

## **ANTI-BULLYING POLICY**

*This should be read in conjunction with the School's Behaviour Policy*

### **1. Introduction**

With effect from May 2009, Highgate School has embarked upon a formal and collaborative process of school development. One aspect of its work is to identify anti-bullying, in line with national DCSF guidance, as a school improvement issue. This policy is both a framework for current requirements and procedures and for future aspirations.

### **2. Definition (68 (ii), p16)**

*Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.*

Bullying includes:

- Name-calling
- Taunting
- Mocking
- Making offensive or humiliating comments
- Gossiping
- Spreading hurtful and untruthful rumours
- Laughing or sniggering at someone in an unkind way
- Taking or deliberately damaging a person's belongings
- Threats and extortion
- Physical violence
- Using body language inappropriately e.g. giving "dirty" looks
- Deliberately invading someone's personal space
- Cyber bullying, ie inappropriate text messaging, emailing and use of social network sites e.g. Facebook, Bebo, Myspace, Youtube, MSMessaging etc
- Sending or displaying offensive or degrading images by phone or via the internet or email
- Producing offensive graffiti or writing unkind notes about someone
- Excluding people from groups
- Racist, religious, cultural, sexual, sexist, homophobic or disability-related language and comments

It is also bullying if someone feels hurt because of things said about their ethnic, cultural or economic back ground, religious faith, gender, sexuality (homophobic), disability, special educational need, appearance or issues in their family.

Bullying can cause psychological damage and even suicide. It is, therefore, of the utmost importance that the culture at Highgate School is one where all members of the community work to prevent bullying. (68 (ii), p16)

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### 3. Statement of aims and objectives (68 (i), p16)

Bullying is unacceptable and will not be tolerated. Any member of the Highgate community, pupil, employee or volunteer, has the right to learn and work without fear of being bullied. Through this policy, Highgate School aims to prevent bullying from occurring. Its objectives are to ensure that all members of the School community:

- feel safe from bullying
- recognise bullying behaviour
- understand and support the School's stance against bullying
- know how to report incidents of bullying
- contribute to informing and, where possible, evaluating the policy

### 4. Procedures

Everyone at Highgate has the ability to contribute towards making the School a safe and happy place where bullying will have no place and where bullying will be challenged and eliminated.

Staff can and should:

- Be familiar with the definition of bullying
- Monitor changes in pupils' or colleagues' behaviour (eg. becoming shy, nervous or withdrawn; pretending to be ill; taking unusual absences; in the case of children, clinging to adults)
- Ensure that pupils understand the definition of bullying and know the School's stance on bullying and are confident about the School's ability to deal with it
- Ensure that pupils reporting bullying are heard
- Ensure that pupils understand that staff cannot promise confidentiality
- Pass on the information to the appropriate member of the pastoral team
- Make sure that a person being bullied feels safe and knows how and where to get support
- Record and report cases of bullying (see Appendix 7.1)
- Help to foster a climate of respect through their own words and actions
- Prevent the use of inappropriate language (eg. the casual and pejorative use of the term 'gay')

### 5. Bullying

#### 5.1 Pupils who engage in bullying

Pupils have to learn that bullying is unacceptable. Those who engage in bullying and fail to show through their actions that they have learnt that bullying is unacceptable risk forfeiting their right to be at Highgate School and can face permanent exclusion.

Pupils who are guilty of bullying will be given sanctions (see Behaviour Policy for an explanation of the different kinds of sanctions, which can include warnings) according to the severity of the offence. (68 (vii), p16) Pupils will be given opportunities to:

- Face up to the harm they have done
- Learn to behave in ways which will not cause harm in future
- Develop their understanding of how others think and feel
- Learn how to take steps to repair the harm they have caused

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- Pay a penalty for the harm they have done and thus be held accountable for their actions

### 5.2 Staff who engage in bullying

It is expected that all staff employed by Highgate School will recognise and eschew any behaviour which is bullying. Bullying of pupils or colleagues will be treated as a disciplinary offence.

## 6. The role of the School

The responsibilities of staff, including teachers, are set out at §4 and in section 7 below. In addition, the School will:

- Collate data about incidents of bullying and monitor trends, reporting annually to Governors; this includes consulting children on their experience
- Provide training to new staff at induction and to all staff regularly, through Inset and briefings
- Promote awareness of where and when bullying is most likely to take place and ensure actions are taken to reduce the risk (68 (v), p16)
- Promote the anti-bullying policy and stance on bullying in assemblies and other activities at least once per year
- Ensure that awareness of bullying is raised and anti-bullying measures are taught in PSHE lessons and assemblies (see PSHE syllabus) (68 (vi), p16)
- Use assemblies, presentations, drama workshops and news items in the context of PSHE or more broadly to raise the awareness of bullying, the School's stance on it and develop pupils' understanding of the potential impact on people's lives of being bullied
- Ensure that pupils know about the roles they can take in preventing bullying
- Communicate to parents (via handbooks issued at the beginning of each Key Stage) guidance on anti-bullying measures in the school and make available this policy on request
- Ensure that parents are confident that the school will take any complaint about bullying seriously
- Inform parents if their child is being bullied or is bullying someone else
- Review its policy and procedures in the light of data and any complaints
- Celebrate the success of anti-bullying measures and a positive culture where everyone feels safe to be themselves and where no one fears to learn or work

## 7. Appendices

### 7.1 Responsibilities (68 (iv), p16)

Whenever bullying is suspected the incident should be recorded and investigated.

In the **Pre-Preparatory School**, the policy and procedures for dealing with incidents of unkind behaviour are covered separately in the Staff Handbook and Information for Parents and relate to this younger age setting.

In the **Junior School**, incidents not witnessed by form teachers should be reported to a Form Teacher and the Assistant Principal who will decide who will investigate. A Form Teacher receiving a report directly from a child or witnessing bullying will investigate and report to the Assistant Principal.

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In the **Senior School, in Years 7 and 8**, incidents not witnessed by form teachers should be reported to a Form Teacher and the Head of Year who will decide who will investigate. A Form Teacher receiving a report directly from a child or witnessing bullying will investigate and report to the Head of Year. The Assistant Head (Year 7 & 8) should be informed of all incidents of bullying by the Heads of Year.

In **Years 9 and above**, incidents not witnessed by Housemasters should be reported to the Housemaster who will decide whether s/he or the Tutor will investigate. A Housemaster receiving a report directly from a child or witnessing bullying will investigate. A Tutor receiving a report directly from a tutee will always consult with his/her Housemaster.

Where the bullying appears to be cross-houses, the Housemaster will liaise with the relevant Assistant Head to determine lead responsibility.

All incidents of bullying must be recorded and forwarded (in the Senior School via the Friday emails) to the Principal Deputy Head who keeps a central log; in the Junior School, the Assistant Principal; in the Pre-Preparatory School, the Deputy Principal).

For incidents of bullying which are about ethnic or religious background or sexuality, the senior deputy in each school must be informed.

### 7.2 Legal requirements

The law requires that the Head Master must:

- determine the more detailed measures (rules, rewards, sanctions and behaviour management strategies) on behaviour and discipline that form the **school's behaviour policy**, acting in accordance with the governing body's statement of principles in so doing. The policy determined by the Head Master must include measures to be taken with a view to "encouraging good behaviour and respect for others on the part of pupils and, in particular, **preventing all forms of bullying among pupils**";
- **publicise the measures** in the behaviour policy and draw them to the attention of pupils, parents and staff at least once a year;
- determine and ensure the implementation of a **policy for the pastoral care of the pupils**;
- ensure the **maintenance of good order and discipline** at all times during the school day (including the midday break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.

The law requires that teachers must:

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to them, which includes ensuring as far as possible that pupils are free from bullying and harassment; and
- all staff must apply the school rewards and sanctions lawfully.

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While bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

### **7.3 When and where bullying is most likely to happen in the Senior School: guidance to staff**

Bullying can take place anywhere at any time; however, it is most likely to happen outside normal lesson time in communal areas such as:

- Designated social areas e.g. Parade Ground, Garner Quad, Dyne House foyer and terrace, the Dining Hall.
- Corridors and stairwells
- Changing rooms and toilets
- Computer rooms

To reduce the likelihood of bullying taking place in these areas, the following preventative measures have been put in place:

- Staff Duty Rota - to ensure effective supervision in the main communal areas at break time, lunchtime and after School in the village until 4.30pm.
- SMT Patrol Rota – to ensure that the Duty Rota is effectively enforced.
- Reminders to staff (at briefings and via email) about the importance of carrying out duties.
- Guidance to staff about the necessity for punctuality to lessons, and for pro-active monitoring of pupils' behaviour whilst moving between lessons.
- Supervision of the changing rooms by members of the P.E department.
- Supervision and remote monitoring of computer facilities.
- Password protected pupil accounts.
- Restricted access, at School, to the following internet sites: Facebook, MySpace; Youtube, Bebo, MSMessaging.
- CCTV cameras in DH Foyer, Parade Ground, Sixth Form Common Rooms and other communal areas (including St Michael's path).

### **7.4 Where and when bullying is most likely to happen in the Junior School: guidance to staff**

Bullying can take place anywhere at anytime; however, it is most likely to happen outside normal lesson time in communal areas such as:

- Designated social areas e.g. Cholmeley playground, Fives Courts, behind Ingleholme, behind the old Craft Room, the Pavilion steps and in front of Senior Field
- Corridors and stairwells
- Changing rooms and toilets
- Cloakrooms
- In the Dining Hall
- Ingleholme basement

To reduce the likelihood of bullying taking place in these areas, the following preventative measures have been put in place:

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- Staff Duty Rota - to ensure permanent supervision in the main communal areas at break time, lunchtime and after School until 4:15 pm.
- Staff in Form Rooms from 8:15am each morning
- Principal in main playground from 8:05am until 8:25am every morning before school
- SMT Patrol Rota – to ensure that the Duty Rota is effectively enforced.
- Reminders to staff (at briefings and via email) about the importance of carrying out duties
- Guidance to staff about the necessity for punctuality to lessons and form time at the beginning and end of each day, pro-active monitoring of pupils' behaviour whilst moving between lessons, pro-active monitoring of pupil movement to, during and from lunch
- Teaching staff eating their lunch with children (duty guidance for staff states that no more than two adults should be together on any table in the DH)
- Duty/Support staff check toilets during the school day
- Supervision of the changing rooms by a minimum of two members of teaching or support staff and two members of the P.E Department.
- Supervision of the cloakrooms (including Ingleholme basement).
- No access, at School, to the following internet sites: Facebook, MySpace; Youtube, Bebo, MSMessaging.
- CCTV cameras in playground, outside main Cholmeley entrance.
- 'Dummy' cameras in cloakrooms
- No pupils are allowed mobile phones whilst at school.

### 7.5 Reference

This document has been prepared with reference to the DCSF guidance documents *Safe to Learn: Embedding anti-bullying work in schools*.