Anti-Bullying Policy

2019 - 2020

The Hammond Anti-Bullying Policy covers pupils in the entire school community and ensures that bullying is prevented in so far as reasonably practicable through the following policy and strategy. The Hammond recognises the seriousness of bullying, both physical and emotional.

Any form of bullying, whether verbal, physical or psychological or cyber, and whether one-off, occasional or repeated, is completely unacceptable at The Hammond. This policy is in line with the National Minimum Standards for Boarding Schools – Standard 12 – Promoting Positive Behaviour and Relationships.

Definition
Bullying is behaviour by an individual or a group, repeated over time (or possibly one serious incident) that intentionally hurts another pupil or group physically or emotionally. Bullying can take many forms and is often motivated by prejudice, for example on grounds of ability, special need, race, religion, culture, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It may occur directly or through cyber-technology.

Stopping violence and bullying and ensuring immediate physical and emotional safety is the school's priority. Although bullying is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour may in some circumstances be regarded as such.

Bullying can be
- **Emotional -** being unfriendly, excluding, and tormenting (e.g. hiding books, threatening gestures).
- **Physical -** pushing, kicking, hitting, punching or any use of violence.
- **Racist -** racial taunts, graffiti, gestures.
- **Sexual -** unwanted physical contact or sexually explicit and/or abusive comments.
- **Homophobic -** because of, or focussing on, the issue of sexuality.
- **Verbal -** name calling, sarcasm, spreading rumours, teasing.
- **Disability -** because of, or focussing on, a disability.
- **Cyber -** using electronic means such as social websites, mobile phones, text messages, photographs or e-mail to cause pain and distress to a victim.
- **Religious/Cultural -** religious or cultural intolerance of any sort.

Bullying can seriously damage a young person's confidence and sense of self-worth. It can lead to serious and prolonged emotional damage for an individual, and, at its most extreme, suicide. Those who conduct the bullying or witness the bullying can also experience emotional harm, and the impact on parents and school staff can be significant. The Hammond understands that some pupils, those with disabilities or special educational needs, can be more of a target for bullying, and instruct staff to be vigilant.

The Hammond accepts that as well as pupils bullying pupils, staff may demonstrate bulling behaviour, or can be the victims of bullying, as can parents. The school sees all incidents of bullying as unacceptable, and all known incidents are addressed with equal importance.

All members of the school community (parents, pupils, and staff) have a responsibility to ensure that, in so far as it reasonably practicable, bullying is prevented, and when it does occur, it is dealt with effectively and in accordance with this policy.

Staff should also refer to their Employee Handbook for the Anti-Harassment and Bullying Policy.

Procedures to follow to report bullying:
Senior staff member to contact regarding bullying matters:

Ms Roscoe, Principal
Mr Kevin Williams, Vice Principal (Director of Higher Education)
Mr Robert Searle, Vice Principal (Director of Student Support)
Ms Amanda Doyle, Vice Principal (Director of Teaching and Learning)
Ms Julie Williamson, Vice Principal (Director of Performance)
Mr Fraser Dewar, Head of Boarding

This policy is available to parents via the school website and, on request, at the school office.

As of September 2019, all concerns must be submitted via CPOMS.

Aims
- To promote a consistent approach to managing behaviour with the emphasis on preventing bullying throughout the whole school and boarding houses.
- For senior staff to take the lead in ensuring policies are implemented effectively.
- To create an atmosphere of trust and openness.
- To promote strongly positive behaviour of all types.
- To ensure that staff use rewards effectively.
- To ensure that concerns of all types are raised at an early stage and dealt with swiftly, fairly and with consistency.
- To ensure both bullies and those being bullied are supported appropriately and systems put into place to monitor progress.
- To ensure all concerns and reports of bullying of all kinds are recorded fully.
- To ensure senior staff monitor records regularly (LMT meetings, departmental meetings and pastoral meetings) to identify any trends over time and discuss methods to deal with such, should they occur. CPOMS to be used as a means of record and creating chronology of behaviour.
- To provide regular training in this area for staff and ensure they are aware of recent guidance on this topic, such as DfE advice 'Preventing and Tackling Bullying July

2017', a copy of which can be located in the staff room and on the staff shared area, and that legal responsibilities are known.

- To make clear the sanctions that may be imposed in response to differing levels of bullying.

Objectives

To communicate the contents clearly to all so that;

- all directors, teaching and non-teaching staff, pupils and parents understand what bullying is;
- all directors, and teaching and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported;
- all pupils and parents know what the school policy is on bullying and what they should do if bullying arises;
- everyone always takes bullying seriously so that pupils and parents are assured that they will be supported when bullying is reported;

The Equality Act 2010 – the school complies with the aims of this act as follows:

- We aim to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- We work to advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- We promote and foster good relations between people who share a protected characteristic and people who do not share it.

Safeguarding Children and Young People

Under the Children Act 1989 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, staff should follow the **safeguarding policy** and report their concerns immediately to the school's DSL, Designated Safeguarding Lead, (lists around school and contained in the Safeguarding Policy) who will then inform the local authority children's social care officer.

Roles and Responsibilities

The Leadership Management Team, Pastoral Team and Head of Boarding will deal quickly and effectively with incidents. All staff and senior pupils have a vital role in preventing bullying within the school, and in dealing with incidents themselves (teachers) or reporting incidents (support staff and senior pupils). All staff receive training on this policy and the related procedures in their first term at school, and there are annual reminders about this policy for all teaching staff at the beginning of each academic year. The whole school community received training on 2nd January 2013 by ECM Consultants, 11th April 2016 and January 2018 from Barabarani. The Directors review the policy annually and are involved with the more serious incidents.

Review of Bullying

The school community is consulted regularly at departmental meetings (staff) and through pupil voice meetings (pupils) or as required in order to monitor perceptions of bullying. Pupils are engaged in the question process, and pupils of all backgrounds are consulted, including SEND pupils, and minorities to ensure the full range of pupils are involved. Senior staff monitor the bullying file regularly to identify whether any patterns of are emerging. If this is so then appropriate measures are taken. This information is shared with the leadership team.

Monitoring and Evaluation

The Directors review the Anti-Bullying Policy annually. The most recent review was in November 2018 at the monthly Directors' Meeting. The pastoral care team, involving school and house staff, review this policy annually. A confidential record of historic bullying incidents is held by the Principal; as of September 2019 CPOMS will retain all chronologies of bullying incidents, overseen by the Principal. The school uses Class Charts to monitor and report on pupil positive and negative behaviour choices.

Recording of incidents

A record of all historic incidents of bullying (register) is kept by Ms Jennifer Roscoe Principal. As of September 2019 CPOMS will retain all chronologies of bullying incidents. All relevant incidents occurring at any time are recorded. Bullying incidents within the boarding community outside of school have been recorded on Boarding House records, on the pupil file, in the House Behaviour Book, and serious matters are logged on the central bullying register. As of September 2019 this will also transfer to CPOMS.

The School Approach to Bullying

We raise awareness of bullying through discussion with pupils in PCSHE lessons, assemblies, tutorials and through the school council. Other subject areas also tackle the topic of bullying, with Religious Studies, English, History, and Drama in particular allowing an exploration of relevant aspects. Staff discuss the issue in school and with pupils in tutor groups and assemblies. Staff set a good example of behaviour and courtesy, both in their behaviour towards each other and in their behaviour towards pupils, which is managed through staff training and performance management targets. All staff are vigilant for possible signs of bullying, and will pass on concerns, no matter how trivial, to tutors, pastoral team, head of boarding and the leadership management team at an early stage.

Through high quality pastoral care staff build pupils' confidence and self-esteem by recognising individual achievement and personal qualities, celebrating their success in all areas. It is the aim of each teacher to ensure pupils are comfortable, engaged and happy in their learning. Staff will not allow pupils to exclude others from activities and will make a point of expressing disapproval of unkind remarks or other negative behaviour. Staff responsibilities extend into less structured areas such as break times, lunchtime, social activities, trips, and life in the boarding section. At all times all staff will have the happiness and well-being of every pupil as a priority and encourage positive behaviour and

relationships at all times. The school's anti-bullying ethos is supported by visible posters, all staff throughout the school, and especially by staff with specific pastoral responsibilities.

Cyber Bullying

The school considers online safety a part of both safeguarding, anti-bullying and mobile devices (see separate policies). This includes the use of cyber technology to bully, including social media, websites, mobile telephones, text messages, photographs and emails.

As of January 2018, The Hammond removed the use of mobile technology from the school site and included guidance within IT and PSCHE lessons regarding the responsible use of mobile technology. Robust filtering mechanisms are in place to prevent inappropriate material being viewed by pupils, students, or staff. Regular staff briefings are conducted regarding online safety, consolidated by follow-up emails and notes.

Parents are sent the schools ICT Acceptable Use and E-Safety Rules for Pupils – document prior to their child joining the school. Both parents and pupils are asked to read, agree to, and abide by the information included by signing this document. The document outlines the safe use of IT facilities in school and at home. Please also see the schools Safeguarding Policy, Mobile Devices Policy and Internet Filtering Policy which outline how the school ensures safe use of the internet in accordance with Keeping Children Safe in Education September 2018.

The Department for Education offers advice documents for both parents and school staff on Cyber Bullying and these documents are available on the Department for Education Website. https://www.gov.uk/government/publications/preventing-and-tackling-bullying

The school will also treat seriously cyber bullying of its staff by any parent or pupil. The school shares with parents all information regarding keeping their children safe on- line. Most recently parents were furnished with advice and guidance from The Hammond and Cheshire Constabulary.

Cyberbullying – Preventative Measures

In addition to the preventative measures described above, the school:
- Expects all pupils to adhere to ICT Acceptable Use Policy for the safe use of the internet; certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all pupils with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSCHE lessons which covers blocking, removing contacts from 'buddy lists' and sharing personal data.
- Delivers workshops and assemblies about staying safe online.

- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. .
- The School's Curriculum Leader for ICT supports E-Safety.

Pupils bullying outside of school premises will be treated in accordance with the **Preventing and Tackling Bullying July 2017** policy. This can relate to any pupil/pupil misbehaving outside the school premises such as on school or public transport, outside the local shops, or in a town or a village centre. The Principal will consider if it is appropriate to involve the police (if the incident poses a series threat to the public) or other outside agencies as needed.

School staff members have the power to discipline pupils for misbehaving outside the school premises. Sections 90 and 91 of the Education and Inspections Act 2006 say that a school's disciplinary powers can be used to address pupils' conduct when they are not on school premises and are not under the lawful control or charge of a member of school staff, but only if it would be reasonable for the school to regulate pupils' behaviour in those circumstances. – **taken from Preventing and Tackling Bullying July 2017.**

The Principal can only 'discipline' a pupil on school premises or when the pupil is under the lawful control of the school and its staff. (Preventing and Tackling Bullying July 2017, page 6). Please also see the Department for Education document 'Behaviour and discipline in schools January 2016 – advice for headteachers and school staff'.

Staff training
Regular training regarding bullying issues is provided to staff (lately January 2018), and to senior pupils, especially those in roles of responsibility such as senior pupils with a boarding role. All new staff, teaching and non-teaching are apprised of the Anti-Bullying Policy and asked to support the school's anti-bullying ethos.

Procedures - What can staff do if bullying is suspected? –
Signs to look for include withdrawal, low self-esteem, poor work, children flying into tempers (usually at home) weight loss, bursting into tears at the slightest criticism. When dealing with actual allegations we take account of the Department for Education publication 'Preventing and Tackling Bullying July 2017', a copy of which can be located in the on the staff shared area.

Staff should develop positive relationships with pupils so that they feel confident enough to report bullying. When bullying is reported it is important to act quickly and to get the facts right noting times, names, places, witnesses, theft, damage, injuries. It may be advisable to ask the victim to keep a diary of events. All reports of bullying must be taken seriously. Any meetings with parents, copies of letters and the action agreed upon will also be recorded. It is important to fully investigate and hear 'both sides of the story'.

If complaints of bullying are the result of normal, albeit distressing, changes in friendships, they may be best resolved in a low-key manner, with a minimum of disruption to pupil's progress. In such situations, parents may not be automatically informed.

When a bullying incident is witnessed the teacher or other adult should remove both parties from the situation and hear both sides of the story. As soon as possible a written record of the incident should be made. Very minor incidents may be dealt with swiftly and verbally and may require no further action – nonetheless positive action by staff is necessary and a record made of the conversation. When a pupil complains of being bullied, he or she will be taken seriously and listened to. Any specific incidents will be noted down in writing, as well as a record of the pupil's general feelings. When a parent raises an initial concern, the same process applies. CPOMS will be used as a means of recording all information.

At all times a calm, unbiased and reflective investigation is carried out of any allegations made, in consultation with all parties involved. The school will remain impartial and make any decision regarding further action based on the evidence.
If possible both parties should be reintegrated into the group/classroom as soon as possible. If not, the parties should be taken to a safe place where a suitable adult can stay with them until a senior member of staff attends.

With reported or hearsay incidents of bullying, the form tutor, or member of the boarding staff, in liaison with senior staff, will interview the pupils involved and any relevant witnesses, as soon as possible. Care must be taken to keep the identity of the reporter of the incident confidential, so they do not suffer as a consequence of their action.

In cases of cyber-bullying, any evidence in the form of text messages or other postings should be retained, in consultation with the IT staff. Senior staff should be involved in all such instances.

All parties will meet at the earliest possible opportunity to try to find a solution and agree a plan of action to prevent such incidents happening again. It is often helpful to have an impartial witness at such meetings, such as another member of staff.
All incidents of bullying should be reported to the form tutors concerned, via a written report. In addition, a copy will be sent to senior staff for the bullying central file on CPOMS.

More severe cases of bullying will be reported to the Principal who will inform the Directors and parents, and an investigation will be held. If decided necessary, the Principal will decide whether to inform the Police or other agencies as needed.

Any use of physical restraint by adults is by reasonable and non-injurious means, only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing. (See Use of Physical Restraint Policy and Form).

Parents

Parents will be involved early in the process, and their support requested and desired. All incidents of bullying will be reported to parents/guardians. Parents' support will be asked for, to help to prevent further incidents of bullying or anti-social behaviour. Regular communication will play a key part in resolving an incident. In low key issues as highlighted above parents may not be informed unless it becomes clear that the situation remains an issue.

Sanctions and Support

Bullying is treated very seriously and merits different sanctions and support methods (see separate Guide to Sanctions Policy) depending on the specific situation. Sanctions range from interviews with the perpetrator and with the victim, meetings between victim and perpetrator to move a situation forwards, parental communication and meeting, formal written warnings of detentions, and in serious and persistent incidences of bullying, temporary and permanent exclusions. It is the intention of the school that sanctions will as far as possible be accompanied by supportive initiatives, such as counselling or mentoring, as available.

Sanctions against bullies may include removal from a class, tutor group or boarding house, on a short term or permanent basis; removal from a school trip or visit for an agreed length of time, removal from taking part in a production, behaviour detention/s; short term exclusion or, for very serious and repeated incidents of bullying, permanent exclusion. If there is further concern the children named should be involved in drawing up a 'code of conduct', which is specific to the allegations. This conduct should make it clear what action will be taken if the code is broken. The Hammond will never allow corporal punishment as a sanction.

The Hammond will offer support and counselling to bullies who repeat their antisocial actions to try to prevent permanent exclusion. Pupils who have used their phones in an inappropriate fashion may have further sanctions applied in this area for a period of up to two weeks.

Victims of bullying will also be offered pastoral support and supportive mentoring by the school. The nature and level of support will depend on the individual pupil and the level of need. It is important that the 'victim' feels that they can talk to someone, this could be a member of staff or another pupil and that they are taken seriously. They too should be given strategies for coping with the problem.

The Hammond celebrates positive choices made by pupils and students through the role of Prefects, Student Council, Boarding Council, Prize Day, and through merit assemblies. All meetings highlight positive behaviour for language, designed to celebrate positive behaviour and to guide away from unkind behaviour.

Also see Mobile Devices Policy, What to do if you are worried about something Policy, Internet Filtering Policy, ICT Acceptable Use and E-Safety Rules for Pupils and the Safeguarding Policy.

Policy Details

This Page Should Not Be Published

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