

ST. IGNATIUS COLLEGE  
'Men and women for others'



# Anti-Bullying Policy

**July 2018**

Pastoral Assistant Headteacher

**Next Review July 2021**

At St Ignatius College we believe that everyone has the right to safety and respect in an environment free from bullying and harassment.

This policy defines what constitutes bullying and sets out the support the College provides to students who may feel they are being or have been bullied. This policy also

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# St Ignatius College Anti-Bullying Policy

## 1. Introduction

At St Ignatius College we treat each other with respect and fairness at all times. We celebrate our differences and we accept people's beliefs, colour, race, sexuality and disabilities. We firmly believe that all pupils in our College community have a right to learn in a safe environment, where we encourage a culture of respect, acceptance and harmony. We do however acknowledge that as in any school, bullying can occur, but as Ignatians we must be prepared to make a stand against injustice and do everything we can to stop any forms of bullying that we witness or are informed about. This is because we are fully aware of the devastating effect bullying can have on individuals if left unchallenged.

## 2. Our College community:

- Discusses, monitors and reviews our Anti-Bullying Policy on a regular basis in liaison with pupils, parents and Governors
- Supports all staff to promote positive relationships and identify and tackle bullying appropriately
- Reinforces the message that all members of the College community are responsible for reporting incidents of bullying which they encounter
- Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively
- Expects all pupils to abide by the Anti-Bullying Policy, with the understanding that breaches of this policy will be investigated and dealt with using the College's disciplinary procedures.
- Reports back promptly to parents/carers regarding any concerns raised about bullying
- Parents/ carers in turn work with the College to uphold the anti-bullying policy
- Seeks to learn from successful anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate

### **3. Definition of bullying**

It is recognised that bullying can often start as teasing, banter, or name-calling which is then taken too far, often without thinking about the impact that this can have on the person being bullied.

We believe that bullying is when an individual or group deliberately and repeatedly harass or threaten an individual or group, with the intention to hurt, threaten, upset or humiliate them either physically or emotionally.

### **4. Forms of bullying covered by this Policy**

Bullying may take the form of explicit or implied forms of violence, intimidation or embarrassment to a student for any reason. The following are examples of bullying behaviours although this list is not exhaustive as bullying behaviours can frequently evolve.

- Verbal e.g.name-calling, making offensive comments, taunting, mocking; gossiping; excluding people from groups and spreading hurtful and untruthful rumours
- Physical e.g. kicking, hitting
- Emotional e.g. spreading hurtful and untruthful rumours, excluding people from groups
- Cyber e.g. using text messaging, email, web sites or social networking sites to post or send offensive, inappropriate, threatening or degrading images or messages. This also includes via digital devices such as phone or via the internet.
- Written e.g. ridicule through drawings, offensive graffiti and writing
- Incitement e.g. encouraging others to bully
- Extortion e.g. demands for money or personal property
- Damage to personal property

### **5. Cyber Bullying**

An electronic device will be searched if there is cause to believe it contains evidence relating to cyber bullying. Seized electronic devices can be searched by key staff formally authorised by the Headteacher to examine data or files, and delete these, where there is good reason to do so. When there is reasonable grounds to suspect that a device contains evidence in relation to an offence, the device will be given to the police as soon as it is reasonably practicable.

## **6. At St Ignatius College we understand the destructive effects of bullying on young peoples' lives which can include:**

- Poor school attendance
- Lower academic achievement
- Low self-esteem and poor self-worth
- Lack of confidence
- Anxiety
- Loss of identity
- Feelings of guilt
- Long term mental health difficulties

## **7. Vulnerable Pupils**

- As a College we understand that students may not always feel confident to report incidents of bullying directly and we actively encourage all students to use our online reporting system 'The Sharp System' or speak to an Anti-Bullying Ambassador if they witness bullying by others. Staff are also regularly reminded to be alert to all types of bullying especially to those children who are more likely to be the target of bullying because of the attitudes and behaviours some young people have towards those who are different from themselves. For example those with special educational needs or disabilities, medical conditions or those with caring responsibilities or who are in care.

## **8. Preventing, identifying and responding to bullying**

### **The College community will:**

- Regularly reinforce to staff and students that early intervention is vital in dealing with bullying as this can help to set clear expectations of behaviour that is and is not acceptable and to help stop negative behaviours escalating.
- Ensure the whole school community has an understanding of bullying and its consequences by constantly reinforcing the anti-bullying message through the curriculum, Form Time, assembly programme, Anti-Bullying displays, through peer-support and the College Council, during Anti-Bullying week and through publicising the 'Sharp System' that can be used for the anonymous reporting of bullying online

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying
- Actively provide systematic opportunities to develop students' social and emotional skills, including their resilience through Tutor Time, the assembly programme, Citizenship lessons, and the Chaplaincy Retreat Programme
- Train all teaching and support staff to identify bullying and follow College policy and procedures on bullying, including recording incidents of bullying
- actively create 'safe spaces' such as Loyola Court and games club, 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 including referral to outside agencies e.g. Safer Schools Officer, Behaviour Support Service, Learning Mentor and the College Counsellor.
- Apply disciplinary measures fairly, consistently, and reasonably to show pupils who bully that their behaviour is wrong. While taking account of any special educational needs or, disabilities or vulnerabilities that the pupil may have
- Consider the motivations behind bullying behaviour and whether it reveals any concerns for the safety of the perpetrator. Where this is the case the child engaging in bullying may need support themselves

## **9. Involvement of students**

Students have the following responsibilities:

- Intervening when someone is being bullied and making it clear to the bully that their actions are disapproved of
- Encourage pupils to report incidents of bullying to a member of staff they feel comfortable talking to
- Ensuring that previous victims of bullying are not isolated from groups of friends
- Regularly canvas children and young people's views on the extent and nature of bullying
- Ensure students know how to express worries and anxieties about bullying directly to staff, another pupil, a prefect, a member of the College Council, the Child Protection Team or using the Sharp System
- Ensure all students are aware of the range of sanctions which may be applied against those engaging in bullying

- Involve the College Council, the Captaincy Team and other students in the College anti-bullying campaigns as part of Anti-Bullying Week and Online Safety Week
- Publicise the details of the 'Sharp System', bullying help-lines and websites in the pupil diary, on the pupil intranet, College website, College noticeboards
- Offer support to students who have been bullied and to those who are bullying, in order to address the problems they have

## **10. Responsibilities of staff**

- To be alert and intervene to any potential incident of bullying particularly to our most vulnerable students
- To report any instances of bullying to the relevant Learning Coordinator unless the incident is minor and quickly resolved by the member of staff to the satisfaction of the victim
- The Learning Coordinator is responsible for clarifying the facts of the incident through investigation and taking statements from the bully, any victims and witnesses
- The Learning Coordinator, having clarified the facts, will inform all parents/carers of the incident, record the incident on SIMS and liaise with the Assistant Head teacher (Pastoral) regarding the sanction and if referral is needed to the Safer School's officer or other outside agencies
- The Learning Coordinator will ensure a written account of the incident is produced and forwarded to the Assistant Headteacher (Pastoral) for inclusion on the Bullying log
- The Learning Coordinator and Form Tutor will monitor the victim and bully to ensure that the situation has been resolved and will seek to reconcile both parties if considered appropriate
- Identify and make safe areas in school where bullying could/has been known to occur
- Arrive on time for all duties so that appropriate supervision is undertaken across the whole school environment

## **11. Support for Staff who may be bullied**

It is important that all schools and staff members take measures to protect themselves from bullying.

It is equally important to make clear that bullying of staff whether by pupils, parents or colleagues is unacceptable.

Any staff member that feels threatened or suspects bullying or cyber-bullying should report it straight away to the head teacher or to a senior member of staff.

## **12. Safeguarding children and young people:-**

- Where there is reasonable cause to suspect a child is suffering , or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern under the Children Act 1989. Where this is the case, school staff should discuss with the school's designated safeguarding lead and report their concerns to their local authority children's social care and work with them to take appropriate action.

## **13. Liaison with parents and carers**

We will:

- Encourage parents to report any incidents of Bullying to the relevant Learning Coordinator and to be aware of and support the school's position on anti- bullying
- To work in partnership with the school should a case of bullying involve their child
- Conduct regular surveys with parents about bullying
- Ensure all parents know about our complaints procedure, where it is and how to use it effectively. This is known as the St Ignatius Grievance Policy and Procedure and is available on the College website under 'policies'
- Ensure all parents / carers know where to access independent advice about bullying by including links to helplines on the College website
- Support parents on how to help their children engage safely and responsibly with social media, through information evenings and signposting to other sources of support and advice on the College website
- Work with all parents, the local community including other schools, the Police and the College's Safer School's Officer, to address issues beyond the College gates that may give rise to bullying. This includes cyber-bullying and bullying that occurs on the journey to and from College

- Whenever possible we will have a protective presence of members of senior and middle leaders at the College bus stops and the local railway station, at arrival and departure times

## **14. Criminal law**

- Although bullying in itself is not a specific criminal offence in the UK, some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986. For example, under the Malicious Communications Act 1988, any person who sends an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender, is guilty of an offence if their purpose in sending it was to cause distress or anxiety to the recipient. If we feel that an offence may have been committed we will seek assistance from the police by liaising with our Safer Schools' Officer in the first instance.

## **15. Partnership working**

We will:

- Undertake transition work with our primary feeder schools to identify those pupils who may be at risk of being bullied, before undertaking support work with those who are identified
- Include parents from our primary feeder schools in the information evenings that we run on Online Safety
- Work with our safer schools officer to liaise with other secondary schools to investigate and deal with issues of bullying that have occurred outside of College
- Build on our established community links with local churches in our feeder parishes
- Engage with the Local Authority to implement new anti-bullying initiatives
- Take advice from the school's safer School's officer if the school feels that an offence may have been committed
- Investigate and apply appropriate sanctions to any pupil found to have been involved in any reported bullying incidents occurring anywhere off the school premises, such as on public transport, outside the local shops, or in the town



centre liaising with the police or community safety unit in the local authority if deemed appropriate

## **16. Links with statutory guidance other policies and procedures**

Every school must have measures in place to prevent all forms of bullying. Section 89 of the Education and Inspections Act 2006 states that maintained schools must have measures to encourage good behaviour, respect for others and prevent all forms of bullying amongst students.

These measures are part of the school's behaviour and anti-bullying policies which must be communicated to all students, school staff and parents. Headteachers have the capacity to discipline students for bullying behaviour even when the student is not on school premises or under the lawful control of school staff.

The Equalities Act 2010 aims to offer protection from Hate Crime in the form of discrimination, harassment and victimization. This covers 9 areas, 7 of which are pertinent to Children and Young People.

The 7 areas more pertinent to Children and Young People are:

- Disability
- Gender
- Gender reassignment / transgender identity
- Race
- Faith
- Sexual orientation/sexuality
- Pregnancy/maternity

The two areas which do not specifically affect Children and Young People are Age and Marriage/civil partnerships, although these will be explored within the curriculum, for example in RE when discussing prejudice and discrimination and in work that promotes the need for respecting and valuing the differences between groups of people within the school community including pupils with Special Educational Needs.

Some of the reasons pupils may be bullied link to the above areas covered by the Equalities Act 2010 and are as follows:

- Race, religion or culture
- Special Education Needs or disability (including learning difficulties and health conditions)
- Appearance e.g. being over-weight
- Home circumstances and lifestyles including young carers and looked after children.
- Sexist or sexual bullying
- Gender
- Sexual orientation / Homophobic Bullying
- Transgender status / Transphobic bullying

This Policy also links to a number of other St Ignatius College policies and procedures including:

The Ignatian Code of Conduct 2015  
 Safeguarding & Child Protection policy  
 Online safety policy

## **17. Responsibilities**

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy in consultation with the whole school community
- Governors, the Headteacher, Senior Managers, Teaching and Non-Teaching staff to be aware of this policy and implement it accordingly
- The Assistant Headteacher to communicate the policy to the College community
- Students to abide by the policy
- The named Governor with lead responsibility for this policy is:  
Mr J Donnelly
- The named member of staff with lead responsibility for this policy is:  
Mrs C Goodwin (Assistant Headteacher).

## **18. Monitoring & review:**

This policy will be monitored and reviewed on a tri-annual basis.

Incidents of bullying will be recorded on the perpetrators SIMS behaviour management page and details of the incident will be placed on their College file and on the Bullying log.

Bullying incidents will be reported to Governors at the termly Full Governing Body meeting, with racial incidents being reported separately.

## References

***‘Preventing and tackling Bullying - Advice for head teachers, staff and governing bodies’ (July 2017) Pub Department for Education UK:***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/623895/Preventing\\_and\\_tackling\\_bullying\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf)

***Cyberbullying: Advice for head teachers, and school staff***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/374850/Cyberbullying\\_Advice\\_for\\_Headteachers\\_and\\_School\\_Staff\\_121114.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf)

***The Equality Act 2010:***

<http://www.legislation.gov.uk/ukpga/2010/15/section/4>

***Ignatian Code of Conduct 2017:***

<https://stignatius-college.s3.amazonaws.com/uploads/document/Ignatian-Code-of-Conduct-March-2017.pdf?t=1530596978>

***St Ignatius Safeguarding and Child Protection Policy***

<http://www.st-ignatius.enfield.sch.uk/sites/default/files/Child%20Protection%20Policy%20March%202017.pdf>

***Online Safety information:***

<http://www.st-ignatius.enfield.sch.uk/324/e-safety>

Title	St Ignatius Anti-Bullying Policy 2015
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Approved by Governing Body			
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0.2	July 2018	Updated using guidance from DFE guidance Preventing and tackling bullying Advice for headteachers, staff and governing bodies July 2017	C.Goodwin Adopted by Governors July 2018

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