



# ANTI-BULLYING POLICY

## Introduction

**This policy was updated with regard to the following statutory publications and guidance:**

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

- Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies, (2017)
- Section 89 Education and Inspections Act ns 20142006
- Education (Independent School Standards) (England) Regulations 2014
- The Equality Act 2010
- DfE Behaviour and Discipline in Schools Guidance January 2016
- DfE Mental Health and Behaviour in Schools advice for school staff November 2018
- Counselling in schools a blueprint for the future
- Keeping Children Safe in Education (KCSIE) 2022
- ‘Sexual Violence and Sexual Harassment between children in schools and colleges, Advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads’ - now contained within KCSIE
- Equality and Human Rights Commission - Using data to inform and evaluate anti-bullying strategies June 2018
- Working together to Safeguard Children 2018
- Cyber-bullying: Advice for Headteachers and School Staff (2014)
- Advice for Parents and Carers on Cyber-Bullying (2014)

The School’s Safeguarding (Child Protection) Policy, Promoting Positive Behaviour Policy, and Pupil Code of Conduct and the Anti-racism Policy, Gender Equity Policy, Online Safety Policy and Pupil IT Online Safety Policy should be read in conjunction with this policy.

The policy is made available to parents on the school website and on request.

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. JAGS is considered to be a happy school and community. It is an aim of our school to ensure that bullying behaviour is neither tolerated or allowed to continue. The Pupil Code of Conduct explicitly states that respect and kindness towards others is the cornerstone of expected behaviour in the JAGS’ community. All members of the school community, pupils or staff, should be free from the fear of bullying and treated with respect. 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 by those with the training to do so. When an

allegation of bullying has been made, both parties will be given an opportunity to explain their side of the matter, giving both written and verbal statements which will be investigated by staff and ultimately, with a senior member of staff. Anyone who reports an incident of bullying will be able to do so in safety. **JAGS does not tolerate bullying.**

An important part of the School safeguarding work requires that staff should be vigilant and available to pupils to discuss any concerns that they may have either for themselves as individuals or for the welfare of others. Staff are trained in preventing, recognising and acting upon cases of bullying and in conflict resolution. Keeping Children Safe in Education, September 2022 lists child-on-child abuse as a particular safeguarding concern and this forms an important part of our safeguarding awareness.

The school will adopt a zero-tolerance approach to any cyber bullying issues. All staff will challenge any abusive behaviour between peers that comes to their notice and will report these issues to the DSL immediately. Please see the Safeguarding Policy for further details about responding to child-on-child abuse.

**Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, this will be treated as a child protection concern and child protection procedures will be followed.**

## Definition of Bullying

Bullying is any behaviour, repeated over time, which can happen online, offline, or both which is intended to hurt someone in any way or to make someone feel uncomfortable or unhappy. However, any single incident of bullying behaviour will be followed up and an appropriate record made (including reference to any protected characteristic). These are used to spot patterns and to ensure that the single incident does not become the first of a series. This could be physical, verbal or emotional and may involve the Protected Characteristics of age, disability, special education needs, gender reassignment, race, religion or belief, sex and sexual orientation or because a child is adopted or has caring responsibilities. It may be prejudice based and discriminatory or involve initiation/hazing type violence and rituals which may also include an online element. It may be motivated by actual differences between children or perceived differences. It may occur directly or through cyber technology (social media websites, mobile phones, text messages, photographs and emails).

Bullying **may** include: name calling, taunting, mocking, making offensive comments, threatening behaviour, kicking, hitting, pushing, or indeed any form of physical assault, taking belongings, harassment, inappropriate text messaging and emailing, sending offensive or degrading images by phone or via the internet, producing offensive graffiti, excluding people from groups, spreading hurtful and untruthful rumours. Making someone feel unwelcome in a group could just as much be bullying as actively excluding them. These sometimes occur between two individuals in isolation, but more frequently involves others, over a period of time and these people are complicit in the bullying. In more serious instances, this may be part of, or lead to, child-on-child abuse.

Separate guidance is issued to parents and pupils on online bullying, sometimes known as cyber-bullying (see Appendix). All of these will be dealt with in accordance with this policy. The School has an 'acceptable use' policy for computers and the School systems are monitored with two levels of security. Please see the school's Online Safety Policy for more detail on monitoring.

Bullying may cause serious psychological harm to those who have been bullied and may cause loss of confidence, depression etc to suicidal thoughts and actions. **In some instances, bullying may be treated as a criminal offence under the laws concerning harassment and threatening behaviour.**

Where a pupil engages in bullying behaviour, it must also be recognised that the pupil may also be vulnerable which may manifest itself in such behaviour. Appropriate support may need to be put in place for them in addition to that for the pupil who has been bullied.

Bullying on the basis of protected characteristics is taken particularly seriously.

## **Procedures For Dealing With Bullying In The Junior School (Prep School And Pre-Prep)**

### **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/Form Teacher, or any other teacher, the Deputy Head Pastoral, the Head Teacher 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. Don't stand by and take no action when you are aware of incidents of bullying.

### **Staff**

Staff who have concerns about bullying should tell an appropriate person. In most cases this will be the Deputy Head Pastoral, the Head Teacher or Head of the Pre-Prep. All concerns should be logged on CPOMS.

### **Parents**

Parents who have concerns about bullying should tell an appropriate person. This will often be the Class/Form Teacher, but where there is a cause for serious concern, or if the problem continues, parents should contact the Deputy Head Pastoral.

## **Procedures For Dealing With Bullying (JAGS Senior School)**

**As well as being available to pupils on the school website, a shortened version is printed in school planners.**

### **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, a sixth former, Prefect, House Captain, Head Girls, your Form Tutor, your Section Head, the School Nurses, Counsellors, Chaplain, Deputy Head Pastoral 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, either about yourself or someone else. You should never just be a 'bystander'; let someone know what is happening. . Pupils may also email staff or use the Microsoft Teams chat function, if this is preferable to a direct approach.

## **Staff**

Staff who have concerns about bullying should tell an appropriate person (in most cases this will be the Section Head) but may also be one of the Deputy Designated Safeguarding Leads, the Designated Safeguarding Lead or the Deputy Head People.

## **Parents**

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

## **Whole School**

### **Actions in Cases of Suspected Bullying**

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 address cases of bullying off the immediate premises in so far as the behaviour damages the school life of its pupils, and it will work in partnership with home and other partners if the behaviour occurs outside school time and activities.

Cases of suspected bullying will be investigated thoroughly and will be carefully risk assessed. 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. A written record of all relevant matters will be kept and stored centrally.

### **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.

Malicious accusations of bullying if found to be untrue, will be treated very seriously and will involve disciplinary sanction.

Pupils are reminded that being a bystander, but not reporting, brings responsibility on themselves. Pupils who by-stand in cases of bullying behaviour and do not report must be aware that they may be subject to investigation and possible sanction.

The school is also aware that perpetrators of bullying may often behave in such a manner because they have experienced bullying or there is something happening to them that may impact on their behaviour. If this is the case, this will also be treated as a possible safeguarding concern.

### **Record keeping, monitoring and review**

Incidents of bullying or suspected bullying will be investigated and recorded on the School system. These will be discussed with the Head, Deputy Head People and relevant Assistant Head of Section. Statistics are discussed with the Governor with responsibility for safeguarding. All incidents will be recorded, any patterns of behaviour or location identified and the effectiveness of actions taken will be monitored. Our online system Child Protection and online Management System (CPOMS) is particularly helpful in identifying patterns of behaviour and locations. The Assistant Heads of KS3,4 and Sixth Form meet weekly with the Deputy Head People and the Head will be made of all reported incidents of bullying, whether confirmed or otherwise. Bullying is an issue that is raised for discussion at full Pastoral Team meetings. The Senior Leadership Team will address procedures for what can be learnt from incidents and any changes to guidelines will be updated.

### **Staff Training**

Members of staff are regularly reminded of the need for vigilance about pupils' behaviour toward each other and the issue is regularly raised by the Assistant Heads for each Section with Form tutors and Heads of Year and appropriate strategies are discussed. 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, including 1:1 training and online training. All staff will remain vigilant in identifying places and occasions where any incidents might be most likely to occur.

### **Raising Awareness of Bullying**

The School aims to educate all pupils and staff as to the consequences of being a bully by their actions. Celebrating success is an important way of creating a positive school ethos around the issue and pupils' achievements both academic and wider such as community involvement, the Duke of Edinburgh's Award, participation in the Saturday Literacy scheme along with sporting, arts, music, drama and many other areas are all celebrated at Section and the Whole School Assemblies. Respectful and appropriate behaviour is a theme raised regularly by the Head and Chaplain through assemblies.

The Prep Head, Head of Pre-Prep and Assistant Heads lead Assemblies where responsibility, respect and appropriate behaviour is frequently a topic for discussion. National Anti-Bullying weeks are marked throughout the school and appropriate activities organised to raise the profile of bullying so that pupils feel supported in reporting any concerns either for themselves or for others. We run an Anti-Bullying Ambassador scheme and pupils have helped to devise the various policies and the Pupil Code of Conduct. PSHCE lessons address bullying in all its forms.

Friendships across the year groups are valued and encouraged through the House System, Prefects, Sixth Form mentors and Sister groups, along with sporting, musical, dramatic and artistic groups and teams.

PSHCE sessions specifically address issues of bullying, diversity and inclusion; other appropriate curriculum subjects along with assemblies will be used to raise pupils' awareness of the issues involved in bullying and appropriate actions to take. Staff guidelines regarding appropriate behaviour towards pupils and sanctions to be used are included in the Staff Handbook, and in the Rewards and Sanctions. Staff and senior pupils conduct duties around the School during break times, assisting in reducing the potential for bullying.

## **Online Safety**

The School recognises its responsibilities for online safety as part of its wider safeguarding strategy. The Designated Safeguarding Lead is responsible for online safety, along with her Deputy DSLs.

The use of technology in the classroom and beyond is monitored using Smoothwall software. Staff, pupils and visitors are given clear guidance about the appropriate use of technology everytime they log onto a computer. Further information is available in the school's Online Safety Policy.

As part of their safeguarding professional development, all staff members receive regular training in online safety. Any concerns about online safety are reported to the Designated Safeguarding Lead or her Deputy DSLs.

The School manages personal data in line with statutory requirements. For further information, see the Data Protection Policy.

## **Appendix To Anti-Bullying Policy: The Use of IT And Mobile Phones By Pupils**

### **IT Code of Conduct**

The School has IT Codes of Conduct for the Junior and Senior School which are published in ICT rooms, in the school diary (Senior School) and are sent home to parents. In addition, pupils are taught that they 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
- Pupils are only allowed to use their own device if it is connected to the school wifi, 3,4 or 5G should NOT be used

### **School IT 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 online bullying or harassment and have systems in place to respond to it

### **Online Bullying**

This means:

- Bullying by texts, messages or images 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 or social media accounts (using someone else's identity)
- Making threatening, abusive, defamatory, discriminatory or humiliating remarks on social media
- Posting threatening, abusive, defamatory, discriminatory or humiliating material on any social media sites 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 Online safety**

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

In addition

- Do not answer abusive messages but log them and report them; if possible a screen shot a copy for use as evidence
- Do not share any images or messages that are inappropriate and have been shared with you
- Do not give out personal details

Owner: Deputy Head People

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- Never reply to anything abusive online
- Never reply to someone you do not know
- Stay in the public areas of chat rooms
- If you are concerned that you have done something that you should not have, tell someone so that the appropriate authorities can be contacted to advise on taking down images or posts (Appendix A)

## Senior School

Mobile phones and other electronic devices (e.g. smartphones, iPads, tablets digital cameras) should remain switched off in school and may not be used during the school day (8.25am-3.45pm) unless directed by a teacher. Laptops may be used for research in the school Library. The School cannot be responsible for pupils' mobile phones unless they are handed into the Pupil Reception. The Sixth Form may use mobile phones and electronic devices only in their Common Rooms and in the Sixth Form area and Library, but NOT in lessons unless directed by a teacher.

## Junior School

No electronic devices should be brought into school. If these are in school for a specific reason (Kindles with written permission) 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 online bullying and discuss with them the advice given above about how to respond if they experience online -bullying. Parents should be proactive in monitoring their daughter's use of IT and in particular their use of the internet, MSN and social networking sites (such as Tumblr, MySpace, WhatsApp, Snapchat, YouTube, Twitter, Tik Tok, Instagram and Facebook). It should be noted by parents that many sites ask for confirmation that the user is aged over 13 years.

Parents are regularly sent internet safety information and are encouraged to attend online safety evenings.

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



**Signed:**  
**Chair of Governors**

**Date:**

*Review date: December 2022*



## Appendix A

### Other Useful References and Support Organisations

**NEW Dedicated NSPCC helpline 0800 136 663 for reports of sexual harassment or abuse in education**

- Anti-Bullying Alliance (ABA) <https://www.anti-bullyingalliance.org.uk/>
- Kidscape – a charity working UK-wide to keep children safe from bullying and sexual abuse <https://www.kidscape.org.uk/>
- Bullying UK <https://www.bullying.co.uk/>
- CEOP – Child Exploitation and Online Protection Command CEOP works with child protection partners across the UK and overseas to identify the main threats to children and coordinates activity against these threats to bring offenders to account. We protect children from harm online and offline, directly through NCA led operations and in partnership with local and international agencies.



- Childnet International – the UK’s safer internet centre: provides information on how to respond to cyberbullying and on how pupils can keep themselves safe <https://www.childnet.com/>
- ChildLine offers a free 24-hour helpline and counselling service for children in distress or danger. Telephone: 0800 1111 <http://www.childline.org.uk/>
- EACH (Educational Action Challenging Homophobia): provides a national Freephone Actionline for targets of homophobic and transphobic bullying: <https://each.education/>
- The Diana Award: Anti Bullying Ambassadors programme <https://www.antibullyingpro.com/thediana-award/>
- Information on Cyber bullying <http://www.antibullying.net/cyberbullying1.htm>
- Internet Matters: Online safety <https://www.internetmatters.org/>
- Internet Watch Foundation: <https://www.iwf.org.uk/>
- Think U Know: provides help to keep children safe in the digital world <https://www.thinkuknow.co.uk/>
- LGBT: Barnados: through its LGBT hub, offers guidance to young people, parents and teachers on how to support LGBT students and to tackle LGBT prejudice based bullying <https://www.barnardos.org.uk/>
- Mental Health: MIndEd: <https://youngminds.org.uk>
- Parentline <http://parentlineplus.org.uk>
- Race Religion and nationality: Educate Against Hate: <https://educateagainsthate.com/> Report Remove – Childline – for removal of nude images that have been shared online : <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/remove-nude-image-shared-online/>
- Sexual Harassment and Sexual Bullying: Disrespect No Body: A Home office led campaign which helps young people to understand what a healthy relationship is:  
<https://www.disrespectnobody.co.uk/>
- SEND: Mencap: represents children with learning disabilities <https://www.mencap.org.uk/>
- Tell MAMA: Measuring Anti-Muslim Attacks (MAMA) allows people from across England to report any form of Anti- Muslim abuse. <https://tellmamauk.org/about-us/>

- UK Safer Internet Centre - <https://www.saferinternet.org.uk/blog/new-tool-empowers-children-and-young-people-stop-spread-nude-images-online> A tool that works to help young people get nude images or videos removed from the internet