



Jersey College for Girls Counter Bullying Policy

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Introduction

This policy is intended to support the College in countering bullying. It is recognised that bullying can occur in all schools and that activity to counter any bullying is not an indicator that a school has a particular problem with bullying; rather, it is an indicator that the school takes the responsibility of countering bullying seriously.

All teachers have a duty of care towards our students, taking reasonable steps to protect the welfare, health and safety of students and to act with reasonable skill and care.

The staff carry the responsibility for making the school a safe and positive place for the whole school community. If a student takes part in a serious campaign of victimisation, abuse and intimidation, or episode of physical bullying against any other person belonging to the school community, they will be instantly suspended from coming to school whilst the behaviour is investigated and they may well be excluded.

Principles

- We believe that all our community have the right to be respected and not to be bullied.
- Students should tell someone if they are being bullied.
- We all have the right to work in an environment without harassment, intimidation or fear.
- We believe that bullying in any form is wrong and should not be tolerated, and that any environment that encourages bullying, prejudice or discrimination is unacceptable.
- We respect difference and welcome diversity in our children, young people and in society in general, and believe our work should be inclusive of all.
- We believe that everyone should have the right to feel safe, secure and valued, and that creating a safe environment and dealing with bullying is everyone's responsibility.
- We believe children and young people should actively participate in decisions that affect them and should be supported in taking responsibility for their choices and subsequent actions.

Students should be encouraged:

- To know, understand and accept the principle that any form of bullying, including online bullying, is unacceptable and they should be encouraged to tell their parents, a member of staff or someone they trust should bullying occur;
- To tell a parent, a member of staff or a student support prefect;
- To contribute to an atmosphere in which positive relationships can be nurtured; and
- To contribute ideas through JCG Voice to reduce bullying and to volunteer, through the student leadership team, to support other students.

Parents have responsibility for:

- Supporting the principle that any bullying, including online bullying, is unacceptable;
- Monitoring their children and communicating promptly with the College if they believe bullying is taking place;
- Engaging in information evenings where bullying issues and strategies for managing bullying behaviour, including online bullying, are discussed; and
- Supporting the College in following the counter-bullying procedures outlined in this policy.

Students who are bullying

Bullying behaviour has no place at the College. If students are involved in bullying, they can expect that:

- Their bullying behaviour will be challenged;
- They will be treated fairly; and
- They will be given the opportunity to change their behaviour and will be encouraged and supported in doing so.

This means:

- They will be expected to work with staff to look at the reasons why they have been bullying and to find and put into practice other ways of behaving.
- They will be offered the chance to work with the school counsellor who can help them to stop bullying.
- Their form/class teacher will let parent(s)/carer(s) know what is going on and offer them the chance to help support their daughter /son in changing their behaviour.
- Student/pupils will have regular meetings with staff to review her/their behaviour.
- In the case of serious incidents the Principal /Headteacher at Prep may decide to take more serious action, e.g. to suspend the student /pupil and involve parents.

Online bullying procedures

- Reassure the victim that online bullying is the same as other types of bullying and it is unacceptable.
- Investigate and gather evidence.
- Refer to the e-safety policy and acceptable use policy.
- Seek assistance from IT specialists.

- Follow the normal counter-bullying procedures.
- Advise parents regarding their child's responsible usage of online technology.

What to do if you are bullied or if you see others being bullied

- **Tell your parents, a friend or a teacher** (This may be your tutor, a subject teacher or a teacher that you wish to tell. You may wish to take a friend with you to help you to explain what has happened.
- **Tell a student support prefect** or a friend if you would like to talk to another student and you think they will be able to help.
- The student/ parental complaint will be followed up as outlined in this policy. Students and parents will be informed of action taken where appropriate.

Student Support Prefects will*:

- Help students who are being bullied either physically or mentally.
- Mentor victims of bullying and giving them advice when needed in a calm, patient and understanding manner.
- Maintain confidentiality unless somebody is in danger.
- Respect personal boundaries.
- Refer students to counsellors or appropriate adults should they have concerns about the students' wellbeing.
- Keep themselves safe.
- Seek support should they have dealt with an issue they consider disturbing.
- Keep up to date by using the beatbullying.org website.

*Students have already applied for the Student Support role prior to the updating of this policy; we will look to develop their role this academic year to meet some of the above expectations but expectations will be made more explicit in the 2017 Student Support Prefect JD

Form tutors have responsibility for:

- Knowing, understanding and accepting the principle that any form of bullying is unacceptable and following the school policy on Counter-Bullying.
- Developing an atmosphere in which positive relationships are developed.
- Building positive relationships with students, creating a positive environment in which issues, such as bullying are discussed and addressed.
- Providing students with the opportunity to discuss any concerns that they may have, during tutor sessions and also during academic mentoring.
- Ensuring students know that they will be listened to and taken seriously and that action will be taken to stop the bullying, explaining to them that they will be involved in the process of deciding what action to take to help stop the bullying and any worries that they may have will be listened to and respected.
- Explaining that they will be given the opportunity to talk about the way that the bullying has made them feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour.
- Following up on students who have expressed concern, encouraging them to meet with the School Counsellor for support when it is appropriate to do so.

- Communicating with the Head of Year and completing a record of the incident using the form in appendix 2, passing it to the Head of Year.
- Informing parents if appropriate to do so.
- Reporting to the Assistant Head Teacher Welfare or Principal if there are serious concerns about a student's welfare.

Heads of Department have responsibility for:

- Supporting class teachers should an incident of bullying occur during teaching time.
- Supporting the teacher in dealing with the incident.
- Communicating any concerns to the Head of Year and recording the incident using the form in appendix 2, passing it to the Head of Year.

Subject Teachers have responsibility for:

- Dealing with any incidents of bullying, should they occur in the teaching room.
- Following up incidents, reporting their concerns to their HOD and also to the Form tutor of the students concerned.

The Head of the Personal Development has responsibility for:

- Ensuring that students learn about bullying issues, including online bullying, and that Counter Bullying techniques are included in the PSE Scheme of Work and delivered through the PSE programme.

Heads of Key Stage have responsibility for:

- Supporting the subject teacher, form tutor or Head of Department in dealing with incidents.
- Recording and filing any serious incident of bullying and informing parents.
- Liaising with the Assistant Head teacher Student Progress regarding any incidents of bullying.
- Ensuring a tutorial programme that incorporates appropriate reference to counter bullying where appropriate.

Assistant Head teacher Student Progress has responsibility for:

- Supporting the HOKS in dealing with any incidents and in serious cases of bullying supporting the HOKS and students during the consultation process.
- Referring to Vice Principal for advice concerning serious incidents.
- Referring a student to the School Counsellor.
- Encouraging student support prefects to take part in training to become Anti-bullying Mentors.
- Supporting Jubilee Mentors in their role.

The Vice Principal has responsibility for:

- Supporting the HOKS and Assistant Head Teacher Student Progress in following the appropriate procedure for dealing with incidents that are of a more serious nature.
- Informing the Principal if there is a serious incident.

The Principal has responsibility for:

- Ensuring the Counter Bullying policy is implemented and that all staff are aware of the policy and know how to deal with incidents of bullying.
- Reporting to the governing body about the effectiveness of the counter bullying policy on request.

The Governors have responsibility for:

- Supporting the Principal in the oversight of this policy and that the procedures of this policy are implemented.
- Ensuring that when incidents of bullying do occur they are taken very seriously and are dealt with appropriately in line with the procedures set out in this policy .

If students ever fear for their physical safety, staff will take immediate action to keep them safe with the help of staff at the school, parents/carers and if necessary outside agencies such as the police.

Relationship to other policies

ESC Policy on Counter Bullying
ESC Child Protection Policy

Internal Policies:
JCG Child Protection Policy

Appendix 1

Definition

- Bullying is a subjective experience and can take many forms.
- Any behaviour that is harmful, which may be carried out by an individual or group.
- Behaviour which is repetitive, wilful or persistent.
- It involves an imbalance of power, leaving the person being bullied feeling defenceless.

Different types of bullying include:

Physical: hitting, kicking, tripping someone up, stealing/damaging someone's belongings.

Verbal: name-calling, insulting a person's family, threats of physical violence, spreading rumours, constantly putting a person down.

Emotional/ Psychological:

excluding someone from a group, humiliation.

Racist: insulting language / gestures based on a person's actual or perceived ethnic origin or faith, name calling, graffiti, racially motivated violence.

Sexual: sexually insulting language / gestures, name-calling, graffiti, unwanted physical contact / Homophobic – insulting language / gestures, name-calling based on a person's actual or perceived sexuality, name-calling, graffiti, homophobic violence.

Cyber: Bullying by social media and other websites.

The nature of bullying is changing and evolving as technology develops.

Bullying can take a number of different forms. The Department of Education and Early Childhood Development's Building Respectful and Safe Schools (2010) identifies four different types of bullying.

1. Physical bullying

Physical bullying includes hitting, tripping, pinching, pushing or damaging property.

2. Verbal bullying

Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.

3. Covert bullying

Covert bullying is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Covert bullying includes:

- Lying and spreading rumours
- Negative facial or physical gestures, menacing or contemptuous looks
- Playing nasty jokes to embarrass and humiliate

- Mimicking unkindly
- Encouraging others to socially exclude someone
- Damaging someone's social reputation or social acceptance.

4. Cyber bullying

Cyber bullying is overt or covert bullying behaviours using digital technologies. Examples include harassment via social media, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Cyber bullying can happen at any time. It can be in public or private, and sometimes only known to the target and the person bullying.

Appendix 2	Bullying Incident	Record Sheet
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	Name	Year
Complainant(s)		
Alleged student who has been bullied		
Alleged student who has displayed bullying behaviour		

Date of incident:

Location of incident:

- Classroom
- Playground
- Corridor
- Other (please state) _____

Details of incident:

Action/Support for student who has been bullied:

- Discussion with tutor/subject teacher / class teacher
- Given strategies to deal with feelings associated with bullying behaviour
- Defined on-going support / monitoring
- Appointment with school counsellor
- Parents involved (please specify) _____
- Referral to other agencies (please specify) _____
- Other (please specify) _____

Action/Support for student who has been displaying bullying behaviour:

- Discussion with tutor/subject teacher / class teacher
- Defined on-going support/monitoring
- Appointment with school counsellor
- Parents involved (please specify) _____
- Report to Principal / Vice Principal
- Referral to other agencies (please specify) _____
- Other (please specify) _____

This form is to be passed to the Head of Key Stage for filing. Copies to be place in students' files and central school bullying folder.

Name and responsibility of person completing this form	Signature	Date