will always be taken seriously.

No one will tolerate unkind actions or remarks or stand by when someone else is being bullied.

Pupils:

All new pupils are briefed on the School's expected standards of behaviour. Pupils are informed and taught that bullying will not be tolerated in the School. They are encouraged:

- To celebrate the effort and achievements of others;
- To hold and promote positive attitudes;
- To respect differences in others;
- To feel able to share problems with staff;
- To turn to anyone they trust, if they have a problem;
- To understand that as bystanders they have a responsibility to challenge or to report incidents of bullying;
- Not to feel guilty about airing complaints.

Staff:

All new members of staff are given guidance on the School's anti-bullying policy and are required to read the policy as part of their staff induction. Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur, especially before lessons and between lessons; at break times around the school; in Changing Rooms; in the queue for the Dining Room and in the Dining Room itself; in boarding houses, particularly in Common Rooms and dormitories; on school transport, where applicable, and on school outings and trips.

They are encouraged to be alert to inappropriate language or behaviour and to set an example in the manner in which they relate to each other and to pupils.

Through their training and experience, members of the staff are expected to promote an anti-bullying culture by:

- Celebrating achievement;
- Anticipating problems and providing support;
- Disciplining sensibly and fairly;
- Making opportunities to listen to pupils;
- Acting as advocates of pupils.

The School Chaplain will give support and guidance to all pupils. This may be at a time of family break-up, sickness or bereavement or general difficulty at school/home. Within the school guidelines about confidentiality, the Chaplain will provide advice and seek to encourage the development of tolerance, understanding and respect for others in a community which accepts pupils of all faiths and no faith.

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Bullying can manifest itself in any area of school life; in the classroom, on a games field or during the course of an extra-curricular activity. All members of staff play an active role in dealing with instances of unacceptable behaviour and passing onto Housemasters /Housemistresses, form tutors or a member of the SLT any concerns they may have that a pupil might be the victim of bullying. Pupils are also encouraged to express any concerns they have either about themselves or about other pupils to a member of staff, a peer mentor, a senior pupil or to any other member of the pastoral network of the school (including the independent listener).

6. PASTORAL NETWORK

At Ranby House the EYFS pastoral system is class based. From Years 1 to 6 the pastoral system is predominantly class based with the support of a House system. At Worksop College the pastoral system is predominantly House based. All class teachers, Boarding Staff and House Leaders get to know the pupils extremely well and will usually be quick to spot whether any pupil is unhappy. Where there are concerns about an individual pupil the situation will be monitored for as long as necessary to establish whether there is a problem or indeed to resolve a problem if there is one. Action may include:

- 6.1 sharing information with some or all colleagues and with pupils in the house so that they may be alerted to the need to monitor certain pupils closely. Any pupil who is bullied or observes others being bullied is encouraged to report without fear of retribution or feelings of guilt.
- 6.2 ongoing counselling and support.
- 6.3 vigilance.
- 6.4 reviewing vulnerable individuals and areas of the school.
- 6.5 regular and on-going training as a whole school staff, but also individually and with pupils (Peer Listeners, Prefects/Captains, pupils).

Working to support the pastoral system are the Chaplain, Health Care Centre nurses, Deputy Heads, Head of Pre-Prep and Head of Ranby House and Headmistress and the Pupil Welfare Committee.

At Worksop College the Prefects/Captains at school and house level provide valuable peer group support and are expected to behave as role models in their behaviour towards each other and all pupils.

We operate a peer listening scheme, whereby trained older pupils are encouraged to offer advice and support to younger pupils.

We provide leadership training to the Captains of School and their team of Prefects and House Captains which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.

Whilst respecting off-site time and every family's own standards, we work alongside parents to ensure the well-being of pupils. With this in mind, we reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.

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In accordance with the Children Act, pupils may contact other people who are not involved in the day-to-day running of the College, such as:

Mrs. N.E. Boole (School Listener)	07748 732885
Revd Canon B Clover, Provost	01283 840120
Childline	0800 1111
The Samaritans	116 123
Father Nicholas Spicer (Senior School Independent Listener)	07748 653640
The Children's Commissioner	020 7783 8330

This information is published in the School's Pupil Charter

Relevant contact details are displayed around Ranby House and, at the Senior school, in all boarding houses and the Health Care Centre.

7. CYBERBULLYING – PREVENTATIVE MEASURES

(please also refer to the WSNL ICT Policy section G: E-safety)

7.1 This should be read in conjunction with the WSNL ICT policy, the Acceptable Use Policies and the Taking, Storing and Using Images Policy which detail fully the management of pupils' access to and appropriate use of all forms of electronic information and communication.

7.2 Systems for managing electronic information and communication are constantly evolving. With this in mind we expect pupils and parents to accept that the value of cyber/electronic 'advance' cannot damage the spirit of our anti-bullying policy, even if the letter of it falls short.

7.3 In addition to the preventative measures described above, the School;

- i Expects all pupils to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use, particularly in relation to 'bullying' language.
- ii May impose sanctions in response to the misuse, or attempted misuse of the internet.
- iii Issues all pupils with their own personal school email address.
- iv Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking and removing contacts from "buddy" lists, assemblies, chapel services and through additional E-safety training.
- v Does not permit mobile phones to be used in classrooms, public areas of the school, or where they may cause annoyance to others. At Ranby House all electronic devices are handed in to the School Office on arrival.
- vi Does not permit the use of cameras and cameras on multi-media devices in washing and changing areas, or in the bedrooms of boarding houses.
- vii Offers opportunities for parents to attend information courses and encourages dialogue between staff and parents in relation to any issues regarding bullying.
- viii Records all reported incidents and investigates them. Reported incidents are always monitored. Records of incidents are kept securely and in a manner that patterns of behaviour can be identified and monitored.
- ix Our strong pastoral team are alert to possible signs of bullying and offer advice and support to other staff handling and reporting incidents.
- x Computers, tablets and internet access mobile phones are to be utilised in Houses according to all the above named related policies. Hsms and boarding tutors are aware of the need to note pupil usage both in terms of timing and sites accessed.

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Where necessary privilege to utilise such devices may be removed for a period of time.

8. PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING

Bullying issues, as and when appropriate, may be discussed in meetings between:

- Members of the Senior Leadership Team;
- The Head, Deputy Heads and the School
- Staff: at whole staff meetings as well as at meetings with individuals such as
- Form Teachers, Heads of Department and Housemasters/mistresses;
- School Staff and staff at the Health Care Centre;
- Members of the boarding staff;

SLT, Hsm and HoD meetings have 'Pupils of Concern' as a standing agenda item

The result of these meetings is to feedback information about friendship patterns, particular incidents, any pupil who seems to be isolated, any growing "power base" and any known conflict between a member of staff and a pupil, or between pupils.

If an incident of bullying is reported, the following procedures are adopted at **Worksop College**:

- 8.1 The member of staff to whom a suspected incident is reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- 8.2 He/she will inform an appropriate member of the pastoral team as soon as possible, normally the pupil's Housemaster/mistress or the Form Tutor (Ranby House).
- 8.3 The person who has suffered suspected bullying will be interviewed on his/her own and asked to write an account of events.
- 8.4 The suspected bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events.
- 8.5 The incident will be recorded.
- 8.6 Records of incidents will be kept, on individual files and/or electronically, either in Houses or via the Deputy Heads, in order that the College can monitor patterns of behaviour, place or times and to monitor the College response. At Ranby House all incidents are recorded electronically on iSAMS relating to all pupils involved and are monitored by Form Teachers, House Leaders and the Deputy Head.
- 8.7 All cases will be investigated fully and, if necessary, parents contacted and/or external agencies consulted for advice or action. Contact numbers for external agencies are detailed in the Worksop College Safeguarding policy.

If an incident of bullying is reported, the following procedures are adopted at **Ranby House**:

- 8.8 The member of staff to whom a suspected incident is reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.

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8.9 He/she will inform teaching staff and discuss the matter with the pupil's class teacher, head of house and deputy head. A lead 'go to' member of teaching staff will take responsibility for the matter.

8.10 The 'victim' will be interviewed by the lead staff to ascertain the bullying incidents (occurrences, type, to identify when, why, what has happened) and to agree a course of future actions.

8.11 The lead staff will ensure all further occurrences are logged on iSAMS and will monitor the situation closely.

8.12 The perpetrator will be spoken to about their actions and resolutions will be offered. How this is carried out will follow professional judgement and respecting the wishes of the victim. Parents will be informed.

8.13 If any further incidents are recorded after initial intervention the matter is escalated to the SLT and sanctions will be applied.

9. SANCTIONS

The School takes all instances of bullying extremely seriously. Any pupil who is found to be bullying another will be seen by either the Head, Deputy Heads, or Head of Pre-Prep and the severity of the punishment imposed will reflect the School's stance on bullying and in accordance with the relevant Disciplinary and Behaviour Policies. Sanctions may range from discussions with those involved and ongoing monitoring, ultimately to possible exclusion for protracted or severe cases of bullying.

10. MONITORING

The position should be monitored for as long as necessary thereafter. Action may include:

Sharing information with some or all staff, and with pupils as appropriate, so that they may be alert to the need to monitor certain pupils closely.

Ongoing counselling and support.

Reviewing vulnerable individuals, areas of the School and relevant procedures.

Discussion with "the bully": it is recognised that the best ways to deal with a bully are to talk through the incident in order to make the bully aware of the consequences and effects of his/her actions.

11. TRAINING

The School undertakes to provide and encourage ongoing pastoral training for all pupils and staff.

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References:

Legal Framework:

- A. Education and Inspections Act 2006
- B. Human Rights Act 1998
- C. The Education (Independent School Standards)(England) Regulations 2010 as subsequently amended (SI2003/1910)
- D. Special Education Needs and Disability Act 2001
- E. Anti-Discrimination Legislation
- F. The Equality Act (2010)

General Guidance:

<http://publications.teachernet.gov.uk/eOrderingDownload/DfE%200064%20200MIG479.pdf>

G. "Preventing and Tackling bullying: Advice for school leaders and governors"

<http://www.education.gov.uk/schools/pupilsupport/behaviour/bullying/f0076899/preventingand-tackling-bullying>

H. "Bullying": An ISC Child Health and Wellbeing Working Party Guidance Update Five <http://www.antibullying.net/adultsinschools.htm> - Source of anti-bullying support for school communities)

I. "Where You are NOT Alone" <http://www.bullying.org/> J. Keeping Children Safe in Education DfE 2019

Technological:

K. "Cyberbullying" A briefing note on the ISBA web site by Farrer & Co

L. <http://www.cyberbullying.org/>

M. "Child Protection and New Technologies" by Childnet International

N. <http://www.childnet-int.org/>

O. Safe to Learn Tackling Cyberbullying

<http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/>

P "Guidance on e-strategies for schools, including technological bullying"

http://schools.becta.org.uk/index.php?section=is&catcode=ss_to_es_pp_ob_03&rid=14905

Boarding Schools:

Q. Independent Schools' Inspectorate

Appendix: