



ROYAL LATIN SCHOOL

“High Expectations For All”

ANTI-BULLYING POLICY & PROCEDURE

Date agreed by the Personnel Committee on behalf of the Governing Body	20th May 2019
Date to be reviewed	June 2021
Governors’ Committee accountable for the review	Personnel
Senior Leadership Team member accountable for review	Marcella McCarthy
Date approved by Full Governing Body	24th June 2019

Signed:.....(**Name:**.....)
Chair of Governors

Date

Policy Title	Anti-Bullying
Date of Issue	24th June 2019

Expected Outcomes
<ul style="list-style-type: none"> • Students, parents and staff are aware of the appropriate actions to take in the event of a bullying incident. • Students feel supported in reporting bullying. • Number of bullying incidents is kept to a minimum.
Additional Comments (e.g. Risks identified / Alternatives considered / Costs involved / 'Do nothing' option?)

Date for review	June 2021

Outcomes (with evidence)
Additional Comments (include any recommendations)

Anti-Bullying Policy & Procedure

Introduction

Bullying is contrary to the ethos of RLS – such behaviour is antisocial and unpleasant. We will not tolerate bullying behaviour, and will always listen to those who report bullying. All reported incidents will be taken seriously and thoroughly investigated.

Bullies believe that they have power over others, and use that power in order to hurt or diminish someone else through words, actions, or physical behaviour. Bullying is aggressive and hurtful to the person who experiences it. It is often repeated, or can be threatened to be repeated. It can be done by individuals or by groups. It can be planned, or unintentional. All kinds of bullying are unacceptable.

Bullying can happen to anyone, but it is often motivated by prejudice against particular groups, or people with protected characteristics. Such bullying may focus on:

- Race, religion or culture (includes **racist ; anti-semitic, islamophobic bullying**)
- Special educational needs and disabilities
- Sexual orientation or gender reassignment (includes **Homophobic or transphobic bullying**)
- Appearance or health conditions
- Young carers, adopted or looked after children
- Sexist stereotypes or sexual behaviour
- Perceived class or social group

There are four main types of bullying:

- **Physical bullying:** e.g. hitting, kicking, theft.
- **Verbal bullying:** e.g. name calling, insulting, making offensive remarks.
- **Social bullying:** : e.g. excluding others from social groups, refusing to work or sit with someone, creating malicious rumours.
- **Cyberbullying:** this is a form of verbal or social bullying that uses the internet and social media to harass others. Cyberbullying may include but is not restricted to:
 - sending malicious emails or verbal messages/voicemail,
 - making malicious comments on web pages
 - sending malicious text messages on mobile phones, twitter etc.
 - 'liking' malicious messages that others have created
 - silent calls
 - taking photos/video footage without permission
 - use of photos/video footage without permission
 - hurtful group chats including actively leaving people out of group chats
 - using someone's password to access their internet identity).

Cyberbullying that involves sending texts or pictures or offensive e-mails is a criminal offence that can result in arrest and prosecution. For teenagers, 'sexting' or sending indecent pictures of themselves or others is illegal and can result in being put on the child protection register.

No matter what form bullying takes, the effect on the victim is always the same, painful and emotionally distressing. To allow or condone bullying may lead to consideration under child protection procedures.

As a school, we actively seek to prevent any occurrences of bullying.

The procedures below will be followed when an allegation of bullying is made or bullying is suspected. Students are made aware of these procedures by their Form Tutors at the start of each academic year; they are also printed in student planners. Parents are made aware through an article each September in The Latin (monthly newsletter).

Procedures to follow when bullying behaviour has occurred

If you think you are being bullied or witness bullying of another student, you may not want to tell anyone, or you may feel that your situation is trivial or unimportant. However, we would encourage you to follow the procedure below, so that any problems can be dealt with as quickly, discreetly and sensitively as possible, since any situation that causes emotional distress is important.

Students

If you feel you are being bullied in school, or you know of someone who you think is being bullied:

- Talk to your Form Tutor or Head of Year or any adult that you trust at home or in school. Take a friend with you if it helps. Alternatively, talk to a buddy or peer listener, one of your Year or House Captains or School Counsellor.
- If you find it easier in the first instance, write down your concerns and post the note (with your name on) in the post box near student reception. Address it to an adult in school that you can trust and feel comfortable speaking to. Alternatively, you may use the 'Amicus' e-mail (amicus@royallatin.org) to access student-based support.
- Do not listen to the bully when they say that you will be in trouble if you talk to someone. You are not doing anything wrong – they are.
- What you say will be passed to your Head of Year. You will be taken seriously.
- If you need somewhere to be safe, there will be a place for you to go while the problem is being sorted out. Your Head of Year will organise this for you.

If you or someone else is being bullied by e-mail, text or online:

- Speak to someone at home and save any bullying e-mails, text messages, chats, photos etc. Take screenshots if necessary.
- Make a note of the date and time that the messages were sent and any details you have about the sender. The Police or your service provider may be able to block or trace the sender.
- Use the report button on the CEOP site, if appropriate.

If you see someone being bullied in school; do not be a bystander:

- If appropriate, speak to the person being bullied.
- 'Call out' the bully by describing their behaviour and expressing your disapproval: silence can be taken to signal agreement, for instance to inappropriate language.
- The best thing you can do to help is to talk to someone.
- Tell any member of staff (take along other witnesses if possible).
- Talk to a friend or older student who will help you speak to an adult.
- Tell someone at home.
- Invite the person who is being bullied to join your group.

- If you cannot speak directly to the Head of Year, write your concerns down and put in the post box near the Student Office, or send an e-mail to 'Amicus'. (amicus@royallatin.org) Remember to put your name on it so that you can get a response..

Do not become part of the bullying behaviour by:

- Joining in [to support the bullying behaviour].
- Watching without intervening [making it look as if you agree with the behaviour].
- Laughing [this suggests approval of the bully]
- Keeping quiet [instead of telling the person to stop or passing the information on to someone who can help].
- 'Liking' or commenting on online bullying activity
- Filming or photographing.

Staff

If a student or colleague comes to you and says they are being bullied:

- Speak to them in a quiet area so the conversation cannot be readily overheard by others.
- Listen to what they have to say.
- Record what they have said, take it seriously and pass on information only to appropriate colleagues such as the relevant Head of Year the Safeguarding Leads (child protection), or line manager in the case of a colleague.
- Encourage the student to speak to a buddy or peer listener at break time or lunch time.
- Encourage colleagues to speak to their line manager in the first instance, and to their union representative.
- Make it clear that the person who has come to you has made the right decision to speak to someone.
- Offer the support of a safe room/area if it is necessary.

Look at the [BSCB guidance](#) on bullying and the [RLS Antibullying handbook](#) for further guidance

Parents

If you believe that your child is being bullied or is bullying in school:

- Contact the school and ask to speak to your child's form tutor or Head of Year.
- Talk the problem over with the teacher.
- Encourage your child to speak to a buddy or peer listener at break time or lunch time.

If your child is being bullied by e-mail, text or online:

- Contact your service provider or in extreme cases, the Police. They may be able to block or trace the sender and advise you about blocking software and mail filters.
- The [CEOP website](#) gives helpful advice and contacts.
- If the bullying is happening during school hours or is directly related to school, contact your child's Form Tutor or Head of Year.

Bullying outside school premises

According to DfE guidance January 2016 teachers have the power to discipline students for misbehaving outside the school premises “to such an extent as is reasonable”. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

Where bullying outside school is reported and the behaviour has a significant impact on the safety and well-being of students in school it will be investigated, in conjunction with parents/carers and other outside agencies, and acted on. The Headteacher will consider whether it is appropriate to notify the police or social services in their local authority of the action taken against a student. If the misbehaviour is criminal or poses a serious threat to a member of the public, the police will always be informed.

Procedures taken when bullying is reported

- When bullying incidents are reported they will be recorded and reported to the appropriate Head of Year and/or to the Safeguarding Lead (child protection).
- The Head of Year will carry out a full investigation.
- Form Tutors will be kept informed.
- Parents will be kept informed.
- If necessary and appropriate, the police will be informed.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- An attempt will be made to help the bully/bullies change their behaviour.

Actions available as sanctions for the student engaging in bullying behaviour

- Verbal warning and note in the bully’s student file.
- A phone call, note to, or meeting with the student’s parents to discuss necessary changes to their child’s behaviour towards his/her peers and any other underlying issues.
- Written warning by letter from Head of Year.
- Lunchtime/afterschool detention[s]
- Community service
- Meeting with the Community Police Officer
- Internal exclusion
- External exclusion[fixed term/permanent]
- ‘Managed Move’ to another school

When bullying incidents are reported, every effort will be taken to handle each matter with the utmost confidence and with sensitivity.

A central record is kept of all bullying incidents. After an incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

[Reviewed by members of the students’ School Anti-Bullying Group ‘Amicus’ May 2019]