

ANTI-BULLYING POLICY

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- ICT Acceptable Use Policy
- PSHEE Policy
- Exclusions Policy
- Equal Opportunities Policy

Farnborough Hill is dedicated to educating the whole person within a caring, Christian community where each individual is valued and where girls and staff are encouraged to respect and support each other. The School is committed to providing a safe and friendly environment for all pupils and staff so that teaching and learning can take place in a relaxed and secure environment.

Aim

The aim of this policy is to promote the well-being of all members of the Farnborough Hill community by ensuring that bullying is prevented and/or dealt with effectively. All members of the School community should be aware that bullying is not acceptable and will not be tolerated. All pupils, staff and parents have a shared responsibility to create this climate where bullying is unacceptable. Any complaint of bullying will be taken seriously and will be dealt with promptly.

Objectives

The objectives of this policy are to foster an environment where:

- Staff and pupils work together to maintain a positive and supportive culture
- Bullying behaviour is prevented and any occurrences of bullying are detected and addressed in ways that are effective

Farnborough Hill will investigate and respond to all allegations of bullying at school and on school visits/trips. The School cannot be held responsible for bullying which takes place elsewhere. However, the School's commitment to the welfare and conduct of its community means that it will respond to any information it receives about bullying outside school. Some bullying incidents may need to be handled according to Safeguarding and Child Protection Procedures and, if appropriate, the police will be contacted.

Key Principles

This policy has been prepared in accordance with the guidance contained in *Preventing and Tackling Bullying (DfE 2014)* as well as advice offered by relevant organisations such as the NSPCC, Childline and CEOP (Child Exploitation and Online Protection).

Bullying exists in all walks of life, not just in schools or certain types of schools. Whilst we recognise that, at times, girls' behaviour can be thoughtless rather than deliberate, bullying is wrong and results in pain and distress to the victim and can directly affect other people. Bullying is not specifically a criminal offence; however, there are criminal laws that apply to harassment, threatening behaviour and theft. The School recognises that bullying can have serious consequences and can lead to psychological damage and even suicide.

A Definition of Bullying

There are a number of definitions of bullying. The School defines bullying as:

Actions or words that are intended to hurt or humiliate another person, usually repeated over a period of time. It may occur directly or through cyber-technology.

Types of Bullying

Bullying can include a number of different behaviours:

- Emotional: being actively unfriendly, excluding, tormenting
- Physical: pushing, kicking, hitting, punching or any other form of violence
- Racist, Religious and Cultural: taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually orientated comments
- Homophobic: attitudes or actions because of, or focusing on, the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Cyber: by Internet misuse through offensive website postings, email and instant messaging. Misuse of mobile phones, tablets or and other devices through text messaging, camera and video facilities. Misuse of online and mobile technology through inappropriate use of social media sites which causes distress or harm to other pupils (See Acceptable Use of ICT Policies)
- Property: wilful damage to, theft or hiding of another's property
- Disability/SEN: name calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties
- Based on other differences e.g. if they are adopted, looked after or a carer
- Mocking or humiliating because of a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation)

Signs of Bullying

Pupils who are being bullied may show changes in behaviour such as:

- Becoming shy and nervous
- Feigning illness and/or taking unusual absences
- Clinging to adults
- Changing their work pattern and/or having a lack of concentration
- Coming home with possessions missing or damaged
- Refusing to say what is wrong
- Demonstrating anxiety about checking computer messages, emails or texts
- Self-harming
- Giving improbable excuses for any of the above situations

Our Commitment

The curriculum at Farnborough Hill seeks to promote awareness of individual responsibilities. The PSHEE programme addresses bullying and related issues of assertiveness, self-esteem and maintaining friendships and mutual respect. Opportunities are taken during assemblies, tutorials and lessons to reinforce how people are different and the importance of avoiding prejudice.

Parents are invited to attend pastoral evenings where topics such as self-esteem, changing friendships, building resilience, cyber-bullying and other relevant issues are outlined by specialist agencies and discussed.

All pupils are made aware of their responsibility to combat bullying in Bullying: A Charter of Pupil Responsibilities which is printed in the School Planner:

Bullying: A Charter of Pupil Responsibilities

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else, and in doing so have power over that individual or group. This is unacceptable behaviour. If you suspect that someone is being bullied or is in distress, take action by informing a member of staff or Sixth Form immediately. Farnborough Hill will not tolerate bullying.

Farnborough Hill expects you:

- *not to tolerate any form of bullying*
- *to work with others to stop bullying*
- *to inform a member of staff of any form of bullying*
- *not to be afraid to report any incidents of bullying, even when you are a bystander. If you do nothing, in effect you are supporting bullying*
- *not to put up with bullies in your group of friends*
- *to have the confidence to tell an adult if you yourself are subjected to bullying*

In accordance with the School's Christian ethos, we encourage a sense of caring and kindness for one another and respect for others in all members of our school community.

Procedures for dealing with incidents of bullying

- a) Pupils are encouraged to report all incidents of bullying. They might report incidents to a teacher, e.g. their Form Tutor or Head of Year or other member of staff e.g. Matron or Chaplain, or an older pupil, at the earliest opportunity. If an incident of bullying is reported to an older pupil, then this information should be shared with the appropriate Head of Year who will then liaise with appropriate parties.
- b) If a member of staff is concerned about a pupil and believes that they may be either the perpetrator or victim of bullying, they should make their concerns known to the pupil's Head of Year.
- c) The parties involved should be made aware that a written record of the incident will be made by the member of staff and copies given to the Head of Year and Deputy Head (Pastoral). These are kept as permanent records in the Allegations of Bullying Log.
- d) Normally, the Head of Year will investigate the allegation by interviewing the victim and the alleged bully.
- e) There will be recognition that some incidents are relatively minor and may be friendship squabbles rather than deliberate bullying. These can usually be sorted out in a low key manner in which the views of both parties are taken into account, relationships restored and the matter resolved.
- f) If unacceptable behaviour has taken place the person identified as bullying will receive a verbal warning or an appropriate sanction. The Head of Year will then continue to monitor the pupils involved, keeping evidence as appropriate.
- g) The Head of Year will ensure that the victim is given continuing positive support and assistance to develop assertiveness and other positive strategies.
- h) The person doing the bullying will also be given whatever support she needs to change her behaviour.

- i) The Head of Year and the School Counsellor may facilitate a meeting between the victim and the person doing the bullying if this is deemed by the staff to be helpful.
- j) Parents are expected to bring any concerns about bullying to the attention of the School and they will be informed by the Head of Year or other member of staff, for example the Deputy Head (Pastoral) of any incidents of bullying involving their daughters as victims or perpetrators.
- k) For serious or persistent acts of bullying, the matter will be referred to the Head who will determine appropriate sanctions. In the most serious cases, temporary or permanent exclusion will be considered.
- l) Throughout any investigation and resulting action the rights and dignity of all those involved will be respected and reassurance and continuing support will be given.
- m) All incidents must be carefully recorded in writing. All documentation must be signed (or be in e-format) and dated; it must then be stored by the Deputy Head (Pastoral) in the Allegations of Bullying Log and copied to the Head.
- n) The effectiveness of the approach taken will be considered by the Pastoral team, in liaison with parents and pupils, in an effort to prevent any future reoccurrence.
- o) All recorded incidents will be followed up with those involved at a later date to ensure the situation was successfully resolved.
- p) If parents are dissatisfied with the way an allegation of bullying has been dealt with they are able to communicate their concern/complaint to the School (see Complaints Policy).

Training

Staff receive anti-bullying training and Heads of Year attend Pastoral Cluster Group meetings as appropriate. Updated information and guidance is cascaded to colleagues so that the principles of the School policy are understood, legal responsibilities are known and so that sources of support can be accessed to help both resolve and prevent problems. Incidents of bullying, however minor, are identified as early as possible and shared with relevant staff directly or via email so that action to stop and/or prevent it (e.g. review of seating plans, close monitoring) are taken quickly.

Pupils receive PSHEE and IT-based training on internet safety and using e-technologies in acceptable ways.

This Policy is reviewed annually by the Deputy Head (Pastoral) & Heads of Year. The School Council also discusses the contents of the policy.

The next review is due in January 2019.