



Introduction

This policy was drawn up with due regard to the former DCSF policy 'Safe to Learn: Embedding anti-bullying work in schools'. It has been reviewed in the light of the DfE Guidance 'Preventing and Tackling Bullying' updated July 2017, DfE Cyber-bullying Advice, November 2014, DfE Advice: Sexual violence and sexual harassment between children in schools and colleges September 2021 and National Minimum Standards for Boarding Schools September 2022. The Senior and Pastoral Deputy Heads have been designated by the Headmistress as the staff responsible for promoting anti-bullying awareness amongst pupils and staff, and for dealing with any reported instances of bullying in the first instance. The policy applies to pupils and staff both as potential victims and perpetrators of bullying. This policy will be reviewed at least every 2 years to ensure that it is kept up to date with best practice.

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils and staff so that they can live, learn and relax in a positive and happy atmosphere and have no hindrance to their achievement. There is no place for bullying at St Mary's and all members of our community have a role to play in creating a school where the wellbeing of every individual is protected, and all feel safe and supported.

Bullying and child-on-child abuse can take many forms, including any form of physical, sexual, emotional and financial assault or harassment, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate). It may occur in person or remotely using any form of communications device. Such behaviour, including pranks and banter, innuendo, and more serious abuse, which may cause pain, anxiety or humiliation to another pupil, whether at school or outside of the school, is not acceptable and will not be tolerated.

In a boarding community where pupils live closely together for many days at a time there is more opportunity for bullying and there may inevitably be some frictions and fallings-out. Residential and teaching staff are trained to be vigilant and notice and respond to any unpleasantness between pupils and to be particularly aware of pupils with special educational needs or disabilities, or different ethnic backgrounds, or who identify as LGBTQ+, who may be especially vulnerable. Staff will alert Heads of House and/or the Senior and/or Pastoral Deputy Heads as appropriate. The rhythm of boarding life should generally be harmonious and if there appears to be repeated concerns about the happiness and wellbeing of any pupil within the School, these will be addressed promptly.

The Behaviour Policy (101), in particular the section on Respect for Others, makes clear what is expected of pupils at St Mary's and that bullying is serious and will not be tolerated. The ICT Acceptable Use Policy for pupils (411a), and for staff, and Telephones (220) in the School Handbook, make clear the responsibilities of all users for the safe and acceptable use of the school network, the internet, e-mail, mobile phones and other electronic devices. They give detailed descriptions of what constitutes safe and acceptable practice and the likely repercussions of misuse of any technology.

The School Rules, Discipline and Sanctions Policy (104) is explicit that the outcome of bullying may be suspension or permanent exclusion from the School. This is because bullying can have very serious

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consequences for the person being bullied who may become very disturbed and even consider taking their own life. Pupils know that they may not undertake any activities or pranks which may cause pain, anxiety or humiliation to another pupil or a member of staff.

This policy aims to prevent harmful behaviour and to ensure that any instances of bullying which do occur are quickly identified and dealt with effectively so that both the pupil being bullied and the bully may resume a happy and safe living and learning experience in school.

Reporting Incidents

Bullying of any kind is unacceptable at St Mary's. If bullying does occur, whether at school, outside the school, or online, all pupils should be able to tell someone about it and know that incidents will be dealt with promptly and effectively. We are a **TELLING** school. This means that anyone who knows that bullying is happening whether at school, outside the school, or online, has a duty to tell a member of staff. There is a wide range of members of staff to talk to; Section 224 'Who to talk to' in the School Handbook lists them. This information is also to be found in the pupils' study diary and on noticeboards in the common rooms and sleeping areas.

Parents, staff and pupils are actively encouraged to help prevent bullying and they should not stand by and allow bullying to happen. Anyone who becomes aware of bullying should report it immediately to a trusted member of staff. Staff should be alert to pupils who may be particularly vulnerable to bullying because of certain protected characteristics such as special educational needs or disability, different ethnic background, or sexual orientation.

What is Bullying?

Bullying is the use of any kind of deliberate, hostile behaviour by an individual or a group, which may be repeated over a period of time, with the intention of harassing or hurting another person either physically or emotionally. Bullying results in pain and distress to the victim.

Bullying behaviour can be any of the following:

- Emotional** being unfriendly, excluding, tormenting (eg hiding belongings, unkind comments, threatening gestures and behaviour);
- Physical** pushing, pinching, kicking, hitting, punching or any use of violence;
- Pranking** disguising hurtful comments or activities, or initiation rituals as a joke;
- Racist** racial taunts, discriminatory language, graffiti, gestures;
- Sexual** unwanted physical conduct of a sexual nature or sexually abusive innuendo or comments;
- Prejudice-based** because of, or focussing on the issues of sexuality or gender;
- Verbal** name-calling, sarcasm, spreading rumours, teasing and making fun of;
- Disability** taunting or excluding on the basis of some physical or other disability, real or perceived;
- Religious** taunting or excluding on account of religious beliefs;

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Cyber using any form of electronic or digital means such as texting, e-mailing, phoning, social networking, blogging, videoing or photographing to harass or harm.

What to do if bullying occurs

Pupils should report bullying incidents **immediately** to an adult. They should choose someone they trust and feel comfortable with, for example a tutor, Head of House, residential member of staff, the Head of Boarding, school nurse, Chaplain, the Independent Listener, School Counsellors, the Wellbeing Coordinator, the Senior or Pastoral Deputy Head or the Headmistress.

Staff who receive a report of bullying should listen carefully to the details without asking leading questions and report the matter immediately to the Pastoral Deputy Head or in their absence the Senior Deputy Head. Details of the allegation should be recorded in writing and the report given to the Pastoral Deputy Head.

The Pastoral Deputy Head, or in their absence the Senior Deputy Head, will investigate the report in collaboration with the relevant Heads of House. The Pastoral Deputy Head keeps records of instances of bullying and the actions taken securely, and these records are reviewed regularly to identify possible patterns of behaviour.

Outcomes

- The victim can expect the matter to be dealt with immediately and the bullying stopped. Each case will be monitored by relevant staff across all areas of school life to ensure that repeated bullying does not take place.
- Each case will be investigated in a manner proportionate to its degree of seriousness. Serious bullying may need to be reported to the local authority or the police.
- Parents of those involved will be contacted.
- For less serious offences the bully will be appropriately sanctioned and asked for a genuine apology. If possible, the individuals will be reconciled and encouraged to make a fresh start.
- If the bullying is of a serious nature, or no change occurs, the bully may be suspended or asked to leave the school as this is a very harmful offence.
- Both the pupil being bullied and the bully will receive support, help and guidance to enable them to move forward. The victim can expect to feel safe again and be helped to rebuild confidence. The bully can expect to learn why and how to behave in a responsible way and to take steps to repair the harm they have caused.
- A bullying incident will be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm. In such cases the matter will be reported to the local authority children's social care and if there is reason to suspect a crime has been committed to the police. See also 412a Safeguarding Policy.

Signs and Symptoms of Bullying

A pupil may indicate by signs or behaviour that she is being bullied. Adults should be aware of these possible signs and they should investigate if a pupil:

- does not want to return to school and is school phobic
- changes their routine
- begins missing lessons

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- becomes withdrawn, anxious, or lacking in confidence
- starts stammering
- develops mental health problems
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in schoolwork
- has clothes torn or damaged
- has possessions 'go missing'
- asks for money or starts stealing money (to pay the bully)
- has monies continually 'lost'
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems, but bullying will be considered a possibility and will be investigated.

Cyber-Bullying

Cyber-bullying covers the unacceptable use of any of a wide range of electronic and digital devices to hurt, harass or embarrass another member of the community. Unlike other bullying there need be no physical or verbal contact between the bully and the victim and consequently it can be pervasive and anonymous. Furthermore, harmful information can be disseminated quickly to a very large audience. Bystanders who receive harmful texts, e-mails or photos and pass them on, or who take part in on-line discussions, are as responsible as the originator and will be treated accordingly. Every member of the school community must think carefully and take personal responsibility for their use of electronic and digital devices.

St Mary's takes a robust line to prevent cyber-bullying by the use of education and preventative ICT safety measures. The ICT Steering Committee, which meets 3 times per term, the ICT Working Group which meets every 2 weeks are responsible for ensuring the safe development and use of ICT, and technical staff continually monitor new developments. They implement firewalls, password protection, anti-virus protection and filtering systems; pupils know that staff are able to monitor activity on the school network, internet and e-mail. The E-safety Committee meets three times per term to review the e-safety measures in school, the support and training necessary for pupils and staff, and any current trends and changes in guidance and legislation.

The wider search powers included in the Education Act 2011 and in the DFE Guidance: Searching, Screening and Confiscation, July 2018 give teachers stronger powers to tackle cyber-bullying. This includes a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones. The Deputy Heads in conjunction with the ICT Coordinator or the Director of Network Services may require to search electronic devices if there is evidence that cyber-bullying or other inappropriate misuse of the technology has occurred.

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The Cyber and Technology Council is a pupil representative committee under the guidance of the Pastoral Deputy Head, the ICT Coordinator and the Director of Network Services which meets twice a term to raise the profile of and improve education about the safe and acceptable use of all kinds of technologies.

Education about Bullying

Pupils are made aware of the seriousness of bullying and the School Anti-bullying Policy in the Skills for Life programme in years 7 and 8 in particular. All pupils have and use a pupil study diary which contains information and advice about bullying and who to tell. Periodically in School Council and in Morning Prayer there are discussions and presentations about the issue of bullying including cyber-bullying to promote the importance of respect for others including safe and acceptable use of technologies, to stress the serious consequences that bullying can have, to promote the unacceptability of any kinds of bullying behaviour, and to emphasise the importance of telling.

Each year group annually receives training on the safe and acceptable use of the school network, the internet including social networking sites such as Facebook and Instagram, e-mail, mobile phones and other electronic devices either from a senior or qualified member of staff or an external professional agency. At the start of each academic year pupils with their tutors review the contents of the ICT Acceptable Use policy which includes that they may not use any form of electronic device to harass or harm any other person and the possible consequences of doing so.

Professional information on the safe and acceptable use of ICT is made available to parents on a regular basis by means of newsletters, advice sheets and lectures at exeat or the end of half terms when parents visit school to collect their daughters. These lectures are delivered by external professional ICT trainers and offer the opportunity for questions and discussion.

All staff new to the school receive Safeguarding training as part of their induction process. All school staff receive Safeguarding training regularly. During INSET at the beginning of every school term they receive updates on topical issues or reminders of important responsibilities of Safeguarding, such as how to recognise and minimise the risk of bullying including cyber-bullying and how to respond in the case of a suspicion or an instance of bullying. The Pastoral Deputy Head who is the Designated Safeguarding Lead undertakes relevant external training at least every 2 years.

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