

ANTI-BULLYING POLICY

Policy Statement

HCS believes that every child should be able to learn in a school environment free from bullying of any kind and in which children feel safe and supported. Every member of the community at HCS has a role in creating a culture where bullying is not tolerated. Bullying has no place in the HCS community and this applies both to the bullying of pupils and of all staff. The aim of this document is to help members of the school community deal with bullying when it occurs and, even more importantly, to prevent it.

HCS defines bullying as deliberate, repeated or systematic actions (physical, verbal, direct or indirect) which seek to harm another person and/or undermine their confidence and self-esteem. The school will apply appropriate sanctions to bullying of any type: racial, sexual, cyber bullying, religious, cultural, sexist, and homophobic or against any type of disability and special learning needs.

This policy has regard to the guidance, the spirit and requirements of the DCSF (DfE) document: *'Guidance – Safe to Learn: Embedding anti bullying work in schools'* It will also provide evidence of compliance with the National Minimal Standards for Boarding Schools (2011), Standard 12: Promoting Positive Behaviour and Relationships. In addition, it has regard to current DfE Guidance - Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies (July 2011).

The school understands the seriousness of bullying: the negative effect it has on the educational experience, the likely outcome of psychological damage and, at worst, that it is a factor in pupil suicide. Although bullying is not a specific criminal offence, any actions which result in criminal activity, eg harassment and threatening behaviour, will be reported to the police.

Pupils and staff must understand that any form of bullying will lead to some form of sanction; in severe and persistent cases pupils may be excluded from HCS.

Aims:

- To provide a safe and secure environment where all can learn and teach without anxiety.
- To be proactive in reducing the risk of bullying by developing a school ethos in which bullying is unacceptable and pupils are encouraged to report bullying.
- To set out a consistent, reasonable and proportionate school response to any bullying incident.
- To apply appropriate disciplinary sanctions to the pupil causing the bullying.
- To ensure that all members of staff take all forms of bullying seriously and intervene to prevent incidents from taking place or continuing.
- To make all those connected with the school aware of its opposition to bullying, and make clear each person's responsibilities with regards the prevention of bullying.
- To ensure that ways of preventing bullying are part of a regular programme in PSHE lessons and assemblies.
- To safeguard and support the pupil (day or boarding) who has been bullied.

- To support pupils (day or boarding) and to provide suitable help and guidance for pupils who may bully others.
- To raise awareness of staff through training.
- To create a community in which all treat each other with dignity and respect.

Procedure:

The centralising of information is essential in order to gain a complete picture of any interactions between pupils over a period of time. For this reason, all staff need to be aware of the sensitive nature of dealing with both bullies and those being bullied and the procedures set out in this document about reporting bullying incidents must be adhered to strictly.

- If any member of staff witnesses or becomes aware of an act of bullying, they should do all they can to intervene in order to stop the bullying and support the pupil or member of staff who is being bullied. This may involve counselling and support for the victim of the bullying. Pupils who are concerned that they are becoming the victim of bullying, have seen the bullying of other pupils, or that they are becoming a bully should tell a member of staff. This may be their Tutor or Form Teacher, Head of Year or Pastoral Leader, or any other member of staff with whom they feel they can safely discuss their concerns. No member of staff can promise confidentiality to the pupil about any such discussions; staff should, however, confirm to pupils that their safety and welfare will be the overriding principle in any discussions.
- All such pupil-initiated reporting of concerns or incidents is to be taken seriously. If faced with an incident, investigations should be instigated by talking to both bullied and bully. Records should be kept and it is recommended that such conversations should not take place between individual members of staff and individual pupils unless this is unavoidable in order to ascertain sensitively what has been happening.
- Information should be shared at the earliest opportunity with the Tutor or Form Teacher so that they can instigate/continue investigations and counselling, and apply sanctions as appropriate; they will be aware of any previous incidents involving these pupils. Tutors or Form Teachers will share the information with the Head of Year or Pastoral Leader. All incidents must be recorded in writing.
- The Head of Year, in consultation with the Pastoral Leaders, will decide when it is appropriate to communicate with the parents of the bullied or the bullying. Records of these parents' meetings will be kept by the Pastoral Leaders and copies made for the central pupil files.
- Instances where a pupil is considered to be vulnerable must be discussed with Heads of Year: Heads of Year will provide any necessary information at staff meetings.
- Heads of Year/Pastoral Leaders are to keep their own detailed records of all incidents that involve pupils in their Year Group(s). All incidents must be reported to the Pastoral Leader: Mr Cliff Cates in the Senior School and to Mr Giles King in the Prep School so they can be placed in the schools' central records.
- Instances of bullying that take place outside school (eg cyber-bullying) but impact in the school environment upon those involved may be deemed to be actionable under the school's Anti-Bullying Policy.
- If any member of staff is a victim of bullying, they should inform in writing, with the evidence, the Principal.

Available Sanctions

- Verbal reprimand
- Contact Tutor or Form Teacher, Head of Year or/and Head of Department
- Contact with parents
- Being put on Daily Report
- Referral to the Head of Year in Senior School or Pastoral Leader in the Prep School
- Letter to parents
- Detention
- Referral to the Pastoral Leader in Senior School or Deputy Head in the Prep School
- Meeting with parents
- Referral to the Head of Senior School or Head of the Prep School
- Work in isolation from peers
- Referral to the Principal
- Temporary or permanent exclusion

At any stage, pupils may also be requested to write letters of apology or explanation.

Action

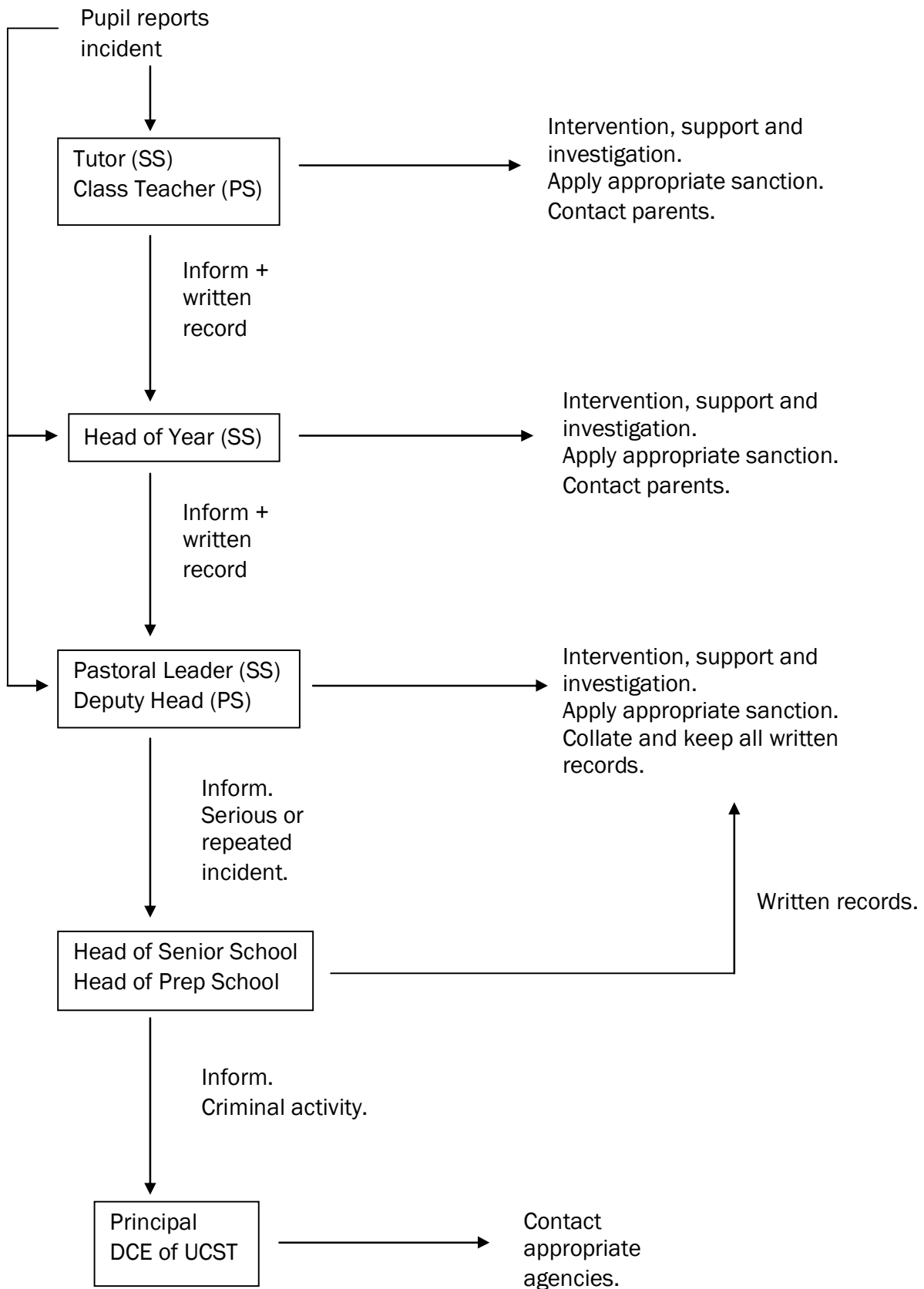
In the first instance, the victim must be made to feel that they have a role in deciding what steps are taken. Such empowerment can assist in the rebuilding of their self-esteem. They must be counselled that the school is there to support them, particularly if they do not wish to share information with the school for fear of the consequences. They may feel that the school has let them down and it may take some time for them to trust the school again.

Time must be spent talking to the pupil suspected of bullying in order to gain their perspective on the incident. If necessary, it must be explained why the action of the pupil was wrong and the pupil must be helped to change their behaviour in future. It is possible that their actions were not intended to offend; in such cases it must be explained that the perception of the victim is the victim's reality, no matter how the actions were intended. A clear warning must be given that there must be no repeat of this mode of behaviour.

Should there be a clearly ratified repeat of such behaviour, parents are informed and sanctions are applied in line with the seriousness of the offence.

Should there be any further incidents; the matter is referred to the Head of Senior School or Head of the Prep School.

At each step, careful consideration must be made of the facts and testimonies of those involved and any witnesses; incidents of bullying are often not as straightforward as they may first appear. Whilst we wish to support any vulnerable members of our community, our aim is not to apply sanctions unfairly.



RESPONSIBILITIES

The Principal: Mr Hector MacDonald

The Principal will

- Ensure this policy is reviewed every two years
- Determine the school's behaviour policy, which includes rules, rewards, sanctions, behaviour management, and the encouragement of good behaviour and respect for others.
- Empower school staff to impose disciplinary penalties for inappropriate pupil behaviour.
- To an extent which is reasonable and possible, regulate the behaviour when pupils are off school site, especially in relation to cyber bullying.
- Decide, when the nature of the bullying is strong and severe, to suspend or exclude a pupil. The Principal will inform the Chair of the Local Governing Body: Mr David D'Arcy-Hughes and Deputy Chief Executive of UCST: Miss C Rendle-Short.
- Decide the appropriate sanction where a pupil is provoked into violent behaviour as a result of bullying. He will take into account all the available evidence and balance the needs of the pupil concerned against those of the whole school community.
- Judge if there is evidence that a criminal offence has taken place and then inform the relevant agencies: police, and the Deputy Chief Executive of UCST: Miss C Rendle-Short.
- Provide the means for relevant and appropriate training to raise awareness of bullying.
- Report to The Local Governing, at appropriate intervals, the effectiveness of the implementation of the policy with an analysis of bullying incidents.
- Decide appropriate action in cases where staff are the victims of bullying.

Head of the Prep School: Mrs Teresa Rogers, Head of Senior School: Mrs Helen Crawford

- Ensure relevant and appropriate training for staff in order to raise awareness of bullying. Keep records of this training.
- Record implementation of any changes to strategy as a result of a complaint about the bullying of pupils.

Pastoral Leaders (Mr Matthew Laverty, (Years 12 and 13) Mr Cliff Cates (Years 9, 10 and 11), Mrs Mandy Bateman (Years 7 and 8), and Deputy Head of the Prep School (Mr Giles King).

- Have specific responsibility for anti-bullying work with in his/her year groups.
- Inform the Head of the Prep School or Head of Senior School of repeated bullying incidents.
- Keep all records of communication from staff in relation to bullying incidents.
- Mr Cliff Cates is responsible for keeping all record of bullying in the Senior School, and Mr Giles King in the Prep School. These central records will enable patterns of bullying to be identified. Produce, at appropriate frequent intervals, an analysis of all bullying incidents for The Principal and make available these records in the event of a complaint.
- Keep records of communications with parents in relation to bullying incidents. Ensure that records are copied to the pupil's file.
- Demonstrate defensible decision-making in the event of complaints being made.
- Engage and inform multi agency teams as necessary and appropriate.
- Raise awareness of bullying and ensure new staff have understood the school's anti-bullying policy
- Identify areas and places where bullying may take place: report to the Principal any action, eg change of procedures, to reduce these risks

Head of Boarding: Mrs Louise Escott

The Head of Boarding will for boarding pupils:

- Ensure that this policy complies with the National Minimum Standard 2
- Ensure that there are no 'initiation ceremonies' intended to cause pain, anxiety or humiliation
- Conduct a regular survey to ensure that HCS can demonstrate that bullying is not a problem in the Boarding House

The Role of Parents

HCS values highly the partnership we have with parents and this includes dealing sensitively with the concerns of parents who feel their child may be the victim of bullying or who may be a bully.

Parents should use the procedures in the HCS Complaints Policy if they wish to inform the school of any bullying incident

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's Tutor or Form Teacher immediately.

In the Senior School, Tutors will, within the same day, discuss the communication with the child's Heads of Year or Pastoral Leader. In the Prep School, the Form Teacher will, within the same day, discuss the communication with the Pastoral Leader and/or Deputy Head as appropriate. No judgements will be made at this point until the matter is investigated.

Parents have a responsibility to support and act within the school's Anti-Bullying Policy, and to actively encourage their child to be a positive member of the community.

The above policy applies to all members of our school community, including boarders and those in our EYFS setting.

Hampshire Collegiate School is fully committed to ensuring that the application of this Anti-bullying policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

(In line with our Provision of Information Policy), this document is available to all interested parties on our website and on request from the main school office. In addition, parents are advised in the 'Information for Parents' booklet and in the 'Boarding Handbook' about policies on the school website; these booklets are sent to all parents at the start of the Autumn Term.

This Anti-bullying policy document should be read in conjunction with the following HCS policies and procedures:

- Behaviour and Discipline
- Exclusions, Expulsion, Removal and Review
- PSHE schemes of work
- SMSC development of pupils
- Complaints Policy
- Rewards and Sanctions

This document is reviewed annually by Mandy Bateman, and agreed with the Senior Leadership Team or as events or legislation change requires. The next scheduled date for review is February 2013.