WOLVERHAMPTON GRAMMAR SCHOOL

ANTI-BULLYING POLICY

AIMS AND OBJECTIVES

Our community at Wolverhampton Grammar School 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 pupils can develop his/ her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

Wolverhampton Grammar School prides itself on its respect and mutual tolerance. Parents/ guardians have an important role in supporting us in maintaining high standards of behaviour. It is essential that school and home have consistent expectations of behaviour and that they co-operate closely together.

This policy is available to parents of pupils and prospective pupils on our website and by hard copy on request. It is also communicated to all staff and pupils.

Bullying, harassment, victimisation and discrimination are not tolerated. We treat all our pupils 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 our School and any instances will be recorded and, where appropriate, will result in disciplinary action.

This policy applies to all pupils in the School and applies to actions undertaken by pupils both inside, and outside of the School.

DEFINITION OF BULLYING

There is no legal definition of bullying, however, it can be defined as "behaviour that is repeated, intended to hurt someone either physically or emotionally and is often aimed at certain groups, for example because of race, religion, gender or sexuality" (Bullying at School, Department for Education) and "special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences" (Preventing and Tackling Bullying, Department for Education).

Put another way, bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours) means. 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 may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape) or any other protected characteristic not stated above. It may also be unpleasant in other ways.

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

DEFINITION OF CYBERBULLYING

Cyberbullying can be defined as "bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone" (NSPCC). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/ herself.

Cyber-bullying could involve communications by various electronic media, including for example:

- sending threatening or abusive text messages;
- creating and sharing embarrassing images or videos;
- trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games;
- excluding children from online games, activities or friendship groups;
- shaming someone online;
- setting up hate sites or groups about a particular child;
- encouraging young people to self-harm;
- voting for or against someone in an abusive poll;
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name;
- sending explicit messages, also known as sexting;
- pressuring children into sending sexual images or engaging in sexual conversations.

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 derogatory comments on online platforms, and sexting.

THE SCHOOL'S RESPONSE TO BULLYING

At Wolverhampton Grammar School we always treat bullying seriously. It conflicts sharply with the School's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour. No-one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanctions and will also, where possible, be supported in learning different ways of behaving. In all instances pupils who have SEN will have their personal circumstances taken into account, when reported bullying behaviour involves them, to ensure that they are not treated unfairly in anyway because of their specific difficulties and needs.

Bullying which occurs on school trips or outside of the School's premises will not be tolerated any more than bullying on school premises. Teachers will, where appropriate (and if it would be reasonable for the School to regulate pupils' behaviour in those circumstances), discipline pupils for misbehaviour in relation to bullying outside school premises and outside school hours.

SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil 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 and repeatedly 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 Reception 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;
- Signs or evidence of self-harm;
- 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 (see below).

BULLYING - PREVENTATIVE MEASURES

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with Wolverhampton Grammar School:

Pupils

- All new pupils are briefed thoroughly on the School's expected standards of behaviour (including the pupil House Style 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 the school policy on bullying and ensure pupils understand that bullying and bullying-style behaviour is unacceptable. Our PSHE programme is structured to give pupils 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;
- Other lessons, particularly RS, English and ASPIRE 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 pupils are taught about cyber-bullying and cover e-safety as part of PSHE and in ICT lessons. Building digital resilience is also important so that pupils respond positively and deal with risks that they encounter online rather than focusing solely on protecting them from content that may pose a risk;
- All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place;
- We operate a Wellbeing Peer mentoring scheme, whereby trained pupils in the Sixth Form are encouraged to offer advice and support to younger pupils, and Peer mentors are available to support pupils. There is also material to support pupils with bullying on the School's Firefly pages (https://firefly.wgs-sch.net/school-counselling/common-student-issues/bullying);
- We engage with our Head Boy/Girl and their team regarding importance of offering support and assistance to younger and to vulnerable pupils;
- The School does not tolerate peer-group "initiation ceremonies" or hazing rituals designed to cause pain, anxiety or humiliation to pupils, and all staff remain alert to such actions.

Staff

- Upon induction, all new members of staff are given guidance on the School's anti-bullying policy and on how to react to and record allegations of bullying at Wolverhampton Grammar School. All school staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support. Staff also understand how the Anti-Bullying Policy links to our Safeguarding Policy. This is achieved through regular Inset and via weekly Safeguarding Bulletins which enable key messages to be constantly brought to the fore;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are held securely within the CPOMS platform. Summary reports are run regularly and reviewed in DSL meetings chaired by the Head in order that patterns of behaviour can be identified and monitored;
- In instances of cyber-bullying, as per the "Searching, screening and confiscation" DfE Guidance 2018, when an electronic device, such as a mobile phone, has been seized by a member of staff who has been formally authorised by the Head, that staff member can examine data or files, and delete these, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone (also see below "Electronic Devices");
- We have a strong and experienced pastoral team of House Tutors, and Head of Year 7, Heads and Assistant Heads of House and Heads of Sixth Form who support the Assistant and Deputy Heads and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying;
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies. On occasion, a member of our pastoral team may refer a pupil to the School Counsellor as appropriate;
- There are staff formally on duty patrolling areas of the school site (from 8.30am until 4.15pm in Senior School and from 8am until 4pm in Junior School) when pupils are not in class, who are alert to inappropriate language or behaviour including possible bullying incidents;
- The School has the right, and duty, to investigate incidents of bullying involving our pupils (between pupils) 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 acts.

<u>Parents</u>

- We encourage close contact between the school and parents/ guardians, and will always make contact if we are worried about a pupil's well-being;
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this Anti-Bullying Policy;
- Any parent who finds themselves as a bystander to an instance of bullying by or to a WGS pupil is advised to contact the School (Assistant Head, Deputy Head or the relevant Head of ~~Year~~ House or Year) with details of the incident observed, without delay.

<u>CYBERBULLYING - PREVENTATIVE MEASURES</u>

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

- Expects all pupils to adhere to its IT Acceptable Use Policy for Pupils which includes the Mobile Device Guidelines.
- Blocks certain sites by our filtering systems:
    - Smoothwall S8 hardware appliances
    - Smoothwall UTM subscription service providing Web Content Filter, Proxy, IPS (Intrusion Prevention System), IDS (Intrusion Detection System) and DPI (Deep Packet Inspection)
    - Ruckus & Smoothwall via Active Directory provide Radius Accounting for Proxy Authentication.
    - Smoothwall, AVG, Microsoft and Eset provide Anti-Spam and Anti-Virus protection.
- Monitors pupils' use of ICT;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- Issues all pupils with their own individual school email address. Access to social media sites and personal email sites such as "hotmail" is not allowed inside school;
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons and during KS3 ICT lessons, which covers blocking, removing contacts from "friend" lists and sharing personal data;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas – all mobile phones (as well as valuables) should be handed in to the relevant member of staff during Games/PE lessons.

Pupils should also take note of the rules and responsibilities they have with regard to the School's Code of Conduct for the use of Internet and email (and online safety):

- Work/activity on the Internet must be directly related to your schoolwork.
- Private use of the Internet in school is forbidden.
- Do not disclose to anyone, any password or login name you have been given.
- Keep username and passwords safe and secure – do not share them, or try to use any other person's username and password. Do not write down or store a password where it is possible that someone may steal it.
- Do not install or attempt to install or store programmes of any type on any school device, or try to alter computer settings.

- The use of personal devices (mobile phones / USB devices etc) within school must follow the rules set out in this agreement, in the same way as if using school equipment.
- Do not give out personal addresses, telephone numbers (mobile or landline) of any person at the School.
- Do not open any hyperlinks or attachments to emails, unless you know and trust the person / organisation who sent the email, or if there are any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- Do not use names or photographs taken from the school website.
- No unauthorized games are to be played on the network
- Do not download, use or upload any material that is under copyright. Always seek permission from the owner before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children or schools. This includes but is not limited to any material of a violent, criminal, terrorist, extremist, dangerous, racist or inappropriate sexual content.
- On discovering unsuitable material the www. address (URL) and the content must be reported without delay to a member of staff. Such sites will then be filtered and made inaccessible. Where applicable, police and/or local authorities may be involved.
- Be polite and appreciate that other users might have views different from your own. The use of strong language, swearing or aggressive approaches is forbidden. Do not state anything that could be interpreted as libel.
- Use of 'chat rooms' (unless used for a specific lesson under supervision from a teacher) is forbidden.
- The school will always endeavour to supervise pupils at all times. This may include supervision by teachers or support staff. Computers will be placed in public places where screens are visible, and all users must agree to random checking on computer records of sites visited or files kept on user areas.
- Email communication and Internet use at school will be monitored regularly to ensure compliance with these rules.
- The School will work closely with parents and the Internet service provider to ensure systems to protect pupils are reviewed and continuously improved.

Pupils should also consider online safety and advice such as that below to reduce the risk of potential cyber-bullying:

- Do not post any personal information online – such as your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself. Once you have put a picture of yourself online most people can see it and may be able to download it, it is not just yours anymore.
- Keep your privacy settings as high as possible.
- Never give out your passwords.
- Do not befriend people, or accept followers, you do not know on any social media platforms.
- Do not meet up with people you have met online. Speak to your parent or carer about people suggesting you do.
- Remember that not everyone online is who they say they are.
- Think carefully about what you say before you post something online.
- Respect other people's views, even if you do not agree with someone else's views does not mean you need to be rude.
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

Wolverhampton Grammar School ensures that all instances of or concerns about bullying and cyberbullying on and away from school premises are reported and recorded properly. Records of instances of bullying and allegations of bullying will be kept with the Head, and also on pupil files and files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of our Anti-Bullying Policy.

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

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved;
- He/she will inform an appropriate member of the pastoral team as soon as possible;
- The victim will be interviewed on his/her own (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
- The bully/bullies, and all others who were involved, will immediately be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an account of events;
- The incident must be written down, signed and dated (or emailed) and passed to the Assistant/Deputy Head as appropriate;
- The Assistant/Deputy Head will inform the tutors of both the bully/bullies and the victim[s] as soon as possible. In very serious incidents, the Head should be informed;
- The behaviour record and/or SEN of the pupils involved should be reviewed to identify any factors which may have contributed to the bullying or which should be taken into account when dealing with the incident;
- The victim will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator. 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;
- The alleged bully will 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's Behaviour Management Policy or Safeguarding Policy may also be invoked. Sanctions under the Behaviour Management Policy might include, for example, detention, withdrawal of privileges or suspension from school. The School may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying or in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- The parents/guardians of all parties will be informed and may be invited into school to discuss the matter. Their support will be sought;
- A way forward, including where appropriate disciplinary sanctions and counselling, should be determined, and where possible agreed with all parties. This should recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the school's Behaviour Management Policy if appropriate;
- 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;
- A monitoring and review strategy will be put in place and put on record;
- 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 Social Services. However, in many cases it will be possible to resolve such issues internally under this policy and the School's Behaviour Management Policy.

Procedures for Dealing with cyber-bullying

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

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, 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 pupil's mobile phone, with the authority of the Head.

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

COMPLAINTS PROCEDURE

Wolverhampton Grammar School and Wolverhampton Grammar Junior School hope that parents will not feel the need to complain about the operation of its Anti-Bullying Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Concerns and Complaints Policy is on the website or available on request.

References and guidance:

A. "Preventing and Tackling Bullying", DfE, July 2017

B. "Bullying": An ISC Child Health and Wellbeing Working Party Guidance Update Five

C. "Where You are NOT Alone" http://www.bullying.org/

D. "Cyberbullying" A briefing note on the ISBA website by Farrer & Co

E. "Child Protection and New Technologies" - Childnet International http://www.childnet-int.org/

F. "Cyberbullying Guidance: Supporting School Staff" - Childnet International   http://www.childnet-int.org/

G. "Cyberbullying: Advice for Headteachers and School Staff" - https://www.gov.uk

H. "Staying Safe Online" http://www.safetynetkids.org.uk/personal-safety/staying-safe-online

I.   "Searching, screening and confiscation", DfE, January 2018

J. "What is Cyberbullying?" - https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/

Please also refer to the following policies:

Equal Opportunity Policy – website	Safeguarding Policy - website
Behaviour Management Policy - website	Complaints Policy - website
Staff Code of Conduct – website and staff employment manual	PHSE Schedule- website
IT Acceptable Use Policy for Pupils -network	ICT Scheme of Work KS3- on request
Special Education Needs and Disability Policy-website	Disability Access 3 Year Plan- on request

Monitoring and Evaluation of this policy

The school monitors and evaluates its Anti Bullying Policy and procedures through the following activities:

- Annual Governing body audit.
- Senior leadership team discussion
- Regular analysis of a range of risk assessments
- Annual Pupil Bullying Survey
- Feedback from Peer Support and Student Parliament
- Logs of bullying/racist behaviour/complaints are reviewed annually by the Senior leadership team and the Board of Directors
- Scrutiny of complaints and concerns by SMT and Board of Directors.

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TRH
September 2021

Next Review:
September 2022

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WGS/WGJS Anti-Bullying Statement

1. All bullying is unacceptable. No one at WGS/WGJS should ever be made to feel unhappy, undervalued or humiliated.
2. Deliberate repeated unkindness or any action that gives hurt, whether verbal, physical or mental and whether intended or not, are bullying and will not be tolerated between pupils or teachers and pupils.
3. It is bullying to repeatedly write notes, make phone calls, send electronic messages (including images and video) or create or post them on websites if they might offend, hurt, annoy or worry anyone, whether it is a pupil, teacher or someone else. From home, from school, from anywhere, it is still bullying.
4. Pupils have a right to privacy of property and personal information in school. It is dishonest and can be a form of bullying to go into another person's pocket, locker or bag, read a private document or electronic message or use someone else's computer ID (however, see ICT Policy re staff supervision of pupil computer access).
5. WGS is a happy and friendly community in which everyone respects, supports and cares about everyone else. It is our aim to ensure that is always true.
6. The school will take the firmest action against any bullying, teasing, racial or sexual harassment or other form of hurtful or negative behaviour (as outlined in 3 above).
7. The school works hard to create an open atmosphere in which pupils are able to speak out without fear and to seek justice for themselves and for others. Any pupil who feels unhappy or threatened should not regard it as a private or personal problem but should seek the help of a friend, senior pupil, teacher, peer mentor or counsellor (see also: forms of help available in the Pupil Planner).
8. It is the duty of everyone who sees an instance of bullying – or potential bullying – to act to stop it. This duty applies to all pupils, teachers and other members of staff.
9. Parents and pupils who are worried about bullying issues are always welcome to contact the Head or any other member of staff about their concerns.

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July 2021

Next Review:
July 2022