



St. James' School
A Woodard School

Anti-bullying Policy

St James' School
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Statement of Intent

The following policy is relevant to all areas of the School.

Bullying of any kind is unacceptable at our school.

We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We wish to teach the positive values of mutual respect, tolerance and self-esteem which allow the individual and School to thrive. We wish to create a sense of community where all pupils are valued and respected, and one which prevents bullying from being a serious problem in the first place.

Bullying of any kind can seriously impact a pupil's welfare and the School take this matter extremely seriously. If bullying does occur, all pupils should be able to tell, and know, that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

What is Bullying?

We define bullying as the conscious desire by an individual or group to hurt, threaten or frighten another individual or group, whether on the grounds of race, religion, culture, gender, sexuality, homophobia, disability, having Special Educational or EAL Needs, or any other pretext. It occurs over time and is persistent. It covers any means, including physical, verbal, emotional, psychological or by electronic communication (including social media, mobile phones, text messages, photographs and email). It includes a variety of situations: principally, perhaps, open "child on child" (Peer on Peer) abuse, but also "adult on child" and even "child on adult". We regard bullying as a very serious offence, with the danger of causing damage of a significant nature, whether physical, emotional or psychological. Our aims are:

- to prevent or stop continuation of bullying behaviour
- to react to incidents of bullying in a reasonable, proportionate and consistent way
- to safeguard the child or children experiencing the bullying and provide support for him/them
- to give support and guidance to the perpetrator(s) which will most likely involve applying disciplinary sanctions to the perpetrator(s) ensuring lessons are learned which will discontinue bullying behaviour

Bullying can be:

- Emotional being unfriendly, excluding, rejecting, isolating, tormenting (e.g. hiding books, threatening gestures)
- Physical aggressive or insulting gestures, including: pushing, kicking, hitting, punching or any use of violence
- Racial racial taunts, graffiti, gestures
- Religious religious taunts or disrespectful behaviour towards people of other religions
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as: email, internet, chat room or social medial misuse, text messaging or calls. Misuse of associated technology: e.g. camera and video facilities
- Cultural inappropriate words, deeds or actions relating to other cultures

Department for Education Guidance

- **"Preventing and Tackling Bullying" (updated July 2017)**

This Anti-bullying Policy has particular regard to the 'Preventing and Tackling Bullying' guidance.

Why is it Important to Respond to Bullying?

No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Bullying can cause serious psychological damage and even suicide (although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour). Pupils who are bullying need to learn different ways of behaving.

Objectives of this Policy

We have a responsibility to respond promptly and effectively to issues of bullying.

We must ensure that pupils perceive St James' School to be a safe and friendly place in which to enjoy an education.

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported

- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported
- Bullying will not be tolerated

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- does not want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Bullying should be treated as a child protection concern (see school Safeguarding Policy) and not 'banter' or an inevitable part of growing up. It should be recognised that these issues are likely to occur, and St. James' has procedures in place to deal with them. Groups at particular risk include students who identify as LGBT+, or are

perceived by peers to be LGBT+, and pupils with SEND. Alongside the procedures set out within this policy, pastoral support is available to pupils who become victims of bullying.

Role of parents

The parents of both victims and bullies will be included in the strategies to resolve particular situations and parents will be encouraged to report any concerns to their children's Form Tutor in the first instance and beyond that to the Head of Pre-Prep, Head of Prep or Head of Senior School if appropriate.

This policy will be available to all parents via the School website.

Parents of children involved in bullying will be informed and are likely to be asked to come into School to discuss the problem.

Prevention

The effective training and deployment of staff will take account of the aims of this policy.

If pupils have any concerns about bullying they may report them to any member of staff; their most immediate route will be to speak to their Form Tutor in the first instance. Also available to consult are the Head of Pre-Prep, Head of Prep, Head of Senior, Deputy Head and the Chaplain.

Building up the self-confidence and self-esteem of all pupils is an important preventative measure. Assemblies, Form periods, and PSHE lessons will all address the issues of bullying by seeking to promote decency and resilience, including a counteraction of the 'bystander effect' and encouragement of assertive intervention and will include discussion of differences between people and the importance of avoiding prejudiced-based language.

The School will aim to create an inclusive and safe environment where pupils can openly discuss the cause of their bullying, without fear of further bullying or discrimination. The School will also aim to provide prompt and appropriate action and support for both the victim and the bully. Where appropriate, strong sanctions will be used. Anyone who continues to bully will have their membership of the School community reviewed by the Headmaster and cannot expect to their education at St James'.

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

1. Writing a set of school rules
2. Signing a behaviour contract
3. Writing stories or poems or drawing pictures about bullying
4. Reading stories about bullying or having them read to a class or assembly
5. Making up role-plays (or using KIDSCAPE role-plays)
6. Actively promoting anti-bullying within the PSHE and Life Skills programme
7. Anti-bullying committee will meet half termly with the Headmaster and the DSL
8. Assembly talks
9. Promoting good relationships amongst pupils, and between pupils and staff
10. Discussion in tutor groups, PSHE lessons and Pupil Council meetings
11. Meetings between senior pupils and members of staff
12. Good lines of communication within the School and with parents
13. Staff discussions at relevant forums
14. Celebrating success
15. Using specific organisations or resources for help with particular problems
16. Work with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.

Procedures

1. Report bullying incidents to Form Tutor, Head of Pre Prep, Prep or Senior Department, the Designated Safeguarding Lead
2. In cases of bullying, the incidents will be recorded on Engage, reported to the DSL who will record this in the whole school bullying log
3. In serious cases parents should be informed and will be invited to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place in line with the School disciplinary policy
2. In serious cases, isolation, suspension or even exclusion will be considered
3. If possible, the pupils will be reconciled

4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place
5. Pastoral support is offered to both the bully and the victim

Reporting

Reporting bullying must be seen by pupils as important and easy to do. Staff must be approachable and pupils are regularly reminded of channels of communication during assemblies and form periods. The pupil may well report bullying via another pupil or it may be the case that bullying is not reported but seen by another pupil or member of staff. Staff must report all incidents of bullying either to the Head of Pre-Prep, Head of Prep, or the Assistant Head (Pastoral). All members of the School community are encouraged to report any case of bullying to the Tutor or to an appropriate member of staff. Bullying incidents and the action taken will be recorded. Extremely serious cases where there is a risk of serious harm should be reported immediately to the Designated Safeguarding Lead who will report promptly to children's services whose contact details can be found in the Safeguarding Policy.

Pupils are aware that they will be listened to and that incidents will be acted on appropriately and sensitively. Pupils are also encouraged to raise any concerns with cyber-bullying or other bullying which they are experiencing outside of school and the school will act and discipline pupils as needed.

All anti-bullying instances are recorded on the school management system and a termly audit takes place within each department.

Any patterns of behaviours are then reported to the Headmaster for review.

Cyber-bullying

The use of technology such as mobile phones and the Internet to intimidate others is an increasing national trend. Bullying by social media, text, e-mail or phone call often leaves no physical scars but can be highly intrusive and hurtful. The School will enforce strictly its policies with regard to the use of mobile phones and the Internet and will continue to monitor closely all e-communications used on the School site. Further details on these matters can be found in the Email, Internet and Social Media Policy. The School reserves the right to view electronic material held or accessed by any pupil in school including their email account and their mobile phone.

Where any form of cyber bullying affects another pupil in the School or may bring the reputation of the School into disrepute, the School reserves the right to be involved whether the electronic material was produced within the School or outside. Pupils must be aware that some forms and levels of cyber bullying are illegal and the

School will inform the police when necessary.

Peer-on-peer abuse

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

Staff should be aware that abusive behaviour amongst peers can put children in danger; abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This may include (but is not limited to) bullying (including cyber bullying) gender based violence/sexual assaults, sexting, homophobic, biphobic or transphobic bullying. Finally, as regarding any safeguarding issue, all members of the community are asked to cultivate an understanding that 'it could happen here' and be prepared to 'think the unthinkable'

Boarders

As it states in our Boarding Principles, within the Boarding community children should feel safe and secure, free from the threat of all forms of bullying and in an environment where they can be happy, healthy and fulfilled.

St James' School recognises the very significant additional responsibilities the School has towards those resident in the School's Boarding House with respect to pastoral and safeguarding matters, and these responsibilities are taken very seriously. The Houseparents are responsible for inducting the boarders in all pastoral matters, and provide the first point of contact for all concerns and the children's immediate needs. Specifically, with respect to the antibullying policy, the following additional points apply:

- there are no 'initiation ceremonies' for boarders intended to cause pain,

anxiety or humiliation

- children who are being bullied are suitably supported, and children who may bully others are also given suitable help and guidance

The Houseparents in charge hold extensive further documentation on matters relating to pastoral care in the Boarding House. Specific contacts available to the boarders can be found in the Boarders' Handbook.

HELP ORGANISATIONS:

- Advisory Centre for Education (ACE) 0808 800 5793
- Children's Legal Centre 0845 345 4345
- KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1205 204
- Parentline Plus 0808 800 2222
- Youth Access 020 8772 9900
- Bullying Online www.bullying.co.uk
- Frank 0300 123 6000
- Childline 0800 1111
- Samaritans 116 123
- NSPCC 0800 1111
- Anne Longfield OBE, The Children's Commissioner Telephone: 02077838330 or 0800 528 0731 www.childrenscommissioner.gov.uk

Further Contacts:

- Independent Schools' Inspectorate: 0207 600 0100
- Whistleblowing helpline: 08000 724 725
- NSPCC Whistleblowing Helpline
Telephone: 0800 0280285
Email: help@nspcc.org.uk

Visit the Kidscape website www.kidscape.org.uk for further support, links and advice.

The policy will be displayed:

- In the School's Policy Bank
- On the School's website

Policy	Date Approved	Body Approved	Author	Date of next review
Anti-Bullying Policy	September 2020	Academic	Headmaster	September 2021



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