WYCLIFFE COLLEGE
ANTI-BULLYING POLICY

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.

Wycliffe recognises that children can be particularly vulnerable in residential settings and are alert to the potential for child-on-child abuse. The school will comply with its obligations as set out in the National Minimum Standards for Boarding Schools at all times.

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 of child-on-child abuse is reported can be found in the School's Safeguarding and Child Protection Policy.

The School understands that bullying can be so serious that it may cause physical, emotional, and psychological damage. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour Policy. Whilst bullying itself is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, sexting, the sharing of nudes/semi-nudes (in certain circumstances), upskirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect.

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, including online
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 of Bullying
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
- talks of 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 Health 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
- 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);
- 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/Assemblies 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, Housemistresses/Housemasters will discuss it formally in the Houses. Senior Staff/Housemistresses/Housemasters will explain this policy to pupils when they first arrive at Wycliffe and with the whole School/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 in the Senior School and will also be part of the training for the peer mentoring group in each House and at the Prep School. 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 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 are aware that, unlike at day schools, boarders who are being bullied (offline) may be unable to escape their bullies for long periods of time. 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. Housemistresses/Housemasters 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/ 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 encourages close contact between the Senior Staff/Housemistress/Housemaster 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
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.

If an incident of bullying is reported, the following procedure will be adopted:

- The member of staff to whom the incident was reported, or who first discovers the situation, will control the situation, and will reassure and support the pupils involved, without promising absolute confidentiality;

- The member of staff will inform an appropriate member of the School's pastoral team about the bullying allegation as soon as possible, and will record on CPOMS; in most cases, a member of the pastoral team will agree the appropriate course of action after consultation with the Senior Deputy Head (Senior School), and Senior Deputy Head (Prep).

- 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 Policy and Child Protection Procedure rather than the procedure set out below.

- 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.

- The victim(s) and the alleged perpetrator(s) will each be interviewed individually and asked to write their account of events. For younger pupils, this may be scribed and signed by the pupil. 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. 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.

- Any witnesses, or other pupils involved, will be interviewed.

- Where the reported bullying behaviour may be criminal, or there may be a risk of harm to someone, the member of staff will discuss this with the Designated Safeguarding Lead, and will report the matter to the Police, 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.

- The incident/s should be recorded on CPOMS, and key pastoral staff will be informed.

- The victim(s) will be offered support to develop a strategy to help. It will be made clear to them why revenge or retaliation is inappropriate.

- It will be made clear to the perpetrator why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour. The School's Behaviour Policy may also be invoked. Sanctions under the Behaviour Policy might include, for example, restorative approaches, detention and withdrawal of privileges. The School may exclude a pupil, either temporarily or permanently, in cases of serious or persistent bullying, or in the event that the support put in place for the perpetrator(s) does not result in the modification of behaviour to an acceptable level.

- The parents/ guardians of all parties will be informed and may be invited into School to discuss the matter, and the appropriate sanctions under the Behaviour Management Policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed.

- A way forward, including where appropriate disciplinary sanctions and support for the perpetrator(s), should be determined, and, where possible, agreed with all parties. This should recognise that suitable support may be needed by the pupils who are being bullied, and also by the pupils who bully others, as well as dealing with disciplinary measures in accordance with the School's Behaviour Policy and/or if appropriate.

- As part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode.

- A monitoring and review strategy will be put in place and put on record. Staff should ensure that a full record of concerns and the action taken to support the pupils has been kept on CPOMS.

- 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 relevant 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 Policy and Child Protection Procedure as well as any guidance from the Police.

Where the initial concern is raised by a parent, the same procedures will apply. Parents will be 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.

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

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
- Monitoring and review strategy.

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/Tutor Group. However, all or any will be used at the discretion of the Senior Deputy Heads and the Heads.

Restorative approaches
It is important to talk with, and to listen to, pupils and take time in fact-finding and reaching a resolution. In some circumstances, restorative approaches, and 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.

Restorative approaches 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 Fixed-Term Exclusion and/or is serious or persistent, this may lead to permanent exclusion (expulsion) by the relevant 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 Policy and Child Protection Procedureand 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 themself. 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 (including nudes and semi-nudes);
- 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).

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 Policy and Child Protection Procedureand 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) Programme. 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 IT manager 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 Policy and Child Protection Procedure 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
In response to an allegation of cyberbullying, certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the relevant Head. Staff do not require the consent of the pupil, or their parents to undertake a search, provided they have reasonable grounds for suspecting that the pupil is in 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, and provided they have the Head's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Behaviour Policy.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyberbullying. Parental consent to search through electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

The School may also erase any data or files 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.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour Policy. The School may then take steps to sanction the student in accordance with the Behaviour Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding and Child Protection Policy.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

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 Policy and Child Protection Procedure 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.

Bullying may take the form of sexual violence or sexual harassment. The School will follow Keeping Children Safe in Education (KCSIE) and the Safeguarding Policy and Child Protection Procedure 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 1 – 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.

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.
- All bullying incidents are recorded 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 Senior Deputy Head (Senior School).

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' .
- National Minimum Boarding Standards (2022) regulations which are published under section 87C(1) of the Children Act 1989 as amended by the Care Standards Act 2000, where Standard 16 is specific to preventing bullying and standard 17 to promoting positive behaviour and relationships.

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

- Behaviour Policies (which includes Alcohol, Smoking, Drugs, Discipline & Exclusion)
- ICT & E Safety (which includes Acceptable Use Policy)
- Pupil Confidentiality
- Relationships Education & Sex Education
- Safeguarding Policy and Child Protection Procedure
- Staff Code of Safe Practice
- Staff Handbook, including:
  - ➢ Whistle Blowing Policy
  - ➢ Equal Opportunities
- SEND and SEND (EYFS)
- National Minimum Standards for Boarding Schools 2022

Member of Staff responsible: Caoimhe Pettingell (Senior Deputy Head)
Reviewed Annually in July

APPENDIX 1
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-bulling 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 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.
- 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.kidsscape.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/