

ANTI-BULLYING POLICY

Tunbridge Wells Girls' Grammar School (TWGGS) Anti-Bullying Policy outlines what TWGGS will do to prevent and tackle bullying. This policy is based on Department for Education (DfE) guidance "Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies" and supporting documents, "Supporting children and young people who are bullied: advice for schools", "Cyberbullying: advice for headteachers and school staff", "Advice for parents and carers on cyberbullying" November 2014. It also takes into account the DfE statutory guidance, "Keeping Children Safe in Education" 2016.

Rationale

Bullying of any kind is unacceptable and it will not be tolerated at TWGGS. We believe that it is everyone's responsibility to prevent it happening. To make progress in education, the environment for learning should be safe and caring. Freedom from personal threat is a fundamental right as well as a precondition for successful learning. Children will only learn to value differences in opinions, values and cultures in circumstances where their own personal safety is secure.

This also means that when girls claim to have been bullied, are suspected of being bullied, or are bullying another girl, they are entitled to expect that they will be listened to in an appropriate setting, that every effort will be made to establish facts and that appropriate action, in line with relevant school policies, will be taken to address their concern promptly and effectively, and prevent re-occurrence. Bullying, whether physical or non-physical, may lead to lasting psychological damage for the individual. This policy relates specifically to the bullying of pupils by other pupils. However, the school recognises that other forms of bullying can take place within schools and many of the principles contained in this policy can be applied to these.

1) Policy objectives:

This policy outlines what TWGGS will do to prevent and tackle all forms of bullying. The policy has been drawn up through the involvement of the whole school community and we are committed to developing an anti-bullying culture where no bullying of adults, children or young people will be tolerated.

2) Our school community:

- Discusses, monitors and reviews our anti-bullying policy and practice on a regular basis.
- Supports all members of staff to promote positive relationships to prevent bullying.
- Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.
- Requires all members of the community to work with the school to uphold the anti-bullying policy.
- Reports back to parents/ carers regarding concerns on bullying and deals promptly with complaints.
- Seeks to learn from good anti-bullying practice elsewhere
- Utilises support from the Local Authority and other relevant organisations when appropriate.

3) Definition of bullying

- Bullying is "Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", November 2014)
- Physical abuse may be threatening, or causing injury, to a person or property.
- Bullying, physical or emotional, can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups; isolating them; making people feel inferior; and spreading hurtful and untruthful rumours.
- This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, e mail through websites, social media sites and apps, and sending offensive or degrading imagery by mobile phone or via the internet.

4) Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers, children in care or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.
- Bullying via technology, known as online or cyberbullying.

5) Preventing, identifying and responding to bullying

The school community will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all.
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience.
- Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse).
- Provide a range of approaches for pupils, staff and parents/carers to access support and report concerns.
- Challenge practice which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Consider all opportunities for addressing bullying in all forms throughout the curriculum and supported with a range of approaches such as through displays, assemblies, peer support and the school council.
- Regularly update and evaluate our approaches to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
- Train all staff including teaching staff, support staff (including administration staff, lunchtime support staff and site support staff) and pastoral staff to identify all forms of bullying, follow the school policy and procedures (including recording and reporting incidents).
- Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring.
- Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying brought to the school's attention which involves or affects pupils even when they are not on school premises, for example when using school transport or online, etc.
- Actively create "safe spaces" for vulnerable children and young people.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Work with other agencies and the wider school community to prevent and tackle concerns.
- Celebrate success and achievements to promote and build a positive school ethos.
- Be encouraged to use technology, especially mobile phones and social media positively and responsibly.

6) Involvement of pupils

TWGS will:

- Regularly canvas children and young people's views on the extent and nature of bullying.
- Ensure that all pupils know how to express worries and anxieties about bullying.
- Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve pupils in anti-bullying campaigns in school and embedded messages in the wider school curriculum.
- Publicise the details of help lines and websites.
- Offer support to pupils who have been bullied and to those who are bullying, in order to address the problems they have.

7) Liaison with parents and carers

The school will:

- Make sure that key information (including policies and named points of contact) about bullying is available to parents/ carers in a variety of formats.
- Ensure that all parents/ carers know who to contact if they are worried about bullying.
- Ensure all parents/ carers know about our complaints procedure and how to use it effectively to raise concerns in an appropriate manner.
- Ensure all parents/ carers know where to access independent advice about bullying.
- Work with all parents/ carers and the local community to address issues beyond the school gates that give rise to bullying.
- Ensure that parents work with the school to role model positive behaviour for pupils, both on and offline.

8) Links with other school policies and practices

This Policy links with a number of other school policies, practices and action plans including

- Behaviour policy
- Complaints policy
- Child protection/Safeguarding policies
- Confidentiality policy
- Online Safety and Acceptable Use Policies (AUPs)
- PSHE policy
- Searching, screening and confiscation

9) Links to legislation

There are a number of pieces of legislation which set out measures and actions for schools in response to bullying as well as criminal and civil law. These may include (but are not limited to):

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986
- The Computer Misuse Act 1990

10) Responsibilities

This policy only works if TWGGS ensures that the whole school community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

It is the responsibility of:

- The Headteacher to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Headteacher, Senior Leaders, Teaching and support staff to be aware of this policy and implement it accordingly.
- Staff to support and uphold the policy.
- Parents/carers to support their children and work in partnership with the school.
- Pupils to abide by the policy.

The named Governor with lead responsibility for this policy is: Susan Cooke

The named member of staff with lead responsibility for this policy is: Jane Parkinson

- The named Governor for bullying will report on an annual basis to the governing body on incidents of bullying and outcomes (more frequently if required).

- The school will ensure that it regularly monitors and evaluates mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the school's development planning.

11) Monitoring and evaluating

- Each incident of bullying falling within the school definition will be recorded and kept in the relevant girl's file
- Any incidents with a racist, sexist or homophobic element will be identified
- An annual report will be made to the Curriculum and Staffing Committee of the Governing Body indicating the extent of the problem and any trends which may emerge; this will be an annual agenda item in the Summer Term.
- Senior staff and Governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any on-going concerns
- Developments in technology will be taken into account, for instance, considering whether the policies concerning the acceptable use of ICT need to be updated. These will be shared with staff, parents/ carers and pupils

12) Review

The Deputy Headteacher will review this policy every three years, or sooner if incidents occur that suggest the need for review. The review will take place in consultation with the Headteacher, Governors, staff, parents/ carers and pupils. TWGGS also uses the guidance offered by Kent and DfE

Appendix 1

Dealing with Bullying Incidents

The following steps may be taken when dealing with all incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear and precise account of the incident will be recorded and given to the Headteacher and/or Designated Safeguarding Lead.
- The Headteacher/ Designated Safeguarding Lead will interview all parties involved and will record the incident in accordance with school procedures.
- Teachers/Form Tutors and other relevant members of staff will be kept informed as appropriate.
- When responding to cyberbullying concerns, the school will take all available steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- If content posted online is offensive or inappropriate, and the person or people responsible are known, then the school will ensure that they understand why the material is unacceptable or offensive and will request that they remove it.
- If a criminal offence has been committed, then the police may need to be involved to enable the service provider to look into the data of another user or to respond to credible threats of harm.
- Where the bullying takes place outside of the school site (including cyberbullying), then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools behaviour and discipline policy.
- Parents/carers of all children involved will be kept informed.
- Sanctions will be used as appropriate and in consultation with all parties concerned.
- If necessary and appropriate, the police (if a criminal offence has been committed) or other local services (including children's social care where a child is felt to be at risk of significant harm) will be consulted or involved.

Supporting Pupils

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Reassuring the pupil and providing continuous support.
- Restoring self-esteem and confidence.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Pupils who have bullied will be helped by:

- Discussing what happened and establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the child.
- Providing appropriate education and support.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning in line with school behaviour/discipline policy. This may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), fixed-term and/or permanent exclusions.
- Speaking with police or local services.

Supporting Adults

Adults (staff and parents/ carers) who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the Designated Safeguarding Lead and/or a senior member of staff/ Headteacher.

- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Where the bullying takes place outside of the school site (including online), then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the school's behaviour and discipline policy.
- If the bullying takes place online, supported those affected by reporting content and/or accounts to the service provider as appropriate.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Adults (staff and parents/ carers) who have bullied will be helped by:

- Discussing what happened with a senior member of staff and establishing the concern.
- Clarifying the school's official procedures for complaints or concerns.
- If online, requesting that content be removed.
- Instigating disciplinary, civil or legal action.

Note:

Additional support is available for school leaders dealing with complaints or bullying on social networking sites by parents/carers: www.kelsi.org.uk/__data/assets/word_doc/0016/60820/Dealing-with-complaints-against-schools-by-parents-or-carers-on-social-networking-sites.docx

Appendix 2

Supporting Organisations and Guidance

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- DfE: “Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies”, and “Supporting children and young people who are bullied: advice for schools” November 2014: <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- DfE: “No health without mental health”: <https://www.gov.uk/government/publications/no-health-without-mental-health-a-cross-government-outcomes-strategy>
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net

Cyberbullying

- Childnet International: www.childnet.com
- Digizen: www.digizen.org
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk

LGBT

- EACH: www.eachaction.org.uk
- Pace: www.pacehealth.org.uk
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk

SEND

- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- DfE: SEND code of practice: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Racism and Hate

- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Educate against Hate: www.educateagainsthate.com/
- Show Racism the Red Card: www.srtrc.org/educational

Anti – Bullying at TWGGS

Definition of bullying

Bullying is behaviour by an individual or a group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms and is often motivated by prejudice against particular groups.

Bullying may happen inside or outside of school.

Bullying comes in many forms and it makes people feel **uncomfortable, unhappy, vulnerable and victimised**.

Examples include:

- **Name calling**
- **Taking jokes too far**
- **Being mean and upsetting someone in general**
- **Purposely hurting someone either verbally, emotionally or physically and doing it frequently**
- **Cyber-bullying – by text/phone/email/social networking including misuse of photos**
- **Spreading rumours and general gossiping**
- **Not respecting other people's beliefs and morals**

At TWGGS we say “No” to Bullying. We are all responsible for reporting bullying.

We are a telling school. If you are being bullied or know somebody else is being bullied, the key thing is to TELL SOMEONE YOU TRUST

You can do this by:

- **Telling your friends**
- **Telling your Form Tutor, Director of Achievement or any teacher or member of support staff**
- **Keep screen shots or text messages as evidence to show someone**
- **Email the school anti-bullying email – beatbullying@twggs.kent.sch.uk**
- **Confronting the bully if you feel able to do so and making them aware – as often they do not know that they are upsetting you**

If you are being bullied, we at TWGGS will do everything we can to prevent it from happening, and if it does happen, we will deal with the incident in a firm yet fair and supportive way. The school will support pupils who report bullying incidents as part of its commitment to ensure that all staff and pupils treat each other with dignity and respect.

Bullying of any kind is unacceptable and it will not be tolerated at TWGGS.

Appendix 4

- See the TWGGS Anti-bullying video on the shared area