

WHOLE SCHOOL ANTI-BULLYING POLICY

The School as a whole 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 Behaviour Code explicitly states that pupils should show courtesy, respect and consideration for others. All members of the school community, pupils or staff, should be free from the 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 has not been and will not be tolerated at JAGS/JAPS.

DEFINITION OF BULLYING

Bullying is any behaviour which is intended to hurt someone in any way or to make someone feel uncomfortable or unhappy. This could be physical, verbal or emotional and might be related to culture, race, religion, special educational needs or disability or be sexual or homophobic. Cyber-bullying is the use of the internet or mobile phones to bully. Separate guidance is issued to parents and pupils on this (see Appendix). All of these will be dealt with in accordance with this policy.

Bullying may cause serious psychological harm to its victims. In some instances, it may also be treated as a criminal offence under the laws concerning harassment and threatening behaviour.

Procedures for dealing with Bullying in JAPS (Middle School and Pre-Prep)

(This is an outline policy statement; JAPS pupils have worked with staff to produce their own more detailed policy.)

Pupils

If you are being bullied, or suspect someone else is being bullied, it is very important to tell someone who may be able to help. This may be a friend, a member of your family, your Class Teacher, or any other teacher, the Head or Head of the Pre-Prep, or anyone else you feel you can confide in. It is important to share with another person any concern about bullying which is worrying you.

Staff

Staff who have concerns about bullying should tell an appropriate person. In most cases this will be the Head or Head of the Pre-Prep.

Parents

Parents who have concerns about bullying should tell an appropriate person. This will often be the Class Teacher, but where there is a cause for serious concern, or if the problem continues, the Head must be informed in writing.

Procedures for dealing with Bullying (JAGS Senior School)

Girls

If you are being bullied or suspect someone else is being bullied it is very important to tell someone who may be able to help. This may be a friend, a member of your family, a sixth former, your Form Tutor, your Section Head, the School Nurse or anyone else you feel you can confide in. It is important to share with another person any concern about bullying which is worrying you. There is also a confidential Comments Box, situated near the Holst Hall and emptied regularly by the Deputy Head, where notes may be left.

Staff

Staff who have concerns about bullying should tell an appropriate person, (in most cases this will be the Section Head).

Parents

Parents who have concerns about bullying should tell an appropriate person. In most cases this will be the Section Head, but, where there is a cause for serious concern, or if the problem continues, the Headmistress must be informed in writing.

Actions in Cases of Suspected Bullying

Cases of suspected bullying will be investigated thoroughly and carefully. All those involved will be given the opportunity to talk about the matter with an appropriate person who will then take the necessary action. A record of the investigation and its outcome will be kept. Heads of Section will try to identify any patterns of bullying behaviour.

Sanctions

The school will support victims of any form of bullying. All sanctions available to the school will be used to correct, punish or remove pupils who bully fellow pupils or harass staff, in or out of school. In extreme cases this may involve permanent exclusion and the school will also work with the police, if appropriate.

Raising Awareness of Bullying

PSHCE sessions, other appropriate curriculum subjects and assemblies will be used to raise pupils' awareness of the issues involved in bullying and appropriate actions to take. Newly appointed staff will discuss the school's anti-bullying policy as part of their induction and other staff training will be provided as appropriate. All staff, but in particular Section Heads, will remain vigilant in identifying places and occasions where any incidents might be most likely to occur.

(This policy was first produced at JAGS in 2001 after full consultation with the pupils and staff. It has been regularly reviewed and updated since. For further information about dealing with bullying we refer to the DfE (formerly DCSF) guidance "Safe to Learn – Embedding anti-bullying work in schools".)

Date: January 2011

*Review arrangements: overview by Governors annually
full review by Management June 2012(or earlier if major legislative change)*

APPENDIX TO ANTI-BULLYING POLICY: THE USE OF ICT AND MOBILE PHONES BY PUPILS

ICT Code of Conduct

The school has an ICT Code of Conduct which is published in the school diary (Senior School) and on the school website. In addition pupils should:

- Respect other people's privacy
- Not do on-line what they would not do face-to-face
- Consider how other people would feel and not cause alarm or distress

School ICT commitments

- Where possible the school will block access to inappropriate web-sites from school equipment
- The school will monitor ICT communications on school equipment
- The school will endeavour to ensure that all images of staff and pupils are secure
- The school will train its staff to respond to reports of cyber-bullying or harassment and have systems in place to respond to it

Cyber-bullying

The term cyber-bullying means:

- 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 web-sites
- Hi-jacking email accounts (using someone else's identity)
- Making threatening, abusive, defamatory or humiliating remarks in chat-rooms
- Posting threatening, abusive, defamatory or humiliating material on reunion or networking sites

Where necessary the school will confiscate electronic equipment to prevent pupils from committing crimes or misusing it.

Advice to Pupils with regard to Cyber-bullying

All the essential anti-bullying messages apply e.g. tell someone

In addition

- Do not answer abusive messages but log them and report them
- Do not give out personal details
- Never reply to abusive emails
- Never reply to someone you do not know
- Stay in the public areas of chat rooms

Senior School

Mobile phones and other electronic devices (eg i-pods, digital cameras) should remain switched off in school and may not be used during the school day. School cannot be responsible for pupils' phones unless they are handed into the School Office. The Sixth Form may use mobile phones and i-pods only in their Common Rooms.

JAPS

No electronic devices (eg i-pods, digital cameras) should be brought into school. If these are in school for a specific reason they should be left in the School Office and collected at the end of the day. If mobile phones are brought into school they should be left in the School Office and collected at the end of the day.

Advice to parents

It is essential that parents make their daughters aware of the serious nature of cyber-bullying and discuss with them the advice given above about how to respond if they experience cyber-bullying. Parents should be proactive in monitoring their daughter's use of ICT and in particular their use of the internet, MSN and social networking sites such as Bebo, myspace, Youtube and Facebook.

All parents are asked to read and discuss JAGS anti-bullying policy including the appendix on the use of ICT and mobile phones with their daughters when they join JAGS.