



**Independent, Co-educational, Day and Boarding
Preparatory School**

**Anti-Bullying Policy
(SJ401)**

Registered Charity No: 1086829

Date of Issue: February 2018
Review Date: February 2019
Owner: Deputy Head

DEAN CLOSE ST JOHN'S PREPARATORY SCHOOL

ANTI-BULLYING POLICY

Statement of aims and objectives

1. The Independent School Standards Regulations 2010 provide that the proprietor of an independent school is required to ensure that an effective anti-bullying policy strategy is drawn up and implemented
2. A range of documents, circulars and guidance for good practice govern Anti-bullying procedures at Dean Close School St John's
 - a. *Preventing and tackling bullying (DfE July 2017)*
 - b. *Cyberbullying: Advice for headteachers and school staff (DfE November 2014)*
 - c. *Bullying at school (GOV.UK July 2015)*
 - d. *School support for children and young people who are bullied (DfE March 2014)*
 - e. *Behaviour and discipline in schools (DfE February 2014)*
 - f. *Gloucestershire Safeguarding Children Board information*
 - g. *ISI handbook for inspection, part 3*
 - h. *The Education and Inspections Act 2006, section 89*
 - i. *Independent School Standard Regulations 2010*
 - j. *The Equality Act 2010*
 - k. *BeatBullying website and literature*
3. Organisations that provide advice on tackling bullying and developing a schoolwide anti-bullying policy include:
 - a. The Anti-Bullying Alliance (ABA)
 - b. Kidscape
 - c. Restorative Justice Council
 - d. ChildNet International
 - e. CEOP
 - f. Stonewall
 - g. Mencap
 - h. Show Racism the Red Card
4. The St. John's community is based upon respect, good manners and fair play. It is committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of the pupils can develop his or her full potential. The School expect pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.
5. St. John's prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school in maintaining high standards of behaviour. It is

essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions.

6. This policy is available to parents of pupils and prospective pupils on our website and on request or on request and for perusal in the school office during the school day. It is also available and known to staff and boarders, including junior and recently appointed staff.
7. Bullying, harassment, victimisation and discrimination are not tolerated at Dean Close School St John's
8. The School endeavours to treat all members of the school community fairly and with consideration. It is expected that pupils, teachers, support staff and parents/guardians reciprocate this towards one another. Any kind of bullying is unacceptable.
9. All staff and pupils at Dean Close School St John's have a responsibility to promote a positive anti-bullying culture. Staff should endeavour to embed anti-bullying in all aspects of School life and should be fully aware of relevant procedures. All members of the School community have a corporate responsibility to report bullying incidents and follow School procedures.

Definition of bullying

10. The Department for Education defines bullying as: *'Behaviour by an individual or group repeated over time, that intentionally hurts another individual or group either physically or emotionally'.¹*
11. The Anti-Bullying Alliance defines bullying as: *'The intentional hurting of one person by another where the relationship involves an imbalance of power. It is usually repetitive or persistent, although some one-off attacks can have a continuing harmful effect on the victim.'²*
12. *Mr Bill Belsey, the creator of the web site: www.cyberbullying.org defined this unpleasant and particularly intrusive phenomenon in the following terms: "Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others."*
13. Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including email, chat room and SMS messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve

¹ Preventing and tackling bullying October 2014

² Anti-Bullying Guidance for Schools

Date of Issue: February 2018

Review Date: February 2019

Owner: Deputy Head

complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidating.

14. Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural background, disabilities or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time and can involve everyone - pupils, other young people, staff and parents.
15. Dean Close School St Johns does not recognise a 'hierarchy' of bullying. All forms of bullying will be taken equally seriously and dealt with appropriately.
16. Dean Close School St John's understands the importance of protecting vulnerable groups such as those adopted, in care, SEND, LGBT and ethnic or religious minorities who may be more susceptible to bullying.
17. There is no legal definition of bullying. However Dean Close School defines it as behaviour that is
 - a. Repeated
 - b. Intended to hurt someone either physically or emotionally
 - c. Often aimed at certain groups e.g. because of race, religion, gender or sexual orientation
18. Different types of bullying include:
 - a. **Physical** – hitting, kicking, spitting, pushing, tripping someone up, stealing or damaging belongings
 - b. **Verbal** – name-calling, taunting, mocking, making offensive comments, insulting a person's family, threats of physical violence, spreading rumours, constantly putting a person down, malicious gossiping, spreading hurtful or untrue rumours
 - c. **Emotional/psychological** – excluding someone from a group, humiliation, threatening to do harm, producing offensive graffiti
 - d. **Electronic** – inappropriate messaging and emailing, sending offensive or degrading images by phone or via the internet
19. The rapid development of, and widespread access to, technology has provided a medium for 'virtual' bullying, which can occur in or outside school. Cyberbullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people view and share content.
20. Specific types of bullying include:
 - a. **Bullying related to race, religion or culture** – this includes colour racism, phobias about religious beliefs, mocking personal customs, prejudice against traveller or gypsy communities and hostility towards refugees and people seeking asylum

- b. **Bullying related to special educational needs or disabilities** – this includes exploiting a pupil's inability to react physically or mentally to what is happening to them, conditional friendship, and exploitative and manipulative bullying
 - c. **Bullying related to appearance or health conditions** – this includes exclusion from a group because of physical appearance or health issues as well as exploitative and manipulative bullying
 - d. **Sexist bullying** - this includes bullying based on sexist attitudes that when expressed demean, intimidate or harm another person because of their sex or gender. These attitudes are commonly based around the assumption that women are subordinate to men, or are inferior. Sexist bullying may sometimes be characterised by inappropriate sexual behaviours
 - e. **Sexual bullying** – this includes bullying behaviour that has a specific sexual dimension or a sexual dynamic and it may be physical, verbal or emotional/psychological. Behaviours may involve suggestive sexual comments or innuendo including offensive comments about sexual reputation; or using sexual language that is designed to subordinate, humiliate or intimidate. Sexual bullying may be seen as sexual harassment by the School
 - f. **Homophobic bullying** – this includes bullying that is motivated by a prejudice against lesbian, gay or bisexual people. It includes spreading rumours that someone is gay, or suggesting that something or someone is inferior and so they are 'gay'
 - g. **Bullying of young carers or looked-after children** – this includes all bullying related to home circumstances and arrangements
 - h. **Cyberbullying** – this includes all bullying related to the internet, mobile phones, social networking sites or any other form of electronic communication. It can include all the above types of bullying but technology is the method by which the bullying is carried out. It differs from other types of bullying in that it invades home/personal space and is difficult to control once information is circulated
21. Dean Close St John's does not recognise a 'hierarchy' of bullying. All forms of bullying will be taken equally seriously and dealt with appropriately.

Signs of bullying

22. A pupil may display some, all or possibly none of the following signs of bullying. A persistent change in behaviour of any pupil should be investigated.
- a. An unwillingness to come to school, or a fear of attending specific lessons or going into a specific area of the school
 - b. A marked change in normal routine for no apparent reason
 - c. Displays of excessive anxiety, becoming withdrawn or unusually quiet
 - d. May be reluctant to separate from a parent at the beginning of the day or on return to school for boarders

- e. Unusual failure to produce work, or production of work that is unusually poor or that appears to have been copied, interfered with or spoilt by others
 - f. Books, bags and other possessions suddenly go missing or are damaged
 - g. Is always asking for extra money or never has any money
 - h. Self-confidence diminishes
 - i. Frequent visits to the Matron with symptoms such as stomach pains, headaches or feeling 'unwell'
 - j. Unexplained cuts, bruises or other injuries
 - k. Frequent absence, erratic attendance, late arrival to certain lessons
 - l. Using strategies to remove or absence themselves from lessons by for example frequent visits to the toilet
 - m. Becomes aggressive, disruptive or unreasonable and may start to bully others
 - n. Reluctance to mix in public places such as the Dining Hall or play areas
 - o. Reluctance to use the internet or mobile 'phone and becomes nervous when a cyber-message is received
 - p. Excessive use of the internet or mobile phone
 - q. Threatens to run away or harm themselves or actually does
 - r. Threatens or attempts to commit suicide
23. Although there may be other causes for the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated.
24. Pupils, parents and staff must have regard for the seriousness of bullying, in that it causes psychological and emotional damage and can include physical harm - even leading to suicide (although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour).
25. This Anti-Bullying policy introduction dove-tails with the specific Anti-Bullying policies for Dean Close School, Dean Close Preparatory School, Dean Close St John's Preparatory School and Dean Close Pre-Preparatory School. It also dove-tails with school specific behaviour policies (with support for the person being bullied as well as the person doing the bullying) and expected age-appropriate conduct in school. Sanctions for bullying will be appropriate to the incident and the age of pupils involved but in cases of severe and persistent bullying may involve exclusion.

26. Staff responsible for Anti-Bullying and Behaviour

- a. Jason Dobbie – Deputy Headmaster
- b. Miss Lisa Duncan – Safeguarding and Pastoral Lead
- c. Mrs June Ruddy – Head of Pre-Prep
- d. Mr Will Warwick – Boarding Housemaster

Preventative measures

27. At Dean Close School St John's it is believed that the best way to tackle bullying is to try to prevent it happening in the first place. The School aims to establish an ethos of good behaviour where pupils treat one another, and all members of the School staff, with respect because they know it is the right way to behave.
28. Values of respect all members of the School community, an understanding of the value of education and life in School, and a clear understanding of how an individual's actions can affect others permeate the whole school environment and are reinforced by staff and older pupils who set a good example to the rest.
29. The School takes the following preventative measures:
 - a. The School policy on Anti-Bullying is explained to pupils through the form tutorial programme, PSHE, assemblies and the curriculum.
 - b. Pupils' awareness of their social and moral responsibilities are encouraged and developed as they progress through the school. The PSHE and tutorial programmes in particular enforce the messages of taking care of one another and community involvement
 - c. Wider aspects of bullying are discussed in other areas of the curriculum such as English, Drama and Religious Studies. The ethos of St John's teaches that bullying is unacceptable
 - d. All staff are instructed to read the anti-bullying policy and follow the reporting procedure outlined within it
 - e. Staff INSET will, from time to time, be used to discuss and review Anti-Bullying measures. This will include consideration in particularly vulnerable groups as outlined in paragraph 16
 - f. Where appropriate staff INSET and discussion will focus on raising awareness of the legal responsibilities of protecting pupils from bullying and how to refer a child where there is a Child Protection concern if there is reasonable cause to suspect that a child is suffering or likely to suffer, significant harm
 - g. The Deputy Headmaster gives support and guidance to other staff on handling and reporting bullying incidents, and participates in the follow-up work with both person/people doing the bullying and the person being bullied
 - h. The Duty Staff have a responsibility to patrol the School grounds, attend meals and be a presence on School grounds during the day. They are expected to be alert to inappropriate language or behaviour and report it accordingly
 - i. The boarding house team are aware of potential bullying problems and work to maintain a positive, supportive house environment. House assemblies and meetings and tutor meetings are all opportunities for the discussion of Anti-Bullying work and reinforcing pupil standards and values. Close contact is maintained between the houseparents and parents/guardians
 - j. Advice on where pupils can seek help including details of the School Counsellor, independent listener and Childline are displayed in the boarding house and throughout the school

- k. All pupils have access to a telephone enabling them to call for support in private. Childline information is displayed prominently throughout the School
- l. The prefect team receive training and regular meetings are held at which pupil issues are discussed.
- m. Initiation ceremonies which may cause pain or anxiety are banned at Dean Close School St John's
- n. The School reserves 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
- o. Anti-Bullying measures dovetail with the School's behaviour policy, ICT acceptable use policy, Safeguarding and Child Protection policy and discipline and sanction procedures
- p. The School welcomes feedback from all members of the school community on the efficacy of our Anti-Bullying measures
- q. The School recognises that bullying may form part of a wider Safeguarding issue and will be dealt with in accordance with the Safeguarding policy. The DSL (Designated Safeguarding Lead) needs to be informed if a member of staff suspects that bullying may be a Safeguarding concern.

Intervention

Reporting bullying

- 30. Bullying is not tolerated at Dean Close School St John's. The School is committed to stopping all forms of bullying behaviour. All members of the School, staff and pupils, have a responsibility to tackle and report bullying behaviour. All incidents should be reported immediately and acted upon by the person receiving the information.
- 31. All reports of bullying will be taken seriously.
- 32. Wherever possible, staff, pupils and parents will work together to support the person who is being bullied, find solutions to the situation and help the person who is bullying to adapt their behaviour. Outside agencies may be involved.
- 33. The School will apply disciplinary measures, as outlined in the Behaviour Policy, to pupils who bully in order to show clearly that their behaviour is wrong and to encourage more positive choices in the future. Disciplinary measures will be applied fairly, consistently and reasonably taking into account special educational needs, disabilities or vulnerabilities pupils may have.
- 34. The School will also consider the motivations behind bullying behaviour and whether it reveals any concerns for the perpetrator. This may involve providing support for the pupil engaged in bullying.
- 35. A bullying incident will be addressed as a child protection concern if there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.

36. If the bullying incident is considered a child protection concern safeguarding procedures will be followed and Social Care may be contacted. Even where safeguarding is not considered to be an issue, the School may draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaged in bullying.
37. The School reserves the right to discipline pupils for misbehaving, including bullying outside the school premises. This is particularly applicable on transport to and from school, on school trips or when representing the school off-site.
38. Although bullying is not a specific criminal offence some types of harassing or threatening behaviour or communication could be. If the School feels an offence has been committed assistance may be sought from the police.
39. Excluding pupils from the School is a last resort. However perpetrators of serious bullying may be suspended whilst investigations are carried out and where serious allegations are founded, asked to leave the School.

Pupil role in managing bullying

40. From time to time pupils can feel vulnerable. This may be because they are new to the school, have problems at home, have health issues or are simply not coping as well with day-to-day life.
41. All pupils have a responsibility to help other pupils who are vulnerable. This includes not allowing them to feel 'ganged up' on, making fun of them or subjecting them to inappropriate, repetitive 'banter'.
42. Where possible, bullying behaviour should be challenged at the time. If this is not possible or feasible, the incident needs to be reported. Turning a 'blind eye' is not an option.
43. If a pupil witnesses or knows about a bullying incident, they should:
 - a. Fetch help from either an adult or a prefect if the person being bullied is in any danger. If not, they should stay with the person being bullied as their presence may ease the situation
 - b. Try to show the person doing the bullying that they disapprove of their actions and give support to the person being bullied
 - c. Try to persuade the person being bullied to report the incident. If they will not, report it themselves to any member of staff
 - d. Try not to escalate the situation or play down what happened

44. A pupil who is being bullied should:

- a. Explain to the person/ people doing the bullying that their words/actions are upsetting and harmful
- b. Walk away quickly and confidently, even if they don't feel that way inside
- c. Not be ashamed of being 'different' in any way – it's good to be an individual!
- d. The person doing the bullying will not stop if they think they can get away with such behaviour. The person being bullied should discuss the problem with an adult or a friend and report the incident as soon as possible
- e. A bullying incident can be reported verbally to a member of staff whom the pupil trusts or electronically.
- f. No one will be in trouble for reporting a bullying incident
- g. Once a bullying incident has been reported the victim will be listened to and taken seriously. Actions will be taken to help stop the bullying
- h. The person who is being bullied will be involved in the process of investigating and resolving the bullying incident. Their views will be taken into account as will any worries or concerns they have

45. A pupil who is bullying can expect that:

- a. Their behaviour will be challenged and deemed unacceptable
- b. They will be treated fairly and that they will be given an opportunity to explain their actions
- c. They will be given a chance to change their behaviour with support from staff, older pupils and possibly outside agencies
- d. Parents will be informed of their behaviour
- e. A sanction may be issued in accordance with the School's Behaviour policy. This may involve suspension from school

Staff role in managing bullying

46. All staff are expected to:

- a. Promote an environment that is constructive and safe for pupils by challenging inappropriate behaviour and supporting the principles of this policy
- b. Following the procedures laid out in this policy
- c. Work in co-operation with the School to promote an Anti-Bullying culture and combat bullying

47. Staff should ensure that they:

- a. Never ignore suspected bullying
- b. Do not make premature assumptions as bullying situations can be very complex
- c. Listen carefully to all accounts – several pupils saying the same does not necessarily mean they are telling the truth

- d. Adopt a problem-solving approach which moves pupils on from justifying themselves
- e. Report the incident to the Form Tutors in the first instance. If it appears to be a Child Protection incident, report it to the Designated Safeguarding Lead or deputy DSL, immediately
- f. Follow-up repeatedly checking bullying has not resumed. This is important to ensure that any patterns can be identified
- g. Ensure that the Deputy Headmaster is informed

Parent role in managing bullying

48. Parents/Guardians can expect that:

- a. Bullying incidents will be investigated without delay and they will be informed if their child is involved in any way
- b. The School actively promotes an Anti-Bullying ethos and environment

49. If a Parent/Guardian suspects their child is being bullied they should:

- a. Try to ascertain facts about the bullying incident without causing further distress
- b. Try to establish who was involved, where, when and how often the incidents have occurred and any other useful information
- c. Contact the pupil's Form Tutor for an urgent discussion of the information you have obtained
- d. Reassure your child but don't let them talk you out of contacting the school. If the problem is to be solved it needs to be discussed
- e. Expect the school to remain in contact until the issue is fully resolved

Procedures for dealing with reported bullying

50. If an incident of bullying is reported, the following procedures are adopted:

- a. The member of staff to whom it was reported or who first discovers the situation should control the situation and reassure or support the pupils involved
- b. The relevant Form Tutor should be informed as soon as possible. If they are unavailable or if the incident is serious the Deputy Headmaster should be told
- c. The person being bullied will be interviewed and a written account taken of the events they describe by the Form Tutor.
- d. Separately the person/people doing the bullying, together with all others who were involved, will be interviewed and written accounts taken of the events they describe
- e. The incident will be recorded

- f. A meeting will take place between all relevant and involved staff members. This should involve the Form Tutor, Pastoral Lead and/or the Deputy Head and/or Head
- g. Further interviews with the person being bullied, the person/people doing the bullying and other involved parties may take place
- h. In most circumstances the parents/guardians of all parties will be informed and invited to the school to discuss the matter. Their support will be sought
- i. A way forward including disciplinary sanctions and counselling will be agreed and implemented
- j. A strategy will be put in place to bring the matter to a close, and to monitor and review the situation
- k. In very serious cases, after consultation with the Head, it may be necessary to make a report to the Police or Social Care. However it is the policy of St John's to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely