



## Countering-Bullying Policy

### **Aims**

As made clear in our Ethos statement and our Behaviour Policy, Haileybury is committed to being a welcoming and friendly community where unkindness and bullying have no place. We encourage pupils to respect one another and to be helpful and tolerant in their approach.

### **Definitions of Bullying**

Bullying is characteristically repeated behaviour by any pupil where the intention is to cause hurt, harm or distress to other/s. A single incident with these intentions can also be considered as bullying.

Bullying can take many forms including physical assault, emotional or verbal abuse, cyber-bullying such as the sending of hurtful e-mails or text messages and the use of social networking sites to victimise others - see the section on Cyber-bullying below.

Bullying may involve victimising and/or humiliating someone, which could be on account of their age, gender, race, religion, nationality or culture, sexual orientation, Special Educational Need or Disability (SEND) or it may be because the individual is adopted or is a carer.

In addition, the abuse of property, or the deliberate isolation or exclusion of an individual is bullying behaviour.

Any behaviour which is frightening and intended to cause pain, anxiety and humiliation is bullying. Therefore initiation ceremonies / hazing, with this aim (or which cause anxiety) amount to bullying and will be treated as such.

Bullying almost always involves an imbalance of power between the bully (or bullies) and the person being bullied. This is particularly so when the behaviour is directed towards someone who is younger, weaker (mentally or physically) or socially less competent or confident.

Safeguarding issues can arise from peer on peer abuse, such as bullying (including cyber-bullying). This policy should be read in conjunction with Haileybury's Child Protection and Safeguarding Policy, particularly the sections relating to peer on peer abuse.

The Deputy Master has responsibility for pupil discipline at Haileybury. The Deputy Master works closely with the DSL who deals with safeguarding matters, and the Proctor (see job description, page 10), who deals with day to day disciplinary matters. Any incident where bullying is suspected (or if there is reasonable cause to suspect a pupil is suffering or likely to suffer significant harm), will be considered as a potential safeguarding concern (further details can be found in the Safeguarding and Child Protection Policy) and as such be referred to the Child Protection Team<sup>1</sup> (see page 2). The Child Protection Team will ensure that both victim and perpetrator are dealt with in line with the appropriate school policy. The Child Protection Team is led by Dr Laura Pugsley (Head of the Lower School) who is the Designated Safeguarding Lead (DSL) for Child Protection.

In certain cases where bullying may be suspected, the school reserves the right to consult with the Police prior to any school investigation being conducted, so as not to jeopardise statutory investigations. Any case where suspected bullying has been reported will be managed in line with the school's Child Protection and Safeguarding Policy. The school reserves the right to report certain incidents of bullying to Hertfordshire Safeguarding Children Board (HSCB). Some bullying behaviour may fall within the definitions of the legal offences of harassment or threatening behaviour. The school also reserves the right to report certain incidents of bullying to the Police, particularly where an assault would seem to have been committed.

### **The Impact of bullying**

Bullying is a very destructive action within a school community, and especially so within a boarding community.

As well as the risk of physical injury, it may potentially cause serious and lasting psychological damage to the victim - in extreme cases, victims of bullying have taken their own lives.

It is destructive of the lifestyle of the pupils who witness it and may become learned behaviour to which they become habituated.

It is counterproductive for the bully if his or her behaviour is not checked. In life after school, bullying behaviour remains unacceptable and can be a criminal offence. It is destructive of relationships in the workplace or the home. Bullies need to appreciate that their actions are wrong and have serious consequences.

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<sup>1</sup> The Child Protection Team consists of the Designated Safeguarding Lead for Child Protection (DSL); Dr Laura Pugsley (Head of Lower School), and a number of deputy DSLs. The Child Protection Team can be contacted by telephone: 07384 254 505 or by email: [childprotection@haileybury.com](mailto:childprotection@haileybury.com)



All staff within Haileybury seek to create a tolerant and respectful community. Staff help pupils to appreciate and achieve the appropriate level of excellent behaviour through both formal and informal contact. Any concerns regarding behaviour may be discussed with the relevant pupil during individual tutorial sessions. Where necessary HMs will follow such matters up.

Staff training begins during induction where staff are made aware of the school's countering-bullying and behaviour policies and the expectations of pupils within the community. Awareness of bullying issues including legal responsibilities, sources of support and specialist skills to understand the specific needs of certain pupils, including those with a SEND, and lesbian, gay, bisexual and transgender (LGBT) pupils, are also covered through Haileybury's Professional Development Programme or INSET days.

### **Sources of Help, Support and Advice**

There are plenty of people to whom pupils may turn for support and guidance on any issue about which they feel concern:

- HMs, Deputy Master, Proctor, Head of Lower School, Head of Middle School, Head of LS1, Head of Removes, Head of Sixth Form and the team of tutors working within each House
- the Child Protection Team
- the Head of House, Peer Supporters, College and House Prefects
- parents, siblings and friends
- the School Chaplain
- the Health Centre staff, including the School Doctor
- the School Counsellor
- the Independent Listener
- the Learning Support Department

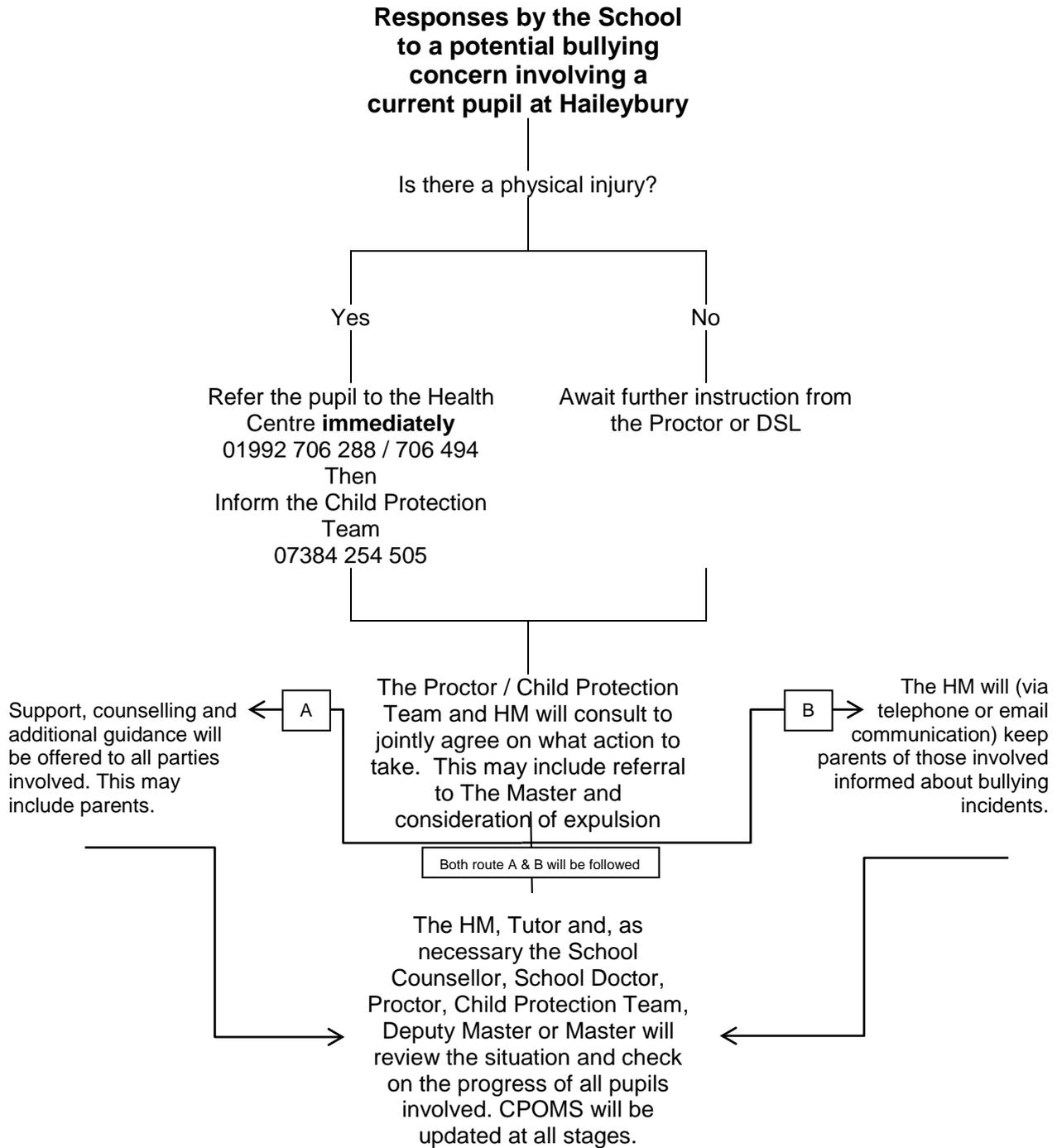
As stated previously, it is the responsibility of all members of the community to take action if they see bullying taking place. Bullying and unacceptable behaviour will not be tolerated and every individual has a responsibility to report any incident that gives them cause for concern. The school is committed to providing a nurturing, safe and happy environment where all pupils can flourish and as such reporting of incidents and where necessary, Whistleblowing is encouraged.

### **Responses to bullying incidents**

As referred to in the previous section titled 'Responsibilities of the School and Community', behaviour considered by a visitor, teacher or other pupil as unacceptable, must be reported immediately to the relevant HM (or Head of Lower School), Proctor and Child Protection Team via CPOMS.

- If there is physical injury, the incident must be reported immediately to the School Doctor / Health Centre.
- If a child is at risk the Child Protection Team must be contacted immediately
- The Proctor will consult with the relevant HM(s) to jointly agree on a suggested course of action to establish the facts associated with the incident.
- The Proctor will liaise with the Child Protection Team regarding any concerns, and the Child Protection Team may choose to escalate any concerns to Child Protection status within CPOMS.
- The Proctor and/or Child Protection Team will liaise with the Learning Support Department and ensure that where necessary the Equality Act is considered.
- The Proctor will liaise with any individual/s who initially reported the incident.
- The Proctor will consult with the Deputy Master in any case where a serious disciplinary sanction is considered appropriate.
- The Deputy Master will consult with The Master in any case where a temporary exclusion from school (a suspension) might be considered appropriate.
- The Master will always be consulted if there are grounds for consideration of temporary or permanent exclusion.

Flowchart illustrating the School's response to reported incidents of potential bullying.



**Please note:** in line with our Safeguarding and Child Protection Policy, anybody can make a referral to Children's Services (Tel: 0300 123 4043) if they have serious concerns about a child's immediate safety and wellbeing.

## **Support and Sanctions for use in the case of Bullying:**

Sanctions applied and management approaches adopted will depend on the seriousness of an incident and will be more severe for repeated offences. The full range of sanctions that are available to the school may be used in dealing with pupils who have been involved in bullying. Please see the school's behaviour policy for further detail. These include:

- counselling and education - where appropriate, and sometimes alongside sanctions, support, counselling and additional education will be offered to all parties involved, and, if necessary, to their parents. Counselling sessions may be generic or have a specific focus, perhaps to target anger-management issues
- period of detention, either during the school week or at the weekend in line with the school's behaviour policy
- period of House or school gating, either during the week or at the weekend in line with the school's behaviour policy
- drawing up of a pupil contract between those involved which parties must agree and adhere to
- appointment by the relevant pupil of a staff mentor to whom they can turn for additional support and guidance
- suspension / expulsion from school in line with the school's behaviour policy

Given that bullying can have a serious detrimental effect on the pupil being bullied and on the community more widely, it should be recognised that a pupil may face expulsion for bullying and that this serious punishment can be applied even to a first occurrence and irrespective of the pupil's school record. Sometimes, in less serious cases, those involved in the bullying of others may be able to recover their position within the school community.

As stated within our Behaviour Policy, all sanctions imposed should be proportional to the circumstances of the case. In assessing the proportionate nature of the sanction, due regard should be made to the offence committed, the age and gender of the pupil, any religious requirements affecting the pupil or disability they may have. The sanction imposed may be adjusted where a pupil with an identified special educational need or disability is involved. For example, a pupil may be able to use a lap-top to complete a 'written' detention. Staff can liaise with the Head of Learning Support if they require guidance on appropriate sanctions for pupils.

The relevant HM will (via telephone and or email communication) keep parents of those involved informed about bullying incidents.

The HM, Tutor and, as necessary the School Counsellor, School Doctor, Proctor, DSL, Deputy Master or Master will review the situation and check on the progress of all pupils involved. Reviews on pupil progress will be conducted on a regular basis. Parents of those involved will be kept informed.

Electronic records of minor incidents and any disciplinary sanctions imposed are kept by the relevant HM to evaluate the effectiveness of the approach adopted, to enable the identification of any patterns in bullying activity and enable remedial actions to be taken where necessary. These records will be checked by the Deputy Master, Senior Master and/or Proctor each term. Any patterns should be flagged within CPOMS as per the school's behaviour policy. In addition, the Proctor will monitor the proportion of sanctions issued to pupils on the SEND register and follow up accordingly with the Deputy Master, HM and Head of Learning Support if necessary.

Electronic records of serious incidents and the disciplinary sanctions imposed are kept by the Proctor and Deputy Master to evaluate the effectiveness of the approach adopted, to enable the identification of any patterns in bullying activity and enable remedial actions to be taken where necessary. The Proctor and/or Deputy Master will report any pertinent findings to the Master who will in turn report any pertinent findings to the Governing Council.

Pupil questionnaires conducted annually from September 2013 will allow areas of concern that may be affecting pupils to be identified. Pupils are informed that the questionnaires will be confidential but not anonymous and that their HMs will be able to see results by House and year group but that no other pupil will have access to the results. Pupils are also informed that HMs can request to see individual responses if there is something which gives them cause for concern. Analysis by year group, house and sex will enable problem areas to be identified and tackled effectively. Where a questionnaire indicates there is an immediate concern over a pupil's welfare, a member of the Child Protection Team will follow the matter up discreetly and appropriately.

## Policy on Cyber Bullying

This policy should be read in conjunction with the school's Acceptable Use Policy for computers and the Internet and the school's Social Media Policy. That policy is to be found in both the Staff and the Pupil Handbook and also on the Desktop of all school computers. It is necessary to acknowledge the Acceptable Use Policy in the process of logging on to any work-station connected to the Haileybury network.

### Definitions of Cyber Bullying

Cyber bullying is the use of Information and Communications Technology (ICT), particularly mobile phones or social networking sites on the Internet, deliberately to upset someone else. Examples of such behaviour include:

- setting up website pages and inviting others to post derogatory comments about a pupil
- filming fights or assaults (so called 'happy-slapping') and circulating the film clips via mobile phones or on-line
- sending insulting or vicious messages by text, messaging apps such as Snapchat, WhatsApp or e-mail, including the spreading of malicious rumours about another pupil/pupils
- posting fake and obscene photographs of another pupil on social networking sites
- hacking into social networking sites and removing and circulating material which may be embarrassing or personal
- Fraping: hijacking and changing the details on someone's Facebook page (or other social media site), when they leave it open and vulnerable or setting up fake profile sites to impersonate and insult someone via social media sites such as Twitter or Facebook

### The Impact of Cyber Bullying

In many senses, cyber bullying is just another method of bullying, but it can have a far greater impact than, say, passing notes in class because of several factors. These include:

- invasion of personal space
- the anonymity (at least initially) of the bully
- the ability to broadcast upsetting messages and/or images rapidly to a potentially huge audience and to continue to do so repeatedly over a long period of time
- the inclusion of other pupils in the network of circulation who might not normally participate in bullying activity. This can happen when a recipient of a phone message passes it on to others

The school has a duty to safeguard the welfare of the young people entrusted to its care. A key part of the school's ethos states that we encourage the pupils "to co-operate with their fellow pupils and treat them with respect". Cyber bullying plainly runs counter to this and all pupils should be aware that:

- in line with the Education Act 2011, the school reserves the right to monitor their use of the Internet and to examine mobile phones or tablets where there is reason to suspect abuse
- pupils will be held responsible for all material that they place on a website and for material that is placed on a website of which they are the account holder
- misconduct of this type outside the school remains subject to school discipline if the welfare of other pupils or the culture and reputation of the school are placed at risk
- sanctions may include confiscation of mobile phones, tablets or Smartwatches or restrictions on the use of the Internet

Pupils can help to prevent cyber bullying by:

- using the internet and other aspects of ICT in responsible ways and for educational purposes
- keeping their log-in details and passwords confidential and regularly changing their password
- not hacking into (or attempting to hack into) other pupils' sites or areas of the web that are normally closed to them

If a pupil is the victim of cyber bullying, he or she should:

- inform the HM and/or tutor about this as soon as possible
- preserve evidence, e.g. texts, messages, e-mails or images, rather than delete them

Where cyber bullying is reported to a member of staff, the teacher should:

- find an appropriate place to listen to the child and take any allegations seriously
- reassure the victim, who may feel that they are in some way to blame
- avoid asking leading questions which might prejudice any later legal action that could become necessary
- while undertaking to deal with the matter discreetly, avoid giving any guarantee of confidentiality in case matters need to go further
- make brief notes about what was said as soon as possible after the meeting and pass on the relevant details to the pupil's HM, Head of Lower School and/or to the Proctor, DSL and Deputy Master

## **Sanctions for use in the case of Cyber Bullying**

The full range of sanctions that are available to the school may be used in dealing with pupils who have been involved in cyber bullying. These include:

- admonishment and counselling - for instance for those who might have been involved naively, unwittingly or at a low level
- prohibition from using the Internet or other ICT for a period of time, where this might be an appropriate sanction for the offence committed
- confiscation of mobile phones, tablets or Smartwatches - contrary to what many pupils believe, it is not a "human right" to have a mobile phone etc. and schools have the right to confiscate such devices
- periods of detention, either during the school week or at the weekend
- suspension / expulsion from school

The relevant HM will (via telephone and or email communication) keep parents of those involved informed about bullying incidents.

As stated within our Behaviour Policy, all sanctions should be proportional in the circumstances of the case and the pupil's National Curriculum Key Stage. In assessing the proportionate nature of the sanction, due regard will be taken of the offence committed, the age and gender of the pupil, any religious requirements affecting the pupil or SEND concerns they may have. Adjustments may be made where a pupil with special educational needs or a disability is involved. Where the pupil's needs warrant it appropriate, the school's Head of Learning Support will be consulted to ensure the sanction is appropriate.

As stated previously in this document, in certain cases where bullying may be suspected, the school reserves the right to consult with the Police prior to any school investigation being conducted, so as not to jeopardise statutory investigations. Some bullying behaviour may fall within the definitions of the legal offences of harassment or threatening behaviour. The school also reserves the right to report certain incidents of bullying to the Police, particularly where an assault would seem to have been committed.

***Reviewed by Safeguarding & Wellbeing Committee 1 March 2017***

***Updated by RMS on 27 August 2017***

***Updated by LBP/ERLB/SH August 2018***

## **The Proctor**

### **Job Description**

The Proctor reports to the Deputy Master on all matters relating to pupils discipline. The Deputy Master is accountable for discipline within the school and, as such, oversees the writing of relevant policies including Countering-Bullying, Behavioural, Social Media. The Proctor provides input to all relevant policies. Specifically the Proctor takes responsibility for the following:

- Dealing with routine pupil disciplinary matters including those raised by any member of staff / HMs.
- Overseeing the administration (including emailing relevant pupils and HMs) and organising the staffing of Tuesday School Detention, Co-Curricular / level 1 Saturday detention and other Saturday detentions. The Proctor also organises the staffing and provides all necessary materials for Saturday Level 1 School Detentions. These detentions are run by a team of Senior Staff including the Deputy Master, Deputy Head Academic, Deputy Head Co-Curricular, Head of Boarding and Proctor).
- Liaising with duty Houses and Deputy Master to ensure Saturday Level 2 & 3 detentions are staffed. The Proctor provides all materials and instructions for these detentions.
- Managing detention-related incidents such as pupils not attending a detention or being late.
- Ensuring detentions are recorded accurately within discipline spreadsheets and that SEND pupils are flagged. The Proctor informs the Deputy Master of any pupil / groups of pupils who are disproportionately represented within the spreadsheets.
- Reporting to HMs during Monday briefing as and when necessary regarding any serious disciplinary matters.
- Conducting investigations and liaising with staff / HMs / pupils / parents who have flagged the initial concern. Once an investigation is complete, the Proctor suggest appropriate follow-up including sanctions (if necessary). If the suggested disciplinary sanction is a suspension / temporary exclusion, this needs to be initially agreed by the Deputy Master and then authorised by the Master.
- Liaising with HMs, Deputy Head Academic and other relevant staff as it could be that a pupil who is a constant offender but not on the SEND register may have an undiagnosed problem which needs assessing so that appropriate and effective management strategies are put in place.
- Liaising with the Deputy Master and Head of Boarding about any incident where a drugs test may be deemed necessary.
- Monitoring the pupils' uniform and appearance and liaising with HMs to address any issues.