St Joseph's College

ANTI-BULLYING POLICY

THIS POLICY LINKS WITH:

- **BEHAVIOUR MANAGEMENT POLICY**
- **DISABILITY EQUALITY SCHEME & ACCESSIBILITY PLAN**
- **EXCLUSION POLICY**
- **EQUAL OPPORTUNITIES POLICY & PLAN**
- **ATTENDANCE AND PUNCTUALITY POLICY**
- **STUDENT GUIDELINES FOR NETWORK AND INTERNET USE**
- **STAFF ICT ACCEPTABLE USE POLICY**
- **SAFEGUARDING: CHILD PROTECTION**
- **SAFEGUARDING: E-SAFETY**

Date of Latest Review:	February 2021
Next Review Date:	February 2023
Policy Available for Staff at:	Staff Handbook
Policy Available for Parents at:	On Request
Headteacher:	Ms M Roberts

St Joseph's College
Anti-Bullying Policy

BULLYING IN ALL ITS FORMS — VERBAL, PHYSICAL OR RELATIONAL — IS UNACCEPTABLE AND A CONTRADICTION OF THE SCHOOL'S FIRST AIM:

"THAT WE VALUE EACH OTHER AS MADE IN THE IMAGE AND LIKENESS OF GOD"

The law states that: all state schools must have measures in place to prevent all forms of bullying among pupils.

The aim of the anti-bullying policy is to reduce and prevent bullying in and around school and to make the school a safe, secure and caring environment. It is important to make the victims of bullying aware that there is help and support available and that they should not suffer in silence as any form of bullying will not be tolerated. Only when these issues are addressed will pupils be able to benefit from the opportunities available in school.

Philosophy
We believe that for everyone to benefit from our learning community, St Joseph's College should be a place where students, staff, helpers, families and other visitors are made to feel welcome and comfortable and where everyone is treated with respect in an atmosphere free from intimidation.

We believe that all children and young people have the right to protection from harm, neglect and abuse and that their wellbeing is of paramount importance.   St Joseph's College aims to ensure good relationships between, and good behaviour towards, all members of its community and that learning and personal development takes place in a climate of trust, safety and confidence.

The college has a system of rewards which aims to motivate and encourage students as well as helping to build individual self-confidence and self-esteem. St Joseph's College values everyone's unique contribution to our community.

Everyone has a responsibility for safeguarding and promoting the wellbeing of all students and all staff have a duty of care, to ensure our students are protected from harm.

Principles
The school will:
- Adopt a multi-strand approach to preventing and tackling bullying: proactive strategies, peer support strategies and reactive strategies.
- Adopt a definition of bullying that is agreed across the school and with stakeholders.
- Have a consistent approach to any bullying incidents that occur.
- Raise awareness of bullying and promote positive relationships based on mutual respect.
- Seek to involve all stakeholders in the implementation and monitoring of this policy.
- Promote positive action to prevent bullying through our Personal Development and Citizenship programmes and related activities.
- Provide support for all members of the college community that may be involved in dealing with an incident of bullying.
- Provide appropriate training for both staff and students to support the implementation of the policy across the college.
- Ensure fair treatment for all, regardless of age, culture, disability, gender, religion or sexuality, and encourage understanding and tolerance of different social, religious and cultural backgrounds.
- Address with anyone involved with bullying, their problematic behaviour in a fair and firm manner in line with the college's Behaviour Management Policy, providing support to enable them to change their behaviour.

- Report to the police and other authorities where appropriate.

Definition of Bullying

'Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'.

(Department for Children, Schools and Families (2007), *Safe to Learn*)

There are various forms of bullying which include:

- **Physical** – e.g. hitting, kicking, taking belongings.
- **Verbal** – e.g. name calling, insulting, racist remarks.
- **Relational** – e.g. spreading malicious rumours, excluding individuals from social groups, family feuds brought into school.
- **Cyber** – e.g. use of email, social networking sites, mobile phone messaging to spread rumours, make malicious comments. (further information for reference in appendix 1)

Cyber Bullying

'[Cyber-bullying] is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend him or herself.'

(Department for Education (2006) Research Brief: *An Investigation into Cyberbullying*)

Cyber bullying has similar features to other forms of bullying but also has distinct characteristics:
- There is the possibility of 24 hour contact
- A significant audience can be reached rapidly
- It can be difficult to trace the perpetrators
- The perception of anonymity makes it more likely to say things that would not be said face to face.

St Joseph's College will act wherever possible to support students who are victims of cyber bullying. In cases where cyber bullying occurs while pupils are outside our direct supervision the headteacher may exercise powers granted by the Education and Inspections Act 2006 that enables them to police cyber bullying carried out by pupils even at home:

'[The headteacher] may, to such extent as is reasonable, include measures to be taken with a view to regulating the conduct of pupils at a time when they are not on the premises of the school and are not under the lawful control or charge of a member of the staff of the school.'
(Education and Inspections Act, 2006: section 90-1)

Although cyber bullying is not a specific criminal offence, there are criminal laws that can apply in terms of harassment and threatening and menacing communications. The headteacher may contact the police if they feel that the law has been broken.

Roles and Responsibilities

The Head Teacher is ultimately responsible for the well-being of all students and staff. All staff, students, parents and governors should be made aware of the policy along side awareness being raised of the issues associated with bullying in schools.
The Deputy Headteacher (Mrs C Slattery) has been designated to oversee the well-being of students. Her role includes the following responsibilities:

- To ensure all staff are aware of the contents of the 'Anti-Bullying Policy' and that its procedures are adhered to.
- To liaise with appropriate staff to ensure the implementation of whole school initiatives to highlight aspects of bullying, including Anti-Bullying Week.
- To ensure the use of appropriate assemblies to highlight aspects of bullying, including Anti-Bullying Week
- To monitor and record all reports of incidents of bullying.
- To ensure the appropriate Head of Year monitors students involved in bullying and promotes positive communication between the college and parents / careers.
- To liaise with the police as necessary.
- To liaise with the network manager over the monitoring of the network use. Any student violating the E-Safety Policy will be sanctioned.

School staff have the following responsibilities:
- Staff should be alert to any potential incident of bullying and intervene when instances are noticed.
- Minor incidents of disagreement should be addressed by form tutors/subject teachers.
- Incidents that potentially constitute bullying should be referred to the students' form tutors who will liaise with the Head of Year over action to be taken.
- The Head of Year and member of SLT overseeing the relevant key stage, are responsible for clarifying the facts through thorough investigation and taking statements from all students involved.
- The Head of Year (SLT), having clarified the facts, will inform the DeputyHeadteacher. All parents / carers of the students involved will be informed. The incident will be recorded by the member of SLT overseeing the key stage through the college's CPOMS system. The Head of Year will liaise with the Headteacher /Deputy Headteacher with responsibility for pastoral care regarding the sanction.

Students have the following responsibilities:
- Ensuring that previous recipients of bullying are not isolated from groups of friends.
- Informing a member of staff that bullying is happening.
- Encouraging the recipient to join in activities and groups.
- Discussion and consideration of bullying issues in PD lessons and tutor time.

Parents and careers have the following responsibilities:
- To inform the appropriate Head of Year /Asst Headteacher / Deputy Headteacher of any concerns regarding bullying issues as soon as practically possible.

St Joseph's College Response to Bullying

Proactive Strategies:

- Ensuring that there is a promotion of an open and honest anti-bullying ethos in the school
- Personal Development programme that discusses issues such as diversity and anti-bullying message
- Scheduled anti- bullying week
- Assemblies both whole school, House and form that promote a sense of community
- Class discussions and role plays in Drama, English and RE that draw out anti – bullying messages
- Acceptable Internet Use policy is signed by all.
- E-safety as part of the KS3 curriculum..
- On-going staff induction and training programme
- Adequate staff supervision at lunch and break times
- Appointment and effective deployment of prefects
- Clear and consistently applied policies for behaviour and uniform
- Assertiveness training for students.
- Outside agency support to promote self-esteem and confidence.
- Chaplaincy support.

Peer Support Strategies:

- Peer mentoring
- Buddy Systems
- Outside agency work in group settings
- Anti-bullying ambassadors
- 'Safe space' that students can go to with problems/if they are feeling lonely

Reactive Strategies:

Bullying is usually at least a Level 5 offence in the college's Behaviour Management Policy. Following appropriate investigation and considering the circumstances and history, any of these strategies may be applied in line with the college's Behaviour Management policy:-

- Friday Night Detention
- Internal seclusion
- Fixed term exclusion
- Permanent exclusion
- Restorative approaches
- Referral for counselling
- Written or verbal apology
- Parent/carer interview with HoY and/or Deputy Headteacher with responsibility for pastoral care leading to parental assistance in applying support or strategies or deterrents as necessary
- Referral to external agencies eg: Social Services, Educational Psychologist, Police,
- Referral to external agencies eg: Changes, Young MIND, CAMHS

Allegations against staff

St. Joseph's College believes that all members of the school community are entitled to protection from bullying. Inappropriate behaviour between students or staff will not be tolerated and any concerns or allegations of impropriety will be dealt with quickly, fairly and sensitively through the Grievance Procedure Policy.

Any staff disclosing information, regarding inappropriate behaviour by colleagues, will be listened to and supported by the senior leadership team.

Evaluation and Monitoring

This policy will be updated every two years or as new guidance is produced.   Monitoring of the policy will involve consideration of the following information:

- any reduction in the number of incidents referred for attention.
- tracking of incidents through the college's CPOMS system.
- monitoring individual students with a view to improved circumstances.
- positive feedback from parents, students and staff.
- monitoring of the willingness in students to report instances of concern.
- tracking of incidents to inform future decisions on availability of network and infrastructure that can access the internet.

Key Safety Advice

For Children & Young People

11. Make sure you:
- Tell an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence
- Tell the provider of the service
- Check the service provider's website to see where to report incidents
- Tell your school – your form tutor/Head of Year/any member of staff can help you.

12. Any photos posted online that were taken on the school premises should be reported immediately.

13. Finally, don't just stand there – if you see cyber-bullying going on, support the recipient and report the

4. Think before you send – whatever you send can be made public very quickly and could stay online forever. If you wouldn't say it, don't type it.

5. Don't 'friend' or follow people in school that you wouldn't speak to in 'real life'.

6. Don't 'friend' or follow people just because your friends are.

7. Treat your password like your toothbrush
– keep it to yourself. Only give your mobile number or personal email address to trusted friends.

8. Block the bully – learn how to block or report someone who is behaving badly.

9. Don't retaliate or reply!

10. Save the evidence – learn how to keep records of offending messages, pictures or online conversations.

Key Safety Advice

For Parents & Carers

1. Be aware, your child may as likely cyberbully as be a target of cyber-bullying. Be alert to your child seeming upset after using the internet or their mobile phone. This might involve subtle comments or changes in relationships with friends. They might be unwilling to talk or be secretive about their online activities and mobile phone use.

2. Talk with your children and understand the ways in which they are using the internet and their mobile phone. See the nine key messages for children (on the left) to get you started.

3. Use the tools on the service and turn on in-built internet safety features.

4. Remind your child not to retaliate.

5. Remember your child should not have a 'Facebook' account until they are 13 years of age.

5. Keep the evidence of offending emails, text messages or online conversations.

6. Report cyber-bullying:
- Contact your child's school if it involves another student, so that they can take appropriate action.
- Contact the service provider.
- If the cyber-bullying is a potential criminal offence, you may wish to consider contacting the police

The table below explores the range of ways today's technology can be used.		
Technology:	**Great For:**	**Examples of Misuse:**
Mobile Phone	Keeping in touch by voice or text, taking and sending pictures and film, listening to music, playing games, going online and sending emails. Useful in emergency situations and for allowing children a greater sense of independence.	Sending nasty calls or text messages, including threats, intimidation, and harassment. Taking and sharing humiliating and/or inappropriate images. Videoing other people being harassed and sending these to other phones or internet sites.
Chatrooms & message boards	Groups of people around the world can text or voice chat live about common interests. For young people, this can be an easy way to meet new people and explore issues which they are too shy to talk about in person.	Sending nasty or threatening anonymous messages. Groups of people deciding to pick on or ignore individuals. Making friends under false pretences – people pretending to be someone they're not in order to get personal information that they can misuse in a range of ways – e.g. by spreading secrets or blackmailing.
Emails	Sending electronic letters, pictures and other files quickly and cheaply anywhere in the world.	Sending nasty or threatening messages. Forwarding unsuitable content including images and video clips, or sending computer viruses. Accessing someone else's account, e.g. to forward personal emails or delete emails.
Webcams	Taking pictures or recording messages. Being able to see and talk to someone live on your computer screen. Bringing far-off places to life or video conferencing.	Making and sending Inappropriate content. Persuading or threatening young people to act in inappropriate ways. Using inappropriate recordings to manipulate young people.
Social network Sites	Socialising with your friends and making new ones within online communities. Allowing young people to be creative online, even publishing online music. Personalising homepages and profiles, creating and uploading content.	Posting nasty comments, humiliating images / video. Accessing another person's account details and sending unpleasant messages, deleting information or making private information public. Groups of people picking on individuals by excluding them. Creating fake profiles to pretend to be someone else, e.g. to bully, harass or get the person into trouble.
Video hosting Sites	Accessing useful educational, entertaining and original creative video content and uploading your own.	Posting embarrassing, humiliating film of someone.
Virtual Learning Environment	School site, usually available from home and school, set up for tracking and recording student assignments, tests and activities, with message boards, chat and IM.	Posting inappropriate messages or images. Hacking into someone else's account to post inappropriate comments or delete schoolwork.
Gaming sites Consoles & Virtual worlds	Live text or voice chat during online gaming between players across the world, or on handheld consoles with people in the same local area. Virtual worlds let users design their own avatars – a figure that represents them in the virtual world.	Name-calling, making abusive / derogatory remarks. Players may pick on weaker or less experienced users, repeatedly killing their characters. Forwarding unwanted messages to other devices in the immediate vicinity.

When & How to Contact the Service Provider:

Mobile Phones: All UK mobile phone operators have nuisance call centres set up and / or procedures in place to deal with such instances. They may be able to change the number of the person being bullied. Mobile operators cannot bar a particular number from contacting a phone, but some phone handsets do have this capacity. Action can be taken against the bully's phone account (e.g. blocking their account) only with police involvement.	02: ncb@02.com or 08705214000
	Vodafone: 191 from a Vodafone phone or 08700700191 for Pay Monthly customers and 08700776655 for Pay as you Go.
	3: Call 333 from a 3 phone or 08707330333.
	Orange: Call 450 on an Orange phone or 07973100450 for Pay as you Go, or 150 or 07973100150 for Pay Monthly.
	T-Mobile: Call 150 on a T-Mobile phone or 08454125000. Video-hosting sites:
Social networking sites (e.g., Facebook, Instagram, Twitter): It is good practice for social network providers to make reporting incidents of cyber-bullying easy, and thus have clear, accessible and prominent reporting features. Many of these reporting features will be within the profiles themselves, so they are 'handy' for the user. If social network sites do receive reports about cyber-bullying, they will investigate and can remove content that is illegal or break their terms and conditions in other ways. They can delete the account of those who have broken the rules.	**Facebook:** Once you are on the person's page, click the "..." button. The "..." button is located at bottom right hand corner of the cover photo. It is next to the buttons "Add Friend" and "Message." Once you click the "..." button, a window will pop up. On this window, find "Report" and click it.
	Instagram: To report someone's account, go to their profile and click next to their username. Select Report user. Then click the type of account you want to report and follow the on-screen instructions. To report a post, click below the post. Then click Report inappropriate and follow the on-screen instructions. Keep in mind that you can also report abuse while using the Instagram app.
	Twitter: Navigate to the Tweet you'd like to report on twitter.com or from the Twitter for iOS or Android app. Click or tap the icon. Select Report. Select It's abusive or harmful. Next, you'll be asked to provide more information about the issue you're reporting.

Video-hosting Sites: It is possible to get content taken down from video-hosting sites, though the content will need to be illegal or have broken the terms of service of the site in other ways. On YouTube, perhaps the most well-known of such sites, it is possible to report content to the site provider as inappropriate. In order to do this, you will need to create an account (this is free) and log in, and then you will have the option to 'flag content as inappropriate'. The option to flag the content is under the video content itself. YouTube provides information on what is considered inappropriate in its terms of service. **See www.youtube.com/t/terms**

Chatrooms, individual website owners / forums, message board hosts: It is good practice for chat providers to have a clear and prominent reporting mechanism to enable the user to contact the service provider. Users that abuse the service can have their account deleted. Some services may be moderated, and the moderators will warn users posting abusive comments or take down content that breaks their terms of use.

Appendix 2 - Further Sources of Information

Specialist organisations:

The Anti-Bullying Alliance (ABA): Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues.

NSPCC: The national organisation with support for children, parents and professionals.

CEOP: The Child Exploitation and Online Protection Centre maintains a website for children and young people and parents and carers about staying safe online through **Think U Know**.

Kidscape: Charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people.

Restorative Justice Council: Includes 'Resorative Practice in Education' (Feb 2021)

Cyber-bullying:

ChildNet International: Specialist resources for young people to raise awareness of online safety and how to protect themselves.