

## Anti-Bullying Policy

### I. RATIONALE

At Swakeleys School For Girls and Sixth Form at Swakeleys, we believe that everyone has the right to enjoy their learning and leisure time free from intimidation. Bullying will not be tolerated. It is everyone's duty to report bullying whenever and wherever they see it. We are a "telling" school. Bullying is too serious to suffer in silence.

Swakeley's School For Girls' students consider bullying to be:

- An unfair treatment, through action or words, which is meant to make others feel miserable, worthless, frightened or threatened.
- Repetitive, wilful and persistent.
- Intentionally harmful and carried out by an individual or a group.
- Behaviour which leads to an imbalance of power leaving the victim feeling defenceless.
- The active encouragement of others to carry out acts which may be considered to be bullying behaviour or harassment.
- It may occur directly or through cyber-technology (social websites, mobile phones, text messages, sexting, photographs or e-mail). This includes peer on peer abuse.

Peer on peer abuse is most likely to include, but may not be limited to:

- Abuse in intimate personal relationships between peers;
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- Consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery);
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

### 2. OBJECTIVES

Short term aims.

- To raise everyone's awareness about the problems of bullying.

Ratified by the full governing body on 12<sup>th</sup> July 2023

- To encourage the reporting of incidents of bullying.
- To gain students' confidence by dealing with reported incidents both promptly and fairly.

Longer term aims

- To empower students to resist bullying behaviour.
- To create an environment in which bullying cannot thrive.
- To empower students who have experienced bullying to move on successfully from their experiences.
- To empower students who have bullied to move on successfully from their experiences.

### **3. SUCCESS CRITERIA**

- Reduced instances of bullying.
- Active anti-bullying peer group.
- Students state that they feel safe at school in surveys and exit interviews.
- Students feel confident in approaching staff and members of the SWAB team to report alleged bullying.

### **4.1 IMPLEMENTATION**

- A whole school approach is adopted which ensures that everyone who works, studies at or visits Swakeleys School For Girls and Sixth Form is aware that we actively seek to prevent bullying and will deal promptly and fairly with incidents when they arise.
- Through the PSHCE programme, students are encouraged to respect each other's individuality and to learn how to be assertive without becoming aggressive. We make them aware of the damaging effects of bullying and encourage them never to turn a blind eye but to tell someone if they see bullying at Swakeleys School.
- Students are regularly reminded of the school's policy through assemblies where positive attitudes to our diverse cultures are promoted and by posters and other displays around the school.
- Parents are informed on Intake Evening of our anti-bullying policy and their support is sought in encouraging their children not to bully others. This is reinforced by the three golden rules which emphasise respect for others.
- A Students' Contract appears in student link books, making clear to all students the behaviour which is expected of them. Conscientious supervision of students eliminates many opportunities which may allow bullying to occur.
- Every incident of bullying is reported by the teacher. Appropriate action is taken and logged. This may include the use of the Safer Schools Officer.
- Students, who prefer not to involve staff, at least initially, contact one of the SWAB student counsellors. This can be done in person, through e mail or through the SWAB box which is located in the school library.
- Counsellors arrange to see the student and if they feel that the incident should be reported to a member of staff, this is discussed with the student. It is recognised that there are issues which may be resolved by counsellors without reference to a member of staff.

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- Both victim and the alleged bully are interviewed separately by a member of staff and both accounts of the incident are recorded. If appropriate, both may be interviewed together.
- The appropriate actions are taken to help and protect the victim and to ensure that the bully understands that what he/she has done is unacceptable and must not be repeated. Whenever possible, the students are reconciled through restorative justice sessions supervised by the Deputy Head and Safer Schools Officer.
- A sliding scale of sanctions is applied. In serious cases, parents/carers will be informed and, in extreme cases, fixed term, or even permanent exclusion from the school is considered. If necessary, the Safer Schools Officer is consulted who may advise that the matter be dealt with as a crime for the law to resolve.
- Students who have been bullied may be supported by some of the following measures:
  - A member of staff who is receptive to the student's position. Who can allow the pupil to discuss the incident and offer support.
  - Counselling within the school's own provision.
  - Opportunities to restore self-esteem and confidence.
  - Opportunities to discuss with SWAB team members (peer mentoring)
  - Safe area to go should the pupil feel vulnerable at particular times during the school day.
  - Referral to relevant external agencies such as the Police, Social care (Early Help Intervention team)
- Students who have bullied may be supported by some of the following measures:
  - Discussing what happened/ why the student became involved.
  - Opportunities to discuss their concerns with peer mentors (SWAB)
  - Opportunities to discuss their concerns with a school counsellor
  - Establishing their wrong doing and recognise the need to change.
  - Informing parents/carers to help change the attitude of the student.Signposting and referring to support from outside agencies that also may be able to support
- Students and parents/carers may also seek advice from the following websites:
  - [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
  - [www.childline.org.uk](http://www.childline.org.uk)
  - [www.kidscape.org.uk](http://www.kidscape.org.uk)
  - [www.nspcc.org.uk](http://www.nspcc.org.uk)

Training is an important part of ensuring that the policy is understood and implemented in an appropriate way.

- ◆ Teaching Staff have attended INSET on Anti-bullying.
- ◆ Student Counsellor volunteers are trained each year in the skills of listening and supporting students in difficulty. All counsellors receive the equivalent of one day's training delivered by an outside specialist. Year Learning Co-ordinators, the Assistant Head and the Deputy Head give on-going support and advice to counsellors.
- ◆ There is a yearly student Counsellor recruitment drive to encourage new members to join the SWAB team. New members must fill in an application which is then discussed at SWAB meetings.

Ratified by the full governing body on 12<sup>th</sup> July 2023

- ◆ There are termly SWAB meetings where issues are discussed and analysed.

## **4.2 MONITORING**

- Bullying Incidents are monitored using SIMS. A log is kept by the chair of SWAB of all referrals made to the peer group.

## **4.3 PARENT AND SCHOOL PARTNERSHIP IN TACKLING BULLYING**

- At Swakeleys School we pride ourselves with working closely with parents/carers and we greatly value their input to help maintain the high standards we have at the school. We appreciate that when a child reports alleged bullying to his/her parents/carers, it is natural and instinctive for a parent/carer to be upset and aggrieved at this. However, it is inappropriate for the parent/carer to take matters in to their own hands to deal with the alleged bullying as this can have negative consequences for the child and possible legal consequences for the parent/carer. Instead, the parent/carer should report to the school that their child has disclosed that he/she is being bullied in school by a student or students from Swakeleys School and then allow the school to investigate and sanction if appropriate.
- Practical advice for parents:
  - A great deal of bullying is CYBER-BULLYING. Please regularly monitor your child's use of texting, Facebook, Twitter and other social media sites. Access to these is out of the schools control when your child is not in school
  - TALK to your child on a regular basis, so any problem is easier to share
  - LISTEN to what they say
  - ENCOURAGE your child to feel good about themselves, realising that we are all different and equally important.
  - Report incidents to the school, so we are able to work collaboratively with parents/carers

## **4.4 BULLYING PERPETRATED BY STUDENTS FROM OTHER SCHOOLS**

- At Swakeleys School we work closely with other schools in the area and we will not accept students from other schools bullying or intimidating Swakeleys School students. If a student of Swakeleys School has alleged that he/she is being bullied by a student or students from another school either going to or from school, then we would contact the other school and request they investigate the allegation and action if appropriate. If deemed necessary, we will also make a referral to our designated Safer Schools Officer. Conversely, we will investigate and action if necessary if any student from Swakeleys School has been accused of bullying a student or students from another school and we are made aware of the allegation(s) by the other school.

## **5. EVALUATION**

The Assistant Head evaluates the effectiveness of the policy.

Ratified by the full governing body on 12<sup>th</sup> July 2023

- Data from SIMS is analysed and any patterns relating to individuals: areas of the school; times of the year and types of bullying are noted.
- Information from Year Learning Co-ordinators and all staff is scrutinised to evaluate the effectiveness of any sanctions given.
- The outcomes of these analyses are discussed with **SWAB**.
- Decisions are then made about any necessary changes which would make the policy more effective. These recommendations are passed on to the Personnel committee of the Governing Body for endorsement.

## 6. REVIEW

- The policy is reviewed by members of the Pastoral and Curriculum Committee in close communication with **SWAB** and all other interested bodies.
- In close consultation with the Headteacher, the policy is reviewed by parents through the Parents' Forum.
- This policy will be reviewed in January 2025.

# Appendix

## Descriptions of possible type of incident:

### **Physical:**

Nudge/push/jostle – once only  
Repeated nudge/push/jostle  
Intimidation/threat  
Punching/kicking/slapping  
Any unwanted touching  
Prolonged violent attack – serious GBH  
Use of weapons  
Intentionally throwing objects - once only  
Repeatedly throwing objects  
Encouraging others to carry out acts of physical bullying

These are somewhat arbitrary and depend on severity. So level of outcome could reflect staff witness concern or state of victim or school view on appropriate action according to school ethos (not necessarily general law).

### **Verbal:**

Spreading rumours  
Starting rumours  
Passing on rumours heard from a third party  
Sarcasm  
Name calling  
Verbal threats  
Inciting others  
Other – must be specified

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### **Emotional/Psychological:**

Being unfriendly

Gestures (i.e. dirty looks)

Exclusion

Tormenting

Mocking

Ignoring

Encouraging others to carry out acts of emotional/psychological bullying

Taking possessions without permission or consent

Following a student or students around without reason

### **Cyber**

Threatening e mails, texts, chat messages or social media messages/images/recordings.

In our increasingly modern world cyber bullying is becoming increasingly common. Students can be harassed by phone or text, or over the Internet.

In cases like these students should be advised about cyber safety. They should be told to password protect websites, and to keep passwords and phone numbers private. Where possible the school will work with their parents to encourage them to shut down social networking sites and change phone numbers to protect themselves from this type of bullying. Cyber-bullying will be dealt with as seriously as any other type of harassment and where possible the school Safer Schools Officer will be involved. Students should be advised on the dangers and consequences of passing on and sharing inappropriate images of themselves or of others (e.g. 'sexting').

### **Illegal:**

All incidents of bullying will have a Criminal element which needs to be considered when investigating.

### **Joint Enterprise:**

A student may equally be held responsible and sanctioned for bullying even if he/she does not take an active part in the bullying; if he/she is aware that bullying of another student is taking place and willingly stands by during the bullying incident doing things such as watching/encouraging/laughing/recording/inciting the bullying activity. So a student is not held responsible for joint enterprise, he/she should walk away from the bullying incident and immediately report it to a member of staff or a member of the SVAB team through any of the methods mentioned in point 4.1 bullet point 7.

### **Religion and Faith:**

All reported incidents where it is proved that a student or students have commented upon the religion or faith of another in a negative or derogatory manner will be appropriately sanctioned. The Safer Schools Officer may also be contacted. All inappropriate comments made about another religion or faith will be recorded on a central data base at school.