



LORD  
WANDSWORTH  
COLLEGE

## ANTI-BULLYING POLICY

# Anti-Bullying Policy

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## Links to

- E-Safety Policy
- Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy
- Safeguarding and Child Protection Policy
- Use of IT, Mobile Phones and other Electronic Devices Policy
- Equal Opportunities Policy

## Aims and objectives

At Lord Wandsworth College, our community is based upon respect, good manners and fair play; we are guided by our four community beliefs which were designed by students. 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 all members of the community 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 inside and outside the College.

Lord Wandsworth College prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the College in maintaining high standards of behaviour. It is essential that school and home environments have consistent expectations of behaviour in both contexts, and that the College and parents co-operate closely together.

Bullying, harassment, victimisation and discrimination of pupils and staff will not be tolerated by the College. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the College and each other, in return. All forms of bullying are unacceptable here and any instances will be recorded and, where appropriate, will result in disciplinary action in accordance with the **Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy**.

Violence towards pupils, staff and visitors is not tolerated at LWC.

This policy applies to all pupils and applies to actions undertaken both inside and outside of the College.

## Definition

Bullying is behaviour, repeated or over a period of time, by an individual or group, that intentionally hurts another individual or group either physically or emotionally. Bullying can be in person, through digital means, and through the coercion of other parties.

Put another way, bullying is the intentional hurting, harming or humiliating of another person. It may take many forms including by 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 is often motivated by prejudice against particular groups and may involve actions or comments regarding a person's individual interests, race, religion, culture, sex, gender,

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homophobia, special educational needs and 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.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents. Should an individual be on the receiving end of bullying behaviour and is a boarder, LWC understands that this could be more difficult to deal with for the recipient than if they were a day student (as they may not be able to leave campus as easily).

## The College's Response to Bullying

At Lord Wandsworth College, we always treat bullying very seriously. It conflicts sharply with the College's community beliefs, 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 College 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 College 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 pupils is the College's first priority, however, the College 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 and the Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy.

Whilst bullying is not a specific criminal offence, there are criminal laws which apply to peer-on-peer abuse, including 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. Pupils who are victims of bullying will be supported. Pupils 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 the College's premises will not be tolerated any more than bullying on College premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside College premises and outside College 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 spoiled 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 Health Centre 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.

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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 members of staff and reported/recorded as appropriate (see below).

The College's response to bullying does not start at the point in which a pupil has been bullied. Lord Wandsworth College intends that the main method of prevention is to promote and sustain an environment that inherently assumes an inclusive culture of good behaviour, mutual self-respect and of celebrating individual success within which bullying is not tolerated. We have the LWC Community Beliefs (written by pupils) which all members of the College community strive to live by. This is strongly underpinned by the supportive atmosphere fostered in the boarding houses. The close day-to-day working relationship between College staff and pupils should facilitate relaxed and open contact where such disclosures can readily take place. Similarly, the many different groupings in which a pupil finds him/herself (house, tutor, class, sport, activity, year group etc.) offer a range of opportunities for success to be celebrated, good behaviour to be modelled, and support to be provided in case of need.

We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the College in the first place:

## Pupils

On a formal footing within the curriculum, Lord Wandsworth College will raise awareness of the nature of bullying through inclusion in PSHEE (SMSC), including appropriate advice about how to protect children's 'online presence', one-to-one and group tutorial time, assemblies and subject areas as appropriate, in an attempt to prevent such behaviour. At the heart of this education is a desire to ensure pupils apply good sense when using technology by knowing what is available to them and the risks to which they may be subject. Lord Wandsworth College also ensures that pupils are clear about the part they can play to prevent bullying when they find themselves as bystanders.

- The College promotes the ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of school.
- All new pupils are briefed thoroughly on the College's expected standards of behaviour (see College Rules Policy). They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished and will be supported.
- We use appropriate assemblies to explain the College policy on bullying. Our PSHEE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the College. 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 pupils 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 pupils 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 pupils know how to report anxieties to their Tutor or Houseparent or to another member of the pastoral team.
- All pupils have access to a telephone helpline, enabling them to call for support in private.
- We operate a peer mentoring scheme, whereby trained pupils are encouraged to offer advice and support to younger pupils.
- The College buildings and all our boarding houses display advice on where pupils can seek help, including details of confidential help lines and websites where they can connect with external specialists, such as ChildLine, Kidscape, Bullying UK, and the Samaritans.

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- We provide leadership training to our Prefects and senior pupils who act as Peer Mentors which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils; and
- The College does not tolerate peer-group 'initiation ceremonies' or hazing rituals which can cause pain, anxiety or humiliation and all staff remain alert to such actions.

## Staff

- Upon induction, all new members of staff are given guidance on the College's Anti-Bullying Policy and on how to react to and record allegations of bullying. The College will ensure that all staff understand the principles of this policy, their 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 College 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 LGBTQ+ pupils. The College will ensure that staff receive appropriate training to be able to understand the specific needs of our pupils, and to enable all staff to provide an inclusive environment for all pupils.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely online in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced pastoral team of Tutors, Heads of Year, and Houseparents who support the Senior Deputy Head and Deputy Head Pastoral 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. INSET sessions are held regularly.
- Our trained School Counsellors and Youth Worker are 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 pupils who can refer themselves when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil to them as appropriate.
- The College Chaplain will give support and guidance to pupils of all faiths and none who are able to refer themselves to him whenever they wish (for example at a time of family break-up, sickness or bereavement). Where appropriate the Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community.
- Staff are always on duty at times when pupils are not in class and patrol the College site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour at all times.
- In boarding houses, there are strong teams of Tutors supporting the Houseparent and the Matrons, who act *in loco parentis*. 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 pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. A member of the boarding house staff is always on duty to supervise the pupils.
- The College has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, on school visits and trips or that otherwise occur outside of school. The College has the right to take disciplinary measures in respect of such incidents. Disciplinary measures will be taken in accordance with the Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy and will be applied in a fair,

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consistent and reasonable manner, taking into account the needs of SEND and vulnerable pupils.

- 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 pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the College's Safeguarding and Child Protection Policy and discuss their concerns with the College's Designated Safeguarding Lead (DSL), without delay.

## Parents

Our Parental Engagement Programme offers vital support to parents in supporting their child when they are involved in bullying. Lord Wandsworth College's policies are also available to parents via the College website or as a hard copy from Reception. Parents are also encouraged to understand the part they can play in preventing bullying, including the possibility of occasions when they find themselves as bystanders.

- Parents are provided with a copy of this policy so that they are clear on the College's approach to bullying and what to do if their child experiences bullying.
- We encourage close contact between the Houseparent and parents/guardians and will always make contact if we are worried about a pupil's well-being.
- If parents know or suspect that their child, or another pupil, is being bullied, they should contact the College without delay. All concerns will be taken seriously; and
- 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.

## **Details of the Procedures for Dealing with Reported Bullying**

Lord Wandsworth College ensures that all instances of or concerns about bullying and cyber-bullying 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 are logged on the College's management information systems, which are audited termly. Records will also be kept on files relating to safeguarding where appropriate, in order to enable the College to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

The College recognises that pupils 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 pupil, 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 procedures will be adopted:

- The member of staff to whom the incident was reported should take as much detail as possible and report the incident on CPOMS to the relevant DSL team, Houseparent and the Senior Deputy Head. The member of staff should follow guidance found in the Safeguarding and Child Protection Policy with regards to how to respond, for example without shock and not promising confidentiality.
- It is likely that all involved in the situation, including those who are witnesses will be interviewed by a member of staff, usually the pupil's Houseparent or Assistant Houseparent.
- Working under the guidance of The Senior Deputy Head, the pupils' Houseparents will lead on supporting all pupils involved, which will usually involve liaising with parents and the wider staff body.

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- The Houseparent will follow up with the pupils in their care after the matter has been concluded. Bullying behaviour will be responded to in line with the Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy and might include, for example, detention, suspension or withdrawal of privileges. The College may exclude a pupil, 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.
- The parents/ guardians of all parties will be informed and may be invited into school to discuss the matter and the appropriate sanctions under the Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed.
- 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 pupils who are being bullied and also by the pupils who bully others, as well as dealing with disciplinary measures in accordance with the College's Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy if appropriate.
- The College will also look to run a restorative session if all parties feel it will be of use.
- 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 Children's Services. However, in many cases it will be possible to resolve such issues internally.
- The College will consider the victim's wishes in respect of action taken; however, in some cases the College may have to act with the wider community in mind. the action taken will be in response to the victim's wishes.

## 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 that can be repeated over time or a one-off incident, and often against a victim who cannot easily defend himself/ herself. The College acknowledges that cyber-bullying may take place inside school, outside of school and at any time of the day.

### Types of cyber-bullying

- **Flaming:** Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- **Denigration:** Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- **Exclusion:** Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- **Outing:** Sharing secrets about someone online including private information, pictures, and videos.
- **Trickery:** Tricking someone into revealing personal information then sharing it with others.
- **Impersonation:** Pretending to be someone else when sending or posting mean or false messages online.
- **Harassment:** Repeatedly sending malicious messages to someone online.

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- **Cyber-stalking:** Continuously harassing and denigration including threats of physical harm.

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, 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 College 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, and sexting.

The College has a role to play in teaching pupils 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 College has regard to the DfE's non-statutory guidance on *Teaching online safety in school* (updated June 2019). In all circumstances the school manages the use of personal data in keeping with requirements.

## Prevention of cyber-bullying

For the prevention of cyber-bullying, in addition to the measures described above, Lord Wandsworth College:

- Expects all pupils to adhere to its policies for the safe use of IT. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use. However, the College cannot guarantee that all staff, pupils and visitors will be prevented from accessing inappropriate material. We cannot control or monitor the use of 3G/4G and, whilst the College bans the use of Virtual Private Networks (VPNs), some pupils use sophisticated VPNs to get around our security. Actions are taken in response to any breaches.
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet.
- Issues all pupils with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHEE lessons, which covers blocking, removing contacts from "friend" lists and sharing personal data.
- Ensures its pupils 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, public areas of the College, or where they may cause annoyance, humiliation or distress to others; and
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas.

## 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. Staff do not require the consent of the pupil, or their parents to undertake a search, provided they have

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reasonable grounds for suspecting that the pupil is in possession of a prohibited item, and provided they have the Head's prior consent to undertake a search. The members of staff undertaking the search should ensure that they do not put themselves in a position where they could ever view indecent images of pupils.

The search will be conducted in accordance with the procedure set out in the **Arrangements for Searching Pupils and Their Possessions and Confiscating Items Policy**.

Where a search finds an electronic device that is prohibited by the College 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 College 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 College may also erase any data or files from the device if the College 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 College 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. The College may then take steps to punish the pupil in accordance with the Good Behaviour, Discipline, Rewards and Sanctions (Including Exclusions) Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the College will follow the procedures set out in the College's **Safeguarding and Child Protection Policy**.

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

## **Complaints**

Parents are encouraged to use our Complaints Procedure if they feel that any concerns about bullying (or anything else) are not being addressed properly.

## **Monitoring, evaluation and review**

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

The Senior Deputy Head will review all incidents of reported bullying to help identify patterns of behaviour, so that the College can take appropriate steps to address bullying behaviours within the College. Records of bullying incidents will also be used to evaluate the effectiveness of the College's anti-bullying procedures, and to highlight any necessary amendments.