



## **ANTIBULLYING POLICY**

*Reviewed September 2018*

The aim of this policy is two fold:

- to try and prevent bullying
- to help staff and pupils to deal with bullying when it occurs

### ***Definitions***

Bullying is the action of an individual or group that consists of deliberately unkind, hurtful or threatening behaviour of a physical or emotional nature. It is often repeated over a period of time and it intentionally hurts another individual or group. It may occur directly or indirectly or through cyber-technology (social websites, mobile phones, text messages, photographs and email). It is hard for victims to defend themselves.

### ***Bullying can take many forms, both physical and emotional, including:***

Physical – hitting or kicking;

Verbal – name calling, insulting, commenting hurtfully and/or negatively, teasing, picking on someone cruelly;

Indirect – spreading rumours, untrue facts about someone, excluding someone from a friendship group, circulating notes, emails or text messages about someone, taking other's property repeatedly;

Assuming negative body language towards a person, 'looking' at someone in a hostile or threatening manner;

Cyber-bullying – sending emails, text messages or photographs of a derogatory or upsetting nature, misuse of social networking sites and mobile technology.

### ***More specific types of bullying:***

Sexual harassment – on the grounds of someone's gender or sexual orientation;

Racial/cultural harassment – based on race, ethnic or national origin;

Religious harassment – based on religious beliefs or practices;

Disability harassment – based on disability, impairment or additional need;

Other – special educational need, an adopted or looked after child, a child carer, actual or perceived differences.

***We wish to create an environment of good behaviour and respect in which:***

Bullying in any form is totally unacceptable;

The environment is felt to be a safe one by all involved;

Every individual can be themselves and hold themselves in high esteem without fear of comment or criticism.

Staff are aware of the need to be alert to pupils who may be vulnerable and at risk from bullying.

Anyone who feels that they are being bullied is actively encouraged to tell someone either at home or at school;

Anyone who is aware of bullying taking place is actively encouraged to tell someone either at home or at school;

Any bullying which is reported will be investigated and dealt with sensitively and effectively;

The views of those reporting the bullying and those who are accused will be respected and they will be made aware of any action to be taken;

There is recognition that each situation is different and that the procedures adopted will depend on the circumstances.

**The philosophy underpinning this policy is the importance of mutual respect in a community where all are actively concerned for each other's welfare. This philosophy is supported and explored through form times, PSHEE sessions, assemblies, other appropriate areas of the curriculum and extra curricular activities.**

***Procedures***

Bullying may be reported by an individual contacting any member of staff directly or through friends or parents. It can be reported through any format, written or verbal to anyone with whom a student feels comfortable. Anonymous reports will be taken seriously but, by their very nature, are more difficult to investigate. The information will be passed directly to the relevant member of the pastoral team.

Strategies adopted will depend on the circumstances and may include:

- discussion with the individuals involved to consider ways of dealing with the situation and avoiding repercussions;
- negotiation/mediation between the parties concerned;

If the incident is considered to be sufficiently serious or if the action taken previously has not resolved the situation, then:

- ensuing discussions should involve the pupil(s) concerned;
- the same member of staff should interview both parties separately;
- the two parties should be kept apart for the duration of the interviews if necessary;
- two staff should be present, one of whom should act as scribe;
- both the accused and the accuser will be asked to write their own account of the discussion and the behaviour which led to the allegation immediately after the interview;

- the incident should be recorded by the Head of Year on the bullying log on intellinet and the Assistant Head (Pastoral) and/or Deputy Head notified. Any patterns of bullying identified through record keeping are addressed by the relevant member of the pastoral team.

A bullying incident should 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, the procedures set out in the LSF Child Protection and Safeguarding policy are to be followed.

The reporting of bullying may not always lead to the direct punishment of those accused, but, if the complaints are shown to be well founded and/or the behaviour continues, the full range of sanctions are available, including exclusion and expulsion.

Pastoral support will be made available for both the victim and the bully as appropriate.

The events will be reported, depending on the degree of seriousness, to the parents. Both parties will be closely monitored by their form tutor and head of year. The situation will be reviewed regularly.

Parents are encouraged to work closely with the school if they have any concerns about bullying.

The school will investigate incidents of bullying that take place outside of school hours on school visits and trips.

This is a serious issue and everyone should be aware that bullying can cause psychological damage and in extreme cases bullying can lead to a victim contemplating, or even taking their own life. Bullying can also be classed as a criminal offence if the behaviour is of a harassing or threatening nature.

All staff are expected to read the Antibullying Policy at the start of the academic year and they are made aware of the times and places where bullying is most likely to occur. Awareness is raised further through discussions at staff meetings, at whole school Inset, with heads of year and the head of PSHEE. SLT give support and guidance to staff on handling and reporting incidents and on the necessary follow up work with both victims and bullies. The school Matron is also available to give advice and support to staff and pupils.

**Our aim is always to stop bullying happening and to help those who are involved in such instances which may occur to establish more positive relationships.**

This policy is available on the school website and in the school iBook. A student version is available in the school iBook and displayed in all classrooms.

***Related policies are:***

Behaviour

Child Protection and Safeguarding

Discipline

E-safety

Expulsion, Removal and Suspension

Equal Opportunities

Special Education Needs and Disability

## **Appendix 1: CYBERBULLYING**

Cyberbullying can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target. However, it differs in several significant ways from other kinds of bullying:

- The invasion of home and personal space
- The difficulty in controlling electronically circulated messages
- The size of the audience
- Perceived anonymity
- The profile of the person doing the bullying and their target

Cyberbullying is unique in its potential to involve staff, as well as pupils, in being bullied by individuals. Acts of cyberbullying, whilst not a specific criminal offence, may involve the breaking of UK laws regarding harassment and threatening communications. Dealing with acts of cyberbullying could therefore result in the involvement of the police.

### ***Forms which cyberbullying may take:***

- Threats and intimidation
- Harassment or “cyber-stalking” (e.g. repeatedly sending unwanted texts or instant messages)
- Vilification / defamation (“trolling”)
- Exclusion or peer rejection
- Impersonation
- Unauthorised publication of private information or images (such as in response to ‘sexting’ events)
- Manipulation or grooming

It is important to recognise that not all apparent cases of cyberbullying are deliberate or aggressive, but may be the result of unthinking acts in which images or comments are shared in the belief that they are amusing without any realisation of the distress caused. These instances are to be treated seriously but not necessarily with the same severity as obviously intentional acts of cyberbullying.

### ***Prevention of cyberbullying***

Education on cyberbullying and its effects will be delivered concurrent with education on other forms of bullying. Pupils also receive specific education on the safe use of technology, online grooming, and the implications of posting personal information online and at a level appropriate to their age. This education is delivered through a variety of routes, including PSHEE, IT and other lessons, assemblies, and discussions with Tutors, Heads of Year and other staff.

IPads, Mobile phones and other devices are only to be used in lessons with the permission of the member of staff in charge, and then in accordance with the school rules and the ICT responsible use policies (RUP). These policies are signed by all staff, pupils and their parents and form the basis for the guidelines on the use of mobile devices on campus (see ICT Responsible use policy for staff/ICT Responsible use policy for students).

The school reserves the right to confiscate an iPad or other mobile device if it is being used to disrupt the education of other pupils, including perpetration of bullying behaviour.

### ***Reporting of cyberbullying***

Pupils will be encouraged to report instances of cyberbullying as for all instances of bullying. Staff will also be vigilant for behaviours which may signal that a pupil is being bullied in this specific manner, such as:

- Being obviously upset whilst using a device
- Being unwilling to discuss their device usage.
- Suddenly changing patterns of use of specific technologies.

### ***Investigation of cyberbullying***

If a pupil reports instances of cyberbullying, they will be encouraged to keep any evidence and provide it to staff. Evidence may take the following forms:

- Messages or images saved on the recipient's device.
- Posts on social networking sites.
- Websites or accounts created about an individual or in an individual's name.

Staff investigating instances of cyberbullying should proceed in line with the LHS Antibullying policy, but should aim to gather evidence in the form of screenshots from websites, printouts of emails and transcripts of messages. Images sent by social media will be recovered where possible and hard copies made if appropriate and if not in contravention of Safeguarding policy.

If pupils are accused of sending upsetting messages, which the recipient has deleted, staff may ask to be shown the perpetrator's phone for evidence **if** there is a reasonable suspicion that such messages have been sent. Staff may **not**, however, search a device for information without the specific permission of its owner, and are advised that any such search should be limited to pupils showing the investigating member of staff their device themselves. In line with the government advice on the confiscation of items, devices may be confiscated from pupils if they are causing a disturbance or if there is reasonable suspicion of use for the purposes of cyberbullying within school.

Staff should at all times be sensitive to the feelings of the bullied individual, who may find the evidence retrieved to be upsetting or very embarrassing. Pupils should be assured of discretion in dealing with such material as part of the upsetting nature of cyberbullying is the perception that 'everyone' is aware of such upsetting messages or images.

Any evidence generated in this manner will, upon resolution of the incident, be placed on the file(s) of the relevant pupil(s) and recorded on the bullying log on intellinet.

### ***Action to be taken***

If it is clear that acts of cyberbullying have taken place, the steps taken will be in line with the LHS Antibullying policy but may also include:

Asking the perpetrator to remove upsetting posts or images.

Supporting students in contacting the service provider or host to request that material is removed.

Supporting students in contacting the nuisance call department of the victim's mobile phone provider to ask for certain numbers to be blocked.

Supporting students in blocking certain email addresses from reaching the victim and educating the victim on how to block individuals from accessing their pages on social networking sites.

In line with the LSF Responsible Use Policy, suspending internet access for the perpetrator for a period of time.

Contacting the parents of the perpetrator to inform them of the nature of acts carried out.

Confiscation of a School owned device for a period of time.

Restricting specific use of apps and sites on School owned devices.

Aspects of this series of actions may also be taken against individuals who are not pupils of LHS as appropriate.

The **Education and Inspections Act 2006** (EIA 2006) outlines some legal powers which relate to cyberbullying. Headteachers have the power "to such extent as is reasonable" to regulate the conduct of pupils when they are off-site or not under the control or charge of a member of staff. This is of particular significance to cyberbullying, which is often likely to take place out of school but which can impact significantly on the school life of those pupils involved.

In serious cases of cyberbullying, as with bullying of all forms, the school reserves the right to apply more severe punishments (*see LHS Discipline policy*).

If evidence appears to show that a pupil or another child is at significant risk of harm, the Deputy Head will be notified and safeguarding procedures will be followed (*see LSF Child Protection and Safeguarding policy and LEA guidelines*).

Further advice for parents and carers is available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/375420/Advice\\_for\\_Parents\\_on\\_Cyberbullying\\_131114.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/375420/Advice_for_Parents_on_Cyberbullying_131114.pdf)

## ***Legal implications***

As discussed at the start of the policy, there are legal implications to acts of cyberbullying since the creation of images and text about individuals may cross into laws relating to harassment and the creation of indecent images. In the event of this being the case, the school reserves the right to seek legal advice and contact the police as necessary.

Cyberbullying may result in breaches of the law under the following acts:

Computer Misuse Act 1990  
Crime and Disorder Act 1998  
Criminal Justice and Courts Act 2015  
Defamation Acts of 1952 and 2013  
Equality Act 2010  
Malicious Communications Act 1988  
Obscene Publications Act 1959  
Protection from Harassment Act 1997  
Protection of Children Act 1978  
Public Order Act 1986  
Section 127 of the Communications Act 2003

## ***Cyberbullying and Staff***

One of the characteristics of cyberbullying is that it has the potential, by its anonymity, to affect staff. The perpetrator may not be older or in a position of authority in order to bully an individual. Staff therefore have a responsibility to protect themselves from cyberbullying as far as possible and have a right to support from SLT should an instance of bullying become apparent.

Staff should adhere to the guidelines contained in LHS policies referring to staff-pupil relationships. The following guidance is also provided by the DfE.

### **General**

Staff should never leave a computer or other device logged on when not under their direct supervision, for example when they leave their desk.

School email addresses should be used for school business, in accordance with the staff RUP, and personal email addresses for everything involving private lives. This includes file sharing sites like Dropbox and YouTube.

## **Images and video**

The school seeks permission from parents before sharing images of pupils online for publicity purposes (this is done at registration).

Staff should not use their own mobile devices to take photographs of pupils.

Staff should be aware that parents are asked not to take photographs at school events but to make use of the school's own photo service.

Significant information should not be attached to any images posted, such as full names, unless informed or parental consent has been obtained in advance.

Any picture which causes distress to an individual, for any reason, should be removed straight away.

## ***Mobile Phones and other mobile devices***

Staff should be aware at all times of the increasing sophistication of mobile devices and their use in capturing information and uploading content to the internet.

Staff should take good care of their own devices at all times due to the amount of sensitive information they now contain. Enabling a PIN, passcode or fingerprint recognition is an important step to protect you from losing personal data and images (or having them copied and shared) from your mobile phone or device if it is lost, stolen, or accessed by pupils.

Staff should report, and have blocked, a missing device straight away. To this end all staff should be aware of their phone IMEI number (printed on the phone underneath the battery or found by typing *\*#06#* into the handset). Apple devices should have 'Find my iPad/iPhone installed' in accordance with guidelines to staff.

Staff should avoid lending mobile devices to pupils if at all possible. If a personal mobile has to be lent to a pupil, the call should be supervised at all times and any numbers used deleted from the phone straight away.

Staff should not give pupils or parents their personal mobile phone number.

Staff should follow advice given by the Deputy Head on the possession of pupil mobile phone numbers for trips, visits etc.

## ***Social Networking Sites***

Staff should be mindful of how they present information about themselves on the internet, particularly in relation to images and personal information.

Staff using such sites should ensure that they are aware of how to restrict access to their information online on the sites they use. In cases of uncertainty, staff are advised to treat all information as accessible to the public.

Staff should be aware that their reputations could be harmed by what others share about them online, such as friends tagging them in inappropriate posts, photos or videos. Staff should discuss these issues with close family, friends and colleagues, as they could be affected by their inadequate security and privacy settings.

Staff should not befriend current pupils or recent pupils on social networking sites and should be aware, if befriending ex-pupils, of the relationships which may exist between current and ex-pupils and how this may potentially allow current pupils to access personal information. For the same reasons, staff are advised not to befriend parents of pupils.

Staff should occasionally use search engines to check what information is available about them in the public domain.

### ***Action in the case of cyberbullying***

If a member of staff believes they are being cyberbullied, they should take the following steps:

Staff should never retaliate to, i.e. personally engage with, cyberbullying incidents. They should report incidents appropriately and seek support from a senior member of staff (eg head of department or Deputy Head). They may refer the incident to the Head/Deputy Head, if not already involved, who will discuss action with the member of staff and the Network Manager.

Staff should keep any records of the abuse – text, emails, voice mail, web site or instant message. They should not delete texts or emails. They should take screen prints of messages or web pages, and be careful to record the time, date and address of the site.

Staff are advised that if they receive a message with any attachment which they believe to contain offensive or obscene content, they should **not** open the attachment but alert a senior member of staff as soon as is practicable. **It should not be forwarded to anyone.**

Where the perpetrator is known to be a current pupil or colleague, the majority of cases will be dealt with by the school's own disciplinary procedures, with the involvement of other agencies in severe cases.

There have been cyberbullying incidents where pupils have made unfounded, malicious claims against staff members. It is critical to take every claim seriously and investigate it thoroughly. In cases where an allegation is made that an employee or volunteer has behaved in a way that has harmed or may have harmed a child, possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children then that allegation should be reported to the Head immediately. This will then be investigated as outlined in the Allegations policy and in accordance with LA guidelines.

Further advice for staff is available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/374850/Cyberbullying\\_Advice\\_for\\_Headteachers\\_and\\_School\\_Staff\\_121114.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf)

**Related policies are:**

09a Behaviour

07a Child Protection and Safeguarding

E-safety

Expulsion, Removal and Suspension.

**References:**

Department for Children, Schools and Families (2014)

**Cyberbullying: Advice for headteachers and school staff**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/374850/Cyberbullying\\_Advice\\_for\\_Headteachers\\_and\\_School\\_Staff\\_121114.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf)

Department for Children, Schools and Families (2009)

**Cyberbullying Safe to learn: Embedding anti-bullying work in schools**

[http://www.schools-out.org.uk/policy/docs/DCSF\\_Homophobic\\_Bullying/Summary\\_Safe\\_to\\_Learn.pdf](http://www.schools-out.org.uk/policy/docs/DCSF_Homophobic_Bullying/Summary_Safe_to_Learn.pdf)

Childnet (2016) **Cyberbullying: Understand, prevent and respond**

<http://www.childnet.com/ufiles/Cyberbullying-guidance2.pdf>

Department for Education (2017) **Preventing and tackling bullying**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/623895/Preventing\\_and\\_tackling\\_bullying\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf)

**Further resources:**

Department for Education (2018) **Keeping children safe in education:**

**Statutory guidance for schools and colleges**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/737289/Keeping\\_Children\\_Safe\\_in\\_Education\\_Sept\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737289/Keeping_Children_Safe_in_Education_Sept_2018.pdf)

www.gov.uk **Bullying at school: the law**

<https://www.gov.uk/bullying-at-school>

Department for Education (2014) **Advice for parents and carers on cyberbullying**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444865/Advice\\_for\\_parents\\_on\\_cyberbullying.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf)

## Appendix 2: **ANTIBULLYING SUMMARY: PUPILS**

### **Anti Bullying Summary**

**Is it bullying? - It is if you feel hurt because individuals or groups are doing one or more of these things:**

- calling you names
- threatening you
- pressuring you to give someone money or possessions
- hitting you
- damaging your possessions
- spreading rumours about you or your family
- using text, email or social networking sites to write or say hurtful things (cyber-bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

**Loughborough High School does not tolerate bullying.**

This is what we do about bullying:

- make sure that the person being bullied is safe
- work to stop the bullying happening again
- provide support to the person being bullied.

**What should you do?**

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

**If you feel you are being bullied:**

- try to stay calm and look as confident as you can
- be firm and clear — look them in the eye and tell them to stop
- get away from the situation as quickly as possible
- tell an adult what has happened straight away or if you prefer, tell another pupil
- keep any texts, posts or messages so that you can show them to somebody.

**If you have been bullied:**

- tell a teacher or another adult in your school (e.g. Head of Year, Form Tutor, Matron)
- tell your family
- if you are scared to tell a teacher or an adult on your own, ask a friend to go with you
- keep on speaking until someone listens and does something to stop the bullying
- don't blame yourself for what has happened.

**When you are talking to an adult about bullying be clear about:**

- what has happened to you
- how often it has happened
- who was involved

- who saw what was happening
- where it happened
- what you have done about it already.

If you find it difficult to talk to anyone at school or at home, ring ChildLine on **freephone 0800 1111**, this is a confidential, free helpline. Alternatively, you can visit the Childline website at [www.childline.org.uk](http://www.childline.org.uk)

There is also **Get Connected**, a free, confidential helpline for young people under 25 on **0808 801 0300**