

Statement of Intent

The purpose of this policy is to give a clear statement to pupils, staff, and parents about the School's attitudes to bullying, about the actions which will be taken to prevent bullying and the School's response if it should occur.

The School is committed to providing a caring, friendly, safe, and secure environment for all pupils so they can learn in a relaxed and secure atmosphere, can talk about their worries, and feel confident that an adult will always listen and offer help. The School regards the right of every child to enjoy all aspects of their education here, without interference from other pupils, as being of paramount importance. All pupils are expected to care for and support each other, inside and outside of the School.

The School prides itself on its respect and mutual tolerance and it is our wish for every pupil to develop their potential. The School is a diverse community, with pupils from a variety of cultural, religious, and ethnic backgrounds. Parents/guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour both at school, online and at home, and that they cooperate closely together. All pupils, parents and members of the School's community agree to adhere to these principles.

Bullying, cyberbullying, harassment, victimisation and discrimination of pupils or staff will not be tolerated by the School. All forms of bullying are deemed completely unacceptable (including cyberbullying, prejudice-based and discriminatory bullying) and will be dealt with in accordance with this policy. All allegations of bullying will be taken seriously and will be investigated, and the children involved will be supported and kept safe. This policy also covers bullying which takes place outside of School and/or outside School hours (including online) which could have repercussions for the orderly running of the School, poses a threat to or harms another pupil or member of the public or could adversely affect the School's reputation.

When bullying happens, we will work as a community, in accordance with the policy set out, to help both the children who are harmed and the perpetrator(s). We will ensure the safety of the victim(s) and do our best to support improved behaviour from the perpetrator(s). The School challenges the issue of bullying through education, the pastoral system and disciplinary action.

This policy applies to the whole school including day and boarding pupils and the early years' provision. [This policy is available to parents of pupils and prospective pupils [on our website and on request] This policy can be made available in larger print or more accessible format if required.

Policy Aims

- To clarify that bullying is always unacceptable
- To encourage an environment where independence is celebrated, and individuals can flourish
- To help ensure that every pupil has a safe and happy experience at school
- To take positive action to prevent bullying from occurring through a clear school policy on personal and social development
- To show commitment to overcoming bullying by practising zero tolerance
- To take immediate action whenever bullying is reported or suspected
- To deal with bullying incidents in a consistent and fair manner
- To provide caring professional support for both victim(s) and alleged perpetrator(s)
- To comply with the School's obligations under the Equality Act 2010
- To encourage respect for, and foster positive relations between all pupils and staff, including those who have special educational needs and/or disabilities (SEND), or certain health conditions and those of different religious and cultural traditions and ethnic groups (both in and outside the School)
- To eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited under the Equality Act 2010.

Policy Objectives

- For all members of the School community to understand what bullying is and the School's approach to tackling bullying behaviour
- For all pupils and parents to be aware of the School's expectations regarding pupil behaviour
- For all staff to be aware of their role in managing bullying incidents
- For all staff (and prefects/senior pupils at the Senior School) to receive INSET training on bullying and the School's policy, which includes training on online safety.

Definitions of Bullying

Bullying is defined as any behaviour by an individual or group, usually repeated over time, that intentionally hurts, harms, or humiliates another individual or group either physically or emotionally. It can take the form of child-on-child abuse which is defined as abuse by one or more pupils against another pupil and is often insidious. It can be standalone or as part of wider abuse. Further information about child-on-child abuse, including the procedures to follow when an incident on child-on-child abuse is reported can be found in the School's Child-on-child Policy and the Safeguarding and Child Protection Policy.

It is not an acceptable defence to justify bullying behaviour that causes harm and distress as actions intended as a joke or 'banter' or as 'a part of growing up'. Staff will address inappropriate behaviour (even if it appears to be relatively innocuous) to help prevent problematic, abusive and/or violent behaviour in the future. Staff will also challenge physical behaviours (that are potentially criminal in nature), such as grabbing bottoms, breasts, and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

By way of examples, bullying can include:

Physical	pushing, kicking, hitting, pinching, or any threat or use of violence
Verbal	name-calling, sarcasm, spreading rumours, teasing
Emotional	excluding, being unfriendly, taunts, graffiti, tormenting, interfering with others' possessions, hiding the victim's possessions, threatening gestures
Sexual	unwanted physical contact, abusive comments or the sharing of nudes/semi-nudes
Homophobic	focusing on the issue of sexuality, use of terms such as 'gay' etc.
Racial	racial taunts, graffiti, gesture
Disability	focusing on the issue of disabilities including SEN; unwanted abusive comments
Cyber	threatening, abusive e-mails or mobile text messaging; posting embarrassing information/comments/photographs on social websites, gaming sites, virtual worlds etc. This can include the use of images and video.
Religious	focusing on religious beliefs; unwanted abusive comments, name-calling, teasing etc.
Cultural	focusing on cultural beliefs; unwanted abusive comments, name-calling, teasing etc.

The School recognises that bullying may be motivated by prejudice against particular groups and may involve actions or comments regarding a person's race, religion, sex, gender, sexual orientation, SEND or certain health conditions, or because of a child's familial circumstances, such as they are adopted, in care or that they have caring responsibilities. Bullying may be motivated by actual differences between children, or perceived differences. The School also recognises that bullying can cause psychological damage, and even suicide. It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at the victim(s).

Harassment, threatening behaviour and damage to another's property may also be a criminal offence (and a civil wrong) which has repercussions outside of school. Malicious electronic communications

(such as a text or email) which intends to cause distress or conveys an indecent message is also an offence. The School will inform external agencies such as the police and social services as appropriate (please see further detail below).

Where an incident of bullying causes or is likely to cause significant harm to a pupil, the School will follow the procedures set out in the School's Safeguarding and Child Protection Policy.

Signs and Symptoms

A child may show signs or behaviour that they are being bullied. Adults should be aware of the following possible signs and that they should take action in accordance with this policy if a child:

- is frightened of walking to or from school
- is unwilling to go to school (school phobic)
- Frequent absence, erratic attendance, or late arrival to class
- becomes withdrawn, anxious, tearful, lacking in confidence, starts stammering
- attempts or threatens suicide or to run away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in schoolwork or produces work that appears to have been copied, interfered with, or spoilt by others
- becomes withdrawn from group/social activities
- Frequent visits to the Medical Centre/their GP with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- is isolated in class, prep, social groups
- comes home with clothes torn or books damaged
- has possessions go 'missing' and money 'lost'
- asks for money or starts stealing money (to pay perpetrator(s))
- has unexplained cuts or bruises
- becomes aggressive, disruptive, or unreasonable
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- is bullying other children or siblings by passing comments/obvious silence
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

The School also recognises that children may not find it easy to tell staff about their abuse verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised that an incident may come to a member of staff's attention through a report of a friend, or by overhearing conversations. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and investigated. It is therefore important that all staff are clear on the School's policy and procedures with regards to bullying including how to identify it and how to respond to reports.

Preventative Measures

The School's response to bullying does not start at the point in which a pupil has been bullied. The School takes a number of preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

Pupils

The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of school. Wycliffe's Life Skills/PSHEE programme deals with the subject of bullying in lessons and tutorial time. Discussion includes experiences of bullying, reasons why it may occur, strategies for dealing with it and methods of support, both in and out of school. The ICT programme deals with cyber-bullying and online safety. Subjects such as Drama, RS and English also explore aspects of bullying through dramatic and literary texts. We also use the National Anti-Bullying week in November to raise awareness of the negative consequences of bullying.

Opportunities such as House Chapels are used to discuss and present ideas about relationships and bullying issues. When appropriate, Senior Staff address the subject in Chapel or Assembly and on occasions, Housemasters/Housemistresses will discuss it formally in the Houses. Housemasters/Housemistresses will explain this policy to pupils when they first arrive at Wycliffe and with the whole House at the beginning of each year. The policy will also be explained to parents and be made available on the Parent Portal and they will be urged to contact the School promptly about any concerns.

All pupils are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place. They are reassured that they will be taken seriously and will be supported and kept safe. The School however recognises that certain children may face additional barriers to reporting an incident of abuse because of their vulnerability, disability, sex, ethnicity and/or sexual orientation. Pupils will be regularly reminded of the sources of help and advice available to them both in and out of school, including the Chaplain, the school counselling service and telephone numbers of organisations such as Childline will be available to them.

Raising awareness of bullying will form part of induction/training for new school Prefects and Heads of Houses and will also be part of the training for the peer mentoring group in each House. Such senior pupils are extremely influential in establishing the culture within the School and the House and can often be aware of problems at an early stage. They will be encouraged to adopt the approaches outlined below, alongside staff.

Staff

Training will be provided to staff both at induction, INSET training days and as and when required, to ensure that staff understand the School's Anti-Bullying Policy and procedures and the School's legal responsibilities in this regard. Such training will ensure that staff understand the action to be taken in relation to a bullying incident (including incidents which take place online) and the steps taken to resolve and prevent such problems arising and/or escalating. Staff will be informed about the various sources of available support, such as via the School Counsellor and local agency support networks and helplines. The School will consider what additional training may be needed to ensure that staff understand and are able to respond to the needs of vulnerable pupils, particularly those with SEND or certain health conditions and those pupils who are lesbian, gay, bisexual and transgender (LGBTQ+).

Staff will build pupils' confidence and self-esteem by recognising achievements and positive qualities of every pupil. They will adopt strategies to ensure that every pupil is properly involved in lessons and group activities. They will make a point of expressing disapproval when they hear unkind remarks; they will not allow pupils to exclude others from groups in class or at mealtimes and other formal occasions.

At times such as break, lunchtime and social activities or outings when there is naturally less formal supervision, staff will keep a careful eye on behaviour and relationships within groups. Staff in Houses will make a point of visiting dormitories/rooms regularly at bedtimes and also check them after lights-out times; they will spend time with younger pupils in the evenings and at weekends, encouraging them to behave co-operatively and monitor relationships. Housemasters/Housemistresses will routinely see pupils on a one-to-one basis so that there are regular opportunities for any concerns to be expressed. A member of the boarding house staff is always on duty to supervise the pupils. The School will always comply with its obligations as set out in the National Minimum Standards.

All staff should be vigilant to possible signs of bullying. By being alert, staff may help to prevent friction caused by the normal changes in adolescent relationships from developing into more serious, long-term problems. Staff will be particularly alert to the needs of, and understand how to support, pupils with protected characteristics under the Equality Act 2010, including those with special educational needs, SEND and/or certain health conditions, and LGBTQ+ pupils.

All concerns should be raised with the appropriate member of staff in accordance with the procedures set out below. It is important that all staff report any concerns as soon as they arise, so that appropriate action/investigation can be taken at once. Early intervention is important as patterns of behaviour can become entrenched and more difficult to change if they are left unchallenged.

Parents

This policy is readily available [on the School's website/ in the Parent Handbook/ on request/ in hard copy for reading at the School office][which parents are made aware of] so that they are clear on the School's approach to bullying and what to do if their child experiences bullying.

The School encourage close contact between the House Master/ Mistress and parents/ guardians, and will always make contact if there are concerns about a pupil's well-being;

If parents know or suspect that their child, or another pupil, is being bullied, they should contact the School without delay. All concerns will be taken seriously.

The School welcomes feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and implementation of this Anti-Bullying Policy.

Procedures for dealing with reported bullying

'The Step-by-Step Guides to handling a Bullying Incident' for Senior School, Prep School or Lower Prep should be followed, as appropriate (*see Appendix one and two for each section of the School*).

In summary, if a member of staff suspects bullying or a pupil experiences bullying, either as a bystander or a victim, they are encouraged to report this as soon as possible. The School recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. The School also recognises that children may not find it easy to tell staff about bullying verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised that an incident may come to a member of staff's attention through a report of a friend, or by overhearing conversations. All concerns will then be reported without delay to:

- the Housemaster/Housemistress, the Deputy Head Pastoral and Head for concerns in the Senior School
- the Head of House, Director of Pastoral Care, the Deputy Head and Head for concerns in the Prep School and
- the Head of Lower Prep, Director of Pastoral Care, the Deputy Head and Head for concerns in the Lower Prep and early years' provision.

Where the initial concern is raised by a parent, the same procedures will apply. The member of staff initially contacted will keep parents updated with any action taken.

All concerns and complaints of bullying will be taken seriously. Staff, parents, and pupils will be listened to, and any allegation of bullying will be noted on CPOMS.

Staff and the pupil concerned will be informed of any action to be taken. Pupils may often be reluctant to support further action for fear of making things worse, and staff will note any of these fears. However, the School has a duty to the pupil, and the community as a whole, to take action on bullying and cannot stand by and allow it to continue once they are aware it is happening. They will make clear to the pupil concerned that the School cannot condone bullying, and they will be reassured that they will be supported through any continuing difficulties, but confidentiality cannot be guaranteed.

Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the School's Safeguarding and Child Protection Policy rather than the procedure set out in this policy.

Investigation

An appropriate member of staff will investigate the situation carefully. Investigation may take a number of forms, depending, for example, on the apparent seriousness of the situation, the age of the pupil concerned, any SEND or certain health conditions or vulnerability the pupil may have and the level of distress involved. On some occasions, there may be clear evidence in the form of written notes, text or email messages etc., or Staff and senior pupils may have observed specific actions; on other occasions there may only be the complaints from the victim(s) and possibly a series of counter-accusations from other pupils. All of these will be gathered as part of the investigation.

Investigation may include speaking with the pupils involved. The alleged perpetrator(s)/ 'bully' or 'bullies' and the victim(s) will be interviewed separately. If a group is involved, it may be useful, to ask them to write individual versions of events, which can be checked against each other; a meeting between the alleged perpetrator(s) and the victim(s) may be arranged, depending on the circumstances. Such a meeting would only be arranged with the agreement of both parties and care will be taken to ensure that support is given if necessary. Staff will consider carefully whether another member of staff should be present to take notes and whether individual pupils should be supported by a friend or trusted adult. This will be appropriate in most cases.

Where the bullying is of a sexual violence or sexual harassment nature, the Designated Safeguarding Lead (DSL) will make an immediate risk and needs assessment which will consider the victim(s), the alleged perpetrator(s) and the other children at the School. This risk assessment will be recorded and kept under review. The victim(s) will be reassured that they are being taken seriously and they will be supported and kept safe. The DSL will consider the risk posed to all pupils and put adequate measures in place to protect them and keep them safe. This may include consideration of the proximity of the victim(s) and alleged perpetrator(s) and considerations regarding shared classes, sharing school premises, boarding houses, and school transport. Further information can be found in the Safeguarding and Child Protection Policy.

Where the School considers that the reported bullying behaviour may be criminal or considers that there may be a risk of harm to someone, the staff member will discuss this with the Head, and will report the matter to the Police without delay, if considered necessary. The School will then follow the procedures set out in the Safeguarding and Child Protection Policy as well as any guidance from the Police.

Points to Remember when investigating bullying incidents

The interviewing member of staff should support the victim(s) by:

- ensuring that the pupil feels that they are being listened to
- reassuring them that the bullying incidents are being taken seriously
- explaining the support available and how the incident will be managed
- understanding that a first disclosure of an incident is not necessarily representative of a singular incident, and there may be other incidents the victim(s) has not yet disclosed
- offering support to develop a strategy to help
- making it clear why revenge or retaliation is inappropriate.

The interviewing member of staff should support the alleged perpetrator(s) by:

- explaining the reasons for investigating
- reminding them that all incidents of bullying are taken seriously and are not acceptable
- keeping calm and non-judgmental and ensuring the pupil feels that they are being listened to
- explaining the support available and how the incident will be managed.

The purpose of the individual interviews (with the victim(s), alleged perpetrator(s), colluders, and bystanders) is to find out how the pupil feels and who was involved. Staff should ensure that they have permission from the victim(s) to let the alleged perpetrator(s) know how they, as the victim(s), feel. This may require some agreement as to how much information the victim(s) is prepared to give the perpetrator(s) at this stage. Staff should explore the situation with the alleged perpetrator(s) (and any colluders and bystanders) from the perspective of the victim(s) and explain how the victim(s) feels. It

will be made clear why the perpetrator's behaviour was inappropriate and caused distress and how such behaviour can be modified and avoided.

Where appropriate, a meeting with all the pupils involved should be held (provided all pupils consent to the meeting) with close staff supervision. This should be used to listen to what the pupils have to say and to help all pupils acknowledge and understand the situation from each other's perspectives. Pupils should be encouraged to reflect on their behaviour to enable the pupils to discuss how they can resolve the present conflict and avoid a recurrence.

Records will be kept of all investigations on CPOMS and will record:

- Details of the incident
- The pupils interviewed and outcome of meetings
- Any action to be taken by any of the pupils involved
- The date when a review meeting will take place.

The Review Meeting

A review meeting will be held to discuss, with the pupils, how things have been going and any further concerns. These meetings may be held individually or collectively, depending on the individual pupil's preference, and taking into consideration the feelings of the victim(s). The meeting will also help monitor the situation and review whether any further action is needed.

If there has been no further incident and no further action is needed following the review meeting, completion of the Bullying Incident Reports occurs. The Bullying Incident Reports are kept on CPOMS and are logged centrally by the Deputy Head Pastoral. Everyone directly concerned with the victim's welfare is made aware of what has happened, and the action taken.

Parents will be informed of the incident to discuss the implementation of appropriate strategies to manage the incident and enable the situation to be resolved successfully. If a disciplinary sanction is likely, this will also be discussed with parents. Staff should ensure that a full record of concerns and the action taken to support the pupils has been kept on CPOMS and a copy of the record is available when meeting with parents.

Responses

The following steps indicate the range of options open to the School and are dependent on the severity and/or frequency of the incident(s). At the lowest level the aim will be to resolve the situation and re-establish reasonable relationships and acceptable behaviour. Options to help resolve the bullying should also be considered, such as a change of House. However, all or any will be used at the discretion of the Deputy Head Pastoral and the Head.

Informal Discipline

It is important to talk with, and to listen to, pupils and take time in fact-finding and reaching a resolution. In some circumstances, informal sanctions may be considered more appropriate rather than implementing a more formal disciplinary sanction. Consideration to the seriousness of the incident and the views of the pupils involved should be given.

Informal discipline may include:

- A verbal or written apology
- Confiscation of mobile phones or laptops (or other electronic devices) and restrictions on the use of the internet i.e. where there has been misuse of ICT for cyber-bullying
- Reprimand
- Withdrawal of privileges

Formal Discipline

The School will apply disciplinary measures where appropriate in accordance with the School's Behaviour Policy. Any disciplinary sanctions imposed will reflect the seriousness of the bullying incident(s) and will be proportionate to the offence. The School will take into account the impact of disciplinary measures on any SEND or certain health conditions or vulnerabilities.

If bullying behaviour continues following a suspension and/or is serious or persistent, this may lead to permanent exclusion (expulsion) by the Head, following the School's Behaviour Policy. The Head may take into account the pupil disciplinary record and will consider whether the DSL should also be informed and the School's Safeguarding and Child Protection Policy and procedures instigated.

Where there are concerns that a criminal act has or may be committed, the matter may need to be referred to the police and/or Children's Social Services. This will not determine or prejudice the School's right to act in accordance with its own disciplinary procedures, but the School will consider and act on the advice of external bodies as appropriate. Specifically, the School should not undertake their own investigation of the allegation/s without prior consultation with the Police and/or the LADO, so as not to jeopardise statutory investigations.

The School does not use or threaten corporal punishment.

Cyber-bullying

Bullying can also occur online, or technology may be used to facilitate online abuse. Cyber-bullying can be defined as '*the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others*' (Belsey, <http://www.cyberbullying.org/>). Cyber-bullying can be an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time and often against a victim(s) who cannot easily defend themselves. The School acknowledges that cyberbullying may take place inside School, outside of School and at any time of the day.

Cyberbullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear, or humiliation;
- Posting threatening, abusive, sexual, discriminatory, offensive, or humiliating material or comments on websites (including blogs, personal websites, and social networking sites such as Facebook, Instagram, Twitter, TikTok, Snapchat, WhatsApp, Skype or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

Cyber-bullying can take different forms, such as:

- threats and intimidation;
- harassment or "cyber stalking" (e.g. repeatedly sending unwanted texts, instant messages)
- vilification / defamation;
- exclusion or peer rejection;
- impersonation;
- unauthorised publication of private information or images (including what are sometimes misleadingly referred to as 'happy slapping' images, sharing nudes/semi-nudes and upskirting images);
- setting up website pages and inviting others to post derogatory comments and circulating them via various electronic media;
- sending, insulting and vicious text messages or messages of a sexual nature (so called 'sexting');
- posting fake and/or obscene photographs of the victim(s) on a social networking site and manipulation; and
- Unpleasant messages or images.

The School expects parents to play the main role in dealing with any out of school incidents. However, the School may take such disciplinary action that is reasonable in dealing with cyber-bullying which takes place outside of school with a view to regulating conduct or where the welfare of other pupils or the culture or reputation of the School is at risk. [The School acknowledges it has a role to play, alongside parents, in teaching pupils about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform, or app. In taking this forward, the School has regard to the DfE's non-statutory guidance on Teaching online safety in school (June 2019).]

Some cyber-bullying is clearly deliberate, but some incidents of cyber-bullying can be unintentional and the result of simply not thinking about the consequences. What may be sent as a joke may not be received as one, and indeed the distance that technology allows in communication means the sender may not see the impact of the message on the receiver. There is also less opportunity for either party to resolve any misunderstanding or to feel empathy. Abusive comments and interactions should never be passed off or dismissed as "banter" or "part of growing up". Nor will harmful sexual behaviours, including sexual comments, remarks or jokes and online sexual harassment, be dismissed as the same or "just having a laugh" or "boys being boys". Dismissing or tolerating such behaviours risks normalising them.

In cyber-bullying, bystanders can easily become perpetrators – by passing on or showing to others images designed to humiliate, for example, or by taking part in online polls or discussion groups. They may not recognise themselves as participating in bullying, but their involvement compounds the misery for the person targeted. It is important therefore that pupils are aware that their actions can have severe and distressing consequences and that participating in such activity will not be tolerated.

Prevention of cyberbullying

All pupils are required to sign the School's Acceptable Use Policy which lays out their responsibility for making safe and appropriate use of the School's computer systems. Breaches of this agreement may result in pupils being temporarily banned from using the internet and the network.

There is also an Acceptable Use Policy signed by all staff. For staff and visitors, the permissions, and restrictions on the use of technology are outlined in the School's Safeguarding and Child Protection Policy and also in the Staff Code of Safe Practice Policy. Both documents are referred to regularly at INSET and staff are provided with regular updates in staff briefings. Both documents can be found on the staff shared drive[].

The School recognises the need to build children's resilience in this area and makes this part of the School's Life Skills (PSHEE) and Digital Literacy programme and ICT lessons. All pupils are given clear guidance on the use of technology safely and positively, both in school and beyond including how to manage their personal data and how to report abuse and bullying online. House Staff and Tutors also help to build resilience in pupils to protect themselves and others online. Training is also provided for staff and for parents/carers on online safety.

Guidance on the safe use of the internet and prevention of cyber-bullying (within the Acceptable Use Policy and the ICT and E-Safety Policy and Handbook) is available to pupils, parents and staff. The School has a separate Bring Your Own Device Policy (within the Staff Handbook).

The School will actively manage school hardware, software and connectivity to monitor use of school ICT systems. The School reserves the right to monitor pupils' use of the internet on a routine basis.

The Director of ICT works in conjunction with the IT department to ensure that the school network filters and monitors how pupils use the school network. There are regular reports generated on pupil usage which are sent to nominated members of the Senior Leadership Team who review pupil behaviour. If they have any concerns (as per the School's Safeguarding and Child Protection Policy) they discuss them with the DSL. Pupils may also report concerns via the 'confide' button on all School PCs.

The School's IT manager and IT technicians maintain the integrity of the School's systems and liaises with the Director of ICT should problems arise. The School manages personal data in line with statutory requirements and is aware of its duties under the Data Protection Act (2018), the principles of which will be applied when processing, collecting, disclosing, retaining, or disposing of information relating to a pupil or a member of staff.

Procedures for dealing with cyberbullying

The School will manage a cyber-bullying incident in accordance with this policy, and the School's Safeguarding and Child Protection Policy where it raises safeguarding concerns, taking such disciplinary action that is considered reasonable in the circumstances.

Although cyber-bullying is not a specific criminal offence, there are criminal laws that can apply in terms of harassment and threatening communications. For example, although bullying in itself is not a specific criminal offence in the UK, some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1997 or the Malicious Communications Act 1988. Where the School considers that an offence may have been committed, the police will be informed. Any bullying behaviour which could be criminal or pose a threat to a member of the public (even if it takes place outside school but which is reported to the School) will also be reported to the police.

The School reserves the right in serious cases to report the matter to external bodies and will do so under the guidance laid out in our Safeguarding and Child Protection Policy.

Electronic devices

The School reserves the right to examine all electronic devices where there are reasonable grounds to suspect abuse, inappropriate use, possession of a prohibited item or an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, [Such an examination will require the Head's prior consent to undertake the search]. In so doing it will have due regard to its obligations under applicable data protection laws.

The School may search for an electronic device and may examine and erase any data from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay. Parental consent to the search is not required but they will be informed of any search conducted after the event unless doing so presents a further risk to any child. The School will keep records on CPOMS of all searches carried out including the results of the search and any follow up action taken.

The misuse of technology

The misuse of technology will be subject to the School's disciplinary regime and will be considered a serious offence. Pupils will be held personally responsible for all materials on a website and for all materials that appears on a website of which they are an account holder. The boundaries and therefore possible sanctions are covered later in this policy and in the School Behaviour Policy.

Safeguarding Concerns

Staff should always consider the motive behind bullying behaviour and whether it reveals any concerns for the safety or wellbeing of the perpetrator(s). If staff have any reasonable cause to suspect that a pupil is suffering, or is likely to suffer, significant harm, the School's Safeguarding and Child Protection Policy should be followed, which may include reporting concerns to children's social care to ensure appropriate action is taken. Even where safeguarding is not considered to be an issue, the School will consider whether external services need to be informed to support the pupils involved and help tackle underlying issues, for example, which may have contributed to bullying behaviour.

The School also recognises the importance of minimising the risks of child-on-child abuse (which may include physical, emotional, and sexual abuse, sexual exploitation and upskirting). In most instances, the conduct of pupils towards each other will be covered by this policy or the School's Behaviour Policy. However, some allegations may be of such a serious nature that they may raise safeguarding concerns. When an allegation is made by a pupil against another pupil, staff should consider whether the bullying type behaviour raises a safeguarding concern. If there is a safeguarding concern the DSL should be informed without delay in accordance with the School's Safeguarding and Child Protection Policy and the Child-on-child Abuse Policy.

Bullying may take the form of sexual violence or sexual harassment. The School will follow Keeping Children Safe in Education (KCSIE September 2021) in responding to any report of sexual violence or sexual harassment. Where an allegation of bullying takes this form, any disclosure will be managed with two members of staff present (one of them being the DSL or their Deputy). The police may be informed of any harmful sexual behaviours which are potentially criminal in nature. Further information on the procedure to be followed is found in the Safeguarding and Child Protection Policy.

Help, support and counselling (see Appendix 3 – Advice to Pupils and Parents)

Help, support and counselling will be given as is appropriate to both the victim(s) and the perpetrator(s). The School recognises in some circumstances the consequences of bullying may lead to a pupil experiencing pronounced social, emotional, or mental health difficulties and that external support from children's services, Child and Adolescent Mental Health Services or Children and Young People's Services (CAMHS or CYPS) may be appropriate.

The School supports **victims**:

- By offering them an immediate opportunity to talk about the experience. Offering emotional support; reassuring them that they have done the right thing in telling a member of staff
- By informing the victims' parents/guardians
- By offering continuing support when they feel they need it
- By advising the victim(s) not to retaliate or reply but to instead, speak, to a member of staff
- By emphasising to pupils, the importance of:
 - ❖ conflict resolution and negotiating skills
 - ❖ rights and responsibilities
- By informing them that text messages, emails and any information on social network sites can provide supporting material and evidence of bullying and should be passed to a member of staff. And that if hurtful or embarrassing content is being distributed, to try to get it removed from the web – by the person who posted it or alternatively, by contacting the host provider and making a report to get the content taken down
- If appropriate, by advising the victim(s) to consider what information they have in the public domain
- In some cases, by advising the victim(s) that they may be able to block the person from making contact with them i.e. online
- By taking one or more of the disciplinary steps described to prevent further bullying.

The School supports **'perpetrators'**:

- By talking about what happened, to discover why they became involved
- By discussing ways in which the perpetrator(s) can change their behaviour
- By emphasising the importance of:
 - ❖ respect for and courtesy to others
 - ❖ rights and responsibilities
- By informing the perpetrators' parents/guardians
- By continuing to work with the perpetrator(s) in order to help address any prejudiced attitudes and the potential impact of their behaviour.

EYFS CHILDREN

Even the School's youngest children are encouraged to behave towards each other with kindness and consideration. The School encourages them to learn to look after their own possessions and to respect others' possessions. The School expects them to be honest, helpful, and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. The School has a practitioner responsible for the behaviour management in the EYFS, details of which are available from the Prep School.

The School will explain to the EYFS children why some forms of behaviour are unacceptable and hurtful to others. Sanctions will rarely need to be imposed in the EYFS setting; but sometimes the School may remove a privilege for hurtful behaviour. Occasionally, a child may be sent to see the practitioner responsible for the behaviour management in the EYFS, who will explain the inappropriateness of a particular action and introduce a more appropriate action; but such instances are rare. Parents are always informed when any sanction is needed towards their child, and in cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into the School to discuss the situation with the child's teacher and the Head of the Prep School, to agree a joint way of handling the difficulty.

Copies of our Behaviour Management Policy for EYFS children can be found in the Prep School Behaviour Policy.

Complaints procedure

If parents are not satisfied with the action taken by the School, parents can make a formal complaint by following the School's Complaints Procedure which can be found on the School's website. Parents of boarders and of Early Years Foundation Stage (EYFS) children should be aware that they have the right to refer a complaint directly to Ofsted if they are unhappy with the way in which their complaint has been handled.

Monitoring and Evaluation

- The policy is a living document, which will be evaluated, updated, and reviewed regularly to identify any patterns in bullying behaviour so that appropriate steps can be taken to address such behaviour.
- In the Senior School, the Deputy Head Pastoral will record bullying incidents on CPOMS in addition to House Staff updating pupils CPOMS records. In the Prep School, the Deputy Head and/or Director of Pastoral Care, Heads of Houses and Lower-Prep teachers will similarly keep their own records on CPOMS. Records of bullying will be regularly reviewed by the School (by SMT and the Welfare Committee of Trustees) to ensure any patterns of bullying behaviour are picked up and appropriate steps are taken to address such behaviour.
- There will be a continuing programme of INSET as deemed necessary.
- There will be regular pupil input, via questionnaires and discussion in Life Skills/PSHEE, in ICT, in House, in Tutor period etc.
- Resource materials will continue to be updated and made available to both staff and pupils.
- This policy is reviewed and updated at least annually, by the Deputy Head Pastoral.

Reference to other legislation and relevant school policies

The Anti-Bullying Policy was written with regard to the following:

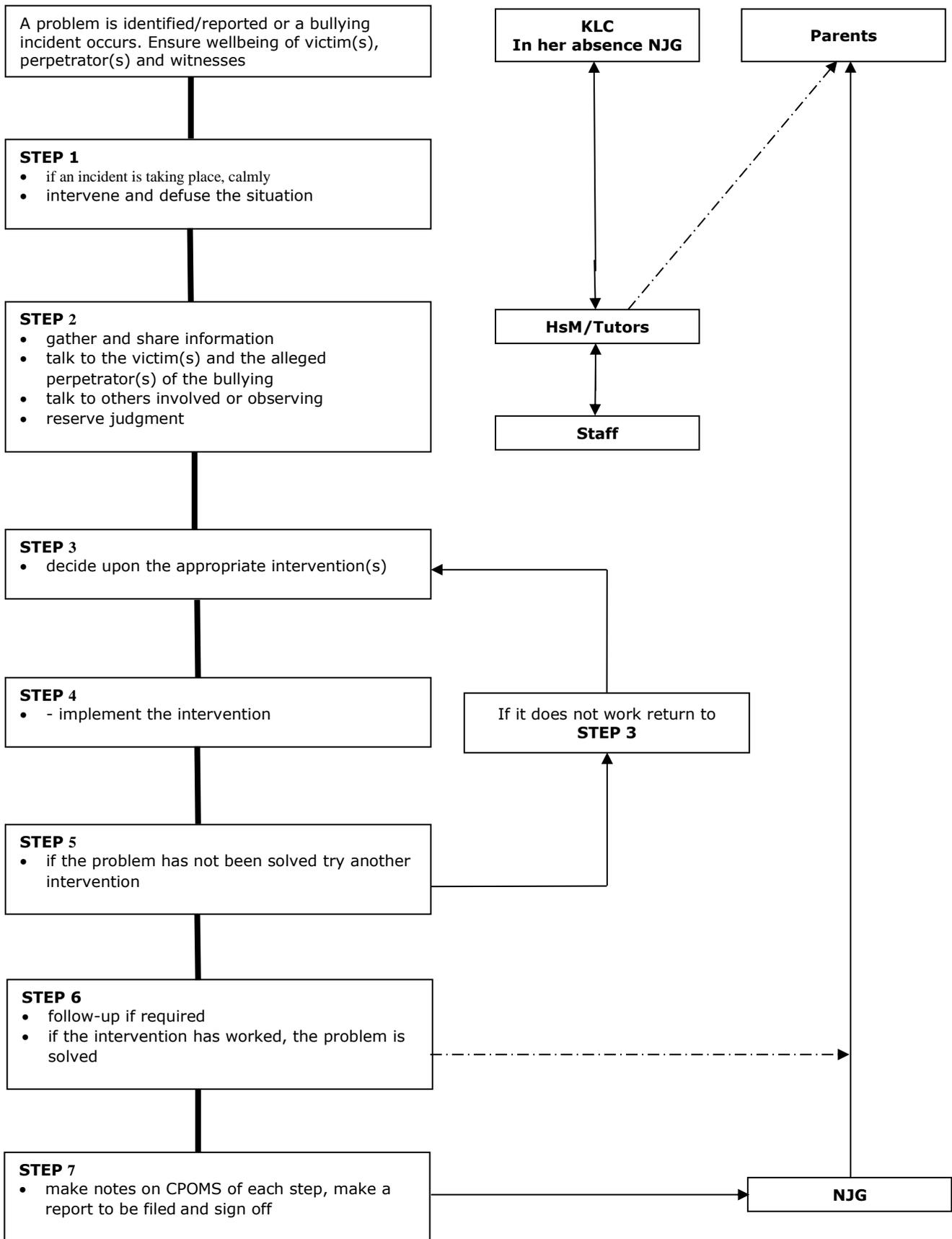
- DfE guidance (July 2017) 'Preventing and tackling Bullying: Advice to Headteachers, Staff and Governing Bodies' and will be reviewed in light of any substituting or amending guidance as issued from time to time and complies with the law applicable to the Independent Schools sector.
- The Equality Act 2010
- 'Keeping Children Safe in Education' (DfE, September 2021).
- National Minimum Boarding Standards (2015) regulations which are published under section 87C(1) of the Children Act 1989 as amended by the Care Standards Act 2000, where Standard 12 is specific to promoting positive behaviour and relationships (including bullying).
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges Advice (September 2021)

Other Policies/Staff Guidelines, which have relevance to the **Anti-Bullying Policy**, are:

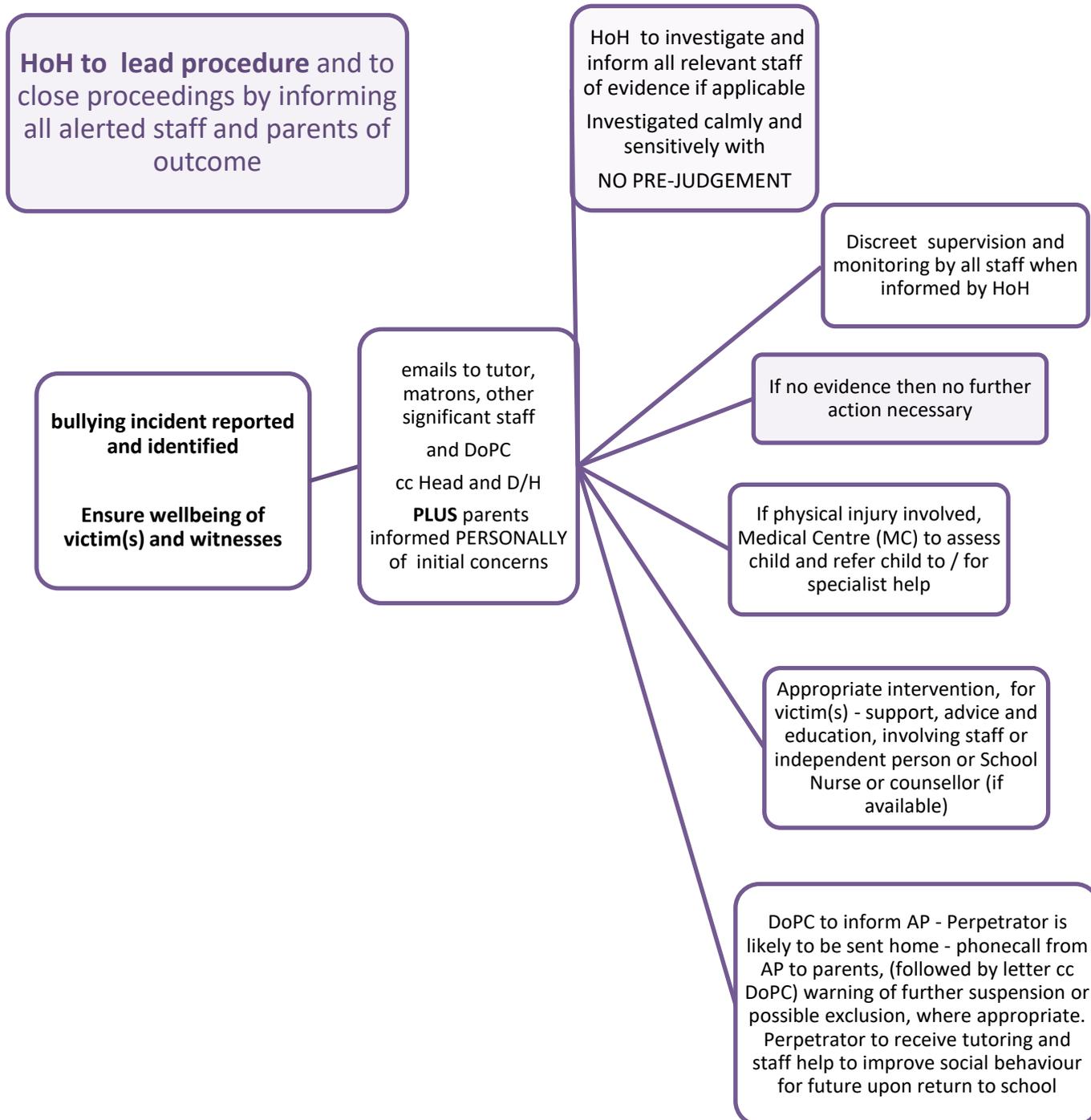
- Behaviour Policies (which includes Alcohol, Smoking, Drugs, Discipline & Exclusion)
- Child-on-Child Abuse Policy
- ICT & E Safety (which includes Acceptable Use Policy)
- Pupil Confidentiality
- Relationships Education & Sex Education
- Safeguarding and Child Protection Policy
- Staff Code of Safe Practice
- Staff Handbook, including:
 - Whistle Blowing Policy
 - Equal Opportunities
- SEND and SEND (EYFS)

Member of Staff responsible: Kate Corbin (Deputy Head Pastoral)
Reviewed Annually in July

**APPENDIX 1
WYCLIFFE COLLEGE SENIOR SCHOOL
A STEP-BY-STEP GUIDE TO HANDLING A BULLYING INCIDENT**



**APPENDIX 2
WYCLIFFE COLLEGE PREPARATORY SCHOOL
ANTI-BULLYING PROCEDURE DAY AND BOARDING**



APPENDIX 3 WYCLIFFE COLLEGE ADVICE TO PUPILS AND PARENTS

Pupils

- Tell yourself that you do not deserve to be bullied, and that it is **WRONG!**
- Be proud of who you are. It is good to be individual
- Try not to show that you are upset in front of the perpetrator(s). It is hard but a perpetrator(s) thrives on someone's fear
- Stay with a group of friends/people. There is safety in numbers
- Be assertive - shout "No!" Walk confidently away. Go immediately to a teacher or other member of staff
- Tell a member of staff or your parents straight away if you are experiencing bullying
- Remember that anything you place online can be made public within seconds. Whatever you send online could stay there forever. University admissions officers and future employers may be able to view messages, films and photos posted years before
- Be careful what you say on-line or in text messages. It is easy to upset someone by not reading carefully what you have written before pressing the SEND key. Be careful what images you send
- If you receive a nasty or rude message about someone, or a photo of them, do not forward it to anyone. Doing this means that you will be taking part in the bullying. You could even be breaking the law
- Keep your password to yourself. Change your password regularly. Choose hard-to-guess passwords with symbols or numbers. This makes it harder for others to hack into your account
- Only give your mobile number or personal website address to loyal friends whom you trust completely
- Choose the highest security settings on internet sites; do not rely on default settings
- Use websites and services that let you block someone who is behaving badly or bullying you, and use the blocking facility
- Use websites and services which allow you to report incidents of cyber-bullying
- If you see bullying or cyber-bullying taking place, support the victim(s). Report the perpetrator(s) Perpetrators get away with bad behaviour if no one tells
- Call a helpline like Childline on 0800 11 11
- Be aware that the School can monitor your use of the internet and that we can examine mobile phones e.g. where there is reason to suspect abuse or bullying
- You will be held personally responsible for all material you have placed on a website and for all material that appears on a website of which you are the account holder.

If you know someone is being bullied, you should:

- **TAKE ACTION!**
- If you feel you cannot get involved, tell an adult **IMMEDIATELY**. Teachers have ways of dealing with the perpetrator(s) without getting you into trouble
- Do not be, or pretend to be, friends with a perpetrator(s) – it may get you into trouble.

Parents

- Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunchtime was spent etc
- If you feel, know, or suspect that your child or another child may be a victim of bullying behaviour, inform the School **IMMEDIATELY**. Your complaint will be taken

In every case, a CPOMS report should be completed and printed for HoH filing cabinet and in boarding, of a copy for the house file also. This should include a date and the signature of the lead person.

APPENDIX 3 WYCLIFFE COLLEGE ADVICE TO PUPILS AND PARENTS

- seriously, and appropriate action will follow in line with this policy
- Make yourself aware of the amount of time your child is using the internet, chat facilities, games consoles and their mobile phones and whether this is excessive
 - Carefully consider the location of the computer or laptop and whether your child would be better using it in a family area of the home
 - Search on Google for your child's name and any online usernames they use. This is a valuable exercise for you and them to be able to see exactly how much information other people can see about them with very little difficulty
 - Consider installing internet monitoring and filtering software
 - Talk to your child; both about the dangers of the internet, but also about their general usage – be interested in what they are doing and keep dialogue open, so they feel able to talk to you if they do experience problems
 - Ask your child to (or help them) set up appropriate privacy settings on any social media sites.
 - Access the SafeToNet app for parents to help you safeguard your children from online risks like cyberbullying and sexting, whilst respecting your child's rights to privacy. The SafeToNet Foundation is providing UK families with free access to 1 million licences during coronavirus ([Keeping Children Safe Online](#)).
 - Tell your own son or daughter it is not their fault that they are being bullied
 - Make sure your child is fully aware that they must not be afraid to ask for help.

If you are worried that your child is being bullied, please use the procedures set out in this policy. When you contact the School, guide us with how you would prefer to stay in touch so that you can be kept informed of progress and a shared system for supporting your child can be agreed.

Useful websites

www.kidscape.org (Kidscape Bullying Helpline – 0207 730 3300)

www.bullying.co.uk

www.Childline.org.uk/Cyber-Bullying (Childline - 08001111)

www.childnet-int.org/

www.antibullying.net/cyberbullying

www.stopcyberbullying.org

www.anti-bullyingalliance.org.uk

www.worriedneed2talk.org.uk

www.childnet.com/young-people/secondary

www.thinkuknow.co.uk/

www.ceop.police.uk/safety-centre/

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

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