

ANTI-BULLYING POLICY

RATIONALE

The College has a responsibility to provide a safe and secure environment for all our pupils, and indeed staff, and tackling bullying is a part of that responsibility. All staff, both teaching and non-teaching have an important part to play in this.

Bullying is long-standing violence, either physical or psychological, conducted by an individual or a group, directed against another individual who is not able to defend himself/herself in an actual situation.

Bullying is unacceptable. There are no circumstances in which it can be condoned. We know that bullying interferes with social development, it can hinder the child's ability to perform at school; and at worse it can be a major contributory factor to serious childhood problems. It does not build a child's character, nor should it be an inevitable part of growing up. It is an unpleasant and, at times, a devastating experience that can be controlled by vigilant teachers and parents.

Bullying may occur in or around the school. An alert teacher who not only listens to what the pupils say, but notices what is not verbalised, can detect bullying and take positive steps to prevent it.

Finally, it is important to remember that children do not seek to be bullied and that those being bullied need to be reassured that it is not an indication of weakness.

Salesian College, through its Christian ethos, overtly promotes the value of each individual and the need for tolerance and mutual respect. We actively campaign against bullying and as a community we acknowledge our responsibility to protect all individuals, both pupils and staff, in our College and to act promptly if any cases of bullying are discovered. We place great importance on pupils developing within a supportive Catholic community.

As in any community, there is always a possibility that some form of bullying may occur. It is essential that we do our utmost to prevent bullying from taking place in our College and to encourage an ethos where bullying is acknowledged as totally wrong and the reporting of bullying is viewed as the correct and responsible action. No individual, pupil or staff, should have to accept any form of intimidating behaviour, verbal or physical, and such anti-social behaviour has no place in our College. We are committed to ensuring that each child can benefit to the full from all the opportunities available at Salesian College. We guarantee that any cases of bullying will always be investigated, eradicated if possible, and the issues resolved.

The College is committed to ensuring that this is a safe space and place where all can aspire to become the best they can be, feel fulfilled and so flourish. Such sentiments are echoed in the College prospectus from September 2021 and in the College development plan which has as a key focus the wellbeing of all people within the College. In addition the College acknowledges that bullying is a potential safeguarding issue and to that end staff CPD is evolved and develop to capture the latest initiatives to ensure all are kept safe in school, it is investing in Anti Bullying training for staff in an alliance with the National College launching in September 2021 and has invested in CPOMS in order to allow staff to record any and all incident of concerns about pupils, digitally.

DEFINITION OF BULLYING

Any form of behaviour which isolates, humiliates, belittles, or which mentally or physically hurts another person. The College considers the **STOP** acronym as a useful guide to defining when bullying takes place **Several Times On Purpose**.

Bullying is an abuse of power, physical or mental, which causes distress or loss of self-esteem to the victim. Bullying can take many forms and occur through several types of anti-social behaviour. It may be -

PHYSICAL - A child can be threatened, punched, pushed, kicked, hit, spat at, tripped up or attacked in some other way.

VERBAL - Verbal abuse can take the form of name-calling, sarcasm, spreading rumours or persistent teasing. It may be directed towards gender, ethnic origin, sexual orientation, physical appearance, social disability, or any individual characteristics.

SOCIAL - A child can be bullied simply by being excluded from discussion, conversations or activities, by those they believe to be their friends. It may also include negative facial or physical gestures, menacing or contemptuous looks

DAMAGE TO PROPERTY OR THEFT –

Pupils may have their property damaged or stolen. Threats may be used by the bully to force the pupil to hand over property or money to the bully.

CYBER –BULLYING-

Bullying may take place through text messaging, Instant Messaging, mobile phones, Instagram, Whatsapp Facebook or similar social networking media.

INCIDENTS OFF THE COLLEGE PREMISES

The College will take steps to see that any bullying that occurs outside College does not spill over into the College, and will also take steps to ensure that behaviour outside the College does not harm the good name and reputation of the College. Students are expected to observe the College code of conduct on journeys to and from College. The code of conduct states “Bullying is unacceptable and will not be tolerated by the College in any form whatsoever.”

POLICY GUIDELINES

All reports and/incidents of bullying to be taken seriously.

If anyone witnesses, is told of or is aware of a bullying incident he/she should pass on the information to the Head of Year who will in turn inform the Form Tutor.

The seriousness of the problem will determine whether or not the Head and/or Deputy Head, should be involved.

Headmaster or Deputy Headteacher in consultation with Head of Year to decide if parents are to be involved.

PROMOTION OF POLICY

Anti-Bullying definitions, notes and information for pupils to be included in a dedicated page in Student Planner.

PSHE, Whole School Assemblies, House and Year Assemblies to promote policy of anti-bullying.

School Council to be consulted in continuous addressing of this issue.

Notice boards to be used to highlight/promote anti-bullying policy.

COLLEGE'S RESPONSE TO BULLYING

Through all our communication with pupils we indicate our disapproval of any form of bullying and our conscious affirmation of the uniqueness and worth of each individual in our community. In all our assemblies, registration periods and lessons (particularly Personal and Social Education) we confirm that bullying is wrong and that it will not be tolerated in our community.

FURTHERMORE, WE AIM TO:

- ensure that all students have the confidence not to suffer in silence – the confidence to disclose;
- encourage students to treat everyone with respect;
- use opportunities to discuss aspects of bullying, and the appropriate way to behave towards one another, e.g., in the PSHE programme;
- encourage students to discuss how they get on with other people and to form positive attitudes to other people; this includes a review of what friendship really is;
- organise the community in order to minimise opportunities for bullying;
- have a firm but fair discipline structure where the rules are few, simple and easy to understand;
- deal quickly, firmly and fairly with any complaints, involving parents where necessary.

THE COLLEGE WILL ALWAYS TREAT BULLYING AS A SERIOUS OFFENCE AND TAKE EVERY POSSIBLE ACTION TO ERADICATE IT FROM OUR COMMUNITY.

PROMOTION OF STUDENT'S RESPONSE TO BULLYING

IF YOU ARE BEING BULLIED

TAKE ACTION, TELL SOMEONE - DON'T SUFFER IN SILENCE! Never think that silence is the best policy and that the bullying will just go away or that the situation will get worse if you report it. If bullies are identified, they will be dealt with and you will be helping to prevent the bullying from being done to someone else. Your positive action in reporting any bullying is something to be proud of.

THESE GUIDELINES WILL HELP:

- Be proud of who you are. It is good to be individual.
- Tell yourself that you do not deserve to be bullied, and that it is **WRONG!**
- Try not to show that you are upset. It is hard, but a bully thrives on someone's fear.
- Be assertive – try to ignore the bullying and say **NO** firmly. Walk confidently away. **Go straight to a teacher or a member of staff.**
- Stay with a group of people. There is safety in numbers.
- Fighting back may make things worse. You could get hurt or blamed for starting the trouble. Don't fight back.

IF YOU KNOW SOMEONE WHO IS BEING BULLIED:

TAKE ACTION! - DON'T LET THEM SUFFER IN SILENCE! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim more unhappy and on their own.

If you feel you cannot get involved, tell an adult **IMMEDIATELY**. Teachers will always take bullying seriously and will deal with bullies in a way which will end the bullying and will not make things worse.

Do not be, or pretend to be, friends with a bully.

HOW CAN WE STOP BULLYING?

Tell on the bullies -	it's not 'telling tales', it's standing up for your rights as a person
Ask for help -	don't take the law into your own hands, you could make things worse and could end up getting into trouble yourself
Counselling -	good advice and support may help bullies change their ways
Listen to the victims -	a victim needs to be given time and support
Take it seriously -	all incidents will be investigated and appropriate measures taken
Are you a bully? -	if you are then you should expect to be punished and your parents informed of your behaviour

STRATEGY IN CASE OF BULLYING

Head of Year to evaluate the report or complaint and inform the Form Tutor. All incidents, however trivial, should be recorded and passed on. Only then can a pattern be identified.

Reassure pupil/s that the matter will be dealt with urgently.

Interview pupil/s being bullied and/or pupil/s who is/are accused of bullying and any potential witnesses and put appropriate strategies into action.

Take written signed statements from all those involved. All statements should be completed in private in an appropriate location.

Assure both bully and victim that behaviour vis-à-vis each other will be observed.

If appropriate, bully and victim should meet with the Form Tutor and/or Head of Year to resolve difficulties.

Parents may be involved by either letter or interview at discretion of HOY/Headmaster/Deputy Headteacher.

Where appropriate either Form/Year assembly to be called and led by Head of Year or Head/Deputy Head to discuss the particular form of bullying – on grounds that ‘there is no such thing as an innocent bystander’.

Where appropriate an assembly, the PSHE Programme and/or RE lessons may be used to address a particular issue.

If bullying is considered to have caused emotional damage, it may be necessary for the bully and the victim to have counselling. Headmaster/Deputy Head Pastoral/DSL to decide on a counsellor where appropriate; either a designated member of staff or an outside agency. Such a course of action or guidance is NOT TO BE undertaken by any member of staff without Head/DSL’s knowledge or agreement.

PARENTAL ALLEGATION OF BULLYING

- Any parental report of bullying should be reported to Head/Deputy Head.
- Reassurance should be given to parent that incident will be investigated fully.
- Any pupils identified in report should be interviewed.
- Parent will be informed of the outcome of any investigation.

PARENT’S RESPONSE TO BULLYING

AS A PARENT:

Always take an active role in your child’s education. Enquire how their day has gone, who they have spent their time with, how lunch time was spent, etc.

Look for unusual behaviour in your children. For example, they may suddenly not wish to attend College, feel ill regularly, or not complete work to their normal standard.

If you feel your child may be a victim of bullying behaviour, inform the College IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow.

Tell your own son/daughter there is nothing wrong with him. It is not his fault that he is being bullied.

It is important that you advise your son/daughter not to fight back. It can make matters worse.

Make sure your son/daughter is fully aware of the College policy concerning bullying, and assure him that he must not be afraid to ask for help.

The College has designated a member of staff, the Deputy Head, who is the Designated Safeguarding Lead. Parents or students may approach him in confidence if they have serious concerns about the welfare of a student.

ACTION TO BE TAKEN WHEN BULLYING IS SUSPECTED

If bullying is suspected, we talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, the following action will be taken:

HELP AND SUPPORT WILL BE GIVEN AS IS APPROPRIATE TO BOTH THE VICTIMS AND THE BULLIES:

We support the victims in the following ways:

- by offering them an immediate opportunity to talk about their experience with their form tutor, Chaplain, or another teacher if they choose;
- by informing the victim's parents/guardians where appropriate;
- by offering continued support when they feel they need it;
- by arranging for them to be escorted when they feel they need it;
- by arranging for them to be escorted to and from the College premises;
- by taking one or more of the disciplinary steps described below to prevent more bullying.

We also discipline, yet try to help the bullies in the following ways:

- by talking about what has happened, to discover why they have become involved;
- by informing the bullies' parents/guardians;
- by continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible;
- by taking one or more of the disciplinary steps described below to prevent more bullying.

DISCIPLINARY STEPS:

- The bully(ies) will be warned officially to stop offending and may have to apologise to their victim.
- The bully (ies') parents/guardians will be informed.
- They may be excluded from the recreational areas at break and lunch times or be given a detention sanction.
- We may arrange for them to be escorted to and from the College premises.
- If they do not stop bullying, they may be excluded, either internally or externally for a fixed period.
- If they continue, they will be recommended for suspension for a major fixed period (up to five days) or an indefinite period.
- If they will not end such behaviour, they will be recommended for permanent exclusion (expulsion).

ANTI-BULLYING – HEADS OF YEAR GUIDELINES

BULLYING WILL NOT BE TOLERATED AT SALESIAN COLLEGE

Your role in this is crucial and the approach is based on good practice which you have developed over the years.

- Ensure the PSHE scheme of work is being followed to enable students to build healthy relationships and friendships and understand what to do if they see bullying or are being bullied.
- Investigate all reported incidents.
- Record any actual incidents in the College file under the names of the bully and the bullied. Record the type of bullying; for example, name-calling, hitting, and the date.
- If bullying is serious and/or persistent, follow the procedure set out in the Policy.
- Impose relevant sanctions for minor incidents. See the Deputy Headmaster if you feel that the bullying is serious or persistent enough for a suspension to be considered.
- Try to get the bully to understand how the bullied feels.
- Provide help and support to the bullied. Suggest ways in which they can combat bullying.

With your help our young people may feel safer and happier coming to Salesian College.

RECORDING BULLYING INCIDENTS (CONCERNS) IN SCHOOL

All cases of suspected bullying are investigated thoroughly with consultation with victims, suspected perpetrators and witnesses. Action will be taken as and where appropriate and parents will always be kept informed. HoY and the Deputy Head Pastoral will record details of any bullying incident using Form 9.3.1 which is kept as record of the incident, investigations and subsequent action taken.

Similarly, incidents of a racial or religious nature (so called religious hate or race hate) are also recorded using Form 9.3.2 and are dealt with in the same through way as bullying incidents.

The College has a zero tolerance towards any form of discrimination and works tirelessly to promote tolerance and mutual respect amongst all the students.

From September 2021 staff can use the CPOMS system to report issue of concern

ANTI-BULLYING PROGRAMMES IN PSHE

The PSHE Programme is a central part of the college's Anti-Bullying strategy. The PSHE programme is delivered in all year groups and anti-bullying themes are integrated into many of the overarching categories, ensuring thorough coverage on the different issues. This includes, but is not limited to, a particular focus on the prevalence of cyber bullying in society today, as well as ideas of inclusion, diversity and prejudice.

A member of the Senior Management Team (Assistant Head (Pastoral)) is responsible for the co-ordination of the PSHE programme. A structured programme is in place and details of this can be found on the Salesian College Website, or by contacting the Assistant Head (Pastoral).

BULLYING WILL NOT BE TOLERATED AT SALESIAN COLLEGE

This is the message that we must get over to our pupils. We should tell them this in words and in our actions.

As a staff we can help by the following means:

- Actively supporting the College anti-bullying policy and ensuring that students do not suffer in silence.
- Being aware of bullying in our classrooms and around the College.
- Reporting any incidents or suspicions to form tutors or heads of year as soon as possible. Examples of bullying include physical aggression, threats, demanding money, damaging someone's property, spreading rumours, name-calling and deliberately leaving someone out.
- Giving any young person who has been bullied our help and support.
- Report any serious concerns to the Headmaster or DSL.

GUIDANCE FOR STAFF:

Watch for early signs of distress in students – deterioration in work, spurious illness, isolation, the desire to remain with adults, erratic attendance. Whilst this behaviour may be symptomatic of other problems, it may be the early signs of bullying. Take all incidents of bullying seriously. Remain calm: you are in charge. Reacting emotionally may add to the bully's fun and give the bully control of the situation.

OFFER THE VICTIM IMMEDIATE SUPPORT BY:

- *moving closer to those involved – make your presence known*
- *taking action as quickly as possible*
- *separating those involved (avoiding physical contact unless absolutely necessary, and then using only the minimum force necessary to prevent further harm being inflicted)*
- *removing either bully or victim, depending on circumstances, away from the scene*
- *reassuring the victim that staff can and will help*

The bully must be told by the member of staff directly involved that his or her behaviour is unacceptable. The member of staff may feel that a punishment is appropriate, in which case the punishment and the reason for it should be clearly explained. Reacting aggressively gives the message that it is all right to bully if you have the power. Disapproval expressed in a calm, rational way is much more likely to be effective.

All incidents, however trivial, should be recorded and passed to the form tutor. Only then can a pattern be identified. A discipline mark, if appropriate, should be given and an explanation recorded on the electronic mark system. The form tutor should then inform the Head of Year for information or action. In the event of a serious bullying incident, immediate referral should be made to the head of year. Serious bullying incidents inside or outside the classroom should be dealt with initially by the member of staff on hand. In both cases the head of year must be informed and s/he will liaise with the Deputy Headmaster over the action to be taken. Materials for use by staff who wish to support victims/bullies are available from Year Heads.

The College has a responsibility to provide a safe and secure environment for all our students, and indeed staff, and tackling bullying is part of that responsibility. All staff, both teaching and non-teaching, have an important part to play in this.

BULLYING INCIDENTS INVOLVING STAFF

Bullying may occur between professional teaching staff, support staff and other adult staff within the school community. Staff may feel threatened by an individual or group of pupils. The College recognises that such incidents may occur and all such incidents will be taken very seriously and will not be tolerated.

In the first instance, staff should report their concerns to a senior colleague, a member of the Senior Leadership Team, a Deputy Headteacher or the Headmaster. In the event of the issue remaining unresolved or persistent bullying, staff may refer to the grievance procedure as set out in the staff contract.

POLICY CONTROL	
<i>Author</i>	<i>Deputy Head</i>
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