Anti-Bullying Policy

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1. Policy Statement

At Luckley House School the whole community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that pupils can develop their full potential. We expect staff and pupils to treat each other with courtesy and co-operation so that staff can teach and pupils learn in a relaxed, but orderly atmosphere.

All pupils should care for and support each other inside and outside of School.

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 and that they co-operate closely together.

All forms of bullying are unacceptable and any instances of bullying will be recorded and, where appropriate, met with disciplinary action in accordance with the Behaviour Management Policy.

This policy applies to all pupils and applies to actions undertaken both inside and outside of the School. It is available to parents of current and prospective pupils on the School website and on request, and is communicated to all staff and pupils.

2. Definition of Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is the intentional hurting, harming or humiliating of other people.

Bullying may take many forms including physical (including any threat of or use of violence of any kind), sexual (including the sharing of nudes/semi-nudes), verbal (including cyberbullying via text messages, email, social media, gaming, or other instant messages, and can include the use of images and video), and emotional (including by exclusion, being sarcastic, name-calling, tormenting, or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone, and actions that fall short of direct participation where someone encourages others to bully or joins in with humiliating a victim.

Bullying can be overt or hidden and subtle. It often involves an imbalance of power between the perpetrator(s) and the victim(s) whether that be a physical, psychological (knowing what upsets someone),or intellectual imbalance, or by the perpetrator(s) having access to the support of a group, or the capacity to isolate the victim(s) socially.

Bullying can sometimes amount to peer on peer abuse, which is defined as abuse by one or more pupils against another pupil. It can be standalone or as part of wider abuse and can happen both inside and outside of School, and online. Further information about peer on peer abuse, including the procedures to follow when an incident on peer on peer abuse is reported can be found in the Child Protection and Safeguarding policy.

Bullying may be motivated by prejudice against particular groups involving actions or comments regarding a pupil's race, religion, gender, sexual orientation, special education needs or disabilities (SEND), or certain health conditions, or because of a pupil's familial circumstances such as they are adopted, in care or have caring responsibilities.

Bullying may be motivated by actual differences between pupils, or perceived differences (e.g. bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case).

Bullying can happen anywhere and at any time and can involve anyone including pupils, other young people, staff and parents.

Where an incident of bullying causes or is likely to cause significant harm to a pupil, the School will follow the procedures set out in the Child Protection and Safeguarding Policy.

3. Response to Bullying

The School always treats bullying, including allegations of bullying, very seriously. It conflicts sharply with the School's ethos and its social and moral principles relating to equal opportunities and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly.

The School will never dismiss bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in accordance with this policy. Staff will reassure any victim(s) that they are being taken seriously and that they will be supported and kept safe.The School understands that bullying can be so serious that it may cause physical, emotional and psychological damage such as eating disorders, self-harm, and even suicide. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority.

The School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour Management Policy. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence, assault, upskirting and violent and threatening behaviour. No one deserves to be a victim of bullying and everybody has the right to be treated with respect.

The School recognises that pupils with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to peer on peer group isolation or bullying (including prejudice-based bullying) than other pupils. The School also recognises that certain pupils may face additional barriers to reporting an incident because of their vulnerability, disability, sex, ethnicity and/or sexual orientation.

Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving and offered support for their own circumstances, where appropriate.

Bullying which occurs on School trips or off School premises will not be tolerated any more than bullying on School premises. Teachers will, where appropriate, discipline pupils for misbehaviour off the School premises and outside School hours.

Staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour Management Policy.

4. 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 going missing or are damaged
- changes to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- diminished levels of self-confidence

- frequent visits to the Nurse with symptoms that may relate to stress or anxiety such as stomach pains and headaches
- unexplained cuts and bruises
- frequent absence, erratic attendance, or late arrival to class
- choosing the company of adults rather than peers
- displaying repressed body language and poor eye contact
- difficulty in sleeping, or experiencing nightmares
- talking of suicide or running away from home or School.

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. All concerns should be reported and recorded as appropriate in accordance with this policy.

5. Preventative Measures

The School's response to bullying does not start at the point at which a pupil has been bullied. We take preventative measures in order to create an environment that prevents bullying from becoming a problem in the first place.

Pupils

- The School promotes an ethos of good behaviour where pupils treat each other with respect at all times inside and outside of School
- All new pupils are briefed thoroughly on the School's expected standards of behaviour. They are told what to do if they encounter bullying, and those who report bullying in good faith will not be punished and will be supported
- We use assemblies to promote anti-bullying, and the PSHE (Life Skills) programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. This programme is structured to reinforce messages about community involvement and taking care of each other. It focuses on the importance of equality and diversity, and pupils are encouraged to avoid prejudicial and exclusionary language
- Other lessons, particularly RS, English and Drama, highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable
- All pupils are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place. They are reassured that they will be taken seriously and will be supported and kept safe i
- All boarders know how to report anxieties to the Heads of Boarding or to another member of the pastoral team
- All pupils have access to a telephone helpline enabling them to call for support in private
- The School buildings, including the boarding houses, display advice on where pupils can seek help, and include details of confidential help lines and websites where they can connect to external specialists such as Childline, Kidscape, Bullying UK and the Samaritans
- The School does not tolerate peer-group 'initiation ceremonies' or hazing rituals designed to cause pain, anxiety or humiliation. All staff remain alert to such actions.

Staff

- Upon induction, all new members of staff are given guidance on the Anti-Bullying Policy and on how to react to and record allegations of bullying at the School, including cyberbullying. The School will ensure that all staff understand the principles of the policy, the School's legal responsibilities, and the actions to be taken to resolve and prevent incidents of bullying from arising or escalating, and sources of further support
- The School recognises that certain pupils may be more at risk of bullying than others and who may require additional support when dealing with an incident of bullying (e.g. pupils with SEND or other potentially vulnerable pupils). The School will ensure that staff receive appropriate guidance and training where appropriate

- All reported incidents of bullying are recorded and investigated at once. Records are kept securely in the office of Mrs Claire Gilding-Brant the Pastoral Deputy Head and are carefully monitored in order that patterns of behaviour can be identified
- We have a strong and experienced pastoral team of tutors, Heads of Year and Boarding House staff who support the Pastoral Deputy Head and are trained in handling any incidents as an immediate priority and who are alert to possible signs of bullying and will know when to apply our Child Protection and Safeguarding Policy to bullying incidents
- The pastoral team gives support and guidance to other staff on handling and reporting incidents and on the follow-up work with both victims and bullies. INSET sessions are held, occasionally using outside experts
- The School Counsellor is an important part of our pastoral support team providing specialist skills in assessment and counselling. She is available to give confidential advice and counselling to pupils who can refer themselves to her *via* the Pastoral Deputy Head when they have social, emotional or behavioural concerns. On occasion a member of our pastoral team may refer a pupil to her as appropriate
- There is a staff presence at all times when pupils are not in class and they patrol the School site, particularly areas where bullying might occur
- In boarding houses there are teams of assistants supporting the Heads of Boarding and who act *in loco parentis*. Staff are aware that boarding houses may provide more opportunities for bullying. The informal house environment is important in reinforcing standards and values, providing the opportunity for friendly, informal discussion of matters of concern to individual pupils outside the classroom. A member of the boarding house staff is always on duty. The School will comply with its obligations as set out in the National Minimum Standards
- The School has the right and duty to investigate incidents of bullying involving pupils that take place outside School hours, on School visits and trips, or that otherwise occur outside of School. The School has the right to take disciplinary measures in respect of such incidents. Disciplinary measures will be taken in accordance with the Behaviour Management Policy and will be applied in a fair, consistent and reasonable manner, taking into account the needs of SEND and other potentially vulnerable pupils
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator. If staff suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the Safeguarding Policy and discuss their concerns with the Designated Safeguarding Lead (DSL) without delay.

Parents/Guardians

- This Policy is available on the School website so that parents are well informed
- We encourage close contact between the tutors and the Heads of Boarding and parents, and will always make contact if there is concern about a pupil's well-being
- If parents know or suspect that their child, or another pupil, is being bullied, they should contact the School without delay
- We welcome feedback from parents on the effectiveness of these preventative measures and all other aspects of this policy.

6. Procedures for Dealing with Reported Bullying

The School ensures that all instances of, or concerns about bullying and cyberbullying, both on and off School premises, are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept on the Pastoral Deputy Head's files and pupils' files. Records will also be kept relating to safeguarding, where appropriate, to enable the School to identify patterns of behaviour and evaluate the effectiveness of the policy.

The School recognises that pupils are likely to report bullying to someone they trust. The School also recognises that pupils may not find it easy to tell staff about bullying verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised that an incident may come to a member of staff's attention through a report of a friend, or by

overhearing conversations. All staff will be trained in handling an allegation and will be aware that they must listen to the pupil, not ask leading questions, and make a written record of the allegation to the best of their ability.

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

- the member of staff to whom it is reported, or who first discovers the situation, will control the situation (the Case Handler) and will reassure and support the pupils involved without promising absolute confidentiality
- the Case Handler will inform an appropriate member of the pastoral team about the bullying allegation as soon as possible
- where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the Child Protection and Safeguarding Policy rather than the procedure set out below.
- the victim and the alleged perpetrator will each be interviewed individually by the Case Handler on their own (or, if appropriate, with a suitable person present for support) and asked to write their account of events
- where the Case Handler considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the Case Handler will discuss this with the DSL and the Head, and will report the matter to the Police without delay as necessary
- the incident will be recorded on an incident form, signed and dated by the Case Handler. It will then be given to the Pastoral Deputy Head who is responsible for securely storing all records of bullying and other serious disciplinary offences. If this is not practicable, the incident must still be written down, signed and dated by the Case Handler, and held securely by the Pastoral Deputy Head
- the Pastoral Deputy Head will inform tutors, and Boarding staff in the case of boarders, of both the alleged perpetrators and the victims as soon as possible. In very serious incidents, the Head will be informed
- victims will be interviewed at a later stage by a member of the pastoral team separately from the alleged perpetrators. They will be offered support to develop a strategy to help them. It will be made clear to them why any form of retaliation is inappropriate
- perpetrators will be interviewed at a later stage by a member of the pastoral team and separately from the victim, and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour. The Behaviour Management Policy may also be invoked. Sanctions under the Behaviour Management Policy and/or Discipline and Exclusions Policy may include, for example, detention and the withdrawal of privileges, The School may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying, or in the event that the support put in place for the perpetrators does not result in the appropriate modification of behaviour
- parents/guardians of all parties may be informed and invited into School to discuss the matter and the appropriate sanctions under the Behaviour Management Policy and/or Discipline and Exclusions Policy. Their support should be sought in respect of preventative measures, and any concerns of either party will be addressed
- a way forward, including disciplinary sanctions and support for the perpetrator, should be determined and, where possible, agreed with all parties. This should recognise that suitable support is needed both for pupils who are being bullied and for those who bully others, as well as deal with appropriate disciplinary measures in accordance with the Behaviour Management Policy and/or Discipline and Exclusions Policy
- as part of this process, a meeting involving all parties, with close staff supervision, may be convened to help develop a strategy that enables all concerned to close the episode

- a monitoring and review strategy will be put in place and recorded
- in very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police or Social Services.

7. Cyberbullying

Cyberbullying can be defined as "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" (Belsey, http://www.cyberbullying.org/). It is an aggressive, intentional act carried out repeatedly over time, often against victims who cannot easily defend themselves. The School acknowledges that cyberbullying may take place inside School, outside of School and at any time of the day.

Cyber-bullying could involve communications by various electronic media, including for example:

- texts, instant messages or calls on mobile phones
- mobile phone camera images causing distress, fear or humiliation
- posting threatening, abusive, sexual, discriminatory, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, WhatsApp, Twitter or YouTube)
- using e-mail to message others in a threatening or abusive manner
- hacking/cloning e-mail accounts.

The School acknowledges that cyber-bullying may take many different forms including cyber-stalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, encouraging derogatory comments on online platforms, sharing nudes/semi-nudes, upskirting and sexting.

The School has a role to play in teaching pupils about the knowledge and behaviours that can help them navigate the online world safely and confidently regardless of the device, platform, or app. The School has regard to the DfE's non-statutory guidance on Teaching online safety in School (updated June 2019).

8. Preventative measures

In addition to the preventative measures described above, the School:

- expects all pupils to adhere to its Acceptable Use Policy for the safe use of the Internet. Certain sites are blocked by a filtering system and the IT Department monitors pupils' Internet use
- may impose sanctions for the misuse, or attempted misuse of the Internet
- issues all pupils with their own personal School email address. Access to personal email sites such as Hotmail and all social media sites are not allowed inside the School
- some social media sites are opened for limited periods to allow boarders to make contact with friends and family; this is monitored by boarding staff
- ensures pupils are aware of the various forms in which cyber-bullying can take, that it can have severe and distressing consequences, and that participation in cyber-bullying will not be tolerated
- offers guidance on the safe use of social networking sites and cyberbullying in PSHE and ICT lessons that covers blocking, removing contacts from 'friend' lists and sharing personal data
- offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure
- does not allow the use of cameras/mobile phone cameras in toilets, washing and changing areas or in the bedrooms of boarding houses.

Procedures for dealing with cyberbullying

The School will follow the procedures set out in this policy and in the Child Protection and Safeguarding Policy where relevant for incidents of cyberbullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating pupil conduct and protecting the reputation of the School, and the welfare of its pupils.

Although cyberbullying is not a specific criminal offence, there are however criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, upskirting, sharing nudes/semi-nudes, and sexting. Where the School considers that a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

Electronic devices

In response to an allegation of cyber-bullying, certain staff are permitted to conduct a search of electronic devices such as a pupils' mobile phones. Staff do not require the consent of the pupils or their parents to undertake a search provided they have reasonable grounds for suspecting that the pupils are in possession of prohibited items or an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, and provided they have the Head's prior consent.

The search will be conducted in accordance with the procedure set out in the Behaviour Management Policy.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device where there is good reason to do so (e.g. where there has been an allegation of cyber-bullying). Parental consent to search through electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child..

The School may also erase any data or files from the device if the School considers there to be good reason to do so unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence. In any such instance, files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, or are advised by the Police that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device and may retain the device as evidence of a breach of this policy and the Behaviour Management Policy. The School may then take steps to punish the pupil in accordance with the Behaviour Management Policy and/or Discipline and Exclusion Policy where appropriate. In the event that the search highlights a safeguarding concern, the School will follow the procedures set out in the Safeguarding Policy.

The School will keep a record of all searches carried out, including the results of any search and the actions taken.

9. Complaints Procedure

Parents/Guardians and pupils may use the Complaints Procedure if they feel that their concerns about bullying are not being addressed properly. Parents of boarders should be aware that they have the right to refer a complaint directly to Ofsted if they are unhappy with the way in which their complaint has been handled.

10. Monitoring and Review

The School will record all incidents of reported bullying in accordance with this policy.

The Head or a designated member of SLT will review all incidents of reported bullying to help identify patterns of behaviour so that the School can take appropriate steps to address bullying behaviours within the School.

Records of bullying incidents will also be used to evaluate the effectiveness of the Anti-Bullying Policy and procedures and to highlight the need for any necessary amendments.

This policy is reviewed and updated at least annually by the Senior Leadership Team and Governors.