

St Olave's Grammar School



ANTI-BULLYING POLICY

1. Our Aims

- To make clear that all forms of bullying, including cyber bullying, are unacceptable at St Olave's;
- To promote a consistent and coherent approach towards identifying, challenging, recording and responding to bullying;
- To enable everyone to feel safe while at St Olave's and encourage pupils to report incidents of bullying;
- To support and protect victims of bullying and to promote the emotional resilience of pupils to deal more effectively with bullying;
- To help support pupils displaying bullying behaviour to change their attitudes and understand why it needs to change;
- To promote an anti-bullying ethos across the School.
- To have measures in place to meet the requirements in The Education and Inspections Act 2006, The Equality Act 2010, The Children Act 1989 and Criminal Law.
- To meet the requirements as outlined in the Preventing and Tackling Bullying Guidance (*Department for Education, October 2014*)

2. What is Bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (*Department for Education, October 2014*)

There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour;
- It is repeated over time;
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

There may sometimes be misunderstanding about the meaning of the term 'bullying': one-off incidents, whilst they may be very serious and must always be dealt with, would not normally fall within the definition of 'bullying'.

3. Bullying outside school premises

All staff have 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 staff, it will be investigated and acted on. The Assistant Head will also consider whether it is appropriate to notify the police of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will always be informed.

4. Types of bullying

Bullying may take various forms, including:

- Physical Bullying
 - e.g. kicking, hitting, pushing, intimidating behaviour or interference with personal property.
- Verbal Bullying
 - e.g. threats, taunts, exclusion, name-calling, verbal abuse
- Relational Bullying (sometimes called social bullying)
 - e.g. spreading of rumours, embarrassing someone in public, telling other students not to be friends with someone, leaving some out on purpose.
- Racist Bullying
 - e.g. physical, verbal, written, on-line or text abuse or ridicule based on differences of race, colour, ethnicity, nationality, culture or language.
- Faith-based Bullying
 - e.g. negative stereotyping, name-calling or ridiculing based on religion.
- Sexist Bullying
 - e.g. use of sexist language or negative stereotyping based on gender.
- Homophobic Bullying
 - e.g. name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic language.
- SEN / Disability Bullying
 - e.g. name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties.
- Sexual Bullying

- e.g. unwanted physical contact, sexually abusive comments.
- Emotional
 - e.g. excluding, tormenting, threatening behaviour.
- Gifted/Talented Bullying
 - e.g. name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort.
- Cyber Bullying – see **Cyber-Bullying Policy**
 - e.g. abuse on-line or via text message, interfering with electronic files, setting up or promoting inappropriate websites and inappropriate sharing of images from webcams/mobile phones.

5. What we do to prevent bullying

Everyone involved in the life of the School must take responsibility for promoting a common anti-bullying approach and all members of the school are expected to report incidents of bullying.

We aim to prevent bullying by:

- Providing our pupils with a framework of behaviour including rules which support the whole-school setting and home school agreement
- Emphasising and behaving in a respectful and caring manner to pupils and colleagues, to set a good tone and help create a positive atmosphere
- Raising awareness of bullying, including cyber-bullying, through the curriculum, including PSHE, RS, VLE and assemblies
- Involving pupils, through School Council, in the development of our anti-bullying policy and practice
- Ensuring pupils know who can be contacted if they have concerns about bullying.
- Ensuring pupils feel supported in reporting incidents of bullying and be reassured that action will take place
- Using the prefect system to support and monitor bullying
- Gathering feedback from students during Pastoral Reviews
- Providing effective staff training

All staff have a vital role to play as they are at the forefront of behaviour management and supporting pupil's sense of well-being. They have the closest knowledge of the pupils in their care, and should build up a relationship involving mutual support, trust and respect.

6. Recording and Reporting

Staff and pupils should report bullying either to the Form Tutor, Head of Year or Assistant Head. There are a variety of ways that bullying may be reported e.g. The green *Bullying Report Form* (see attached), copies of this are available with envelopes on the bookcase in the pastoral area by the Assistant Head and Head of Year 7s offices. Heads of Year also have a post box outside their office door, or students may use email. When a student does report bullying, the possible paths to resolution will be explored with them before action is taken. Action will not be taken by staff without prior discussion with the victim.

All bullying incidents should be recorded in the files of the perpetrator and victim and a copy given to the relevant Assistant Head for monitoring. Please see attached documents which may be used to record interviews / action taken.

The details of any incidents of bullying should also be recorded in the bullying log. <R:\Pastoral\HOY Admin\Bullying Log\Bullying log.xlsx>. This bullying log will be used by the Assistant Head for monitoring.

7. Procedures for dealing with bullying

- The victim and perpetrator will be interviewed and the seriousness of the incident assessed.
- The parents of the victim will be informed.
- The Head of Year will determine whether to initiate the proceedings under the School's four level system.

Level 1: The perpetrator will be given a verbal warning and a note of this will go in his/her file.

Level 2: Following a second reported incident, the perpetrator's parents will be informed in writing. Sanctions may be given as appropriate.

Level 3: Following a third reported incident, the perpetrator and his/her parents will be seen by the Head of Year and Assistant Head. Sanctions may be given as appropriate.

Level 4: The perpetrator will be seen by the Headmaster who would normally exclude the pupil.

In serious cases the Head of Year, in consultation with the Assistant Head, may decide to proceed immediately to a higher level in the process. In each individual case, sanctions may be given as appropriate.

8. Support

If considered necessary, the Head of Year will arrange support for the victim, and for the perpetrator. The pupil's tutor or another member of the pastoral team will monitor matters to try to ensure that he/she does not suffer further abuse. It is vital that the student lets a member of the pastoral team know if the bullying continues. Support for victims of bullying may include:

- Sixth Form Prefects (Form Prefects are given coaching and mentoring training)
- Mediation by a member of staff
- Befriending - this involves assigning selected pupil volunteers to be with and befriend the pupils who are being bullied or are having other difficulties
- Circle of Friends – a small number of pupils volunteer to form a circle of friends for a vulnerable pupil
- Bromley Y counselling service (available to perpetrators as well)
- Assertiveness training

8. Monitoring:

The School will monitor the extent of bullying in the School and the impact of its anti-bullying policy.

Remember that Bullying is never acceptable – please tell someone

St Olave's Grammar School Bullying Report Form

Name.....

Form..... Date.....

*We take any incidents of bullying very seriously. To enable us to find the best way of supporting you, it is helpful if you are able to answer as many of the questions as possible. **Thank you.***

1. Names of the bullies (or, if you don't know their names, a description).
2. When and where it takes place.
3. What happens? What is being said or done?
4. When did it start? How long has it been going on for?
5. How often does it occur?
6. Are there any witnesses or other people who could help?
7. Who (if anyone) have you told so far?
8. What (if anything) have you done about it so far?
9. Have you got any ideas about what you would like to be done about it or what help you would like to receive?

Please put this form in an envelope and hand it into your Form Tutor or Head of Year, or into Reception if you prefer.

St Olave's Grammar School
Bullying Report Follow-up (victim)

*Please ensure that the student reporting the incident of bullying has filled out a **Report Form**, which should be filed with this sheet (a copy in the student file and a copy in the Bullying Incident File). Thank you.*

Name of Student

Staff initials

Form.....

Date.....

Possible Action	Tick action taken	Any additional notes
Ongoing monitoring		
Student asked to keep a diary of events (positive and negative)		
Student given strategies to help manage the situation		
A reconciliation between the students involved – with a member of staff		
Further follow-up sessions to be arranged with the student		
Staff to be made aware		
Parents informed		
Recommendation for the student to see the school counsellor		
Other		
HoY completes bullying log: R:\Pastoral\HOY Admin\Bullying Log		

St Olave's Grammar School
Bullying Investigation Form (Alleged perpetrators)

Name of student..... Initials of staff.....

Form..... Date.....

This form is to be used when investigating an allegation of bullying. Begin by allowing the student an opportunity to be upfront with you e.g. *there is some evidence that you have been involved in, or witnessed bullying. This is your chance to deal with it in an honest and positive way, remembering that:*

- a) *Bullying is not accepted or tolerated at St Olave's.*
- b) *We are not blaming anyone at this stage. The main idea is to sort it out.*
- c) *We are requesting you (and others) to help to do this.*

1. What do you think I need to see you for?

2. Have you any idea when and where the incident(s) might have occurred?

3. Have you any idea who was involved or who was around?

4. Can you give the **facts** about what happened and what you said or did, or what was done and said by others?

5. Is there any background that I need to know about this situation?

6. Have you any ideas about **what you could do** to help the situation and sort it out?

Any other information

St Olave's Grammar School
Record of Action Taken Following Bullying Investigation (perpetrator)

Name of student..... Initials of staff.....

Form..... Date.....

Please tick action and add any additional comments as appropriate.

- Apology / reconciliation meeting arranged

- Level 1 - the perpetrator will be given a verbal warning and a note of this will go in his/her file.

- Level 2: Following a second reported incident, the perpetrator's parents will be informed in writing.

- Level 3: Following a third reported incident, the perpetrator and his/her parents will be seen by the Head of Year and Assistant Head.

- Level 4: The perpetrator will be seen by the Headmaster.

- Use of other appropriate sanctions [briefly outline]

- Refer on for further disciplinary action / decisions / support?

- Referral to School Counsellor?

- Completion of bullying log: R:\Pastoral\HOY Admin\Bullying Log