



HEADINGTON
SCHOOL · OXFORD

Anti-bullying Policy

Senior and Prep School (including EYFS)

Reviewed by:	Senior School Deputy Head Pastoral Prep School Head of Pastoral
Date of last Review	3 Sep 18
Next Review Date:	In line with legislative updates
Meets:	ISI 10a NMS 12

This Policy applies equally to EYFS, KS1, KS2, KS3, KS4 and KS5. It can be found on the School website and is available to parents on request.

Headington School's Anti-bullying Policy has been written with careful regard to DfE advice '*Preventing and Tackling Bullying (2013)*' as well as *KCSIE (2018)*. It should be read in conjunction with the School's Behaviour, Rewards and Sanctions Policy and other relevant policies, for example Cyberbullying and Safeguarding. These Policies can be found on the School website and are available to parents upon request.

- (i) Headington School's ethos aims to create an atmosphere of mutual trust, respect and tolerance amongst all members of its community. Bullying, in any form, is totally unacceptable and will not be tolerated. This Policy complements the Safeguarding Policy and the Pastoral Policy in its care and concern for the welfare of the individual.

The aim is to concentrate on developing good, positive relationships between pupils, creating an environment where bullying is unable to flourish.

- (ii) Bullying may be defined as the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal, cyber (including social media, chat room and SMS messages – see Cyberbullying Policy), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are racist, sexist, sexual, homophobic, religious, cultural, SEN; or focus on disabilities or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time. What some might dismiss as 'joking' or 'banter' can be extremely hurtful: such behaviour conflicts directly with the school's ethos and should never be condoned by any part of the community. We always treat bullying very seriously. It conflicts sharply with the School's Equal Opportunities Policy, as well as with its social and moral principles.

Where an allegation of bullying initially cannot be proven, the situation will be closely monitored and full support will be given to all parties.

- (iii) Headington School sees bullying as a very serious issue which can cause psychological damage and in extreme cases may lead to suicide. Although bullying is not a specific criminal offense, we are aware that there are criminal laws which apply to harassment and threatening behaviour.
- (iv) If an incident of bullying is reported, the School will deal promptly and effectively with any allegation or reports, adopting the following procedures:
- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
 - He/she will inform either the Head of Year or Head of Section in the Senior School; Head of Key Stage or Head of Pastoral Care and then, if appropriate, to the Head in the Prep School.

- That person will calmly explain the range of disciplinary measures that are potentially involved.
- In the Senior School the victim will be interviewed by the Head of Section, and asked to write an account of events. In the Prep School the victim will be interviewed by the Head of Key Stage or Head of Prep and may be accompanied by her classteacher. Notes are made of events on behalf of the pupil.
- The alleged bully, together with all others who were involved, will be interviewed individually by the Head of Section in the Senior School, Head of Key Stage or Head of Pastoral Care in the Prep School, and asked to write an immediate account of events. In the Prep School the group is sometimes seen together.
- The incident should be recorded by the appropriate person and passed to the Deputy Head Pastoral in the Senior School, or to the Head in the Prep School.
- In the Senior School all tutors and House Masters or Mistresses should be informed. In very serious incidents, the Headmistress should be informed. In the Prep School all staff should be informed.
- The victim will be interviewed at a later stage by a member of the Pastoral Team in the Senior School/appropriate senior member of staff in the Prep School, separately from the alleged perpetrator. It will be made clear to her why revenge is inappropriate. She will be offered support to develop a strategy to help herself.
- The alleged bully will be interviewed at a later stage by a member of the Pastoral Team in the Senior School/appropriate senior member of staff in the Prep School, separately from the victim, and it will be made clear why their behaviour was inappropriate and caused distress. She will be offered guidance on modifying her behaviour, together with any appropriate disciplinary sanctions.
- The parents/guardians of all parties should be informed and invited into School to discuss the matter. Their support should be sought.
- A way forward, including disciplinary sanctions and counselling, should be agreed.

This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures.

- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place.
- In very serious cases, where a child is felt to be at risk of significant harm, and only after the Headmistress in the Senior School/Head in the Prep School, has been involved, it may be necessary to make a report to the Police or to Children's Social Care. In such cases there are grounds to treat the bullying incident as peer-on-peer abuse (refer to page 6 of this policy) and it will be dealt with following guidance contained within the Safeguarding Policy. However, it is the policy of Headington School to attempt to resolve such issues internally under the School's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.

See Appendix 1- Guidelines and Advice for Pupils, Parents and Staff

- (v) Staff undergo pastoral training in the course of the year where issues of bullying are discussed. They are encouraged to place the highest priority on the effective communication and implementation of this Policy. All staff agree to set an example of respect, kindness and good manners, both in and out of the classroom, towards all members of the school community. Discipline is maintained in a positive quiet, controlled and caring way. Teaching methods that encourage co-operative work and a variety of groupings are used throughout school. Staff regularly remind girls of the adults available to support and listen. Relevant staff members supervise areas of School at break and lunch times to ensure that there is always someone available that pupils can turn to if the need arises.

Girls are encouraged to tell adults if anyone is in trouble or unhappy, so that the necessary help and guidance can quickly be put in place.

- (vi) We take the following preventative measures:

- We use appropriate Assemblies to explain the School policy on bullying and to mark Anti Bullying Week. Our PSHEE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. The programme is structured to enforce the message about community involvement and taking care of each other. Also in the Prep School issues are discussed as they arise, in PSHEE, circle time and form time and each term the children are reminded of the code of behaviour which is on the walls in the classroom.
- Other lessons highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable, and by developing social skills.
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents.
- In the Senior School, we have a strong and experienced Pastoral Team consisting of Tutors, Heads of Year, House Masters and Mistresses, and Heads of Section who support the Deputy Head Pastoral. In the Prep School, all staff have pastoral responsibility with the Head of Pastoral Care taking a whole school role. Staff are trained in handling any incidents as an immediate priority and are alert to possible signs of bullying.
- Our Pastoral Team in the Senior School and the Head and Head of Pastoral Care in the Prep School give support and guidance to other staff on handling and reporting incidents of bullying and on the follow-up procedures for both victim and perpetrator.
- Our trained School Counsellors are an important part of our pastoral support service, providing specialist skills of assessment and counselling. They are available to give confidential advice and counselling support to pupils who can refer themselves to the counsellors when they have social, emotional or behavioural concerns. On occasion, a member of our Pastoral Team may refer a pupil to the School Counsellors.
- In the Senior School, the School Chaplain will give support and guidance to pupils of all faiths who are able to refer themselves to him, perhaps at a

time of family break-up, sickness or bereavement. The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community. In the Prep School the Chaplain is available to provide confidential advice and guidance as requested.

- Staff are always on duty at times when pupils are not in class and patrol the School site, particularly areas such as lunch queues and during break time, where bullying might occur. They are trained to be alert to inappropriate language or behaviour.
 - In Boarding Houses, there are strong teams of Tutors supporting the House Master/Mistress and the Boarding Matrons and Day Matrons, who act *in loco parentis*. The informal house environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. We encourage close contact between the House Master/Mistress and parents/guardians, and would always appropriately make contact if concerned about a pupil's well-being.
 - The Health Centre, Boarding Houses and all Form Rooms in the Senior School display advice on where pupils can seek help, including details of confidential help lines and web sites connecting to external specialists, such as Childline and Samaritans. Similar advice is displayed in the Prep School in main corridors, cloakrooms and in Key Stage 2 pupil planners.
 - All pupils in the Senior School have access to telephone helplines, enabling them to call for support if necessary.
 - In the Senior School, we operate a peer counselling scheme, whereby trained older pupils are encouraged to offer advice and support to younger pupils.
 - In the Senior School, we provide leadership training to our Head Girls and their team of prefects which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.
 - In the Prep School pupils receive training on how to support their peers when dealing with online bullying.
 - Initiation ceremonies designed to cause pain, anxiety or humiliation are banned.
 - We reserve the right to investigate incidents that take place outside school hours, on school visits and trips, and that occur in the vicinity of the School, involving our pupils
 - We welcome feedback from parents and guardians on the effectiveness of our preventative measures.
 - Any deficiency or weaknesses in anti-bullying procedures are remedied without delay.
- (vii) Every member of the School, both staff and students, deserves and expects respect. No bullying, threatening behaviour or bad language are permitted. Everyone is expected to subscribe to the School's Anti-Bullying Policy. Bullying will be fully investigated and sanctions can range from a reprimand, detention, letter home to parents or guardians. Persistent bullying may lead to suspension or expulsion.

(viii) Peer-on-Peer Abuse :-

At Headington we recognise that peer-on-peer abuse may occur between children as young as primary age. Staff are trained to identify blind spots where children may be able to hide, such as tents or play structures. These are supervised closely. Staff are also made aware of signs including, patterns of behaviour between certain children or switching clothes with others and are vigilant in monitoring these children closely. Staff are trained to report any signs of sexual or emotional abuse to the Designated Safeguarding Leads.

For older pupils, a growing form of peer-on-peer abuse involves youth produced sexual imagery, sometimes referred to as 'sexting'. This involves the child or young person (under the age of 18) writing and sharing explicit messages with people they know, or sometimes takes the form of the sharing of images that they, or another child, have created of themselves (still photos or videos). When sexting occurs pupils can be made to feel uncomfortable, pressurised, embarrassed, and frightened. Under the Sexual Offences Act 2003 it is an offence to possess, distribute, show and make indecent images of children. Therefore pupils who are involved in youth produced sexual imagery may be committing an illegal act. The most recent guidance recommends that in incidents where a child creates and shares sexual imagery of themselves with a peer who is also under 18, or where a child shares sexual imagery created by another child under 18 or an adult, or where a child is in possession of sexual imagery created by another child, this should be treated as a safeguarding issue rather than criminalising the child or children involved.

Peer on Peer abuse can take a variety of forms, and can sometimes best be viewed on a spectrum. At one extreme are behaviours that would be defined as bullying, and which would be dealt with following the guidance in this policy; at the other are behaviours of an overt sexual nature often resulting in sexual violence. This type of behaviour is usually criminal and is dealt with following the guidance provided in the Safeguarding Policy. A bullying incident will always be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm which warrants a response under the School's Safeguarding procedures.

More details on peer on peer abuse can be found in the Schools Safeguarding Policy.

Resources/Advice for Parents and Girls

The Senior School has a wide range of helpful books and leaflets for use by the girls and operates a 'Befriender' Scheme should pupils need to talk. The School Counsellors and the School Chaplain are also available for advice and support.

Books

Mellor A : Bullying and how to fight it

Pearce J : Fighting, teasing and bullying : simple and effective ways to help your child

UKCCIS : Sexting in Schools and Colleges: Responding to incidents and safeguarding young people

SWGfL : So you got naked online ...

Organisations which can help

CSCI website

Advisory Centre for Education : 0207 3548321 – parental advice line on all matters concerning schools

The Anti-Bullying Alliance – www.anti-bullyingalliance.org.uk

Kidscape – www.kidscape.org.uk

South West Grid for Learning – www.swgfl.org.uk/sextinghelp APPENDIX 1
(Guidelines and advice for pupils, parents and staff)

Girls

If you are being bullied or you suspect or observe bullying be encouraged to :

- Talk to any adult you trust
- Talk to a prefect in the Senior School, or Head of House or Head Girls/someone you trust in the Prep School.
- Be confident that action will be taken to stop the bullying
- Be a good friend, above all when it is known that someone is unhappy or lonely, and remember to include everyone in your class or House, especially where group work is concerned

If you are being bullied the following responses should help

1. Try and explain to the bully that her words/actions are upsetting; she may not be aware of this. Be firm, look them in the eye and tell them to stop. However, if the bullying continues try not to show your feelings.
2. Walk away quietly and confidently, even if you don't feel that way inside.
3. It might be useful to jot down a few notes about what has happened, to keep it clear in your mind.
 - How often has it happened?
 - Who was involved?
 - Who witnessed what was happening?
 - Where did it happen?
 - What have you done about it?
4. Try and stay in a group as often as possible.
5. Keep away from the 'trouble' spots.
6. The bully will not stop if she thinks she can get away with such behaviour. Give the situation some thought and if it's serious tell a member of staff or ask your friends to tell a member of staff on your behalf.
7. You can always take a friend with you to talk to someone about it.
8. Talk to your parents, or your House master/mistress if you're a boarder, let them know what's going on.

Everyone can help to stop bullying

1. If the girl being bullied is in any danger, get help. If she isn't, stay with her; your presence may ease the situation.
2. Always show that you and your friends disapprove of bullying.
3. Give sympathy and support to girls who are being bullied –If you know of any bullying – tell someone! The victim may be too scared or lonely to tell.

Parents

Problem-solving approaches to bullying which are school-based alone may not always work without the help of the parents, so please support us on this issue.

If your daughter is being bullied

Parents, along with peers, will probably be the first to hear of a bullying incident. They should not dismiss it. In the Senior School, parents should contact the tutor, Head of Section, Deputy Head Pastoral or Headmistress if they are worried. In the Prep School they should contact the class teacher, Head of Key Stage, Head of Pastoral, Deputy Head or Head. It is essential to stay calm, supportive and find out the facts of the situation. The School will keep you informed of how things are progressing.

If your daughter is involved in bullying

It is important to work with the school to modify the patterns of behaviour, which are causing your daughter to bully. Do not panic or blame yourself; these things do happen and the School has mechanisms in place to deal with the issue. It is helpful to recognise some of the reasons why pupils behave in this way from time to time.

Sometimes girls bully others because :

- They are not aware of how hurtful it is
- They are copying the behaviour of older siblings or people they admire
- They have a temporary difficulty integrating in their peer group
- They are encouraged to do so by friends
- They are going through a difficult time personally

To stop your daughter from bullying others

- Help her to understand that what she is doing is unacceptable
- Liaise with the School
- Make time to talk about how things are going at School
- Ensure your daughter has identified an adult at School to whom she can talk

Staff (If you are approached by a girl who is being bullied)

- It is important the girl feels secure. This type of disclosure is difficult to trust anyone with.
- Take every reported incident seriously and take simple notes:
 - Exactly what happened?
 - Who was involved?
 - Who saw what happened?
 - How often has this happened?
 - Where did it happen?
 - Do parents know?

Then pass to the Head of Year, Head of Section in the Senior School or Head of Key Stage, Head of Pastoral or Head in the Prep School.

Further advice

- Provocation can be confused with retaliation in a victim who is reacting out of fear. It can be difficult to establish the facts. **A problem-solving approach,**

which avoids blaming, can be much more effective in clarifying the situation and achieving a change in behaviour. The aim is to resolve the incident as quickly as possible by discussion.

- Seek an apology or restitution and continue to monitor the situation.
- Discuss with colleagues who might know the girl a little better than you do.
- Report the matter to the Head of Section or Deputy Head Pastoral in the Senior School/Head in the Prep School, who will monitor the situation.