



## 10A Anti-Bullying Policy

### Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the nursery, committed to preparing girls for life long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

This policy forms part of a series of policies whose purpose is to promote and protect pupils' welfare throughout their education at Saint Augustine's Priory. These policies, which should be read in conjunction with this policy, are those relating to:

- Child Protection and Safeguarding
- Health and Safety
- Off- Site Visits Policy
- Behaviour Policy
- E-Safety Policy
- ICT Acceptable Use Policy
- EYFS Behaviour Policy

The keynote of all these policies is that pupils will learn best in a happy, safe and calm environment that is free from disruption and in which education is the primary focus. The policy has regard to DfE Advice, [Preventing and Tackling Bullying \(July 2017\)](#)

## Principles

Saint Augustine's Priory is a 'telling' school and will not accept bullying in any of its forms. This policy exists to help prevent and combat bullying, promote welfare and allow all members of the school community to live as one together. Prevention of bullying comes first, followed by swift intervention to deal with any incidents that do occur. As a school that promotes Gospel values of truth, justice, compassion and reconciliation, we aim to help both the victims and perpetrators of bullying.

### **This policy aims to:**

- Create an environment that prevents bullying being a serious problem in the first place.
- Prevent and/or deal with any behaviour that might constitute bullying.
- Equip pupils to be aware of their role in preventing or limiting bullying by not acting as passive bystanders or otherwise endorsing the inappropriate behaviour.
- Promote an awareness of the need to ensure everyone is entitled to live in the school community free from intimidation.
- Respond to any incident of bullying in a reasonable, proportionate and consistent manner.
- Safeguard and provide appropriate support to any pupil who has been the victim of bullying.
- Apply measures (including disciplinary sanctions, in accordance with the school's Behaviour Policy and EYFS Behaviour Policy), to any pupil who is found to be responsible for bullying, in addition to providing them with appropriate help and guidance and to learn how they can take steps to repair the harm they have caused.

## What is meant by bullying?

Any behaviour which is threatening or makes an individual feel unhappy, uncomfortable or intimidated is clearly not acceptable. Bullying is the intentional or systematic hurting, harming or humiliating of another person over time. Bullying hurts other pupils or groups physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer. It may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email). Physical and emotional bullying may result in psychological damage.

## Bullying outside school

Staff at St Augustine's Priory have the power to discipline pupils for misbehaving outside the school premises "to such an extent as is reasonable". This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, the local shops, or Ealing Broadway.

Where bullying outside school is reported to school staff, it should be investigated and acted on. The Headteacher should also consider whether it is appropriate to notify the Police or Anti-Social Behaviour Coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will always be informed.

In all cases of misbehaviour or bullying, the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member following the guidelines laid out in the Behaviour policy.

## Cyberbullying

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyberbullying is a different form of bullying and can happen at any time of the day or night, with a potentially bigger audience, and more accessories as people forward on content at a click.

## Peer-on-Peer Abuse

Staff should recognise that children are capable of abusing their peers. Peer-on-peer abuse can include, but is not limited to, cyberbullying, gender-based violence, and sexting. Peer-on-peer abuse is as serious as any other types of abuse and should never be tolerated or passed off as "banter" or "part of growing up". Where it becomes evident that peer-on-peer abuse has taken place, staff should follow the procedures laid out in the Safeguarding Policy.

### **What are some of the signs of bullying?**

Bullying is serious and may cause psychological damage. Changes in behaviour that may indicate that a pupil is being bullied include that a pupil:

- is frightened of walking to or from school
- is unwilling to go to school
- begins to do poorly in school work
- becomes withdrawn, starts stammering and may experience diminished levels of self-confidence
- regularly has books or clothes destroyed
- becomes distressed
- stops eating
- cries easily
- there may be a change in established habits ( e.g. giving up music lessons, change to accent or vocabulary)
- becomes disruptive or aggressive
- has possessions go 'missing'
- has money continually 'lost'
- starts stealing money (to pay a bully)
- is frightened to say what's wrong, runs away or makes a cry for help by drastic actions of another kind

- makes frequent visits to the Health Centre with symptoms such as stomach pains, headaches etc.
- has unexplained cuts and bruises
- has frequent absence, erratic attendance, late arrival to class
- chooses the company of adults
- displays repressed body language and poor eye contact
- has difficulty in sleeping, experiencing nightmares etc.
- talks of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

### Preventative Measures

We have the following preventative measures in place in order to ensure that bullying does not become a problem:

- All pupils are briefed thoroughly on the school's expected standards of behaviour on a regular basis, and always at the beginning of the academic year. They are told what to do if they encounter bullying. They are taught to take an active role in countering bullying behaviour and not to endorse it by being passive or active bystanders. This is taught through assemblies, form time, personal, social and emotional development (PSED), personal, social, health and economic education (PSHEE) and in Religious Education (RE).
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place in line with our policy on whistle-blowing. We guarantee that whistle-blowers who act in good faith will not be penalised and will be supported.
- All new members of staff are given guidance on the school's anti-bullying policy and in how to react to allegations of bullying in their induction. They are required to read the school's policy as part of this.
- Staff are aware that bullying can take place anywhere at any time; however, it is most likely to happen outside normal lesson time in communal areas. Therefore, rotas are in place for staff to patrol the site at all times. We ensure that we adhere to staffing ratios in the EYFS at all times. Staff are trained to be alert to inappropriate language and behaviour, such as exclusion and social isolation of peers.
- We use appropriate assemblies to explain the school policy on bullying.
- Our PSHEE curriculum and PSED curriculum in the EYFS is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other.

- Other lessons, particularly RE, English and Drama highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- All reported incidents or episodes of observed unacceptable behaviour are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the offices of the Deputy Heads and Head of Preps and Pre-Preps and are reviewed regularly in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced pastoral team of Form Teachers, Form Tutors and Senior Form Teachers who support the Deputy Heads and the Head of Preps and Pre-Preps. They are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying.
- Staff are trained to recognise low-level bullying and behavioural traits in girls' schools.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. She is available on Mondays and Tuesdays to give confidential advice and counselling support to pupils. She holds 'Drop-In Sessions' for Seniors and accepts referrals for Juniors, where students may also seek support. On occasion, a member of our pastoral team may refer a pupil to her.
- We encourage close contact between all school staff and parents/carers, and will always make contact if we are worried about a pupil's well-being.
- All students and their parents are made aware of the contents of the school's anti-bullying policy and are aware that they can download copies from the school's web site. Hard copies are available from the Head's PA. All students know how to report anxieties to a member of staff.
- There are various posters and sources of information on where pupils can seek help located around the school. These include details of confidential helplines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, Samaritans etc.
- We operate a 'Big Sister, Little Sister' programme to Form III whereby Sixth Form pupils are encouraged to offer advice and support to younger pupils.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.
- Prep and Junior pupils are taught to adopt language such as "Stop it, I don't like it". If it does not stop they should tell a teacher.

### Cyberbullying, Sexting and Peer-on-Peer Abuse - Preventative Measures

In addition to the preventative measures described above, St Augustine's Priory has in place an E-Safety and ICT Acceptable Use policy which all pupils and staff must adhere to. This policy expects all pupils to adhere to its charter for the safe use of the internet and devices in school, and to adhere to school rules restricting their use.

Students' use of school computers is forensically monitored and inappropriate offensive or abusive comments are flagged up and dealt with by the Designated Safeguarding Leads (DSLs). Sixth Form pupils are allowed to look at their mobile devices at lunchtime in the Sixth Form area only.

Pupils are taught about cyberbullying annually in PHSEE and in form time. A presentation is made to all Junior, Prep and Pre-Prep parents at the Curriculum Evening in September, alongside Form III, Lower VI and all new Senior School parents. Effective filtering of the School's internet is provided by ICT staff. All parents receive letters notifying them of cyberbullying lessons for their children in advance, with suggestions for how they can support them at home and where further sources of information might be sought.

There is an E-Safety Committee which meets regularly to monitor the effectiveness of policies. This committee includes the Deputy Heads, the Head of Preps and Pre-Preps, the Head of ICT, ICT support staff, the Head of PSHEE and occasionally will include pupil representatives.

All visitors adhere to these policies as part of their visitor agreement, which is completed on arrival at the school.

Mobile devices are not permitted in pupil areas, including the playground, and this is actively enforced by members of staff.

### **Procedures for dealing with observed or reported bullying:**

If an incident of bullying is reported or observed, the following procedures are adopted:

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform an appropriate member of the pastoral team (usually the Form Teacher or Senior Form Teacher).
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved (See Behaviour Policy and EYFS Behaviour Policy).
- The victim will be interviewed on their own and asked to write an account of events. This will be done by the Form Teacher or Senior Form Teacher.
- The alleged bully, together with all others who were involved, will be interviewed by the Form Teacher or Senior Form Teacher individually and asked to write an immediate account of events.
- In cases of bullying behaviour being observed by staff but not known by the victim, staff should liaise with the Headteacher to establish how and whether the intended victim should be notified. The perpetrators will be treated according to the processes outlined below and a written report by the members of staff will be made for presentation to the relevant Deputy Head or Head of Preps and Pre-Preps.

- The victim will be interviewed by the Form Teacher or Senior Form Teacher separately from the alleged perpetrator. It will be made clear to her why revenge is inappropriate. The student will be offered support to develop a strategy to help herself and to build resilience.
- The alleged bully will be interviewed by the Form Teacher or Senior Form Teacher, separately from the victim, and it will be made clear why her behaviour was inappropriate and caused distress. The pupil will be offered guidance on modifying her behaviour, together with any appropriate disciplinary sanctions as set out in the school's Behaviour Policy.
- Sanctions may include detention, Saturday detention, exclusion from school visits and withdrawal of privileges or suspension. In particularly serious and/or persistent cases, the bully should expect permanent exclusion. For sanctions for younger pupils, please also see EYFS Behaviour Policy and Behaviour Policy.
- The incident should be recorded, signed and dated before it is given to the appropriate Deputy Head who is responsible for keeping all records of bullying and other serious disciplinary offences, securely in a locked cabinet in his/her office.
- The Deputy Head or Head of Preps and Pre-Preps will inform other members of staff as appropriate as soon as possible.
- In cases of serious or persistent bullying, the parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- A way forward, including disciplinary sanctions and counselling, should be agreed.

The interview with all girls concerned will involve an appropriate member of the Senior Leadership Team (SLT) and their Form Teacher or other pastoral teacher. This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures in accordance with the school's Behaviour Policy or EYFS Behaviour Policy.

- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place.
- In very serious cases, and only after the Headteacher has been involved, it may be necessary to make a report to the Police or to Ealing Council's social care team. However, it is the policy of St Augustine's Priory to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely. The school may exclude a pupil, either temporarily or permanently, in cases of severe and persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.

The school will also ensure that specialist training is available for staff as required to enable greater understanding of pupils' needs including those with special educational needs, disabilities and transgender issues.

## Specialist organisations

- **The Anti-Bullying Alliance (ABA):** Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues.
- **BeatBullying:** A bullying prevention charity with an emphasis on working directly with children and young people. In addition to lesson plans and resources for parents, BeatBullying have developed a peer support programme for young people affected by bullying.
- **Kidscape:** A charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people.
- **The Diana Award:** Anti-Bullying Ambassadors programme to empower young people to take responsibility for changing the attitudes and behaviour of their peers towards bullying. It will achieve this by identifying, training and supporting school anti-bullying ambassadors.
- **The BIG Award:** The Bullying Intervention Group (BIG) offer a national scheme and award for schools to tackle bullying effectively.
- **Restorative Justice Council:** Includes best practice guidance for practitioners.

## Cyberbullying

- **ChildNet International:** Specialist resources for young people to raise awareness of online safety and how to protect themselves
- **Think U Know:** resources provided by Child Exploitation and Online Protection (CEOP) for children and young people, parents, carers and teachers.
- **Digizen:** provides online safety information for educators, parents, carers and young people.
- **Advice on Child Internet Safety:** The UK Council for Child Internet Safety (UKCCIS) has produced universal guidelines for providers on keeping children safe online.

## LGBT

- **EACH:** A training agency for employers and organisations seeking to tackle discrimination on the grounds of gender and sexual orientation.
- **Schools Out:** Offers practical advice, resources (including lesson plans) and training to schools on LGBT equality in education.
- **Stonewall:** An LGBT equality organisation with considerable expertise in LGBT bullying in schools, a dedicated youth site, resources for schools, and specialist training for teachers.

## SEND

- **Mencap:** Represents people with learning disabilities, with specific advice and information for people who work with children and young people.
- **Changing Faces:** Provide online resources and training to schools on bullying because of physical difference.
- **Cyberbullying and children and young people with SEN and disabilities:** Advice provided by the Anti-Bullying Alliance on developing effective anti-bullying practice.



## Racism

- **Show Racism the Red Card:** Provide resources and workshops for schools to educate young people, often using the high profile of football, about racism.
- **Kick it Out:** Uses the appeal of football to educate young people about racism and provide education packs for schools.
- **Anne Frank Trust:** Runs a schools project to teach young people about Anne Frank and the Holocaust, the consequences of unchecked prejudice and discrimination, and cultural diversity.

## Monitoring and Evaluation

This policy is reviewed annually and whenever legislative advice is issued by the DfE and ISI. It is reviewed annually by members of the Safeguarding Committee under the guidance of the governor responsible for Safeguarding. Records of any incidents are kept securely in the office of the Deputy Headteacher and reviewed regularly in order that patterns of behaviour can be identified and monitored. Pastoral oversight and implementation of the policy across the school is regularly made by the Deputy Heads, the Head of Preps and Pre-Preps and Senior Form Teachers. Questionnaires are used to ensure that bullying is not occurring and that should incidents occur that it is being dealt with swiftly and appropriately in line with the sanctions outlined in the behaviour policy. We welcome feedback from parents and guardians on the effectiveness of our preventative measures.