



# Anti-Bullying Policy and Procedures

**Date of issue:** August 2020  
**Date of next review:** August 2021 (or sooner as required)  
**Responsible person:** Deputy Head (Pastoral)

**References:** Children Act (1989)  
Equality Act (2010)  
The Education (Independent School Standards) Regulations (2014)  
[Behaviour and Discipline in Schools \(DfE January 2016\)](#)  
[Preventing and Tackling Bullying \(DfE July 2017\)](#)  
[Approaches to Preventing and Tackling Bullying, Case Studies \(DfE June 2018\)](#)  
[No Place for Bullying \(Ofsted 2012\)](#)  
[Cyberbullying: Advice for headteachers and school staff \(DfE 2014\)](#)  
[KCSIE 2020](#)  
[Creating a Culture, Independent Review of Behaviour in Schools, Tom Bennett, March 2017](#)  
[NSPCC](#)

**Policy number:** 10a

## 1. Policy Statement

St. John's School defines bullying as:

**Behaviour by an individual or group, which may be a singular incident or is repeated over time, that intentionally hurts another individual or group either physically or emotionally.**

Bullying can be direct or indirect. Direct bullying can take the form of physical violence and threats; the destruction of property; extortion; unwanted sexual interest or contact. Indirect bullying can include ignoring and the withdrawal of friendship; excluding; malicious gossip and spreading rumours; abusive or oppressive graffiti, texting, sexting and other forms of cyber bullying.

St. John's School takes all forms of bullying seriously and recognises that prejudice against particular groups warrants specific action which will be addressed in the process of investigation and post-incident management. These include incidents involving race, culture, country of origin, sexism, disability, giftedness, homophobia, circumstance (e.g. young carers, adopted young people, looked after children), protected characteristics (as defined by The Equality Act 2010) or a minority status within any given context.

The Head, Staff and Governing Council of St. John's School are committed to promoting the well-being of all members of the community by ensuring that no form of bullying is tolerated. Therefore, the School has developed an anti-bullying strategy designed to create an environment of good behaviour and respect and one which ensures that bullying is prevented as far as is reasonably possible.

The School believes that proactive, prevention is key and its focus on kindness is key. Kindness is the most cherished value of in the St. John's community and The Seven Pillars of Kindness underpin how we think, interact and behave on a daily basis. These are:

1. We are essentially a family and should behave as such; treat others as you would wish to be treated: with friendliness, courtesy, tolerance and respect.
2. Make it your goal to carry out at least one purposeful act of kindness every day: greet people with a smile; hold open a door; share and include others; say thank you.
3. Remember that simply listening to someone is often the greatest kindness you can offer.

4. Our house system thrives on collaborative effort and friendly competition. Take pride in your house and its achievements without denigrating other houses.
5. Banter that hurts or upsets other people is called bullying - whether or not that is your intention. Think about the impact of what you say and do: in school, at home and online.
6. Kindness always involves empathy – seeing the world from another’s point of view - and frequently takes courage. It may involve opening up your own feelings to others or standing up for somebody in difficulty.
7. Kindness benefits everyone – those who display it and those who receive it – and it’s catching, too: kindness encourages kindness. Being kinder makes all of us happier and stronger. So be kind - and feel better for it!

The School reinforces its values, aims and ethos in all areas of School life (from the formal, taught curriculum to informal interactions between all members of the community) and there are two School aims which are pertinent to this policy:

- create a kind, inclusive, open-minded environment in which the contribution of every individual is valued;
- appreciate the founding Christian principles of our school and value the spiritual and moral insights that this gives us.

The School is clear that the management of bullying is a shared responsibility and strategies for prevention and response involve staff working with parents/carers working and external professionals/agencies.

The School is also clear that all strategies for prevention and response need to respond to and support both the targets of bullying and the perpetrators. This is predicated on the principle that bullying can be a symptom of complex issues for both parties and the School’s responses need to reflect that.

This document is available to all interested parties on our website and on request from the School Office. It should be read in conjunction with other relevant School policies, such as the *Safeguarding and Protecting Children Policy and Procedures* and *Behaviour Rewards, Sanctions and Discipline*.

St. John’s School is fully committed to ensuring that the application of this policy is non-discriminatory, in line with UK Equality Act (2010).

## **2. Scope**

This policy applies to incidents of bullying which take place on School premises; on the journey to and from School (whilst pupils are in uniform); on off-site activities organised by the School; and whilst using School equipment.

The School is not legally responsible for bullying which takes place elsewhere and the School owes no duty to supervise their pupils after they have left their charge, since it is not directly in control of them (Bradford Smart v Sussex County Council 2002).

The School will, however, respond positively to information received about bullying outside School as follows:

- Where a pupil is bullying other pupils outside School, including cyberbullying, the School will investigate. The perpetrator’s parents/carers will be notified and, where appropriate, the police will be notified.
- Where a pupil is a target of bullying outside School, then help, support and advice will be made available. The target’s parents/carers will be informed to enable them to take further action, as appropriate.
- More general concerns about pupil safety outside of School will involve the police and advice will be sought about the security of School premises.

- If information is received about a pupil being bullied by a sibling/family member outside School, this will usually be discussed with the parents/carers in the first instance. Children's Services will be contacted about ongoing concerns.

### **3. Adults as victims**

St. John's School recognises that adults can be both perpetrators and victims of bullying in the workplace. If a member of staff is the target of bullying by a pupil then the same procedures and protocols will apply. If a member of staff is the target of bullying by another member of staff or a member of the Governing Council, then Human Resources will become involved and an investigation to identify the appropriate response will take place.

### **4. Monitoring and evaluation of trends**

All incidents falling within the St. John's definition of bullying will be recorded in the School's Bullying Log. Any incidents involving protected characteristics, as identified by The Equality Act 2010, will be identified.

The Head will receive a half termly report from the Deputy Head (Pastoral) indicating statistics and trends; a termly report is provided to Governing Council's Risk Management and Compliance Committee. Senior staff and Governors will evaluate the effectiveness of the policy in the light of this report and senior staff will address ongoing concerns. Any specific trends will be identified and shared with staff, pupils and parents/carers, as appropriate.

### **5. Procedures for dealing with bullying incidents**

#### **a) Who should a person tell if they are being bullied or experience a prejudice-based incident?**

Pupils should immediately tell a teacher, tutor, SHS or any other member of staff. If a pupil feels they do not wish, for whatever reason, to tell a member of staff about the incident they can report the incident using the 'report bullying' button on SharePoint.

If a prejudicial element to the bullying is suspected i.e. racism, sexism or homophobia, the Senior Deputy Head must be informed immediately.

#### **b) Who should a person tell if they witness or suspect someone is being bullied or has experienced a prejudice-based incident?**

Pupils should immediately tell a teacher, tutor, SHS or any other member of staff. If a pupil feels they do not wish, for whatever reason, to tell a member of staff about the incident they can report the incident using the 'report bullying' button on SharePoint.

If a prejudicial element to the bullying is suspected i.e. racism, sexism or homophobia, the Senior Deputy Head must be informed immediately.

#### **c) What actions will be taken by the school?**

If a pupil is bullied or suffers a prejudice-based incident:

- Pupils who have been bullied will be offered reassurance that swift and effective action will be taken
- The staff member who is first informed of the incident will record the details and inform the relevant tutor and SHS.

- The SHS will inform the relevant Assistant Head and the Deputy Head (Pastoral).
- All parties will be interviewed by either SHS, relevant Assistant Head, Deputy Head (Pastoral) or Senior Deputy Head as appropriate. A report of the incident will be written by either the SHS, Assistant or Deputy Head as appropriate.
- Staff teaching the bullied pupil will usually be informed of the incident by either the relevant Assistant Head or Deputy Head (Pastoral).
- The SHS of the bullied pupil in consultation with the relevant Assistant Head, Deputy Head (Pastoral) or the Senior Deputy Head, will determine the appropriate strategy and plan of action to combat the bullying.
- The Tutor, SHS or relevant Assistant Head as appropriate, will oversee the implementation of the strategy and report back to the Deputy Head (Pastoral).
- Parents/carers of involved parties will be kept informed by the relevant Tutor, SHS, Assistant Head, Deputy Head (Pastoral) or Senior Deputy Head as appropriate.
- Any sanctions against the bullies will be determined by the Head in conjunction with the Senior Deputy Head and Deputy Head (Pastoral).
- Incidents will be recorded in the school's bullying log by the SHS.

**d) Specific Action to be taken in the case of cyber-bullying:**

If a bullying incident makes use of technology either inside or outside school time the following action should be taken:

1. Advise the recipient not to respond to the message
2. Secure and preserve any evidence – for example by taking a screen shot of the message
3. Investigate and make records of the incident as outlined above
4. Notify parents/carers of those involved if incident is discovered at school
5. Apply appropriate sanctions
6. Consider informing the police depending on the severity or repetitious nature of the offence.

If malicious or threatening comments are posted on an Internet site about a student or member of staff:

1. Secure and preserve any evidence – for example by taking a screen shot of the posting(s)
2. Investigate and make records of the incident as outlined above
3. Insist that the comments on the site be removed
4. Contact parents/carers
5. Apply appropriate sanctions
6. Consider informing the police depending on the severity or repetitious nature of the offence.

**e) How/where/by whom the incident is recorded?**

- Written records of incidents will be kept on CPOMS by the SHS
- Records of incidents will also be entered into the Schools Bullying Log by the SHS
- The bullying log is regularly reviewed by the Assistant Head (Pastoral) and Deputy Head (Pastoral) to enable patterns to be identified and to evaluate the effectiveness – and where appropriate, modify - the School's approach.

## **f) Responsibilities**

The Deputy Head (Pastoral) in conjunction with the Senior Deputy Head will:

- be responsible for the day-to-day management of the policy and systems
- ensure that there are positive strategies and procedures in place to help both the bullied and bullies
- arrange relevant staff training to ensure awareness
- keep the head informed of incidents
- determine how best to involve parents/carers in the solution of individual problems
- take action to reduce the risk of bullying at times and places where it is most likely
- keep a centralised record of bullying and prejudice-based incidents to evaluate the effectiveness of the approach adopted or enable patterns to be identified.

SHS and Assistant Heads will:

- be responsible for ensuring that the School's positive strategies for behaviour are put into practice
- know the School's procedures and deal with reported incidents as outlined in the policy
- be involved in any strategy to resolve an incident as required

Tutors will:

- know the School's procedure and deal with any incidents that are reported as outlined in the policy
- put the school positive strategies for behaviour into practice and positively engage with PHSE/Wellbeing programme
- be involved in any strategy to resolve an incident as required

All Staff will:

- know the policy and procedures
- be observant and report any suspected incidents
- deal with incidents according to the policy
- never let any incidence of bullying pass by unreported, whether on-site or during an off-site activity
- participate in the PSHCE course as requested
- play their part in taking action to reduce the risk of bullying and prejudice-based incidents at times and places where such things are most likely.

## **6. Monitoring and Review**

The Governing Council is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This policy will be reviewed and updated annually by the Deputy Head (Pastoral) or as events or legislation requires.