



Jersey College for Girls Counter Bullying Policy

JCG Senior School and JC Prep School Policy

Author – Jenn Stewart-Jones and Janet Moorhouse
Date – March 2011
Agreed by Staff – May 2011
Agreed by Governors – May 2011
Reviewed – Janet Moorhouse and Peter Marett – Nov 2013
Agreed by Safeguarding Sub-committee – Nov 2013
Prep Reviewed – Nadia Guglieri Jan 2018

To be reviewed – Jan 2019

Introduction

This policy is intended to support the College in countering bullying. It is recognised that bullying can occur in all schools and that activity to counter any bullying is not an indicator that a school has a particular problem with bullying; rather, it is an indicator that the school takes the responsibility of countering bullying seriously.

All teachers have a duty of care towards our students, taking reasonable steps to protect the welfare, health and safety of students and to act with reasonable skill and care.

The staff carry the responsibility for making the school a safe and positive place for the whole school community. If a student takes part in a serious campaign of victimisation, abuse and intimidation, or episode of physical bullying against any other person belonging to the school community, they will be instantly suspended from coming to school whilst the behaviour is investigated and they may well be excluded.

Principles:

- We believe that all our community have the right to be respected and not to be bullied
- Students should tell someone if they are being bullied.
- We all have the right to work in an environment without harassment, intimidation or fear.
- We believe that bullying in any form is wrong and should not be tolerated, and that any environment that encourages bullying, prejudice or discrimination is unacceptable.
- We respect difference and welcome diversity in our children, young people and in society in general, and believe our work should be inclusive of all.
- We believe that everyone should have the right to feel safe, secure and valued, and that creating a safe environment and dealing with bullying is everyone's responsibility.
- We believe children and young people should actively participate in decisions that affect them and should be supported in taking responsibility for their choices and subsequent actions.

Students should be encouraged:

- To know, understand and accept the principle that any form of bullying, including online bullying, is unacceptable and they should be encouraged to tell their parents, a member of staff or someone they trust should bullying occur
- To tell a parent, a member of staff or a Jubilee Mentor (*see definition Appendix 4) (Senior School)
- To contribute to an atmosphere in which positive relationships can be nurtured
- To contribute ideas through JCG Voice to reduce bullying and to volunteer, through the student leadership team, to support other students

Parents have responsibility for:

- Supporting the principle that any bullying, including online bullying, is unacceptable
- Monitoring their children and communicating promptly with the College if they believe bullying is taking place
- Engaging in information evenings where bullying issues and strategies for managing bullying behaviour, including online bullying, are discussed
- Supporting the College in following the counter-bullying procedures outlined in this policy

Students who are bullying

Bullying behaviour has no place at the College. If students are involved in bullying, they can expect that:

- Their bullying behaviour will be challenged
- They will be treated fairly
- They will be given the opportunity to change their behaviour and will be encouraged and supported in doing so

This means:

- They will be expected to work with staff to look at the reasons why they have been bullying and to find and put into practice other ways of behaving.
- They will be offered the chance to work with the school counsellor who can help them to stop bullying.
- Their form/class teacher will let parent(s)/carer(s) know what is going on and offer them the chance to help support their daughter /son in changing their behaviour.
- Student/pupils will have regular meetings with staff to review her/their behaviour.
- In the case of serious incidents the Principal /Head teacher at Prep may decide to take more serious action, e.g. to suspend the student /pupil and involve parents.

Online bullying procedures

- Reassure the victim that online bullying is the same as other types of bullying and it is unacceptable
- Investigate and gather evidence
- Refer to the e-safety policy and acceptable use policy
- Seek assistance from IT specialists
- Follow the normal counter-bullying procedures
- Advise parents regarding their child's responsible usage of online technology

What to do if you are bullied or if you see others being bullied

- **Tell your parents, a friend or a teacher** (This may be your tutor, a subject teacher or a teacher that you wish to tell. You may wish to take a friend with you to help you to explain what has happened.
- **Tell a Jubilee Mentor (Senior School)** or a friend if you would like to talk to another student and you think they will be able to help.
- The student/ parental complaint will be followed up as outlined in this policy. Students and parents will be informed of action taken where appropriate

Prep School

Class/Subject teachers/Teaching assistants/Lunchtime supervisors have responsibility for:

- Knowing, understanding and accepting the principle that any form of bullying is unacceptable and following the school policy on Counter-bullying
- Developing and monitoring an atmosphere in which positive relationships are developed
- Building positive relationships with pupils, creating a positive environment in which issues, such as bullying are discussed and addressed in an age appropriate manner
- Providing pupils with the opportunity to raise issues such as bullying or friendship issues in circle time or at any time during the school day when they are feeling concerned or worried
- Ensuring pupils know that they will be listened to and taken seriously and that action will be taken to stop the bullying, explaining to them that they might be involved in the process of deciding what action to take to help stop the bullying and any worries that they have will be listened to and respected
- Explaining that they will be given the opportunity to talk about the way that the bullying has made them feel and to find practical strategies to deal with these feelings and to understand and cope with bullying behaviour with support
- Close daily monitoring initially of pupils who have expressed concern, by the class teachers and encouraging them to meet with the PSHE co-ordinator, Deputy Head or School Counsellor for further support if deemed necessary
- Recording serious incidents of bullying and speaking to the Key Stage Leader, Deputy Head teacher and Head teacher, using the JCG Prep behaviour recording sheet (appendix 3)
- Informing parents if agreed with Senior Staff it is appropriate to do so
- Immediately reporting to the Head teacher of Prep if there are serious concerns about a pupil's welfare
- Dealing with any incidents of bullying, should they occur in the class room or on the playground
- Following up incidents, reporting their concerns to the Class teacher, Year group leader or Key Stage Leader

The Head of Personal Social and Health Education has responsibility for:

- Ensuring that students learn about bullying issues and that counter bullying techniques are included in the Personal, Social and Health Education Scheme Of Work (PSHE) and delivered through the PSHE programme SEAL initiative (Social and Emotional Aspects of Learning) in an age appropriate manner
- Liaising with the IT coordinator to ensure students learn about the effects of online bullying
- Supporting Playground friends in their role

Key Stage Leaders have responsibility for:

- Supporting the class teacher in dealing with incidents
- Gathering information and recording serious incidents (Appendix 3), placing in pupil's files and informing parents if appropriate
- Supporting the year group leaders in dealing with any incidents and pupils during the consultation process
- Liaising with the Head teacher, Deputy Head teacher, regarding any incidents of bullying
- Referring to Head teacher for advice and action concerning serious incidents

The Deputy Head teacher has responsibility for:

- Gathering information from class teacher/faculty heads and recording and filing any serious incident of bullying and informing parents
- Supporting the Key Stage Leader in dealing with any incidents and in serious cases of bullying supporting the Key Stage Leader and students during the consultation process
- Supporting Student Welfare leaders in their role
- Informing the Head teacher if there is a serious incident.
- Referring a pupil to the College Councillor with parental permission

The Head teacher has responsibility for:

- Ensuring the counter bullying policy is implemented and that all staff are aware of the policy and know how to deal with incidents of bullying
- Reporting to the governing body about the effectiveness of the counter bullying policy on request

Senior School**Jubilee Mentors have a responsibility for:**

- Helping students who are being bullied either physically or mentally
- Mentoring victims of bullying and giving them advice when needed in a calm, patient and understanding manner
- Maintaining confidentiality unless somebody is in danger
- Respecting personal boundaries
- Referring students to counsellors or appropriate adults should they have concerns about the students' wellbeing
- Keeping themselves safe
- Seeking support should they have dealt with an issue they consider disturbing
- Keeping up to date by using the beatbullying.org website

Form tutors have responsibility for:

- Knowing, understanding and accepting the principle that any form of bullying is unacceptable and following the school policy on Counter-Bullying
- Developing an atmosphere in which positive relationships are developed
- Building positive relationships with students, creating a positive environment in which issues, such as bullying are discussed and addressed
- Providing students with the opportunity to discuss any concerns that they may have, during tutor sessions and also during academic mentoring
- Ensuring students know that they will be listened to and taken seriously and that action will be taken to stop the bullying, explaining to them that they will be involved in the process of deciding what action to take to help stop the bullying and any worries that they may have will be listened to and respected

- Explaining that they will be given the opportunity to talk about the way that the bullying has made them feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour
- Following up on students who have expressed concern, encouraging them to meet with the School Counsellor for support when it is appropriate to do so.
- Communicating with the Head of Year and completing a record of the incident using the form in appendix 2, passing it to the Head of Year.
- Informing parents if appropriate to do so
- Reporting to the Vice-Principal or Principal if there are serious concerns about a student's welfare

Heads of Department have responsibility for:

- Supporting class teachers should an incident of bullying occur during teaching time
- Supporting the teacher in dealing with the incident
- Communicating any concerns to the Head of year and recording the incident using the form in appendix 2, passing it to the Head of Year

Subject Teachers have responsibility for:

- Dealing with any incidents of bullying, should they occur in the teaching room
- Following up incidents, reporting their concerns to their HOD and also to the Form tutor of the students concerned.

The Head of the Personal and Social Education department has responsibility for:

- Ensuring that students learn about bullying issues, including online bullying, and that Counter Bullying techniques are included in the PSE Scheme Of Work and delivered through the PSE programme

Heads of Year have responsibility for:

- Supporting the subject teacher, form tutor or Head of Department in dealing with incidents
- Recording and filing any serious incident of bullying and informing parents
- Liaising with the Assistant Head teacher Student Progress regarding any incidents of bullying
- Ensuring a tutorial programme that incorporates appropriate reference to counter bullying where appropriate

Assistant Head teacher Student Progress has responsibility for:

- Supporting the HOY in dealing with any incidents and in serious cases of bullying supporting the HOY and students during the consultation process
- Referring to Vice Principal for advice concerning serious incidents
- Referring a student to the School Counsellor
- Encouraging students to take part in training to become Jubilee Mentors
- Supporting Jubilee Mentors in their role

The Vice Principal has responsibility for:

- Supporting the HOY and Assistant Head teacher Student Progress in following the appropriate procedure for dealing with incidents that are of a more serious nature.
- Informing the Principal if there is a serious incident.

The Principal has responsibility for:

- Ensuring the Counter Bullying policy is implemented and that all staff are aware of the policy and know how to deal with incidents of bullying
- Reporting to the governing body about the effectiveness of the counter bullying policy on request

The Governors have responsibility for:

- Supporting the Principal and Head teacher in the oversight of this policy and that the procedures of this policy are implemented
- Ensuring that when incidents of bullying do occur they are taken very seriously and are dealt with appropriately in line with the procedures set out in this policy

If students/pupils ever fear for their physical safety, staff will take immediate action to keep them safe with the help of staff at the school, parents/carers and if necessary outside agencies such as the police.

Relationship to other policies

CYPES Policy on Counter Bullying

CYPES Child Protection Policy

Internal Policies:

JCP Child Protection Policy

JCP PSHE Policy

JCP Safeguarding Policy

Appendix 1

Definition

- Bullying is a subjective experience and can take many forms.
- Any behaviour that is harmful, which may be carried out by an individual or group.
- Behaviour which is repetitive, wilful or persistent.
- It involves an imbalance of power, leaving the person being bullied feeling defenceless.

Different types of bullying include:

Physical – hitting, kicking, tripping someone up, stealing/damaging someone's belongings

Verbal – name-calling, insulting a person's family, threats of physical violence, spreading rumours, constantly putting a person down

Emotional/psychological – excluding someone from a group, humiliation

Racist – insulting language / gestures based on a person's actual or perceived ethnic origin or faith, name calling, graffiti, racially motivated violence

Sexual – sexually insulting language / gestures, name-calling, graffiti, unwanted physical contact

Homophobic – insulting language / gestures, name-calling based on a person's actual or perceived sexuality, name-calling, graffiti, homophobic violence

Electronic – Bullying by text message or email, bullying on the internet (on social networking sites, in chat rooms, on bulletin boards and through instant messaging services), hate websites

The nature of bullying is changing and evolving as technology develops.

Bullying can take a number of different forms. The Department of Education and Early Childhood Development's Building Respectful and Safe Schools (2010) identifies four different types of bullying.

1. Physical bullying

Physical bullying includes hitting, tripping, pinching, pushing or damaging property

2. Verbal bullying

Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.

3. Covert bullying

Covert bullying is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Covert bullying includes:

- Lying and spreading rumours
- Negative facial or physical gestures, menacing or contemptuous looks
- Playing nasty jokes to embarrass and humiliate
- Mimicking unkindly
- Encouraging others to socially exclude someone
- Damaging someone's social reputation or social acceptance.

4. Cyber bullying

Cyber bullying is overt or covert bullying behaviours using digital technologies. Examples include harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Cyber bullying can happen at any time. It can be in public or private, and sometimes only known to the target and the person bullying.

Appendix 2	Bullying Incident	Record Sheet
-------------------	--------------------------	---------------------

	Name	Year
Complainant(s)		
Alleged student who has been bullied		
Alleged student who has displayed bullying behaviour		

Date of incident:
Location of incident: <input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Corridor <input type="checkbox"/> Other (please state) _____
Details of incident:
Action/Support for student who has been bullied: <input type="checkbox"/> Discussion with tutor/subject teacher / class teacher <input type="checkbox"/> Given strategies to deal with feelings associated with bullying behaviour <input type="checkbox"/> Defined on-going support / monitoring <input type="checkbox"/> Appointment with school counsellor <input type="checkbox"/> Parents involved (please specify) _____ <input type="checkbox"/> Referral to other agencies (please specify) _____ <input type="checkbox"/> Other (please specify) _____
Action/Support for student who has been displaying bullying behaviour: <input type="checkbox"/> Discussion with tutor/subject teacher / class teacher <input type="checkbox"/> Defined on-going support/monitoring <input type="checkbox"/> Appointment with school counsellor <input type="checkbox"/> Parents involved (please specify) _____ <input type="checkbox"/> Report to Principal / Vice Principal <input type="checkbox"/> Referral to other agencies (please specify) _____ <input type="checkbox"/> Other (please specify) _____

This form is to be passed to the Head of Year (Senior School), the Deputy Head (Prep School) for filing. Copies to be placed in students' files and central school bullying folder.

Name and responsibility of person completing this form	Signature	Date

Appendix 3

Please also see the SEN policy for behaviour management and target setting

Record of Serious Behaviour Incident JCG Prep	
Name of Student/s	
Date of Incident	Location
Details of Incident	
Reported to	
Actions taken /by whom	
Support for students	
Targets Set 1 2 3	
Staff involved	
Any other relevant details	
Signature	Date

Appendix 4

Definition – Jubilee Mentor:

Jubilee mentors are students who are trained by BeatBullying as cyber mentors to provide support to their peers and to become anti-bullying advocates in our community..