



LEWES OLD GRAMMAR SCHOOL

Anti-Bullying Policy

ANTI BULLYING POLICY

AIMS AND OBJECTIVES

At Lewes Old Grammar School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/ her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

Lewes Old Grammar School prides itself on its respect and mutual tolerance. Parents/ guardians have an important role in supporting Lewes Old Grammar School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together.

This policy is available to parents of pupils and prospective pupils on our website and on request and on request and for reading in the school office during the school day. It is also communicated to all staff and pupils.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the school and each other, in return. All forms of bullying are unacceptable at our school and any instances will be recorded and, where appropriate, will result in disciplinary action.

This policy applies to all pupils in the school, including those in the Early Years Foundation Stage.

DEFINITION OF BULLYING

Bullying can be defined as "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally" (Guidance on Preventing and Tackling Bullying, Department for Education)

Put another way, bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours) means. It can also be referred to as banter by pupils but could be perceived as bullying behaviour and hurtful for other pupils. 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 a victim. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape). It may also be unpleasant in other ways.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

DEFINITION OF CYBERBULLYING

Cyberbullying 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/>). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/ herself.

Cyber-bullying 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, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

THE SCHOOL'S RESPONSE TO BULLYING

At Lewes Old Grammar School, we always treat bullying very seriously. It conflicts sharply with the school's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on school trips or outside of the school's premises will not be tolerated any more than bullying on school premises. Teachers will, where

appropriate, discipline pupils for misbehaviour outside school premises and outside school hours.

SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet;
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others;
- Books, bags, money and other belongings suddenly go "missing", or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self confidence
- Frequent visits to the School Office with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance or late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/ recorded as appropriate (see below)._

BULLYING - PREVENTATIVE MEASURES

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with Lewes Old Grammar School

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing good lines of communication with trusted adults, supported friends and the ethos of protection. We include within this the emotional wellbeing of our pupils and recognise the role school plays in recognising and protecting our children who may be vulnerable to radicalisation or exposure to extremist views.

All Staff need to make themselves aware of reference to the Counter- Terrorism and Security Act 2015 available to read at:

<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

and the Prevent duty Departmental advice for schools and childcare providers – **(LOGS Policy 101f)** which refers to Channel Duty Guidance April 2015 **(LOGS Policy 101h)**. Please also refer to **(LOGS Policy 101g)** Revised Prevent Duty Guidance England and Wales V2.

Pupils

- All new pupils are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished and will be supported;
- We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme 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 messages about community involvement and taking care of each other;
- Other lessons, particularly RS, English and Drama highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable;
- All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place;

WANT TO TALK TO SOMEONE OUTSIDE?

- The Duty Team, Childrens' Specialist Services:

Referral and Assessment Team

SPOA – West - 01323 464222

Monday – Thursday 8.30am – 5.00pm Friday - 8.30am – 4.30pm

Emergency Duty Service: 01273 335906(after office hours)

Email: 0-19.SPOA@eastsussex.gov.uk

Secure Email: 0-19.SPOA@eastsussex.gcsx.gov.uk

- [ChildLine](#) is a free confidential helpline for children and young people. You can call any time on 0800 11 11, or look at their website at

- **In an emergency, call the police on telephone 999**
- [The NSPCC](#) have a contact line on 0808 800 5000 for children and young people.
- [Kidscape](#) has helpful advice
- Another helpful website is www.worriedneed2talk.org.uk
- The Samaritans can be called at any time on 08457 909090
- We will operate a peer counselling scheme, whereby trained older pupils are encouraged to offer advice and support to younger pupils;
- Our Sick Room and Boys' Girls' toilets display advice on where pupils can seek help, including details of confidential help lines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, and the Samaritans as above;
- We provide leadership training to our Head and Deputy Head Prefects and their team of prefects/ heads of House]/senior pupils which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils; and
- Our Pastoral Room in Mead House.

Staff

- Upon induction, all new members of staff are given guidance on the school's anti-bullying policy and on how to react to and record allegations of bullying at Lewes Old Grammar School. All school staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the Heads of Year and transferred to the pupil's file in order that patterns of behaviour can be identified and monitored;
- We have a strong and experienced pastoral team of Classroom Teachers, Tutors and Heads of Year, who support the Head of Junior School and the Assistant Head - Pastoral and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying;
- 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. Inset sessions are held regularly, using outside experts;
- Our trained School Councillor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. Lyne Jordan Consultancy is available to give confidential advice and counselling support to pupils who can request from the Assistant Head – Pastoral, when they have social, emotional or behavioural concerns.

- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour;
- The school has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, on school visits and trips or that otherwise occur outside of school. The school has the right to take disciplinary measures in respect of such acts.

Parents

- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

CYBERBULLYING - PREVENTATIVE MEASURES

For the prevention of cyber-bullying, in addition to the measures described above, Lewes Old Grammar School:

- Expects all pupils to adhere to its policy for the safe use of the internet/ E-Safety Policy. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- Issues all pupils with their own personal school email address. Access to all social media sites and personal email sites such as "hotmail" is not allowed from school computers/ tablets inside school;
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking, removing contacts from "friend" lists and sharing personal data;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Does not allow the use of mobile phones in classrooms, or where they may cause annoyance to others; and
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas.
- Does work closely with our Police Liaison Officer PC. C Ross who delivers assemblies to our students.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

Lewes Old Grammar School ensures that all instances of or concerns about bullying and cyberbullying on and away from school premises are easy to report and that

they are recorded properly. Records of instances of bullying and allegations of bullying will be kept by the Head of Junior School and Heads of Year in the Senior School, and also on pupil files and files relating to safeguarding where appropriate, in order to enable the school to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

If an incident of bullying is reported, the following procedures will be 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 as soon as possible;
- The victim will be interviewed on his/ her own (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
- The bully/ bullies, and all others who were involved, will immediately be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
- The incident should be recorded on SIMS before it is given to the Head of Year who is responsible for keeping all records of bullying and other serious disciplinary offences. If it is not practicable to use the form, the incident must still be written down, signed and dated, and held securely the Heads of Year and then placed on the pupil file;
- The Classroom Teachers will inform the Head of Junior School and Heads of Year in the Senior School will inform the Assistant Head Pastoral tutors, of both the bully/ bullies and the victim[s] as soon as possible. In very serious incidents, the Headmaster should be informed;
- The victim will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator. He/ she will be offered support to develop a strategy to help him or herself. It will be made clear to him/ her why revenge or retaliation is inappropriate;
- The alleged bully will be interviewed again at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/ her behaviour was inappropriate and caused distress. He/ she will be offered guidance on modifying his or her behaviour. The school's Behaviour Management Policy may also be invoked. Sanctions under the Behaviour Management Policy might include, for example, detention, withdrawal of privileges or suspension from school. The school may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying or 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 parents/ guardians of all parties will be informed and may be invited into school to discuss the matter. Their support will be sought;

- A way forward, including where appropriate disciplinary sanctions and counselling, should be determined, and where possible agreed with all parties. This should recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the school's Behaviour Management Policy 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;
- In very serious cases if a student is at risk of or has suffered serious harm and only after the Headmaster has been involved, it may be necessary to make a report to the Police or to Social Services. However, in many cases it will be possible to resolve such issues internally under this policy and the school's Behaviour Management Policy.

EYFS CHILDREN

Even the youngest children at Lewes Old Grammar School are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect 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.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS; but sometimes we may remove a treat for hurtful behaviour. Parents are always informed via a note in the homework diary when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's teacher and the Assistant Headteacher for Morley House, to agree a joint way of handling the difficulty.

Copies of our Behaviour Management Policy for EYFS children are given to parents and their children to read together.

What to do if you are being bullied?

If you are being bullied, there a range of strategies you can adopt to deal with the situation:

- Always remember that no one deserves to be bullied - bullying is always the bully's fault. Bullies seek out and need victims and just happened to pick you.
- Tell a friend what is happening. Ask him/her to help you. It will be harder for the bully to pick on you if you have a friend with you for support.

- Ignore the bully or say 'No' really firmly, then turn and walk away. Don't worry if people think you're running away. Remember, it is very hard for the bully to go on bullying someone who won't stand still to listen.
- Don't show that you are upset or angry. Bullies love to get a reaction. Keep calm and hide your emotions; the bully might get bored and leave you alone.
- Make up funny or clever replies in advance. Replies don't have to be brilliant, but it helps to have an answer ready. Practice saying them at home.
- Don't fight back if you can help it. If you fight back, you could make the situation worse, get hurt or be blamed for starting the trouble.
- Stick with a group, even if they are not your friends. Bullies tend to pick on people when they are on their own.
- Practise 'walking tall' – look in a mirror. If you look positive and confident, the bully will find it harder to identify you as a target – even if you don't feel that way inside.
- Keep a diary about what is happening. Write down details of incidents and your feelings. When you decide to tell someone, a written record of the bullying makes it easier to prove what has been going on.
- Tell your parents or other adults such as your Form Tutor or Head of Year - you need their help. Don't suffer in silence and let the bullies win.
- Don't answer texts, emails or messages which are abusive. Log them and report them to your parents or a teacher, for example your Form Tutor or Head of Year. Don't delete them. You don't have to read them but you should keep them as evidence. Do not give out personal details on the internet or by text. If you use chat-rooms, always stay in the public areas.
- Don't answer texts, emails or messages from someone you don't know.
- Speak to someone you trust.

If you have been bullied:

If you are persistently bullied, you might start to believe what the bully says – you are ugly and awful and that no one will ever like you. This is not true: this is 'victim-think'. To help you start feeling better about yourself:

- Try doing some mental exercises to build up your self-confidence, for example, focussing on your breathing to calm the mind

- Make a list of all the good things you can think of about yourself. We all have talents. The next time you feel down, think about the good things on your list
- Learn to talk to yourself in a positive way
- If you have a particular interest, develop your skills, whatever they are
- Change your mobile phone number
- Introspection is important – reflect on how you might move forward

Helpful approaches:

Saying no

When you say NO, say it firmly

Listen to your body and to your feelings: What do you really want to say?

Try not to get caught up in arguments

If you don't want to do something, don't give in to pressure. Be firm. Remember, we have the right to say NO!

When you say No to someone, you are only refusing the request. You are not rejecting the person.

'Broken record'

- Stay calm and focussed
- Repeat over and over the same phrase (such as 'No' or 'I'm not interested')
- Make your phrase short and precise ('it's my pencil' or 'Go away')

Fogging

- Imagine that you are inside a huge, white fog-bank: the insults are swallowed up by the fog long before they reach you. Nothing touches you.
- Reply to taunts with something short and bland: "That's what you think." "Maybe." Then walk away.
- Practise by thinking of the worst things the bully says to you and pretend that you are inside your fog bank – nothing reaches you.

Phone calls

- If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once the bully realises they can't get you rattled, they usually get bored and stop bothering you. Always tell someone else.
- Use your voicemail to vet your calls.
- Remember that almost all calls can be traced.
- Get help from your network provider.

Cyber Abuse

- Never reply to unpleasant communications. The sender wants a response – don't give them that satisfaction.
- Keep a screen shot as evidence and report it.
- Never reply to someone you don't know, even if there is an option to 'unsubscribe' and check privacy settings including blocking
- Contact or ask an adult to contact the sender's internet service provider to report the abuse.

Take Your Time

- Once the bullying stops, many former victims say that they don't feel brilliant immediately. It takes time to get over bullying – you will feel better eventually.
- Continue to take advantage of support in place even after the event.

COMPLAINTS PROCEDURE

Parents and pupils are encouraged to use our Complaints Procedure which is published on our website if they feel that any concerns about bullying or anything else are not being addressed properly. Parents of EYES 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 (The Complaints Procedure explains how to complain to Ofsted).

Recommended review period: Annual
Review by: Head, Assistant Head Pastoral
Date reviewed: August 2017
Date to be reviewed: August 2018