



## **Anti-Bullying Policy**

This policy is in line with the strategy of the school. Our purpose at Langley is to enable every young person to flourish and positively contribute with confidence. This is achieved by ensuring that the school is a **community of opportunity and excellence**. We celebrate achievement and encourage all pupils to take ownership, contribute, expect high standards and make good things happen for themselves and everyone around them. Policies give the framework and procedural guidance to allow this to happen.

### **Aims and objectives**

At Langley ("the School") we passionately believe in promoting emotional wellbeing and positive mental health for our whole School community and are proud of our diverse and inclusive environment. We are committed to providing a safe, caring, supportive and equitable environment that is free from bullying, disruption, discrimination, violence and any form of harassment.

We expect our pupils to treat members of staff and each other with courtesy, co-operation, dignity and respect so that they have equal access to all educational and enrichment activities; feeling safe to learn, develop and reach their potential without fear of hindrance from bullying or the threat of bullying. All pupils should care for and support each other, inside and outside of school.

Bullying (including cyberbullying, prejudice based and discriminatory bullying), harassment, victimisation and violence in any form of pupils/students or staff will not be tolerated by the School. Any instances of such will be recorded and, where appropriate, will result in disciplinary action. We will treat all of our pupils and their parents fairly, and with consideration, and we expect them to respect the staff, the School and each other, in return.

This policy applies to all day and boarding pupils in the School and applies to actions undertaken both inside, and outside of the School premises whilst in the care of the School.

Parents/guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at school and at home, and that the School and parents co-operate closely together. This policy is available to parents of pupils and prospective pupils on request, is also communicated to all staff and pupils and is supported by the Behaviour Policy.

### **Definition of Bullying**

Bullying is behaviour by an individual or group that intentionally hurts another individual or group either physically or emotionally/psychologically. This is usually behaviour that is repeated over time but may also be a one-off occurrence.

Bullying may take many forms, including physical (including any threat of or use of violence of any kind towards a person), sexual, verbal (including cyber-bullying via email, social media, gaming, and SMS or other instant messages, which includes the use of images and video) and emotional/psychological (including by excluding, being sarcastic, humiliating, name-calling, tormenting or spreading malicious rumours or damage to personal property). 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 either physically or online.

Bullying ~~is often~~ may be motivated by prejudice against particular groups because of a protected characteristic, and ~~may~~ can involve actions or comments regarding a person's race, religion, gender, sexual orientation, special education needs or 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. For example, bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case.

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

The School recognises that low-level disruption and the use of offensive language can in itself have a significant impact on its target. If left unchallenged or dismissed as banter or horseplay it can also lead to reluctance to report other behaviour. The role of the bystander will also be considered when school staff are investigating incidents of bullying. School will ensure that early intervention occurs in order to set clear expectations of the behaviour that is and isn't acceptable and this will help negative behaviours escalating.

### **Cyberbullying**

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 which can be a one off or carried out repeatedly over time. The School acknowledges that cyber-bullying may take place inside, or outside of school and at any time of day and urges parents to be vigilant to the activities and interactions of their children online.

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;

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- posting or obtaining or circulating threatening, abusive, offensive, personal or humiliating material or comments on websites (including blogs, personal websites and social media and networking sites);
- using e-mail or other forms of online communications to message others in a threatening or abusive manner; or
- hijacking/cloning e-mail accounts.

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 derogative comments on online platforms, and sexting.

### **The School's Anti-Bullying strategy**

#### **Pupils/students and staff**

The School's response to bullying does not start at the point in which a pupils/students has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

- The School promotes an ethos of good behaviour where pupils treat each other with respect and dignity at all times, inside and outside of school;
- All new pupils/students including boarders are briefed thoroughly on the School's expected standards of behaviour. They are told what to do if they encounter bullying and how to report it;
- We use appropriate School, Year and House assemblies, Chapel services and Boarding House meetings to explain the School's policy on bullying and to promote the School's values;
- Our Personal Development Education programme is designed to give pupils opportunities to explore how positive relationships are formed and maintained and how to build resilience when problems occur. The programme aims to increase their awareness of their social and moral responsibilities as they progress through the School. The programme also explores and reinforces messages about community involvement, taking care of each other and actively promotes the Fundamental British Value of Respect and Tolerance through teaching pupils the importance of equality, diversity, respect, avoiding prejudicial language and the role and value of protected characteristics.
- Anti-bullying week is celebrated in school to raise awareness of the issues around bullying and involves assemblies, tutor-led follow up activities, pupil-led activities during the school day and in boarding.
- All of our pupils are encouraged to tell a member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place;
- We use a merit system to reward good behaviour towards others and reward incidents of good citizenship;

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- When we have new pupils join the School, we use ‘buddies’ in the same year group and in boarding to help them settle and integrate with their peers;
- We have compulsory membership of the CCF for Year 9 pupils. During this time a range of team and individual skills are learned, which encourage positive behaviour and co-operation amongst pupils;
- We have a team of School Prefects all of whom are attached to a form in the lower school, they form relationships with the pupils in that group and offer advice and guidance to younger pupils;
- We have a fully dedicated medical centre where the School Nurses are vigilant for signs of bullying and are available for the pupils to speak to;
- We have access to a professional counsellor who can provide advice and guidance to pupils/students who are referred to them;
- We have a dedicated *Time to Talk* service that is available for all pupils/students to use. The listeners give confidential advice to pupils who can refer themselves when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer them as appropriate;
- We have a team of pastoral support workers who intervene when pupils, staff or parents raise concerns regarding a pupil’s ability to establish or maintain positive relationships or who experience specific concerns;
- All pupils are informed of various external agencies that they can talk to, such as Childline and have access to a Pastoral Support Hub through their school devices, which provides up to date information and support online
- Staff are given Safeguarding training and throughout the school year, guidance is given on the school's Anti-bullying Policy and how to react to, and record allegations of bullying at the School. The School will ensure that all school staff understand the principles of the School's policy, the School's 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 School 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 LGBT+ pupils/students. The School 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;
- Records of any incidents are kept securely on CPOMS, these are then analysed periodically by Heads of Year, Head of Boarding and Deputy Head (Pastoral) at the Pastoral Forum in order that patterns of behaviour can be identified and monitored;
- We have a strong and experienced pastoral team of Tutors, Heads of Year, Pastoral Support Workers and House Parents who support the Pastoral Deputy Head and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying;
- The Pastoral Forum, including the Head of Boarding, School Nurse and SEN meets ~~once a week~~ fortnightly in order to discuss potential pupils issues and incidents that

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have occurred so that a plan can be formed to prevent issues from arising or any escalation;

- There are staff and Prefects ~~Staff are always~~ on duty at times when pupils are not in class. Our duty staff rota places staff around the site, particularly in areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour at all times;
- The School does not tolerate 'initiation ceremonies' or hazing rituals designed to cause pain, anxiety or humiliation to pupils/students, and all staff remain alert to such actions as a form of child on child abuse
- In the boarding houses, we have a strong team of boarding staff who act *in loco parentis*. Staff are aware that boarding houses provide more opportunity 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/students.

### **Prevention – Parents/Guardians**

The School recognises that parents/guardians also have a critical role to play in the prevention of bullying.

- A copy of this policy is made available to parents/guardians, so they are clear on the School's approach to bullying and what to do if their child experiences bullying;
- We encourage parents/guardians to be vigilant to and monitor their child's online activities
- We encourage close contact between tutors and parents/guardians, and will always make contact if we are worried about a pupils' well-being;
- If parents/guardians know or suspect that their child, or another pupil, is being bullied or is bullying another pupil, they should contact the School without delay
- 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.

### **Prevention of cyber-bullying**

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

- Expects all pupils to adhere to the Online Safety Policy. Certain sites are blocked by our filtering system and the School has Senso software which monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- Issues all pupils with their own personal school email address. Access to social media and personal email sites is not allowed through the School's network;

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- Offers guidance on the safe use of social networking sites and cyber-bullying in Personal Development Education lessons, which covers blocking, removing contacts from "friend" lists and sharing personal data;
- Issues specific information to parents, through the Safeguarding Newsletter
- Ensures its pupils are aware that cyber-bullying 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 safe;
- Does not allow the unsupervised use of mobile phones for Years 6-11 whilst in School (Sixth Form are only allowed them in the Sixth Form centre); and
- Reminds all pupils that they should not use any device to take or obtain photographs or recordings of any kind of pupils or staff without consent at any time. Boarders are reminded of the importance of this in the Boarding House, particularly in key areas such as toilets, washrooms and bedrooms.
- Requires boarders to hand their phones in at bedtime.

### **Dealing with reported bullying**

At the School, we always treat bullying very 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. When incidents of bullying do occur whilst a child is in the care of the school, staff will take them seriously and will endeavour to deal with them as soon as is possible. The School will never dismiss reports of bullying as banter or horseplay, and will investigate as thoroughly as is practicable, in accordance with this policy. Where necessary, the Safeguarding Team will be involved.

The School 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/students is the School's first priority, however, the School 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. Where incidents of bullying or concerns involve boarders, the Head of Boarding will be involved, acknowledging that boarders may not be able to escape their bullies in the same way as a child who goes home at the end of each day.

Pupils who are victims of bullying will be supported through our Pastoral systems. Pupils who have engaged in bullying behaviour whilst in the care of the school will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving. Staff will always consider the motive behind the 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 procedure's set out in the School's Safeguarding Policy and discuss concerns with the School's DSL.

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All disciplinary measures for incidents of bullying will reflect the seriousness of an incident, in accordance with the School's Behaviour Policy, and will be applied in a fair, consistent and reasonable manner.

### **Procedures for dealing with reported bullying**

Incidents of bullying can be reported to any member of staff. That staff member should raise a 'Bullying' concern on CPOMS, detailing all the information about the incident(s). These records will be stored on the pupils' files. Records will also be kept on files relating to safeguarding where appropriate. A bullying log will be kept and recorded half termly. The Pastoral team will monitor incidents, record patterns of behaviour and evaluate the effectiveness of this anti-bullying policy. In addition, low level incidents of inappropriate behaviour towards another pupil requiring sanctions are recorded on isams and monitored to identify any developing problems, allowing staff to intervene early.

Staff will be trained in handling an allegation and will be aware they must listen to the pupil/student, not ask leading questions and then make a record of the allegation on CPOMS.

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

1. The member of staff to whom the incident was reported, or who first discovers the situation will reassure and support the pupils involved, without promising absolute confidentiality;
2. That member of staff will inform an appropriate member of the School's Pastoral team about the bullying allegation as soon as possible, by creating an incident on CPOMS and assigning it to the relevant member of staff;
3. The victim, and the alleged perpetrator/s will each be interviewed individually on his/ her own (or, if appropriate, with a suitable person present for support) and asked to write their account of events, these will then be recorded against the incident that has been created on CPOMS;
4. A risk assessment will be put in place, where necessary, in the Boarding House if the pupils involved are boarders;
5. Where the reported bullying behaviour is considered to potentially be criminal, or considers that there may be a risk of harm to a member of the public, the member of staff will report the matter to the Police and/or Children's Services (if appropriate);
6. The Pastoral Support Team, Safeguarding Team and Boarding Teams are responsible for logging all records of bullying and other serious disciplinary offences. If it is not practicable for a member of staff to report the incident vis CPOMS then they should report it using the '**Concerns Reporting Form**' and then passed through to the Pastoral Deputy Head; (Abbie- is good practice here to email so we don't have bit of paper or is there a paper version of your safeguarding concern form that could be used?)

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7. The member of staff dealing with the incident will inform the Tutors, Heads of Year, DSL and Head of Boarding where appropriate of both the bully/bullies and the victim[s] as soon as possible. In very serious incidents the Headmaster should be informed;
8. The victim will be interviewed again at a later stage by a member of the pastoral or boarding team, separately from the alleged perpetrator/s. They will be offered support and a strategy to help them will be devised and communicated with relevant staff and parents. It will be made clear to them why revenge or retaliation is inappropriate;
9. The alleged bully will be interviewed again at a later stage by a member of the pastoral or boarding team, separately from the victim, and it will be made clear why their behaviour was inappropriate and caused distress. The pupil will be offered guidance on modifying their behaviour. Appropriate sanctions will be utilised, as per the School's Behaviour Policy;
10. The parents/guardians of all parties will be informed and may be invited into School to discuss the matter, as well as being informed of the appropriate sanctions under the Behaviour Policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed;
11. 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 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 School's Behaviour Policy;
12. 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 (this will only happen in appropriate circumstances);
13. In very serious cases, and only after the DSL and the Head has been involved, it may be necessary to make a report to the Police or to Children's Services. However, in many cases it will be possible to resolve such issues internally under this policy and the School's Behaviour 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 pupils/students conduct and protecting the reputation of the School, and the welfare of its pupils/students.

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

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considers that a reported incident of cyber-bullying may amount to a criminal offence, it will inform the Police.

Where incidents of serious bullying have taken place outside of school hours or the care of the School, parents should consider Police involvement. School's intervention with matters outside of school hours or care is at the discretion of the School.

### **Monitoring & Review**

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

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

This policy is reviewed and updated at least annually, by the Leadership Team.

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