



ANTI-BULLYING POLICY (incorporating Anti-CyberBullying Policy)

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| Applies to | All students in college and boarding premises |
| Approved by | I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with my wishes and the Board of Governors Martin Meenagh, Principal |
| Annual Review | September 2019 |
| Next review date | August 2020 |

Introduction

The Anti-Bullying Policy and Cyber Bullying Policy should both be understood in the context of the Behaviour and Sanctions policy and [Equal Opportunities Policy](#), and are available on the college website.

Every student at Chelsea Independent College has the right to enjoy learning, free from intimidation both in college and the surrounding community. These same rights and expectations apply to residential students in the Boarding House. The College community will not tolerate bullying behaviour of any kind including unkind actions or remarks, verbal taunting and exclusion from groups, under any circumstances. This ethos will be communicated throughout the College by the attitudes and actions of all members of the College community.

The college recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued and to always consider the best interests of the child. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We operate within a culture of openness and recognise and accept that abuse can happen in any organisation.

This policy is intended to help students and their families if they are concerned about bullying and to ensure a consistent response to any bullying incident and is subject to regular review.

Chelsea Independent College expects all members of the college community to treat other people with courtesy and respect. Everyone has the right to be safe and secure, whether at college or elsewhere, and to be protected when vulnerable, so that all may flourish without fear of unfair treatment or harassment.

The college's approach to bullying is clear: it is always unacceptable. It is damaging and the college will therefore do all it can to prevent it.

All members of the college community are aware of the nature and types of bullying that may arise and members of staff in particular are aware of any areas of the college including boarding facilities that pose a threat to students.

Members of staff take appropriate action to reduce any threats identified and effect all changes to the college and boarding environment which may be necessary to negate bullying

Members of the college create a caring community where no student need fear intimidation by promoting an "open-listening" ethos and encouraging students to support one another by reporting all instances of bullying. The social, moral, spiritual and cultural development of the individual and the community is further developed through the PSHEE programme.

A clear and widely understood procedure is implemented for staff to follow in investigating incidents allowing for firm and prompt action to be taken where bullying is identified.

Background

It is believed that in colleges across the UK bullying affects many thousands of students. It can cause psychological damage and even suicide. Although bullying is not a specific criminal offence there are criminal laws which apply to harassment and threatening behaviour. The statutory framework which governs anti-bullying strategy in all colleges in England is given in Appendix 1 of this policy

The Nature of Bullying

Bullying is hurtful behaviour that usually occurs over a period of time. It is behaviour that a reasonable bystander would say was calculated or intended to hurt or upset the victim. It is behaviour that harasses, humiliates or intimidates others. It may take the form of teasing, verbal criticism and harassment on the grounds for example that someone has different coloured skin, the way they talk, their size or their name. The following list could all constitute claims of bullying or harassment: racism, sexual bullying, negative remarks about appearance, health conditions or home circumstances, nationality, religion or culture, disability, gender or sexuality, SEND or cyberbullying.

Sometimes the perpetrator is just being thoughtless. Sometimes it can be hurtful to be different or to be made to feel different.

Bullying causes fear and distress for the victim(s) and may distract them from their college work. It may also affect other students who witness it and it can damage the atmosphere in a class or even in the entire college.

Examples of Bullying Behaviour

Physical Bullying may include: fighting; damaging or hiding someone else's belongings or clothes; setting up someone else to get the blame for a breach of college rules; initiation ceremonies.

Emotional or psychological bullying may include: excluding someone from a group activity or place (ostracism); spreading rumours, being deliberately unfriendly; unpleasant e-mails or telephone calls or unpleasant material placed on websites.

Verbal bullying may include: aggressive name calling, teasing, mockery, insults, use of homophobic, transphobic, racist, sexist, and other types of discriminatory language

In **Racist bullying**, a child is targeted for representing a group, and attacking the individual sends a message to that group. Racist bullying is therefore likely to hurt not only the victim, but also other students from the same group, and their families.

Sexual bullying and sexual harassment impacts on both genders. Girls and Boys can be victims of other girls and boys. It can be characterised by abusive name calling, looks and comments about appearance, attractiveness, emerging puberty, inappropriate and uninvited touching, sexual innuendoes and propositions, unreciprocated sexual messaging, inappropriate imagery, pornographic material, graffiti with sexual content and, in its most extreme form, sexual assault or rape.

LGBTQI+ bullying impacts on both genders and those who are gender fluid or identify as not being the gender they were assigned at birth. It is characterised by abusive name calling, comments about appearance, dress sense, behaviour and the people who the victim of the bullying spend time with. In extreme cases it can result in ostracization or even violence.

Bullying as a result of having Special Educational Needs or Disabilities: Students with Special Educational Needs or disabilities may not be able to articulate experiences as well as other students. They are, however, often at greater risk of being bullied, both directly and indirectly, and usually about their specific difficulties or disability.

Cyberbullying is the use of information and communications technology particularly mobile phones, email, social websites, text messages, cameras and the internet, deliberately to upset someone else. It may occur in or outside college and can happen at all times of the day, with a potentially large audience and/or more accessories, since others are able to 'forward on' bullying content at a click.

What are the Signs of Bullying?

It is not always easy or even possible to tell whether someone is upset. Young people who feel under emotional pressure may find it hard to talk. There may be:

- changes in behaviour
- shyness
- nervousness
- demands for attention
- feigned or real illness
- changes in work patterns
- changes in sleep patterns
- lack of concentration
- withdrawal
- feeling of vulnerability
- unwillingness to attend college

Courses of Action in Response to Bullying

- Anyone can and should report any bullying incident – whether they are a passer-by, a victim or a bully.

- At the beginning of each academic year, students will be informed that someone wishing to report an incident of bullying can approach any member of staff with whom they feel comfortable. If the matter is urgent, a student should approach the first adult they see.
- All staff are expected to be willing and ready to deal with any incident that is brought to their attention. If appropriate, a member of staff will handle the situation on their own. If circumstances dictate, a Head of Year or member of the Senior Management Team will be consulted. The latter will take responsibility for deciding who is best equipped to deal with the situation.
- When consulted about a bullying incident the member of staff dealing with the incident will interview separately the victim, the bully and any witnesses in order to establish an accurate account of events. In the first instance, it is important to make it clear to the victim that revenge is not appropriate and to the bully that his/her behaviour is unacceptable, and has caused distress.
- The incident must be reported on CPOMS, whether the incident occurs in college or in the Boarding House. Parents will be informed when appropriate by the Vice Principal or Head of Year.
- Sanctions for bullying will remain at the discretion of the Senior Management Team following full briefing on the incident. Such decisions will be made in conjunction with the staff member(s) involved. Sanctions include the following: withdrawal of privileges, referral to senior staff, letter home to parents, a record of the incident on the college's online Child Protection system (CPOMS), detentions and possibly temporary or permanent exclusion in the case of serious and persistent bullying.
- There will be a uniform but flexible approach to deciding on the sanctions for bullying. All factors will be considered including the nature of the incident and any previous involvement in similar offensive acts. While all sanctions for bullying will be seriously imposed it may, on occasions, be more appropriate for the perpetrator to attend counselling instead.

Support for the person being bullied:

- Offer emotional support; reassure them that they have done the right thing in telling.
- Advise the person not to retaliate. Instead, keep the evidence and take it to their parent or a member of staff.

What is Expected of Staff, Students, Parents and Governors?

All those involved in the college - and this includes staff, students, parents and governors have a responsibility to show that they believe that any form of bullying is unacceptable - and to set an example which reflects that view. They all play an important role in communicating the anti-bullying ethos of the College community.

All members of the college should help to create an atmosphere in which bullying and inappropriate behaviour or language that demeans any individual or section of society, will be spoken of openly, taken seriously and responded to with appropriate action. A student who is being bullied should tell their parents, and preferably his tutor, another member of staff they feel comfortable speaking with. A student may also arrange via the College Nurse to meet the college Counsellor. It is important that any cases of bullying are reported to someone whom they feel able to talk to. Any person who suspects bullying should report it to their Tutor or Head of Year.

The college expects staff, students, parents and governors to:

- treat other people with respect and sensitivity – including (but not limited to) members of the college and the wider community; members of other colleges and visitors
- think carefully before speaking/acting (whether face-to-face or via any form of media) in ways which may cause upset
- respect and celebrate differences and variety
- be sensitive to the fact that what may seem fun to some (especially a group) may seem much more threatening to others (especially an individual)
- show kindness and consideration to those who appear unhappy or vulnerable
- proactively share concerns about bullying behaviour with those who can help
- make a stand against those who ignore or go against these aims

Tutors will also remind students at the start of each academic year of their responsibility to ensure that bullying does not occur and to talk to a member of staff if they witness or suspect bullying. Staff receive anti-bullying training as part of induction. The Principal and Vice Principal will identify any patterns and decide what further training should be provided and what action needs to be taken to prevent recurrences of bullying behaviour.

Recording Incidents and Identifying Patterns

A confidential record is kept on CPOMS by the Vice Principal of all bullying incidents to enable the college to monitor numbers of incidents and identify patterns, including occasions where bullying has recurred between or against the same student(s). This helps to inform what further CPD and staff INSET opportunities can be offered to staff to enhance their skills in dealing with the presenting matters.

Partnership with Parents and Guardians

If a parent or guardian thinks their child is being bullied they should contact the College immediately. They should, in the first instance, approach the child's personal tutor or the Head of Year. In the event that neither is available, they should ask to speak with the Vice Principal. Parents and guardians should also encourage their child to talk to a trusted teacher

about the bullying incidents. The College's normal course of action can be followed from this point.

Key points to remember about dealing with suspected bullying

All staff are reminded to:

- Never ignore suspected bullying
- Never make premature assumptions
- Always listen carefully to all accounts – several students saying the same thing does not necessarily mean they are telling the truth
- Adopt a problem-solving approach which moves students on from justifying themselves
- Follow-up repeatedly, checking that bullying has not resumed

Investigations and Safeguarding Children and Young People

A bullying incident will be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, college staff will report their concerns in accordance with the College's Safeguarding and Child Protection Procedures. In such instances, the College will not investigate further before advice has been taken from the police and/or children's social care services.

In the event of an observed or reported instance of bullying that does not meet the criteria for referral under child protection procedures, the matter will be referred to the Head of Year or the Vice Principal, who will cause an investigation in accordance with the procedure outlined in College's Behaviour, Rewards and Sanctions Policy (BRSP). A disciplinary meeting will be held in situations where there appears to be a case to answer of serious misconduct, in accordance with the procedures outlined in the BRSP. For all incidents of bullying (whether isolated or occurring over a period of time), disciplinary sanctions will normally be applied in accordance with the BRSP, and this may extend to exclusion, suspension, a requirement to leave or in the gravest cases of severe or persistent bullying, expulsion.

Once investigated, every effort will be made to resolve the problem through counselling of both parties, which will seek to support the victim(s) and change the behaviour of the perpetrator(s). In all cases parents will be informed and consulted. This process will normally be carried out by the student's tutor or Vice Principal. Staff will deal with the matter in confidence if possible.

Where safeguarding is not considered to be an issue, the College may nonetheless need to draw on a range of external services to support a student who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying. A referral will be made to Children's social care services in accordance with the College's Safeguarding

and Child Protection Procedures where students have been identified as 'in need' of support, whether as perpetrator or victim of bullying behaviour.

Bullying Outside of College/Boarding Premises

Where bullying outside college is reported to college staff, it will be investigated and acted on in accordance with the procedure above. The Head of Year, Vice Principal or another Designated Safeguarding Officer will also consider whether it is appropriate to notify the police or other agencies of the action taken against a student. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will always be informed.

In all cases of misbehaviour or bullying the teacher can only discipline the student on college premises or elsewhere when the student is under the lawful control of the staff member. Teachers have legal authority to discipline students for misbehaving outside the college premises in accordance with the BRSP. This can relate to any bullying incidents occurring anywhere off the college premises, such as on college or public transport, outside the local shops, during an Educational Visit or online.

Further measures taken and aims of the College in relation to tackling bullying

These include:

- All students are given clear advice about the part they can play to prevent bullying, including when they find themselves as bystanders
- The College regularly evaluates and updates its approach to take account of developments in technology, for instance by updating 'acceptable use' policies for computers and regularly reviewing and updating this policy
- The College consistently implements disciplinary sanctions for bullying behaviour. The consequences of bullying reflect the seriousness of the incident so that others see that bullying is unacceptable.
- We aim, through discussions in tutor groups and lessons to openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender or sexuality, also children with different family situations, such as looked after children or those with caring responsibilities. We also give clear advice to students that using any prejudice-based language is unacceptable and aim to challenge the use of such language any time it is used
- The College can draw on the experience and expertise of anti-bullying organisations (such as Stonewall) with proven track records and which provide resources for dealing effectively with certain forms of bullying
- We aim to provide effective and regular staff training in anti-bullying. We understand that policies are most effective when all college staff understand the principles and purpose of the college's policy, its legal responsibilities regarding bullying, how to resolve problems, and where to seek support.

- We aim to invest in specialised skills training to help staff understand the needs of their students, including those with special educational needs and/or disability (SEND) and lesbian, gay, bisexual and transgender (LGBTQI) students
- We work with the wider community such as the police and children’s services where bullying is particularly serious or persistent and/or where a criminal offence may have been committed, including working with other agencies and the wider community to tackle bullying that is happening outside college
- We aim to make it easy for students to report bullying so that they are assured that they will be listened to and incidents acted on. Students are also encouraged through PSHE and assemblies to feel that they can report bullying which may have occurred outside college including cyber-bullying
- We aim to sustain an inclusive environment where students can openly discuss the cause of their bullying, without fear of further bullying or discrimination
- We aim to celebrate success in addressing bullying issues. Celebrating success is recognised by the College as an important way of creating a positive college ethos around the issue.

Further information can be found in the DfE advice documents linked below:

- [Preventing and tackling bullying](#) (DFE, July 2017)
- [Supporting children and young people who are bullied: advice for colleges](#) (DFE, March 2014)
- [Safe to Learn – Embedding Anti Bullying work in colleges](#) (DCSF Guidance, 2008)

Anti-CyberBullying Policy

1. Introduction

Chelsea Independent College recognises that technology plays an important and positive role in student's lives, both educationally and socially. This is particularly so in boarding where mobile phones and Skype are common ways of students having privacy to contact home. It is committed to helping all members of the college community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly.

1.1 Aims

The aims of this policy are to ensure that:

- students, staff and parents are educated to understand what cyber bullying is and what its consequences can be;
- policies and procedures are in place to prevent incidents of cyber bullying in college or within the college community;
- we have effective measures to deal effectively with cases of cyber bullying;
- we monitor the effectiveness of prevention measures.

1.2 What is cyber bullying?

Cyber bullying is the use of ICT, commonly a mobile phone or the internet, deliberately to upset someone else. It can be used to carry out all the different types of bullying; an extension of face-to face bullying. However unlike 'traditional' forms of bullying it can have a greater impact because:

- it can also go further in that it can invade home/personal space and can involve a greater number of people;
- the anonymity of the bully;
- it can take place across age groups and college staff and other adults can be targeted;
- the ability to broadcast upsetting messages and images rapidly to a potentially huge audience and to continue to do so repeatedly over a long period of time;
- it can draw bystanders into being accessories.

Cyber bullying includes:

- threats and intimidation; harassment or ‘cyber-stalking’;
- vilification/defamation; exclusion or peer rejection; impersonation;
- unauthorised publication of private information or images (‘happy-slapping’).

2. Preventing Cyber bullying

2.1 Understanding and discussion

- All staff will be helped to keep up-to-date with the technologies that children are using.
- The students will be involved in developing and communicating a code of advice on protecting themselves from getting caught up in cyber bullying and on reporting cases they experience.

They will have a voice through the Student Council and tutors

2.2 Policies and practices

- Ensure regular review and update of existing policies to include cyber bullying where appropriate.
- Provide opportunities for policies to be addressed and for children to be involved in the process of updating and improving them through the Student Council
- Keep good records of all cyber bullying incidents on CPOMS.
- Publicise rules and sanctions effectively in code of conduct

2.3 Promoting the positive use of technology

- Make positive use of technology across the curriculum.
- Use CPD opportunities to help staff develop their practice creatively and support students in safe and responsible use.
- Explore ways of using technology to support assertiveness, self-esteem and to develop friendships.
- Ensure all staff and children understand the importance of password security and the need to log out of accounts.
- Use of filtering systems to prevent access to inappropriate sites

2.4 Making reporting easier

- Ensure staff can recognise non-verbal signs and indications of cyber bullying.
- Publicise and promote the message that asking for help is the right thing to do and shows strength and good judgement.
- Publicise to all members of the college community the ways in which cyber bullying can be reported.
- Provide information for 'bystanders' including reassurances about protection from becoming victims themselves.
- Provide information on external reporting routes e.g. mobile phone company, internet service provider, Childline.

3. Responding to Cyber bullying

Most cases of cyber bullying will be dealt with through the college's existing Anti-bullying Policy and Behaviour Policy. Some features of cyber bullying differ from other forms of bullying and may prompt a particular response. The key differences are:

- impact: the scale and scope of cyber bullying can be greater than other forms of bullying
- targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- location: the 24/7 and 'anywhere' nature of cyber bullying
- anonymity: the person being bullied will not always know who is bullying them
- motivation: some students may not be aware that what they are doing is bullying
- evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence

It is possible that a member of staff may be a victim and these responses apply to them too.

3.1 Support for the person being bullied:

- Offer emotional support; reassure them that they have done the right thing in telling.
- Advise the person not to retaliate or reply. Instead, keep the evidence and take it to their parent or a member of staff.
- Advise the person to consider what information they have in the public domain.
- Unless the victim sees it as a punishment, they may be advised to change e.g. mobile phone number or stop using the offending social media.

- If hurtful or embarrassing content is being distributed, try to get it removed from the web. If the person who posted it is known, ensure they understand why it is wrong and ask them to remove it. Alternatively, contact the host provider and make a report to get the content taken down.
- Confiscate the mobile phone of the bully, asking the student to delete the offending content and say who they have sent it on to.
- Contact the police in cases of actual/suspected illegal content.
- In some cases, the person being bullied may be able to block the person bullying from their sites and services.

3.2 Investigation

- Staff and students should be advised to preserve evidence and a record of abuse; save phone messages, record or save-and-print instant messaging system conversations, print or produce a screen grab of social network pages, print, save and forward to staff whole email messages.
- If images are involved, determine whether they might be illegal or raise child protection concerns. If so, contact: Internet Watch Foundation (www.iwf.org.uk) and the local police. In any event the Vice Principal/DSL should be informed immediately
- Identify the bully.
- Any allegations against staff should be handled as other allegations following guidance in Safeguarding Children policy and [Keeping Children Safe in Education \(KCSiE\) 2019](#).

3.3 Working with the bully and applying sanctions

The aim of the sanctions will be:

- to help the person harmed to feel safe again and be assured that the bullying will stop;
- to hold the perpetrator to account, getting them to recognise the harm caused and deter them from repeating the behaviour;
- to demonstrate to the college community that cyber bullying is unacceptable and that the college has effective ways of dealing with it, so deterring others from behaving similarly. In applying sanctions, consideration must be given to type and impact of bullying and the possibility that it was unintentional or was in retaliation.
- The outcome must include helping the bully to recognise the consequence of their actions and providing support to enable the attitude and behaviour of the bully to change.

3.4 Evaluating the effectiveness of prevention measures

- Use the Student Council to hear the students' point of view.

- Identify areas for improvement and incorporate children’s ideas.

3.5 Legal duties and powers

- The College has a duty to protect all its members and provide a safe, healthy environment
- Principals in all colleges/colleges have the power ‘to such extent as is reasonable’ to regulate the conduct of students when they are off-site or not under the control or charge of a member of staff (Education and Inspections Act 2006).
- College staff may request a student to reveal a message or other phone content and may confiscate a phone; staff may search the contents of a student’s phone given that the College’s Behaviour Policy expressly states that right.
- Some cyber bullying activities could be criminal offences under a range of different laws including The Malicious Communications Act 1988, Protection from Harassment Act 1997 and The Communications Act 2003

REFERENCE MATERIAL:

[Cyberbullying: advice for head-teachers and college staff](#) (DFE, November 2014)

[Advice for parents and carers on cyberbullying](#) (DFE, November 2014)