



Clifton College Preparatory School
Anti-Bullying Policy

Definition /

Rationale

OFSTED defines bullying as “aggressive or insulting behaviour by an individual or group, often repeated over time, that intentionally hurts or harms.” Perpetrators and victims may include adults as well as children. Bullying may take a number of different forms, the principal ones being *verbal and cyber bullying, physical and manipulative*. Perception of the situation by the victim may be distorted, but the experience is very painful and difficult to defend. Bullying often focuses on individual differences. In this respect it undermines the School’s work in promoting tolerance and understanding in the community. Bullying may seize upon aspects of physical shape or appearance, or focus on parental, cultural or ethnically-based lifestyles. It may dwell upon race, religion or nationality. Sexual bullying may involve misogyny or homophobia, or focus on alleged sexual attractiveness or lack of it. Research suggests that a large number of incidents of intimidating behaviour such as name-calling or “dirty looks” actually take place in classrooms when the teacher is present. This emphasises the need for constant awareness and vigilance by the staff. Signs of bullying may include: fear of lessons; a request to change study, dormitory or class; deterioration of academic work; books, clothes or other possessions missing, damaged or destroyed; unexplained physical injuries; sitting or eating alone; being late for lessons; a refusal to say what is wrong.

Cyberbullying:

Cyberbullying is a 'method' of bullying, rather than a 'type' of bullying. It includes bullying via text message, via instant-messenger services and social network sites, via email, and via images or videos posted on the internet or spread via mobile phone. It can take the form of any of the previously discussed types of bullying, i.e. technology can be used to bully for reasons of race, religion, sexuality, disability, etc.

See also E Policy and related documents on cyberbullying, available from the school.

Verbal and cyber bullying may:

- Involve name calling;
- Make use of written notes, e-mails, mobile telephone messages or social networking websites
- Include threats of physical violence.

Physical bullying:

Often consists of deliberate jostling, bumping, pushing or shoving. Those responsible often maintain that it is accidental when it first comes to light. It is a criminal offence where it involves assault, actual bodily harm, or wounding.

May involve theft or damage to property, accompanied by the threat of violence or by the abuse of power.

Manipulative bullying:

Manipulates social networks with the intention of excluding, ostracising or marginalising individuals from their friends and normal relationships; spreads rumours or malicious accusations.

The College does not tolerate any form of bullying. We believe that everyone has the right to live and work at Clifton without fear and we aim to provide an environment in which staff and pupils feel happy and safe. We celebrate individual differences and aim to develop each person's own talents and abilities.

We therefore aim to:

- Create and maintain an atmosphere of tolerance, co-operation and mutual respect in which bullying is seen to be unacceptable;
- Be vigilant and to deal with incidents appropriately and swiftly.
- Protect and safeguard pupils in their use of ICT and e-technology.(The Head of ICT and the Headmaster would be a point of contact if you have questions)
- Raise awareness of and counter instances of cyber bullying.

- Support all parties who are involved in bullying incidents.

Links with the Curriculum

The promotion of the values of tolerance and teamwork permeate every aspect of education at Clifton. More specifically, pupils have a chance to discuss bullying as part of tutor groups and in PSHE lessons. The Head also has assemblies on anti-bullying. Pupils are expressly taught that they have rights but with these rights, they have responsibilities.

Procedures and Practices

Feedback: Periodically we receive pupils' feedback via a confidential questionnaire.

Notices in Houses and at the back of the Prep Diary remind pupils to whom they might talk (or alternatively write or email the Headmaster – preschoolhelp@clifton-college.avon.sch.uk) if they feel unhappy or anxious. This is noted in the booklet 'Boarding at Clifton' and as such is used in the induction of boarders.

Training: Members of staff receive regular updates on bullying and Child Protection.

Prevention: The principle is that staff will not tolerate bullying. In accordance with the code of conduct, members of staff are asked to set an example of respect, kindness and courtesy; to ensure that proper discipline is maintained; to help to monitor all areas of the school. Staff should be vigilant about location, the geography of bullying. Reported incidents should be dealt with promptly. Tutors, HOMs, Deputy Head (Pastoral) should be informed.

Dealing with incidents: The outcome that is sought is understanding and a change of behaviour.

- Immediate action will be taken; sanctions may or may not be appropriate, depending on the circumstances.
- Investigation will usually start with the HoM, who will talk to individuals and/or groups. Pupils will always be allowed to state their opinions and feelings.
- Written records of the meetings and written statements should be taken from those involved. These will be held by HoMs and reported to the Deputy Head (Pastoral) as

appropriate.

- If the incident is sufficiently serious to require discipline at a school level, parents will be informed and investigation may continue with the Deputy Head (Pastoral) and HoM.
- Any sanction that is applied will depend on the severity and history of the incident(s) and might involve any of the range of measures which are available.
- The Deputy Head (Pastoral) will liaise with other Housemasters/mistresses (HoMs), the Deputy Head (Academic) and Headmaster as necessary.

Bystanders: The issue of being a bystander or accessory to an event is addressed with all pupils. Pupils are encouraged to respect one another and this includes when they are using electrical devices, including mobile phones.

Following up incidents:

This is likely to involve communication between staff: the Headmaster, Deputy Heads, HoMs and Tutors.

- It will often be appropriate to speak to the pupils involved, either individually or in groups and to bring perpetrators and victims together in an atmosphere of trust so that they can discuss their feelings openly.
- Normally contact will be made by the respective HoMs with the parents/guardians of both the victim and the perpetrator. Meetings involving parents may also be arranged.
- Thereafter vigilance and monitoring will be important to ensure that there is no repetition or unpleasant consequences and that the victims feel safe.

Cyber Bullying: There is usually some visual evidence (an email/ facebook page/ chat room text) after cyberbullying has taken place. Pupils should be encouraged to pass this on to a member of staff or their parents. In some cases, it will be necessary to contact mobile phone companies, internet service providers or social networking sites. The following advice should be given to those experiencing cyberbullying:

- Do not retaliate or reply.
- Block or remove offenders from buddy lists.
- Review the information you are giving out.

- Make sure you tell an adult.
- Try to keep calm and do not let the bully see a reaction.

If the person responsible for the bullying is identified, sanctions will be applied under the school's discipline policy. The following sanctions might be implemented, depending upon the nature and severity of the bullying:

- Confiscation of equipment such as mobile phones
- Withdrawal of access to the internet for a set period of time
- Limited use of the Internet for a set period of time
- Where the cyberbullying is sufficiently severe, external agencies such as social networking or email member sites should be informed.

Support will be provided for the victim. This may include meeting the bully to discuss what has happened and agree a way forward. It is important that all children and staff recognise that when an incident of cyberbullying takes place, it is dealt with swiftly.

E-mailing and Instant Messaging: Pupils should never reply to unpleasant or unwanted emails or open files from people they don't know. When writing emails or instant messages, pupils are taught to think carefully about the content. Pupils are taught that when angry or distressed, they might send something likely to cause further anguish; on these occasions they should leave the computer and discuss the issue with someone else.

**Links with
other policies
and
documents**

This policy constitutes part of the overall discipline policy for the Preparatory School.

**Monitoring
and
Evaluation**

All members of the teaching staff share a responsibility for the implementation of the school discipline policy. The policy is made clear to pupils through tutor groups and is published on the College website. New parents receive a copy with the *Response to Bullying* and *Being a boarder at Clifton*. Further copies are available to parents or pupils on request.

This policy is regularly monitored to ensure that it is working as effectively as possible. The whole school community is made aware of ways of reporting incidents of bullying.

**Parental
Guidelines**

There are specific guidelines to parents in two important documents. *A Response to Bullying* and *Being a Boarder* at the Pre. It is important that parents read these documents. We ask parents to support these documents and to assist by reporting incidents or bringing their concerns to us at an early stage.

**Bullying
Complaints
Procedure**

If a child reports bullying you should,

- Make the child feel at ease, do not put words into their mouth and do not comment on confidentiality.
- Give them time to explain, they came to you as they feel comfortable, don't push them out the door. Try not to take notes in front of them.
- Pass no immediate judgment.
- Reassure the pupil that you are taking it seriously and you will look into it.
- Inform the HoM and the Deputy Head (Pastoral)

Clifton prides itself on excellent pastoral care. It is the responsibility of every pupil and adult to ensure that this is so.

JEM /DTP – April 2012 (Review date: April 2013)