

ANTI-BULLYING POLICY

Scope

This policy applies to the John Lyon School which comprises the 'Senior School' and the 'Prep School', which is known publicly as 'Quinton Hall, John Lyon's Prep School'. All references to 'the School' refer to both the Senior and Prep schools except where otherwise specified.

The Education (Independent School Standards) Regulations 2014 Paragraph 10 requires schools to have an Anti-Bullying Policy and to ensure that it is implemented.

The governors value the good relationships fostered by the School and expect that every allegation of bullying will be taken seriously. Some experts say that a child should be treated as being bullied simply because they say they are. This is the attitude that this school should adopt. It is better this way round than to tell pupils 'not to be so sensitive'.

All staff, pupils and parents should be aware of the negative effects that bullying can have on individuals and the School in general, and should work towards ensuring that pupils can work in an environment without fear. Bullying is an issue that the School takes seriously as it can have physical and emotional effects that may lead to psychological damage.

Bullying is a form of child-on-child abuse and is unacceptable in this School, and will not be tolerated. The School also recognises that because of verdicts in bullying cases it must take note of bullying perpetrated outside school which spills over into school. The School will do what is reasonably practicable to eliminate any such bullying. Bullying is a serious matter and can cause serious psychological damage, even suicide, if it is allowed to take root. The School tries to deal with cases of bullying through its internal procedures. However, in the event of harassment and/or threatening behaviour that is persistent the School recognises that this can be a criminal offence.

Aims

- To demonstrate that the School takes bullying seriously and that it will not be tolerated;
- To take measures to prevent all forms of bullying in the School and on off-site activities;
- To support everyone in the actions to identify and protect those who might be bullied;
- To demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with bullying;
- To promote an environment where it is **not** an offence to tell someone about bullying;
- To listen to pupils' feedback about bullying to help gain a better understanding of how they feel about it.

Defining Bullying

The pupils of John Lyon, through the Student Council, define bullying as:

Bullying is a serious offence that comes in different forms. Whether it is physical, emotional or online, bullying is unwanted actions that take place repeatedly and don't stop when the victim asks.

Further to this, the School notes that bullying is deliberately hurtful behaviour, whether physical or psychological, repeated over a period of time where it is difficult for those being bullied to defend themselves.

It intentionally hurts another pupil or group physically or emotionally and is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability, or because a child is adopted or is a carer. It might be motivated by actual or perceived differences. It may occur directly or online through a range of different online platforms, and may involve someone having the intention to actively exclude others in a malicious way.

According to 'Kidscape' <https://www.kidscape.org.uk>: Bullying is any behaviour that is intended to hurt, is repeated and where it is hard for the person or people on the receiving end to defend themselves (in other words – the bully has the power). Children are most often bullied by other children, but can also be bullied by adults.

Hurtful behaviour takes many forms but children tell us that the most frequent form of bullying is name calling. Bullying can also be physical and emotional, and can take place face to face and online (cyberbullying).

Where there is a single incident of unkind behaviour, the school will take action in line with the procedures set out in its Behaviour, Rewards and Sanctions Policy. An appropriate record will be made, to assist the school to spot patterns and to ensure the single incident does not become the first of a series.

Responsibilities

The Head (Senior School), Headmaster (Prep School), Deputy Heads (Senior and Prep School), Assistant Head Pastoral (Senior School), who is also the Designated Safeguarding Lead (DSL), and Senior Teacher (Prep School), who is also a Deputy Designated Safeguarding Lead (DDSL), liaise over all anti-bullying strategies, and individual cases where appropriate. The Head and Headmaster report to the governing body on the School's strategies in dealing with bullying.

The Head:

The Head has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils. They will:

- ensure that staff have an opportunity to discuss strategies and review them;
- determine the strategies and procedures;
- discuss development of the strategies with the SMT;
- ensure appropriate training is available;
- ensure that the procedures are brought to the attention of all staff, parents and pupils;
- report annually to the governors.

Assistant Head Pastoral and Senior Teacher:

- be responsible for the day-to-day management of the policy and systems;
- ensure that there are positive strategies and procedures in place to help both the bullied and the bullies;
- keep the Head, Headmaster, Deputy Heads, Heads of Year and Heads of Section informed of incidents as appropriate;
- arrange relevant staff training;
- determine how best to involve parents in the solution of individual problems.

Heads of Year and Heads of Section (Senior School):

- be responsible for ensuring that the School's positive strategies are put into practice;
- know the School's procedure and deal with any incidents that are reported.

Form Tutors:

- be responsible for liaising with their Head of Year and/or SLT over all incidents involving pupils in their form;
- be involved in any agreed strategy to achieve a solution;
- take part, where directed to do so, in the PSCHE and tutorial programme components which deal with anti-bullying.

All staff:

- make sure they are aware of the signs to look out for when a pupil is being bullied;
- know the policy and procedures that are relevant to bullying;
- be observant with pupils and ask pupils what is happening to them;
- deal with incidents according to the policy and in a way that is relevant to the situation with which they are involved;
- never let any incident of bullying pass by unreported, whether on site or during an off-site activity. All incidents in the Prep School should be recorded on a School Incident Form (Blue), and **all incidents in the Senior School should be recorded on CPOMS**;
- participate, where directed to do so, in the PSCHE and tutorial programme components that deal with anti-bullying;
- participate in the bullying awareness training for staff as provided by its pastoral leaders during compulsory CPD sessions. All new staff are spoken to about this as part of their induction programme.

Anti-Bullying Education in the Curriculum

The School raises awareness of the anti-social nature of bullying through a PSCHE and tutorial programme, school assemblies, the Student Council and in department schemes of work as appropriate.

The Student Council has considered bullying as a key topic and has initiated the training of peer mentors to help younger pupils and provide a point of contact for them if they are being bullied or if they know of another student who is being bullied.

The Dillon Diploma Coordinator (Senior School) and Deputy Head (Prep School) are responsible for developing with appropriate colleagues the anti-bullying programme in the PSCHE course. Heads of Department are responsible for introducing anti-bullying material in their programmes of study as appropriate. In the Senior School, in Drama lessons, the theme of bullying is regularly explored through role play and discussion. In the Prep School, particularly in RS and English lessons, the issue of bullying is highlighted by the teaching of moral and spiritual values that show bullying to be unacceptable. Across both the Prep and Senior School, bullying, and related issues, are regularly re-visited. When a major problem is identified with bullying in a particular year group the proposed PSCHE Scheme of Work and tutorial programme will be rescheduled so that the issue is specifically addressed at that time. Bullying and related issues are also regularly covered in assemblies, where pupils are encouraged to be upstanders and not bystanders.

Changing the attitude and behaviour of bullies plays a major part in the strategies we use.

Further preventative measures

Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. Posters are displayed giving advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, Samaritans.

Procedures

How is bullying shown? It can be:

Physical

Hitting, kicking, punching, pinching, scratching, spitting or any other form of physical attack. Damage to or taking someone else's belongings may also constitute physical bullying.

Verbal

Name-calling, making racist, sexist, homophobic or disability discriminatory jokes or teasing, using sexually suggestive or abusive language, offensive remarks.

Indirect

Spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours or online bullying as identified in the *Online Safety Policy*.

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);
- Diminished levels of self-confidence;
- Frequent visits to a Medical 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 should be investigated by parents and teachers. Staff must report promptly any suspicions of bullying to the appropriate Form Tutor or Head of Year.

Pupils are encouraged to report incidents of bullying or potential incidents of bullying to a member of staff. Some pupils would prefer to report anonymously their concerns. Pupils can do this via Whisper, an online reporting tool enabling pupils to safely and effectively disclose issues in confidence. Whisper reports are monitored and assessed by the DSL and Deputy Head (Senior School), and followed up appropriately.

Dealing with incidents

- If bullying is suspected, or reported, the incident will be investigated and dealt with initially and immediately by the member of staff approached. Staff should reassure the pupil that they are being taken seriously and that they will be supported. Disclosures that are of a safeguarding nature must be handled by staff as per the guidance in the Child Protection and Safeguarding Policy.
- If a racial element to the bullying is suspected the Assistant Head Pastoral (Senior School) or Senior Teacher (Prep School) must be informed immediately;
- The staff member must record the details of the incident and pass those details to the Head of Year (Senior School) or Senior Teacher (Prep School);
- The Head of Year (Senior School) or Senior Teacher (Prep School) will interview all parties and make a record;
- Staff teaching the bullied pupil and the Form Tutor will be informed;
- The Head of Section or Assistant Head (Pastoral) in the Senior School, or Senior Teacher in the Prep School, will determine the appropriate strategy and plan of action to combat the bullying;
- The Form Tutor and/or Head of Year will oversee implementation of that strategy;
- Parents will be kept informed by the Head of Year or Head of Section in the Senior School, or the Senior Teacher in the Prep School, as appropriate;
- Any sanctions against the bullies will be confirmed by the Assistant Head (Pastoral) or Head of Section in the Senior School, or Senior Teacher in the Prep School;
- The School's Behaviour, Rewards and Sanctions Policy indicates that bullying may attract the full range of sanctions from detention to exclusion where that would be deemed to be appropriate. The Parents Handbook further reinforces this point;
- All bullying incidents are recorded on CPOMS in the Senior School and on a School Incident Form in the Prep School. Alongside this, a separate bullying incident log and racist incident log are kept.
- If there is reasonable cause to believe that a child is suffering, or is likely to suffer, significant harm the bullying incident will be treated as a child protection concern and the School's usual safeguarding procedures will be followed, in line with the Child Protection and Safeguarding Policy.

If the bullying has involved a serious physical assault or online communication that contravenes the Improper use of public electronic communications network – Communications Act 2003, section 127, the Police will be contacted. The Communications Act 2003, section 127 covers the sending of improper messages. Section 127(1)(a) relates to a message etc. that is grossly offensive or of an indecent, obscene or menacing character and should be used for indecent phone calls and emails. Section 127(2) targets false messages and persistent misuse intended to cause annoyance, inconvenience or needless anxiety; it includes somebody who persistently makes silent phone calls.

Bullied Pupils

Certain circumstances may mean some pupils are at greater risk of being bullied. This may include:

Bullying related to ethnic groups, religion or culture

A high proportion of bullied pupils have experienced racist or faith-based bullying. When black and ethnic minority children experience bullying it is more likely to be severe bullying.

Bullying related to SEN and disabilities

Children with SEN and disabilities are more at risk of bullying than their peers. Children with SEN do not always have the levels of social confidence and competence, and the robust friendship bonds, that can protect

against bullying. Where children with SEN and disabilities are themselves found to be bullying, we apply the same standards of behaviour as we would to the rest of the school community.

Bullying related to appearance or health conditions

Those with health or visible medical conditions, such as eczema, may be more likely than their peers to become targets for bullying behaviour. Perceived physical limitations, such as size and weight, and other body image issues, can result in bullying.

Bullying related to sexual orientation

Evidence of homophobic bullying suggests that children who are gay (or perceived to be) face a higher risk of victimisation than their peers. Homophobic bullying is perhaps the form of bullying least likely to be self-reported, since disclosure carries risks not associated with other types of bullying. A pupil may not want to report bullying if it means 'coming out' to teachers and parents before they are ready to.

Sexist or sexual bullying

Sexist and sexual bullying affects boys and girls equally. All may be the victims of sexist or sexual bullying by members of their own sex. Sexual bullying may be characterised by name-calling, comments and overt 'looks' about appearance, attractiveness and emerging puberty. In addition, uninvited touching, innuendos and propositions, pornographic imagery or graffiti may be used. Pupils identifying as transgender or experiencing gender dysphoria (feeling that they belong to another gender or that they do not conform with the gender role prescribed to them) can also be targeted by bullies.

Staff who deal with pupils who have been bullied must always offer reassurance. Pupils who have been bullied are given support determined by the Head of Year/Head of Section in the Senior School, or Senior Teacher in the Prep School, in consultation with the pupil.

Bullying related to Parents or parental circumstances

On occasion, pupils are bullied because of their parents' behaviour or origins. There are incidents where some pupils come from relatively poor home lives, in contrast with other pupils and this needs to be noted in any dealing with related incidents. Equally, different families have different arrangements at home, including mixed-race, mixed-faith, single and same sex parents. Staff who deal with pupils in such circumstances should seek advice from any pupils' Head of Year (Senior School) or Senior Teacher (Prep School).

Bullies

Changing the attitude and behaviour of bullies is part of the responsibility of the positive procedures used by the School. However, the School recognises that sanctions will also have to be used against bullies.

Pupils who bully frequently receive sanctions for their behaviour and these might range from a detention (for low-level incidents) to an exclusion. When pupils return to school following a temporary exclusion the first person they meet will be a senior member of pastoral staff responsible for their year group/section. In these meetings, pupils returning to school are encouraged to reflect on what they did, give reasons as to why such behaviour will not occur again, and be reassured that any punishment served is now spent and that they move forward in their time as a member of the School community.

The School will provide, wherever possible, the alleged perpetrator with an education and safeguarding support, alongside implementing any disciplinary sanctions as is necessary.

Sanctions

Any of the School's formal punishments can be used against bullies as appropriate. For persistent offenders or incidents considered to be gross acts of aggression a pupil could be permanently excluded.

Involvement of Parents

Parents, as well as all staff and pupils, should know that the School will not tolerate bullying, and takes a positive approach to educating pupils to combat it. Parents of pupils who are being bullied and parents of the bullies will be involved in the solution to the problem as deemed appropriate by the Assistant Head Pastoral (Senior School) or Senior Teacher (Prep School). Parents are informed of the policy and procedures via the Parent Handbook and the School website and the possibility of permanent exclusion following gross acts of bullying.

Involvement of Pupils

Pupils are involved in positive strategy making in relation to bullying through both the Student Council and in tutor group discussions. A key part of the PSCHE programme consists of educating pupils in how to cope with bullying.

Online bullying

What is cyberbullying?

Cyberbullying is the use of technologies by an individual or by a group of people to deliberately and repeatedly upset someone else. It can consist of threats, harassment, embarrassment, humiliation, defamation or impersonation. It may take the form of general insults, or prejudice-based bullying including hate crimes, for example homophobia, racism, sexism or other forms of discrimination.

There have been cases of school employees being cyberbullied by current or ex-pupils, parents and carers, and by colleagues, as well as by people who attempt to remain anonymous.

There are reported cases of cyberbullying involving a wide range of technologies and services, including social networking sites, apps, email, instant messaging (IM), learning environments, games and by mobile phone.

Childnet guidance for Schools: <https://www.childnet.com/resources/cyberbullying-guidance-for-schools>

Childnet guidance for staff: <https://www.childnet.com/ufiles/4-Cyberbullying-Supporting-School-Staff.pdf>

Cyberbullying – preventative measures

The School aims to ensure that all pupils feel safe online. The School takes a strong stance against all forms of cyberbullying, using the sanctions outlined in the *Behaviour, Rewards and Sanctions Policy*. Alongside this the School puts in place a range of measures to help prevent online bullying, which can be found in the *Online Safety Policy*.

Key advice to parents and carers on online bullying

When a child is the target of online bullying — bullying via mobile phone or the internet — they can feel alone and very misunderstood. It is therefore vital that as a parent or carer you know how to support your child if they are caught up in online bullying. This short guide will help you:

Preventing online bullying - where to start

The best way to deal with online bullying is to prevent it happening in the first place. Although it may be uncomfortable to accept, you should be aware that your child may as likely bully online as be a target of online bullying, and that sometimes children get caught up in online bullying simply by not thinking about the

consequences of what they are doing. It is therefore crucial that you talk with your child, and understand the ways in which they are using the internet and their mobile phone. In this guide there is an anti-online bullying code which contains seven key messages for children, which you may find a helpful starting point for a discussion with them about issues, such as being careful about posting images on personal websites and where to go to get help.

Use the tools

Most software and services on the internet have in-built safety features. Knowing how to use them can prevent unwanted contact. For example, IM services such as MSN Messenger have features that allow users to block others on their contact list, and conversations can be saved on most IM services. Social-networking sites also have tools available, e.g. young people can keep their profile set to 'private' so that only approved friends can see it.

With bullies using text and picture messaging, it is also important to check with your child's internet or mobile phone provider to find out what protections they can offer, including whether it is possible to change their mobile number.

Responding to online bullying

It is vital that you have strategies to help your child if they come to you saying that they are being online bullied.

The anti-online bullying code

Start by teaching your children the seven key messages in the anti-online bullying code (see below). This includes advice on not replying or retaliating to online bullying, as well as not assisting an online bully by forwarding a message, even as a joke.

Keep the evidence

Keeping the evidence of online bullying is helpful when reporting an incident and may help in identifying the bully. This means keeping copies of offending emails, text messages or online conversations.

Reporting online bullying

There are a number of organisations that can help you if you need to report incidents of online bullying:
The School: if the incident involves a pupil, or pupils, at the School, then it is important to let the School know. All schools have a legal duty to have measures in place to support the person being bullied and to apply disciplinary sanctions to the pupil doing the bullying. If there is reasonable cause to believe that a child is suffering, or is likely to suffer, significant harm the online bullying incident will be treated as a child protection concern.

The provider of the service: most service providers have complaints and abuse policies, and it is important to report the incident to the provider of the service, i.e. the mobile phone operator (e.g. O2 or Vodafone), or the social network/IM/online chat provider (e.g. Facebook, Twitter, WhatsApp, Snapchat or Instagram). Most responsible service providers will have a 'Report Abuse' or a nuisance call bureau, and these can provide information and advice on how to help your child.

The police: if the online bullying is serious and a potential criminal offence has been committed you should consider contacting the police. Relevant criminal offences here include harassment and stalking, threats of

harm or violence to a person or property, and any evidence of sexual exploitation, e.g. grooming, distribution of sexual images, or inappropriate sexual contact or behaviour.

Key advice to children and young people on online bullying

Anti-online bullying code

Being sent an abusive or threatening text message, or seeing nasty comments about yourself on a website, can be really upsetting. This code gives you seven important tips to protect yourself and your friends from getting caught up in online bullying, and advice on how to report it when it does happen.

1. Always respect others

Remember that when you send a message to someone, you cannot see the impact that your words or images may have on the other person. That is why it is important always to show respect to people and be careful what you say online or what images you send. What you think is a joke may really hurt someone else. Always ask permission before you take a photo of someone.

If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully and even be accused of online bullying yourself. You could also be breaking the law.

2. Think before you send

It is important to think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online forever. Do you really want your teacher or future employer to see that photo?

3. Treat your password like your toothbrush

Don't let anyone know your passwords. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you. Remember only to give your mobile number or personal website address to trusted friends.

4. Block the bully

Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features, they are there for a reason!

5. Don't retaliate or reply

Replying to bullying messages, particularly in anger, is just what the bully wants.

6. Save the evidence

Learn how to keep records of offending messages, pictures or online conversations. These will help you demonstrate to others what is happening and can be used by your school, internet service provider, mobile phone company, or even the police to investigate the online bullying.

7. Make sure you tell

You have a right not to be harassed and bullied online. There are people that can help: tell an adult you trust who can help you to report it to the right place, or call a helpline like Childline on 0800 1111 in confidence.

- Tell the provider of the service you have been bullied on (e.g. your mobile phone operator or social network provider). Check their websites to see where to report.

- Tell your school. Your teacher at your school can support you and can discipline the person bullying you.

Finally, don't just stand there. If you see online bullying going on, support the victim and report the bullying.

Counselling

The School arranges counselling in appropriate cases for both bullies and the bullied.

Kidscape gives advice on child safety policy, runs a helpline for parents – Tel: 020 7823 5430 and organises free one-day sessions for bullied children – Tel: 020 7730 3300 or email training@kidscape.org.uk.

Reporting and recording

In the Senior School, all incidents must be reported to Heads of Year/Heads of Section and recorded on CPOMS. In the Prep School, all incidents must be reported to the Senior Teacher and recorded on School Incident Report (Blue), which should be passed to the Headmaster. Any safeguarding concerns, must be reported immediately to the DSL or a DDSL.

Reviewed by: Assistant Head (Pastoral)

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