



## **ANTI-BULLYING POLICY**

This policy is applicable to all pupils in the school, including those in Boarding and in the EYFS.

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King's Rochester is committed to fostering a spirit of mutual trust between pupils and staff and to creating and sustaining a friendly, supportive, safe and structured environment in which pupils develop confidence and self-esteem and in which they show consideration for the dignity of others.

Bullying is a whole school issue and we take a whole school approach in response. We regard all incidences of bullying equally seriously and in turn expect all staff, pupils and parents to play their part in preventing and tackling bullying.

King's Rochester Anti-Bullying Policy incorporates the DfE advice on "Preventing and Tackling Bullying" (July 2017) and incorporates The Equality Act 2010.

King's Rochester recognises that bullying is wholly unacceptable in any form whether physical, emotional, verbal, or in the form of cyberbullying. All forms of racial, religious, cultural, sexual, sexist, homophobic and cyberbullying are included in this.

Any pupil or parent can play a part in preventing bullying. Anyone with concerns is advised to come forward to speak to a member of staff, which will usually be that child's Class/Form Teacher or Tutor. All such concerns will be taken most seriously and will be investigated immediately. King's Rochester recognises the seriousness of any behaviour which is threatening or harassing, particularly in causing physical and/or emotional harm, and will always seek to protect its pupils and staff robustly from such behaviour.

The School recognises its responsibilities in promoting an anti-bullying culture and aims to:

- Demonstrate that bullying will not be tolerated.
- Take measures to prevent all forms of bullying in the School and during off-site activities.
- Support everyone in identifying and protecting those who might be bullied.
- Demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with bullying.
- Encourage pupils to tell someone if they or others are being bullied.

To achieve these aims all staff are issued with detailed information about procedures within each section of the School, and pupils informed of the following principles:

- Bullying is unacceptable.
- Every member of the School can expect to be treated with respect, dignity and tolerance irrespective of their religious beliefs, sexuality, ethnic background, aptitude or disability.
- Pupils are expected to treat others as they would wish to be treated themselves.
- Members of the School community have both an individual and collective obligation to report any incident of bullying whenever or wherever it might occur, and have a right to expect that appropriate action will be taken to prevent its repetition.
- Those who bully should be aware that action will always be taken, though this may include help and guidance.
- Victims will be entitled to appropriate counselling and support.

## **Aims and Objectives**

It is the responsibility of the whole community, pupils and adults alike, to uphold the values of integrity, morality and concern for others. All members of King's Rochester community have the right to remain free from bullying or the fear of bullying. All members should feel free to be able to report any concerns related to bullying in the certain knowledge that those concerns will be listened to and the matter investigated by those competent to do so. Those who report an incident of bullying or suspected bullying will be able to do so in safety. King's Rochester does not tolerate bullying.

## **Definition of bullying**

Bullying may be defined as: "Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally. It is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sexuality, gender, special educational needs, disability or by being adopted or a carer. It may occur directly or through cyberbullying. "Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies" (see references).

Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal, and emotional means (by excluding, tormenting or spreading malicious rumours). It can also include cyberbullying (through email, text messages, social media, mobile technology and photographs). 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 can happen anywhere and at any time and can involve everyone - pupils, other young people, staff and parents.

## **Definition of Cyberbullying**

"Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others." [www.cyberbullying.org](http://www.cyberbullying.org) Cyberbullying can involve Social Media Sites such as but not limited to, Facebook, Twitter, Instagram and Snapchat, emails and mobile devices used for text messages and for recording audio, photographs and video.

King's Rochester takes regular steps to address cyber bullying including staff, child and parent training on the use of social websites, mobile devices, text messages, digital images and email.

## **Preventative measures**

We put the following preventative measures in place in order to ensure that bullying does not become a problem:

- All new pupils are made aware of the School's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that whistle-blowers who act in good faith will not be penalised and will be supported.
- All new members of staff are given guidance on the School's anti-bullying policy and in how to react to allegations of bullying as part of their induction to the School. They are required to read the School's policy as part of their induction.

- All staff receive training designed to raise confidence in dealing with allegations and incidents of bullying and taking measures to prevent bullying. Training is designed to raise awareness and understanding of the School policy and the legal responsibilities of staff.
- 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 and the importance of avoiding prejudice-based language.
- Other lessons, particularly RS, English, Drama and assemblies 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.
- The School uses national campaigns to raise awareness amongst the School community for example Anti-Bullying Week and Wellbeing Day.
- Reported incidents are recorded and investigated at once. Reported incidents are carefully monitored. Records of any proven incidents are kept securely. In the Pre-Preparatory School they are kept in the office, in the Preparatory and Senior Schools entries are logged digitally in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced pastoral team (Class Teachers, Form/House Tutors, Housemasters/mistresses, Chaplain, Nursing Sisters, Counsellor, Second Deputy and Deputy Heads) who are trained in handling any incidents as an immediate priority and are alert to possible signs of bullying.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling; referral is always made by pastoral staff.
- 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. Staff are always on duty at times when pupils are not in class and moving around the School site.
- Our Medical Centre ('Sisters') displays advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as ChildLine. This information also appears in the Preparatory & Senior Schools' Calendar and in classrooms around the school.
- We provide leadership training to our Prefects which covers the importance of offering support and assistance to younger and vulnerable pupils and we discuss the role of being 'Buddy' as a Preparatory School pupil to Pre-Preparatory pupils.
- 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.

### **Cyberbullying – preventative measures**

In addition to the preventative measures described above we recognise the pervasive nature of cyber bullying and the School:

Pupils in year groups 6, 7 and 8 are required to bring tablets to school for use in lessons. These pupils are given a clear set of rules to follow in their use of tablets in school which are designed to reinforce the prevention of cyberbullying. There are also clear guidelines in place for the use of mobile devices, for example the 'Use of Mobile Devices' policy.

The School:

- Expects all pupils to adhere to its Acceptable Use Policy (AUP) and its Mobile Device Policy. Certain sites are blocked by our filtering system and our ICT Helpdesk Department and Designated Safeguard lead monitor pupils' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all pupils, from Year 3, with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyberbullying via the PSHEE curriculum, in computing lessons and through lectures.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe at an age appropriate level.
- Prohibits the use of cameras on mobile devices in washing and changing areas.
- Prohibits the use of pupil's personal mobile devices whilst on school site in the Preparatory School. Year 6, 7 and 8 have to hand in their phone at the beginning of the day and collect their phone at the end of the School day.

### **Procedures for dealing with bullying in the Senior School**

**Pupils:** If a pupil is being bullied or suspects that someone else is being bullied it is important that they tell someone who may be able to help. This may be a friend, a Sixth Former or Prefect, House Tutor, a Housemaster/mistress, the School nurse or anyone in whom they feel they can confide.

**Staff:** Those members of staff who have concerns about bullying should tell an appropriate colleague (in most cases this will be the Housemaster/mistress, but may also be one of the Deputy Heads and the Designated Safeguarding Officer). It is the responsibility of the member of staff to take proactive measures at the time should they witness intimidating or bullying behaviour. Staff are expected to follow the guidance on responding to allegations and incidents of bullying which is in the Common Room Handbook.

**Parents:** Those parents who have concerns about their son/daughter or about any other child in the School should inform an appropriate member of staff (in most cases this will be the Housemaster/mistress for that child but in the first instance, the child's House Tutor may also be informed).

Procedures/strategies for combating bullying will be continually monitored.

### **Procedures for dealing with bullying in the Pre-Preparatory and Preparatory School**

**Pupils:** If a pupil is being bullied or suspects that someone else is being bullied it is important that they tell someone who may be able to help. This may be a friend, class teacher, Form tutor, the School nurse or any adult they feel they can confide in. In the Preparatory School they can also use the BOB Box to alert the Second Deputy and the Junior Subjects Co-ordinator confidentially that there is an issue that needs to be addressed.

**Staff:** Those members of staff who have concerns about bullying should tell an appropriate colleague (in most cases this will be the Deputy Head in the Pre-Preparatory School who is also a Deputy Designated Safeguarding Lead and the Second Deputy, Deputy Head or Headmaster in the Preparatory School).

**Parents:** Those parents who have concerns about their son/daughter or about any other child in the School should inform an appropriate member of staff (in most cases this will be the Class/Form Teacher, Deputy Head, Second Deputy, Headmistress or Headmaster).

Procedures/strategies for combating bullying will be continually monitored.

## **Procedures for dealing with bullying / unacceptable behaviour in the Nursery**

**Pupils:** If a pupil is being bullied or suspects that someone else is being bullied it is important that they tell any member of staff in the Nursery they feel they can confide in.

**Staff:** Those members of staff who have concerns about bullying should tell the Deputy Head in the Pre-Preparatory School who is also a Deputy Designated Safeguarding Lead.

**Parents:** Those parents who have concerns about their son/daughter or about any other child in the School should inform an appropriate member of the Nursery staff. This will normally be through the child's Class teacher/Key Person. Procedures/strategies for combating bullying will be continually monitored.

### **Action**

It is the responsibility of the School to deal effectively with cases of bullying on its premises and on official off-site activities. The School will seek, as far as is practicable, to minimise bullying outside its immediate premises but cannot be expected to deal with cases of bullying off premises. However, where this is shown to involve fellow pupils, the School will investigate and assist in resolving the issue as far as is possible, ensuring the behaviour does not transfer into the School setting.

Cases of bullying or suspected bullying will be carefully and thoroughly investigated. All those involved will be given a fair opportunity to talk about the matter with an appropriate person. Incidents of bullying or suspected bullying will be recorded by the senior member of staff of the relevant section of the School, who will report to the Headmistress (Pre-Preparatory School), Headmaster (Preparatory School) or The Principal (Senior School) and the Designated Safeguarding Leads, as appropriate. Where an incident of bullying is proven, a written record of all relevant matters will be kept and subsequently stored. Written records of related incidents and meetings will be kept until the individuals concerned are 21.

Bullying is a clear breach of the School's expectations of behaviour and the full range of sanctions available throughout the School may be used to deal with cases of bullying where found and confirmed (see 9a WS Behaviour and Discipline Policy). Malicious accusations of bullying behaviour, if found to be untrue, will be treated very seriously and involve serious disciplinary sanction.

### **Bullying specifically relating to BAME**

As a Whole School, King's Rochester, is seeking to understand more about the issues some of their BAME pupils may face and consequently adapt practices and systems accordingly. In this academic year, Inclusivity councils will be set up in the Preparatory and Senior Schools, and class forums in the Nursery and Pre-Preparatory School.

We aim to enable our pupils to know who to speak with and who to seek support from regarding issues relating to identity and racism. This will support BAME pupils to feel more confident, with raised aspirations, engagement and skills development. The pupils will be inspired and encouraged to achieve their best. BAME university students will feel more confident and improve their communication skills to contribute to an enhanced CV and employability.

### **Monitoring and review**

The Senior Management Team will be made aware of all reported incidents of bullying, whether confirmed or otherwise, through regular meetings. The Deputy Head (Pre-Preparatory School, The Second Deputy

(Preparatory School) and the Deputy Pastoral (Senior School) meet termly to review any trends and identify concerns to be raised with the Executive Board. The Executive Board will address procedures for consideration of what can be learned from bullying incidents. The guidelines in this policy apply to all members of the School community.

## **Anti-Bullying Resources**

The web- based guidance from the DfE is followed with the sources below being particularly helpful.

Preventing and Tackling Bullying:

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/3683/40/preventing\\_and\\_tackling\\_bullying\\_october14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3683/40/preventing_and_tackling_bullying_october14.pdf)
- School support for children and young people who are bullied:
  - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/3681/35/supporting\\_bullied\\_children\\_factsheet\\_october2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3681/35/supporting_bullied_children_factsheet_october2014.pdf)
- Other useful internet resources include
- ChildLine offers a free 24-hour helpline and counselling service for pupils in distress or danger. Telephone: 0800 1111 <http://www.childline.org.uk>
- Anti-Bullying Alliance (ABA) <http://www.antibullyingalliance.org.uk/Page.asp>
- Internet Safety - <http://ceop.police.uk/>

### **Associated policies**

- 9a WS Behaviour and Discipline Policy
- 15a WS Exclusion Removal and Review Policy
- 17a WS Equal Opportunities Policy