



ANTI-BULLYING POLICY

The School's anti-bullying policy sets out to reduce, tackle and prevent bullying. This policy pays due regard to DfE guidance on 'Preventing and Tackling Bullying' (July 2017).

At Kingston Grammar School it is expected that all students and staff will act with consideration and respect for other people and their property so that every student may feel safe in the school. Any bullying or intimidation of another person by an individual or a group is unacceptable and will be dealt with immediately, in a firm, sensitive and caring way.

Definition

Bullying is defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. This behaviour intentionally hurts another student or group of students physically or emotionally and is often motivated by prejudice against particular groups, eg race, religion, culture, sex, gender, homophobia, SEN needs or disability, or because a child is adopted, in care, or is a carer themselves. It may occur directly or through cyber technology (social media, text messages, emails, photographs, etc). Bullying can take many different forms:

- Physical
 - e.g. kicking, hitting, pushing, intimidating behaviour or interference with personal property
- Verbal/Psychological
 - e.g. threats, taunts, shunning/ostracism, name-calling/verbal abuse or spreading of rumours
- 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
- Sexual Bullying
e.g. unwanted/inappropriate physical contact or sexual innuendo
- Homophobic/Transphobic Bullying e.g. name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic or transphobic language
- SEN / Disability Bullying
e.g. name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties
- Gifted/Talented Bullying
e.g. name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort
- Cyber Bullying
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 (see *Cyber Bullying Policy*).
- Cultural
e.g. mocking of beliefs or ideals.

Bullying is a serious issue and can lead to both physical and emotional harm, eg depression, isolation, lack of self-esteem, and potentially suicide.

Aim

The aim of this policy is to prevent and tackle bullying by creating an environment in which

- students are able to identify bullying and are aware of the problems associated with it;
- incidents of bullying are brought to the school's attention;
- students being bullied are offered support, understanding and guidance;
- bullies are helped to understand the consequences of their actions for their victims and, where appropriate, are subject to the school's sanctions.

Incidents of bullying will be dealt with so as to prevent both a recurrence of the bullying behaviour and retaliation for it. Accurate recording and action will enable the school to identify patterns of bullying behaviour and to prevent it. The school also aims to explain to all students the seriousness of bullying and the legal complexities surrounding it.



Action by staff

Bullying behaviour is unlikely to be made obvious to staff and will occur most frequently out of lesson times. The issue of bullying is raised in whole staff training sessions and all staff are encouraged to be vigilant, as a matter of course, as they move around the school, paying particular attention to less public areas of the site both during and outside lesson times and before and after the school day. Particularly vulnerable areas of school including quiet corridors (eg top of the Fairfield Building, top of QEII Building, at the back of the Theatre) and in the lunch queue.

Staff are reminded to be proactive at all times throughout the day and especially when they are on duty.

All staff must be aware of the aforementioned possible signs that a child is a victim of bullying and should note changes in friendship groups within their forms or classes and any snide or negative comments. They must be familiar with this and related school policies and ready to tackle bullying when it occurs. New staff will focus on bullying in their induction programme and all staff are made aware of pertinent issues when they occur.

Action by education

The school is committed to preventing and eliminating bullying by means of education. The examination of bullying and its consequences form part of the school curriculum in PSHE. The PSHE courses build on students' knowledge and understanding of the issues and ask them to consider more specific matters, such as how to deal with hurt or insult, how to consider whether something is likely to or has hurt someone else, reconciliation, assertive behaviour and personal image. In each of these situations, students are encouraged to combat the "culture of silence" which can surround bullying by fostering a "culture of being prepared to tell". Please refer to the individual PSHE schemes of work to find specific details of how we educate to prevent instances of bullying.

Education about anti-bullying is also delivered through our programme of Pastoral 'drop-down' sessions. Each year, at least one of these sessions involves workshops and talks delivered by a guest speaker on 'online etiquette', which focuses on discussions around online bullying.

Bullying - and peer relations generally - are discussed every year in the tutorial programme. Issues associated with bullying are also raised from time to time in whole school and sectional assemblies. Cyberbullying is also discussed in social media training.



All staff receive regular updated training on bullying prevention and child safeguarding. They are asked to read this policy each academic year.

Procedures

Reporting bullying

Information about, or allegations of, bullying may come from parents, staff (teaching and support) and from students (in the capacity of victim or witness).

Any alleged incident of bullying should be reported - in the first instance - to a student's form tutor. The nature of the tutorial system is such that the tutor should be aware of early warning signs of unhappiness amongst his/her students. It also acts to foster an atmosphere of trust whereby students and parents can approach tutors and Heads of Year at any time. Nevertheless all staff are aware that students may report incidents of bullying to them directly. Where incidents are reported to a member of staff other than the tutor of the student concerned, details should be passed to the relevant tutor and Head of Year. Any incident of bullying will be thoroughly investigated and followed up with proper sensitivity. Where bullying is reported by a parent, relevant staff will take all allegations seriously and will follow the procedures outlined in this policy in investigating the alleged incidents.

Investigating reports of bullying

Once a report of bullying is received, staff will make a written, dated record of the incident as reported to them. Investigation of the incident will then be carried out by the tutor and Head of Year. This will involve talking to both the alleged victim and the alleged perpetrator and to any witnesses of alleged bullying. During an investigation staff will:

- reassure the victim and the student who has reported the incident. Offer the necessary support through staff, nurse, counsellor and outside agencies such as Childline
- not make premature assumptions about incidents - especially where these are based on existing opinions of students or on the evidence of previously (potentially) exaggerated claims made by the alleged victim
- listen carefully to all involved and will be aware that several students saying the same thing does not necessarily mean that they are telling the truth
- adopt a problem solving approach so as to move students on from justifying themselves and their behaviour.



Written dated records of all evidence in such an investigation will be kept in the students' personal files. More serious cases of bullying will be brought to the attention of the Head Master.

Response to cases of bullying

Where a case of bullying is identified following an investigation, the Head of Year in conjunction with the tutor will:

- engage the bully in consideration of the effects of his/her behaviour on his/her victim(s);
- set the bully short term goals to improve his/her behaviour;
- warn the bully of the likely implications of any repetition of such conduct and explain; that his/her future behaviour will be monitored.

The Head of Year and Deputy Heads may:

- suggest that the bully visits the school counsellor to discuss the situation or make such a visit a requirement
- order the removal of the bully from a particular group (by changing seating arrangements, for example)
- monitor the bully's behaviour during unsupervised time (by requiring him/her to be in a given place at break and lunch, for example)
- issue a suitable sanction to the bully

With regard to the victim, the Head of Year will:

- offer the necessary support through staff, nurse, counsellor and outside agencies such as Childline
- make it clear that any recurrence of the bullying behaviour must be reported by the victim at once
- ask the victim to look at his/her behaviour and understanding of the situation to see if there is anything he/she can do to help him/herself
- make arrangements, with the victim's consent, for meetings between victim and bully(ies) during which the situation is discussed, the bully is asked to suggest ways in which the situation might be improved, and the victim might be asked to consider ways in which he/she might have added to his/her own targeting

Parents of both bully(ies) and victim(s) should be informed as early - and as constructively - as possible. Contact with parents should reflect the school's problem-solving approach rather



than being overtly punitive in tone, though parents will be invited in to discuss the matter should bullying continue. Parents may, of course, come into the school once any accusation of bullying is found to be proven; their input will be valued at all stages.

Where no improvement is made and incidents of bullying continue to take place, a persistent bully's position in the school will be reviewed by the Head Master. Where no improvement in behaviour is seen it may be necessary for the persistent bully to leave school permanently.

Threshold for Reporting

A bullying incident should be treated as a safeguarding concern when there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm. The school will always consider this. The school will also consider whether the perpetrator and the victim might have unmet educational or other needs, and therefore whether a multi-agency approach is appropriate. In either instance, the procedures set out in the School's Safeguarding Policy should be followed.

Incidents of bullying off the school premises

Where such incidents involve bullying by members of the school, investigations will be carried out as above. Where such incidents involve bullies from outside the school's, advice will be given to the victims on how to avoid or handle bullying off the school premises. Where appropriate, the school may contact the local police, local transport companies or the Head of another school in order to help eliminate the problem.

Recording of cases

All details relating to bullying cases are to be found on the student file. In addition, a central bullying log is in the central file in the School Office. This folder is taken to the Heads of Year meetings and reviewed regularly to spot patterns and trends, eg locations, individuals, etc. In addition, where appropriate, details are also placed on the Vulnerable Children List.

Procedures for policy review

There will be an annual review of this policy by Heads of Year in their regular meetings. At least every four years a survey to measure the extent and nature of bullying in the school will be carried out as part of the wider-reaching pastoral survey.



Organisations that can help:

Bullying UK

www.bullying.co.uk

Website where students, parents, teachers and youth organisations will find advice and updated content on school bullying issues.

Advisory Centre for Education

www.ace-ed.org.uk

Advice line: 0300 0115 142 (Mon-Wed, 10am - 1pm, term time only)

Free advice line for parents on all matters concerning school

Children's Legal Centre

www.childrenslegalcentre.com

Publications and legal advice for parents and carers

Kidscape

www.kidscape.org.uk

Helpline - 08451 205 204

Helpine is for the use of parents, guardians or concerned relatives and friends of bullied children.

Family Lives

<http://familylives.org.uk>

Free Parentline: 0808 800 2222

UK registered charity which offers support to anyone parenting a child

Childline

<http://www.childline.org.uk>

ChildLine is a private and confidential service for children and young people up to the age of 19. You can contact a ChildLine counsellor about anything -no problem is too big or too small.

Call free on 0800 1111,

have a 1-2-1 chat online or

send an email: <https://www.childline.org.uk/Talk/Pages>Email.aspx>