



## **ANTI-BULLYING POLICY**

### **Aims and objectives**

As part of its Safeguarding role, the College aims to teach the value of integrity, morality and a concern for others and to develop pupils' self-confidence and independence so that they are well-equipped to play an active role in society.

The College's Code of Conduct requires us all to show courtesy, respect and tolerance for others.

All members of the College community (pupils, teachers and operational staff) should be free from fear of bullying. Everyone should feel able to speak out and report any concerns about bullying in the knowledge that they will be listened to and that the matter will be investigated.

### **Bullying is not tolerated at Dulwich College.**

Bullying is viewed as a serious offence which in extreme cases may result in permanent exclusion from the College.

Any form of bullying (including cyber-bullying) is unacceptable and totally against our ethos.

Bullying can cause serious psychological damage and even lead to suicide.

### **Definition of bullying**

Bullying is any behaviour which is intended to hurt someone in any way or to make someone feel uncomfortable or unhappy. Bullying can take many forms and can include:

- Emotional, psychological or physical abuse and other forms of victimisation;
- Threatening or aggressive behaviour;
- Making offensive comments about someone (including comments related to their race, religion, sexuality, disability or a special educational need);
- Taunting, mocking, name calling, teasing or saying untrue things about a person;
- Pushing, hitting or kicking;
- Taking money or other things from a person, without their consent or by use of force or pressure;
- Excluding people from groups;
- Spreading hurtful and untruthful rumours;

- Initiation ceremonies intended to cause pain, anxiety or humiliation; and
- Cyber-bullying (see below).

Although bullying sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others, and over a period of time.

### **Cyber-bullying**

The term “cyber-bullying” includes:

- Bullying by texts or messages or calls on mobile phones;
- Use of mobile phone cameras to cause distress, fear or humiliation;
- Posting threatening, abusive, defamatory, or humiliating material on websites;
- Hi-jacking email accounts (using someone else’s identity);
- Making threatening, abusive, defamatory or humiliating remarks in chatrooms;
- Posting threatening, abusive, defamatory or humiliating material on reunion or networking sites.

### **Location**

Bullying can take place inside and outside the classroom, and inside and outside school.

### **Prevention**

In the safe, tolerant and respectful environment for which we aim, we seek to prevent bullying through:

- our Wellbeing programme,
- tutor groups,
- assemblies,
- the celebration of positive behaviour,

as well as through the actions, example and words of staff working in partnership with parents to deliver a consistent message that bullying is unacceptable.

By keeping our **Core Values** at the heart of the Junior School (including ‘**Do the right thing**’ and ‘**Care for others**’), we make clear that bullying is totally unacceptable.

Where bullying, or suspected bullying, does occur, it can be prevented from any escalation by the vigilance and timely intervention of staff, all of whom regularly receive training in identifying and dealing with bullying.

Reporting of unacceptable behaviour to relevant colleagues, and careful record-keeping, allow our pastoral teams to identify emerging patterns of unacceptable behaviour and intervene before they develop into significant trends.

*When and where bullying is most likely to happen: 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. Playground and the Astro turf area.
- Corridors and stairwells.
- Changing rooms and toilets.
- Walking in between lessons (for example to the Music School or DT/Art block).
- During clubs
- When doing an activity that is not led by Staff members

*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 permanent supervision in the main communal areas before school, at break time, lunchtime and after school until 4pm.
- Reminders to staff (at briefings and via email) about the importance of being vigilant when carrying out duties
- Guidance to staff about the necessity for punctuality to lessons and supervision at the beginning and end of each day
- Teaching staff eating their lunch with children
- Supervision of the changing rooms.
- No access, at school, to Social Networking accounts for pupils.
- ESafety is taught within their Computing lessons, including cyberbullying, and discussed in Wellbeing lessons. Internet Safety Day is celebrated each year.
- Teachers and Support staff to accompany children in Years 3 and 4 to lessons that occur outside the Junior School and to/from lunch.
- Pupils' mobile phones handed into the Junior School office for the duration of the school day.

- Mobile phone numbers of pupils kept on record in case they need to be referenced against offensive calls or text messages.

Everyone in the Junior School has the ability to contribute towards making the School a safe and happy place where bullying will have no place and where bullying behaviour will be challenged and eliminated. It is the duty of all staff to ensure that bullying remains totally alien to the culture of the College. Staff who have concerns about bullying should tell an appropriate person, (in most cases this will initially be the pupil's Form Tutor or the Deputy Head).

*Staff can and should:*

- Be familiar with the definition of bullying
- 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
- Monitor changes in pupils' or colleagues' behaviour (e.g. becoming shy, nervous or withdrawn; pretending to be ill; taking unusual absences; in the case of children, clinging to adults, excessive visiting of Medical Centre)
- Ensure that pupils reporting bullying are listened to sympathetically and their allegations are thoroughly investigated
- Make sure that a person being bullied feels safe and knows how and where to get support
- Make sure that pupils are aware that there are various adults that they can turn to. In the first instance this would be their Form Tutor but could also be other Junior staff and the School Counsellor.
- Ensure that children are aware of the 'pastoral postbox' as a way to seek help if they find it difficult to begin a conversation with an adult.
- Make children aware of external agencies that they can turn to (e.g. Childline)
- Record and report cases of bullying
- Help to foster a climate of respect through their own words and actions
- Prevent the use of inappropriate language (e.g. the casual and pejorative use of the term 'gay')

*To ensure that bullying is unable to take hold in the Junior School, the following procedures will take place:*

- Provision of training to new staff at induction and to all staff regularly, through Inset and briefings

- Promotion of awareness of where and when bullying is most likely to take place and ensure actions are taken to reduce the risk (see above)
- Promotion of the anti-bullying policy and stance on bullying in assemblies and other activities, focussing particularly on this during “Anti-Bullying Week.”
- Ensuring that awareness of bullying is raised and anti-bullying measures are taught through the Wellbeing programme and assemblies. (see Wellbeing curriculum)
- The use of assemblies, presentations, drama workshops and news items 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
- Ensuring that pupils know about the roles they can take in preventing bullying
- Communicating to parents (via handbooks issued at the beginning of each academic year) guidance on anti-bullying measures in the school and make this policy available on request
- Ensuring that parents are confident that the school will take any complaint about bullying seriously
- Reviewing its policy and procedures in the light of data and any complaints
- Informing parents if their child is being bullied or is bullying someone else
- Reviewing its policy and procedures in the light of data and any complaints
- Celebration of the success of anti-bullying measures and a positive culture where no one fears to learn

## **Pupils**

If a pupil feels that they are being bullied, suspects that someone else is being bullied, or has any concern about bullying, they can report this to any adult in the Junior School such as their Form Tutor, Year Group Coordinator, Head of School, the College Counsellor, the Chaplain, their Housemaster, a member of staff in the Medical Centre or anyone else in whom they feel they can confide.

Safeguarding posters are displayed in each classroom encouraging children to seek help if needed.

There is also a ‘Pastoral Postbox’ for those who would like to report a problem anonymously or who would prefer an adult to initiate the conversation.

Pupils who are, or feel that they are, being bullied, will be appropriately supported; pupils who bully others will also receive help and guidance, in addition to any appropriate sanctions.

## Staff

Staff have a duty to understand, support and implement this policy through the following procedures:

*The Head of Junior School's responsibilities are:*

- to 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 College's behaviour policy.
- to publicise the measures in the behaviour policy and draw them to the attention of pupils, parents and staff at least once a year
- to determine and ensure the implementation of a policy for the pastoral care of the pupils
- to ensure the maintenance of good order and discipline at all times during the school day (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 Junior School Deputy Head's responsibilities are:*

- to log all incidents of bullying and works with the pastoral teams to promote awareness of where and when bullying is likely to occur, ensuring that action is taken to reduce the risk, particularly through the staff duty rota
- parents, guardians and carers are informed if an investigation of an allegation that their child is being bullied, or is bullying, is in progress

*Teachers' responsibilities are:*

- to 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
- to apply the school rewards and sanctions lawfully. While bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

## Parents, guardians and carers

Parents who have concerns about bullying should tell an appropriate person. In most cases this is likely to be their child's Form Tutor or Year Head but, where there is a cause for serious concern, the Deputy Head, the Head of the Junior School or the Deputy Master Pastoral should be informed in writing. If the problem continues, the Master should then be informed in writing.

## External support

Staff, pupils and parents are made aware of how to access the support offered by agencies with expertise in the prevention or resolution of bullying such as Childline and the Samaritans.

## Procedures for the investigation of bullying and sanctions

The Junior School has a clear set of procedures in place to deal with incidents of bullying (whether reported by staff member, pupil or parents). They are as follows:

1. When an allegation of bullying is made, a “holding” email will be sent to parents explaining that an investigation will take place. A similar conversation will be had with the pupil/s involved.
2. The report of bullying will be investigated as soon as possible.
3. A “Bullying Incident Form” will be completed and saved into “Bullying Incidents” folder in the Staff Documents.
4. The Deputy Head and Head of Junior School will be notified by the Form Tutor if bullying has taken place.
5. In most cases, the Deputy Head and Head of Junior School will add follow up comments on the *Bullying Incident Form* and will feedback to parents as to the results of the investigation.
6. The Deputy Head will record the incident or allegation in the Bullying log and the investigation will be filed.
7. On leaving the Junior School, “Bullying Incident Forms” will be placed in boys’ files and a note will be made on the Pupil Record of Communication which is attached to the envelope in their file.
8. Pupils involved in bullying will also receive other school sanctions, with a detention being the most likely first one.

## Evaluating the effectiveness of this policy

This policy will be reviewed annually and in response to significant data, suggestions for improvement and any complaints.

Revised                                      October 2018

To be reviewed by                      October 2019