PANGBOURNE

ANTI-BULLYING POLICY

	SMT REVIEW	GOVERNOR REVIEW
Last action	June 2019 by DHP	Approved June 2019
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Anti-Bullying Policy (inc. Cyberbullying)

Introduction

Pangbourne College is committed to Safeguarding and promoting the welfare of its pupils and expects all employees, governors and volunteers to share this commitment. We are a community where the individual matters and in this context bullying will not be tolerated. All pupils have a fundamental right to feel safe and protected from any form of abuse.

In the Code of Conduct it states, *'We respect the rights of others and their feelings. In particular this means that nothing should be said or done to embarrass or hurt'*.

This policy is available to all pupils, staff and parents.

The following will be set out within this policy:

- A definition of bullying
- The seriousness of bullying
- Procedures to follow if bullying occurs
- Sanctions and mediation
- The long term prevention of bullying
- How will bullying be detected?
- Support for pupils, staff and parents – Appendix 1

Teachers are strongly recommended to read the publication, 'Preventing and Tackling Bullying' (GOV:UK) which can be found on:
https://www.gov.uk/government/publications/preventing-and-tackling-bullying

Definition of bullying

Bullying is defined as any behaviour – spoken, psychological or physical – directed towards another, which prevents him or her from living at ease with other members of the College.

Specific types of bullying include: racial, religious, cultural, sexual/sexist, cyber (social websites, mobile 'phones, text messages, photographs and email), as well as discrimination towards lesbian, gay, bisexual and transgender (LGBT) pupils. It also includes bullying towards those who have a disability or special educational needs. Children who are adopted or are a carer for a family member can also be on the receiving end of discrimination.

For example it can be:

- Name calling
- Hurtful banter
- Making fun of someone in an unpleasant way
- Stealing, breaking or hiding someone's possessions
- Pushing or hitting someone
- Frightening someone into doing things they do not want to do

- Intimidation to prevent someone doing something they want
- Making a homophobic or racist comment towards another member of the community
- Teasing someone about being dyslexic
- Excluding another from a game, conversation or information, knowing that it will cause that person distress
- Sending unkind and hurtful messages via mobile phones, social websites, text messages, photographs and e-mails
- Initiation ceremonies intended to cause pain, anxiety or humiliation

Bullying can occur from:

- Staff to staff
- Staff to pupil
- Pupil to pupil
- Pupil to staff

Seriousness of Bullying

Any bullying behaviour is demeaning and unacceptable. At Pangbourne College we aim to provide a safe and stimulating environment in which every pupil can fulfil his/her academic, cultural and sporting potential. We recognise the seriousness of bullying and in particular:

- Loss of self esteem
- Breakdown of relationships
- Short and long term psychological damage
- In extreme cases, even suicide

It is important to remember that although bullying is not a specific criminal offence, there are criminal laws, which apply to harassment and threatening behaviour.

We, as a community, have a responsibility to treat incidents of bullying with utmost seriousness and to help both the protagonist and the recipient. It is important to note that a bullying incident should be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm – see Safeguarding/Child Protection Policy.

Cyberbullying

This policy is to be read in conjunction with the College's ICT Acceptable Use Policy.

1. **What is Cyberbullying?**

Cyberbullying is the use of electronic media - especially mobile phones and the internet – to intimidate, threaten or upset someone. Pangbourne College is mindful of its responsibility to combat cyberbullying.

2. **Different types of Cyberbullying**

The Anti-Bullying Association has identified seven types of cyberbullying, ranging from abusive text messages, emails and phone calls, to bullying in internet chat rooms, social networking sites and instant messaging:

- Text messages – unwelcome texts that are threatening or cause discomfort.
- Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed
- Mobile phone calls – silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
- Emails – threatening or bullying emails, often sent using a pseudonym or somebody else's name.
- Chat room bullying – menacing or upsetting responses to children or young people when they are in a web-based chat room.
- Instant messaging – unpleasant messages sent as children conduct real-time conversations online.
- Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people which can provide new opportunities for cyberbullying.

3. Significance for Victims

Cyberbullying can have a really destructive impact because:

- The bully is potentially anonymous;
- Upsetting messages and images can be broadcast to a huge audience (increasing the impact of the bullying);
- Upsetting messages and images can be widely distributed at speed, repeatedly and by different people;
- Cyber-space is open 24/7 – bullying cannot be escaped;
- Pupils who would not normally take part in bullying behaviour may be enticed into bullying in this way, initially by being drawn in as accessories of others activities (for example by passing on an image received on a mobile phone from the primary bully).

4. Significance for Bullies

It is important to stress that cyberbullying can be a criminal offence under a number of laws, including:

Protection from Harassment Act 1997
This Act creates both civil and criminal offences of harassment. Harassment is defined as a course of conduct which causes alarm or distress. This means that there must be repeated incidents (more than twice). It is also an offence to cause another person to fear, on at least two occasions, that violence will be used against them.

Obscene Publications Act 1959
It is an offence under this Act to publish an obscene article. Publishing includes circulating, showing, playing or projecting the article or transmitting that data, for example over a school intranet. An obscene article is one whose effect is such as to deprave and corrupt persons who are likely to read, see or hear the matter contained in it.

Communications Act 2003
This makes it an offence to send a 'grossly offensive…obscene, indecent or menacing' communication. It is also an offence to send a false message to cause annoyance, inconvenience or needless annoyance.

Malicious Communications Act 1988
Section 1 of this Act makes it an offence to send an indecent, grossly offensive or threatening letter, electronic communication or other article to another person with the intention that it should cause them distress or anxiety.

Public Order Act 1986
This makes it an offence to use threatening, abusive or insulting words, behaviour, signs or other visual representation to cause harassment, alarm or distress. This offence may apply where a mobile phone is used as a camera or video.

Computer Misuse Act 1990
When cyberbullying takes the form of hacking into someone else's account the Computer Misuse Act comes into play.

Information taken from www.digizen.org.uk

Cyberbullying is a serious offence and the College may involve the police should the case warrant it.

5. What preventative measures are taken?

- Raising awareness is key. Internet Safety and Cyberbullying are studied as part of First and Third Form PSHCE/ICT programme.
- Pupil workshops, like 'Digital Citizens' in Dunbar.
- E-Safety assemblies with PC Emery
- Parents' workshops in Houses.
- The use of social networking sites is restricted to set times.

- Maintain online safety by ensuring appropriate filters and appropriate monitoring systems are in place.
- Staff Vigilance. The College reserves the right to monitor pupils' use of the internet on a routine basis and to examine mobile phones where there is reason to suspect abuse.
- Anti-Bullying questionnaire which include questions on cyberbullying.

6. Advice to Pupils on Cyberbullying

Pupils will be given this information together with the 'Online Safety Guidelines' in First and Third Form PSHCE

1. If you are being bullied, remember bullying is never your fault. It can be stopped and usually can be traced.

2. If someone insults you online or by phone, stay calm and do not react by sending an angry reply – this will only escalate the problem.

3. Don't ignore the bullying. Tell someone you trust, such as your Housemaster/mistress, tutor, peer mentor or parent just as you would if the bullying was face to face.

4. Also, there is plenty of advice online on how to react to cyberbullying, for example www.cybermentors.org.uk and www.wiredsafety.org

5. Keep any evidence that you might have in the form of texts, e-mails or postings on network sites.

6. If you know or suspect that someone else is being bullied, you have a responsibility to report it immediately to a member of staff/peer mentor. Failure to report a case of cyberbullying may be construed as evidence of complicity in the behaviour.

7. Advice to Parents on Cyberbullying

The Cyberbullying Policy is included in the Parents' Handbook

1. Don't wait for something to happen before you act. Make sure your child understands how to use the different technologies safely and knows the risks and consequences of misusing them. There is a plenty of excellent advice on line, for example, www.vodafone.com/parents/cyberbullying.

2. Make the most of tools like Parental Controls, Privacy Settings and Report/Block options on social networking sites like Facebook.

3. Keep the communication lines open with your son/daughter and encourage them to talk to you if they have problems with cyberbullying.

4. Encourage your child to talk to someone at school about it – Housemaster/Housemistress, tutor, peer mentor etc. Please see the section *'Where do I go to for help?'* in the back of the College Calendar.

5. If you are concerned that your child is being bullied, resist the temptation to tackle the bullies yourself, but talk to someone at the College at the earliest opportunity. Your child's housemaster/mistress should be the first port of call, but the Deputy Head Pastoral is always happy to listen and help.

6. Remind them not to retaliate to cyberbullying.

7. Help your child to gather information, for example texts, e-mails or postings on network sites and pass these onto the College.

Advice to all members of Staff on Cyberbullying

1. All teaching staff must be alert to the dangers of bullying using technology and never let any suspicion or account of cyberbullying pass without investigation or report – this is irrespective of whether the activity suspected or reported took place at College or off site.

2. Procedures outlined in this Policy must be followed.

3. All incidents of cyberbullying to be recorded on the Central Bullying Log so that the effectiveness of this policy can be monitored.

Procedures to follow if bullying occurs

1. Pupils, staff and parents are encouraged to speak to an adult that they can trust, if an incident of bullying occurs. See *'Where do I go for help?'* at the back of the College calendar.

2. Any incident involving bullying must be immediately reported to the housemaster/housemistress or a senior member of staff.

3. This must be confirmed by an e-mail to the housemaster/housemistress and copied in to the Deputy Head (Pastoral), Mrs Caroline Bond.

4. In line with the College's Traffic Light System (see Appendix 2), a bullying incident may trigger both the recipient and perpetrator being placed on 'amber' alert which means that the situation will be reviewed weekly at the HOMs' meeting. The HOM will own the case and it is their responsibility to communicate with parents and liaise with the appropriate members of staff. Welfare Plans will be drawn up as appropriate by the HOM.

5. More serious cases will be owned by the Deputy Head Pastoral or the Deputy Head (Co-curriculum) and will be classified as 'red'. A Welfare Plan will be drawn up. The Headmaster is automatically informed who will, in turn, report the incident to the Chairman of Governors.

6. It is important to note that a bullying incident should be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. (See Appendix 3)

7. Appropriate sanctions may be applied. Please see below.

8. The incident will be carefully logged on iSAMs, crossed referenced to pupil files, within the boarding houses.

9. The central log of bullying incidents will be kept on iSAMS.

Sanctions

The school reacts firmly and promptly if bullying is identified. There is a range of follow-up steps available to staff depending on the perceived seriousness of the situation and what incidents have gone before. Some of these steps include:

- Mediation
- A record of the incident put on file
- Formal referral and discussion with DHP/AHW
- Letter home/discussion with parents
- Good behaviour contract
- Referral to HM
- Discussion with CAAS – West Berks Contact Advice and assessment Service (if there is a child protection concern)

- Suspension from College
- Exclusion from College

Mediation

This takes time, patience and care. It is not a *'soft option'*. It involves a senior member of staff meeting with the bully and the recipient, discussing the issues and restoring the relationship between the two.

In tackling the problems of how to change the ways of individuals who use bullying tactics there is no quick or easy method.

Education and awareness of how an individual might feel is ultimately more effective and consistent. Talking to bullies, getting them to see that their behaviour is upsetting to others and getting them to suggest ways of behaving are proven to be much more beneficial. This also helps eliminates the 'revenge' factor.

The Long Term Prevention of Bullying

At Pangbourne College we are pro-active and aim to provide:

- An ethos based on the Code of Conduct and Flag Values which foster those good relationships which are the best guarantee against bullying.

- Positive role models as staff in terms of communication, teamwork and respect for each other.

- An atmosphere in the house, in the classroom and in the College which builds positive self-images among pupils and commends appropriate behaviour.

- A structured PSHCE programme within the curriculum, which develops personal and inter-personal skills and deals specifically with the issue of bullying. Specific types of bullying include: racial, religious, cultural, sexual/sexist, homophobic and cyber (social websites, mobile 'phones, text messages, photographs and email). It also includes bullying towards those who have a disability or special educational needs.

- Awareness raising of bullying within other areas of the curriculum at Pangbourne e.g. assemblies, drama, literature, historical events, current affairs etc

- One to one contact with personal tutors for every pupil each week.

- House Councils/School Councils where representative pupils can discuss areas of concern with staff. **Involving young people in tackling bullying is an important principle.**

- Advice to pupils on who they can talk to if they are being bullied. There is also a Complaints Procedure.

- Reassurance that all senior pupils with some responsibility for younger pupils are sensitively prepared for this role and receive regular support and guidance.

- A well-established Peer Mentoring Scheme where members of the Lower Sixth can train to support and help their peers.

- Staff pastoral meetings held every week e.g. Common Room Pastoral Meeting, Year Tutors' Meeting, House Tutors' Meeting.

- INSET for staff on bullying.

- An experienced young person's counsellor who visits the school once a week.

How will Bullying be detected?

Bullying is detected in school through:

- Pupil questionnaires conducted in PSHCE
- Staff vigilance, for example keeping a careful eye on pupils in the lunch queue and lining up outside classrooms
- Good pupil/staff relationships where pupils feel comfortable to report incidents of bullying
- The vigilance and care of the Sixth Form and Peer Mentors
- Regular staff pastoral meetings which have as their primary focus the welfare of individual pupils and the quality of their school relationships

Support for pupils

Pangbourne College is a place where the individual matters. Pupils who have been bullied can expect to be suitably supported. Pupils who have bullied others will also be given suitable help and guidance.

Remember that there is always someone at Pangbourne that you can talk to.

Further advice is available in Appendix 1.

Resources:

- Preventing and tackling bullying (GOV.UK)

https://www.gov.uk/government/publications/preventing-and-tackling-bullying

APPENDIX 1

Advice for pupils

- Talk to an adult or a senior student you can trust. For details of additional people you can talk to see the information – *'Where do I go for help?'* at the back of the School Calendar.

- You may feel that your problem or concern is best dealt with by a fellow student. In which case talk to or e-mail a Peer Mentor.

- Try not to show that you are upset – this is difficult and you have a right to feel upset, but remember that bullies are looking for a reaction and to expose vulnerability.

- Try being assertive, e.g. walk quickly and confidently even if you feel upset inside.

- Remember that you have the support of all the staff.

- Stay close to people who are supportive of you. Don't feel or get isolated emotionally.

- If you are different in any way be proud of it – it's good to be an individual.

- If you feel you have been through the above stages and are still not satisfied, there is a Complaints Procedure which is detailed at the back of the School Calendar.

If you still feel that your problem has not been dealt with, there are details of people and organisations who have agreed to hear your concerns under the Complaints Procedure at the back of the School Calendar.

REMEMBER – Do not stand by and watch someone being bullied. It is everyone's responsibility to prevent it happening. <u>If you are aware of bullying going on, please talk to an adult or senior student you trust.</u>

Advice to members of staff

- Be positive role models within the College community.

- Always be alert wherever you are in the College grounds or outside College with pupils to any symptoms of bullying or unhappiness among students. Please be aware of the different forms of bullying, as outlined in the main policy.

- Respond immediately, swiftly and unambiguously to individual incidents of bullying. Inform the relevant housemaster/housemistress <u>and the Deputy Head Pastoral.</u> Refer to the 'Procedure to follow if bullying occurs'.

- Support and protect pupils who are being bullied and helping them to develop positive strategies and assertion. See 'Advice to pupils' in appendix 1.

- Following guidance from senior staff, support and help bullies change their behaviour

- Communicate with parents at an early stage and keep them informed.

- Record incidents carefully.

- Encourage pupils to break the silence about bullying behaviour. Emphasise that those who watch bullying and do nothing about it are encouraging bullying behaviour. Bullying is not a *'spectator'* sport.

- If you feel that the incident(s) of bullying have not been dealt with in the appropriate way, having followed the procedures outlined within this policy, then you should refer to the Staff Complaint Procedure

Advice to parents

- Obviously it is vital to keep lines of communication open with your children and the College.

- If you have any concerns about your child, please talk to someone at Pangbourne at the earliest opportunity. As it says in the School Calendar under the section *'Who do I go to for help?'* it is important to talk and share your concerns. Your child's housemaster/housemistress should be the first port of call, but Caroline Bond, Deputy Head (Pastoral) is always happy to listen and help.

- Although it is important to listen and contact the school soonest, please remember that situations are often not what they seem at first. It is the College's role to investigate and report back to you. Therefore, please do not approach other parents' children in an attempt to sort it out yourself.

- Trust the school. In line with the Anti- Bullying Policy, you can be assured that the problem will be dealt with swiftly, sensitively and thoroughly.

- Further information and advice on how to support your child through a difficult period can be obtained from the Deputy Head (Pastoral), Caroline Bond.

- If you feel that the incident(s) of bullying have not been dealt with in the appropriate way, having followed the procedures outlined within this policy, then you should refer to the Parents' Complaint Procedure.

Appendix 2

Traffic Light System

Pastoral concerns – a three tier approach

In order to ensure that pupils at Pangbourne receive the best possible pastoral care, a three tier approach to their well-being is employed. This system does not replace the policies and procedures already in place, but rather is designed to sit alongside them, clarifying who takes ownership of a particular pastoral concern. The Traffic Light System (TLS) can be used effectively with HOMs, Heads of Section, Tutors and Deputy Heads all involved,

Green light

- This status indicates that everything is going well and that there are no pastoral or welfare concerns attached to an individual pupil.

Amber light

- This status indicates that there are pastoral concerns with regard to an individual. It maybe that they are going through a challenging time in their lives or indeed there has been a specific incident, such as name calling, which is a concern.

- In this instance the action is owned by the HOM and it is their responsibility to communicate with parents and liaise with the Deputy Head (Pastoral), Caroline Bond. Furthermore, they should communicate with the relevant HOS, tutor and subject teachers, where appropriate. However, a concern may well be generated via an academic matter and it is, therefore, crucial that the flow of information is clear between the relevant HOM and HOS, with ownership of the case being made very explicit.

- The status of the pupil will be reviewed weekly by the HOM, in consultation with the Deputy Head (Pastoral) and updated on ISAMS.

- The decision to move a pupil either to red or to green status must be made after discussion between the relevant HOM and the Deputy Head (Pastoral). Therefore, the flow of information between the HOM and Deputy Head (Pastoral) is crucial.

Red Light

- This status indicates that there are significant pastoral concerns with regard to an individual. This might be as a result of bereavement, self-harm or a pattern of name calling or bullying that has developed.

- In this instance the action should be owned by the Deputy Head (Pastoral) or another designated Senior Member of Staff. They will discuss the case with the HOM, communicating with parents and liaising with outside agencies where appropriate. Furthermore, they should communicate with the relevant HOS, tutor and subject teachers, where appropriate.

- The status of the pupil will be reviewed weekly by the case holder and updated on ISAMS.

- It is the Deputy Head Pastoral's responsibility to keep HM informed of a case. The move back down to amber should be made in consultation with the HOM and HM.

The list of those pupils on amber and red will also be reviewed on a weekly basis at HOMs' meetings on Monday mornings and updated by the Common Room Secretary. The information will be put on the Common Room Notice Board. At Monday break the Deputy Head (Pastoral) will also inform Common Room of significant changes to the TLS.

Information will also be made available via iSAMS.