
Anti-Bullying Policy

Revision and Terminology

Please refer to the Policies Review Schedule, or in line with any changes in regulations.

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1. AIMS AND OBJECTIVES

At Teikyo 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 students can develop to his/ her full potential. We expect our students to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All students should care for and support each other, inside and outside of School.

The School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at School and at home, and that the School and parents co-operate closely together.

This policy is available to parents of students and prospective students on our website and on request. It is also communicated to all staff and students.

Bullying, harassment, victimisation and discrimination of students or staff will not be tolerated by the School. We treat all of our students 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 the School and any instances of bullying will be recorded and, where appropriate, will result in disciplinary action in accordance with the Behaviour, Reward and Sanction Policy.

This policy applies to all [day and boarding] students in the School and applies to actions undertaken both inside, and outside of the School.

2. DEFINITION OF BULLYING

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Bullying is the intentional hurting, harming or humiliating of another person. It may take many forms, including physical (including any threat of or use of violence of any kind), sexual, verbal (including cyber-bullying via email, social media, gaming, and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). 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 intimidating, and often involves an imbalance of power between the perpetrator and the victim whether that be a physical, psychological or intellectual imbalance, or by the perpetrator having the capacity to socially isolate the victim.

Bullying can sometimes amount to peer on peer abuse, which is defined as abuse by one or more students against another student.

Bullying is often motivated by prejudice against particular groups, and may involve actions or comments regarding a person's race, religion, gender, sexual orientation, special education needs or disabilities (SEND), or because of a child's familial circumstances, such as they are adopted, in care or that they have caring responsibilities. Bullying may be motivated by actual differences between children, or perceived differences. For example, bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case.

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

3. THE SCHOOL RESPONSE TO BULLYING

At the School, we always treat bullying very seriously. It conflicts sharply with School social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly and taken seriously. The School will never dismiss bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in accordance with this policy.

The School understands that bullying can be so serious that it may cause physical, emotional and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of students is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, upskirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Students who are victims of bullying will be supported. Students 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 School premises will not be tolerated any more than bullying on School premises. Teachers will, where appropriate, discipline students for misbehaviour outside School premises and outside School hours.

4. SIGNS OF BULLYING

Changes in behaviour that may indicate that a student 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 Welfare 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, in accordance with this policy.

5. BULLYING - PREVENTATIVE MEASURES

The School response to bullying does not start at the point in which a student has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

Students

- The School promotes an ethos of good behaviour where students treat each other with respect at all times, inside and outside of School.
- All new students are briefed thoroughly on School expected standards of behaviour. They are told what to do if they encounter bullying. Those who report bullying in good faith will not be punished and will be supported.
- We use appropriate assemblies to explain School policy on bullying. Our health programme is structured to give students 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. It focuses on the importance of equality and diversity and students are encouraged to avoid prejudicial and exclusionary language.
- Other lessons 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 of our students are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place.
- All boarders know how to report anxieties to their duty staff or to another member of the pastoral team.
- All students have access to a telephone helpline, enabling them to call for support in private.
- Older students are encouraged to offer advice and support to younger students.
- The School buildings and all boarding houses display advice on where students can seek help, including details of confidential help lines and websites where they can connect with external specialists.
- The School does not tolerate peer-group "initiation ceremonies" or hazing rituals designed to cause pain, anxiety or humiliation to students, and all staff remain alert to such actions.

Staff

- Upon induction, all new members of staff are given training and guidance on the School Anti-Bullying policy and on how to react to, and record allegations of bullying at the School. The School will ensure that all School staff understand the principles of the School policy, the School legal responsibilities, actions to be taken to resolve and prevent incidents of bullying from arising or escalating and also details of sources of further support.
- The School recognises that certain children may be more at risk of bullying than others, and may require additional support when dealing with an incident of bullying, for example children with SEND and LGBT students. The School will ensure that staff receive appropriate training to be able to understand the specific needs of our students, and to enable all staff to provide an inclusive environment for all students.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the Management Office in order that patterns of behaviour can be identified and monitored.
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. They are available to give confidential advice and

counselling support to students who can refer themselves to her when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a student to her.

- Staff are aware that boarding houses provide more opportunities for bullying, and are therefore always vigilant and alert to signs of issues with or between boarders. The informal house environment is important in reinforcing a student's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual student outside the formal classroom. A member of the boarding house staff is always on duty to supervise the students.
- The School has the right, and duty, to investigate incidents of bullying involving our students 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 incidents. Disciplinary measures will be taken in accordance with the School Behaviour Policy and will be applied in a fair, consistent and reasonable manner, taking into account the needs of SEND and vulnerable students.
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator. If staff reasonably suspect that a student may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School Child Protection and Safeguarding Policy and discuss their concerns with the School Designated Safeguarding Lead (DSL) without delay.
- Staff are always on duty at times when students are not in class and are aware of student movements around the School site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour at all times.

Parents

- This policy is readily available on the School website or on request by email which parents are made aware of so that they are clear on the School approach to bullying and what to do if their child experiences bullying.
- We encourage close contact between the Home Room Teacher and parents/ guardians, and will always make contact if we are worried about a student's well-being.
- If parents know or suspect that their child, or another student, is being bullied, they should contact the School without delay. All concerns will be taken seriously.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and implementation of this anti-bullying policy.

6. PROCEDURES FOR DEALING WITH REPORTED BULLYING

The School ensures that all instances of, or concerns about bullying and cyber-bullying, both 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 on the Head's files, and also on student files. Records will also be kept on files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of this anti-bullying policy.

The School recognises that students are likely to report bullying to someone they trust: this could be any member of staff. All staff will be trained in handling an allegation, and will be aware that they must listen to the student, not ask leading questions and make a written record of the allegation to the best of their ability.

If an incident of bullying is reported, the following procedure will be adopted:

1. The member of staff to whom the incident was reported, or who first discovers the situation, will control the situation (the "Case Handler"), and will reassure and support the students involved, without promising absolute confidentiality.
2. The Case Handler will inform an appropriate member of the School pastoral team about the bullying allegation as soon as possible.
3. Where an issue of student behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the School Child Protection/Safeguarding Policy.
4. The victim and the alleged perpetrator/s will each be interviewed individually by the Case Handler with a suitable person present for support and asked to write their account of events.
5. Where the Case Handler considers that the reported bullying behaviour may be criminal or considers that there may be a risk of harm to someone, the Case Handler will discuss this with the Head, and will report the matter to the Police without delay if considered necessary.
6. The incident/s should be recorded on School records and signed and dated by the Case Handler. It should then be given to the (Asst.) Deputy Head who is responsible for securely storing all records of bullying and other serious disciplinary offences.
7. The Deputy Head will inform the Home Room teachers of both the alleged perpetrator(s) and the victim(s) as soon as possible. In very serious incidents, the Head should be informed.
8. The victim will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator(s). 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.
9. The perpetrator(s) may 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 Behaviour Policy may also be invoked. Sanctions and/or Discipline and Exclusions may result. The School may exclude a student, either temporarily or permanently, in cases of serious or persistent bullying, or in the event that the support put in place for the perpetrator(s) does not result in the modification of behaviour to an acceptable level.
10. The parents/guardians of all parties will be informed and may be invited into School to discuss the matter, and the appropriate sanctions. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed.
11. A way forward, including where appropriate disciplinary sanctions and support for the perpetrator(s), should be determined, and where possible agreed with all parties. This should recognise that suitable support may be needed by the students who are being bullied, and also by the students who bully others, as well as dealing with disciplinary measures in accordance with the School Behaviour, Reward and Sanction Policy and/or Discipline and Exclusions Policy if appropriate.
12. 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.
13. A monitoring and review strategy will be put in place and put on record.

14. In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police, the DSL or to Children's Services.

7. CYBER-BULLYING

Cyber-bullying 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.cyber-bullying.org/>). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend himself/herself. The School acknowledges that cyber-bullying may take place inside School, outside of School, and at any time of the day.

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, sexual, discriminatory, 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 acknowledges that cyber-bullying may take many different forms including: cyber-stalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, encouraging derogative comments on online platforms, upskirting and sexting.

The School has a role to play in teaching students about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app. In taking this forward, the School has regard to the DfE's non-statutory guidance on *Teaching online safety in school* (updated June 2019).

Prevention of cyber-bullying

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

- expects all students to adhere to its policy for the safe use of the internet/ E-Safety Policy;
- may impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- issues all students with their own personal School email address - access to social media sites and personal email sites such as "hotmail" is not allowed from School computers inside the School;
- offers guidance on the safe use of social networking sites and cyber-bullying in health lessons;
- ensures its students are aware of the various forms in which cyber-bullying can take place, that it can have severe and distressing consequences, and that participation in cyber-bullying will not be tolerated;
- offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure;
- does not allow the use of mobile phones in classrooms;
- does not allow the use of cameras/mobile phone cameras in toilets, washing and changing areas or in the bedrooms of boarding houses.

Procedures for dealing with cyber-bullying

The School will follow the procedures set out in this policy and the Child Protection and Safeguarding Policy for incidents of cyber-bullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating student conduct and protecting the reputation of the School, and the welfare of its students.

Although cyber-bullying is not a specific criminal offence, there are criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, upskirting and sexting. Where the School considers that a reported incident of cyber-bullying may amount to a criminal offence, it will inform the Police.

Electronic devices

In response to an allegation of cyber-bullying, certain staff are permitted to conduct a search for electronic devices, such as a student's mobile phone, with the authority of the Head. Staff do not require the consent of the student, or their parents to undertake a search, provided they have reasonable grounds for suspecting that the student is in possession of a prohibited item, and provided they have the Head's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Behaviour Policy.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyber-bullying. Parental consent to search through electronic devices is not required.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour Policy. The School may then take steps to punish the student in accordance with the Behaviour Policy. In the event that the search highlights a safeguarding concern in respect of any student, the School will follow the procedures set out in the School Child Protection and Safeguarding Policy.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

8. COMPLAINTS PROCEDURE

Parents and students 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 boarders should be aware that they have the right to refer a complaint directly to the ISI, if they are unhappy with the way in which their complaint has been handled.

9. MONITORING AND REVIEW

The School will record all incidents of reported bullying in accordance with this policy.

The Head or a designated member of SMT will review all incidents of reported bullying to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. Records of bullying incidents will also be used to evaluate the effectiveness of the School anti-bullying procedures, and to highlight any necessary amendments.