



Coleg Llanymddyfri
Llandovery College

Anti-Bullying Policy

September 2021

Introduction

Every child has the right to an education free from bullying.

The College sees bullying as a serious matter and has developed both proactive and reactive measures to prevent bullying in all its forms and deal with it in a sensitive and constructive way.

This policy has been created in accordance with Preventing and Tackling Bullying, 2017. Llandovery College recognises the seriousness of all forms of bullying and the potential it has for inflicting long term physical and / or emotional damage on those affected by it.

The College aims to foster healthy personal relations and to create a positive, caring and supportive community.

It is unacceptable that any member of our community should suffer either mentally or physically at the hands of any other member or members, and the College is unequivocally committed to supporting this principle.

The College aims to make all students and staff members aware of how bullying manifests itself and to take positive and corrective steps in responding to bullying.

What Is Bullying?

- The College views bullying to be the wilful and conscious desire to hurt, frighten or threaten another person, several times on purpose.
- Bullying can take the form of repeated physical acts, spoken words, written words, pictures or silent gestures. It can be physical or emotional and can be motivated by actual differences between children, or perceived differences.
- Bullying is repeated over time and intentionally hurts another pupil or group physically or emotionally
- Bullying is often motivated by prejudice against particular groups for example on the grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability or because a child is adopted or a carer.
- It may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs or email)

The following actions are viewed as examples of such behaviour:

- a. Hitting, kicking, biting, jostling and spitting, including encouraging someone else to do so.
- b. Verbal or visual insults, name-calling, put downs, graffiti and gestures.
- c. Gender based violence.
- d. Spreading rumours.
- e. Removing/hiding belongings.

- f. Isolation or excluding people from groups or games and deliberately not speaking to people.
- g. Cyber bullying (e.g. by use of e-mail or text messages, social websites, mobile phones, photographs).
- h. Deliberately causing distress to another person.
 - Bullying can cause psychological damage and in extreme cases can cause a victim to feel suicidal. All pupils and staff should avoid at all times prejudice-based language.

Bullying and Peer on Peer Abuse

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms, to include bullying, relationship abuse, domestic violence, child sexual exploitation, harmful sexual behaviour, and/or gender based violence.

It can occur when there is any kind of physical, sexual, emotional or financial abuse or coercive control exercised between children. It includes bullying, cyberbullying (through social websites, mobile phones, text messages, photographs and email), sexual violence including upskirting and harassment.

Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

It should be recognised that the behaviour in question is harmful to both the perpetrator (who is a child) and the victim and should be treated as a safeguarding concern.

Staff are aware that for incidents of serious bullying and therefore peer on peer abuse, the College's safeguarding procedures must be followed and the DSP contacted. For further information, please see our Child Protection and Safeguarding Policy available on the College website.

Cyber-bullying / Online Bullying

Cyber bullying is any form of bullying which takes place online or through smartphones and tablets. Social networking sites, messaging apps, gaming sites and chat rooms such as Facebook, Xbox Live, Instagram, YouTube, Snapchat and other chat rooms can be great fun and a positive experience.

There are many ways of bullying someone online and for some it can take shape in more ways than one. Some of the types of cyber bullying are:

- a. Harassment - This is the act of sending offensive, rude, and insulting messages and being abusive. Nasty or humiliating comments on posts, photos and in chat rooms. Being explicitly offensive on gaming sites.
- b. Denigration – This is when someone may send information about another person that is fake, damaging and untrue. Sharing photos of someone for the purpose to ridicule,

spreading fake rumours and gossip. This can be on any site online or on apps. We even hear about people altering photos of others and posting in online for the purpose of bullying.

- c. Flaming – This is when someone is purposely using really extreme and offensive language and getting into online arguments and fights. They do this to cause reactions and enjoy the fact it causes someone to get distressed.
- d. Impersonation – This is when someone will hack into someone's email or social networking account and use the person's online identity to send or post vicious or embarrassing material to/about others. The making up of fake profiles on social network sites, apps and online are common place and it can be really difficult to get them closed down.
- e. Outing and Trickery – This is when someone may share personal information about another or trick someone into revealing secrets and forward it to others. They may also do this with private images and videos too.
- f. Cyber Stalking – This is the act of repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. The actions may be illegal too depending on what they are doing.
- g. Exclusion – This is when others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and a very common.

Bullying by spreading rumours and gossip

- h. The worst thing about social networking sites and messaging apps is that anything nasty posted about you can be seen by lots of people and these posts can go viral very fast and be shared by so many people within minutes in some cases.
- i. From what we have heard from people who have been bullied online, the most vicious gossip and rumours are often spread by people who were once your best friends so it's best to keep secrets and personal information to yourself. Only tell people things if it wouldn't embarrass you if other people found out about them. Posting false and malicious things about people on the internet can be classed as harassment.

Threatening behaviour

- j. Anyone who makes threats on the internet could be committing a criminal offence. It's against the law in the UK to use the phone system, which includes the internet, to cause alarm or distress. It could also be against the 1997 Harassment Act. If threats are made against you then it's essential you confide in your parents, or someone you trust so that they can make a complaint to the police. If you can't print out the threats use the "print screen" button or snipping tool to take a snapshot of the computer screen and then save that somewhere safe. Or if you have a phone or tablet, use the screenshot function and keep these images safe.

Blackmail and grooming

- k. There are a large number of complaints from young people that new "friends" online have tried to pressure them into taking their clothes off and filming or taking images of themselves. Threats have been made that their parent will be told embarrassing things

if they don't take part or they will send the images to everyone they know if they do not do it.

- l. This is an offence called "grooming" in the UK and people who have been found guilty of "grooming" have been jailed. Remember: everyone you meet on the internet is a stranger and you need to keep personal things personal to you, don't share your secrets with other people and if anyone asks you to do anything that makes you feel uncomfortable then don't do it.
- m. You may hear of people in relationships trying to make their boyfriend or girlfriend send images of themselves to prove they love them or want to be with them (sometimes referred to as sexting). It is against the law for anyone under the age of 18 to take, send or redistribute pictures of anyone under the age of 18.
- n. Staff are aware that for incidents of serious bullying and therefore peer on peer abuse, the College's safeguarding procedures must be followed and the DSP contacted. For further information, please see our Child Protection and Safeguarding Policy

Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help prevention.

Anti-Bullying Policy

The College will:

- a. Aim for every pupil to be able to attend Llandovery College in safety and free from humiliation, oppression and abuse;
- b. Create and support an inclusive environment which promotes the culture of mutual respect, consideration and care for others which will be upheld by all;
- c. Ensure that education takes place in an atmosphere, which is caring and protective;
- d. Continue to develop a culture where children are listened to without fear of put-down or dismissal and where concerns are shared, as an integral part of the College ethos;
- e. Encourage pupils to share any difficulties with friends, teachers and parents;
- f. Work with staff and outside agencies to identify all forms of prejudice-driven bullying;
- g. Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience;
- h. Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse);
- i. Provide a range of approaches for pupils, staff and parents/carers to access support and report concerns;
- j. Challenge practice which does not uphold the values of tolerance, non-discrimination and respect to others;
- k. Consider all opportunities for addressing bullying in all forms throughout the curriculum and supported with a range of approaches such as through displays, assemblies, peer support and the School Council;
- l. Regularly update and evaluate approaches to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour;

- m. Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring;
- n. Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying brought to the attention of staff which involves or affects pupils even when they are not on school premises, for example, when using school transport or online etc.;
- o. Actively create 'safe spaces' for vulnerable children;
- p. Use a variety of techniques to resolve the issues between those who bully and those who have been bullied;
- q. Work with other agencies and the wider school community to prevent and tackle concerns;
- r. Celebrate success and achievements to promote and build a positive school ethos;
- s. Be encouraged to use technology, especially mobile phones, social media and online games responsibly;
- t. Make all students and staff members aware of how bullying manifests itself and to take positive and corrective steps in responding to bullying;
- u. Include in the curriculum, house assemblies, assembly and worship patterns of the College, material which will help children develop realistic attitudes to the responsibilities not only of their lives at school, but also help them to develop realistic attitudes to later adult life;
- v. Train its staff in the recognition, reporting, investigation and resolution of bullying issues;
- w. Take action to reduce the risk of bullying at times and in places where it is most likely to happen.

Where older pupils are given positions of responsibility within the boarding house, a briefing is given by the housemaster/s and a clear job description is agreed by both parties.

Everyone within the school community has a responsibility to nurture and support the aims of this policy and ensure that unacceptable behaviour does not occur. This will be encouraged throughout the whole life of the College. **Ignoring acts of bullying is condoning it.**

What Can We Do To Prevent Bullying?

Reactive: As a College community we will not allow cases of bullying to go unreported but will speak up.

Proactive:

- a. Every effort will be made to supervise all areas with an adult presence as appropriate.
- b. The topic 'Bullying' will be part of the Wellbeing programme for children in the Pre-Prep and Prep school.
- c. The College will observe the national annual Anti-bullying week, part of which will involve anti-bullying assemblies.
- d. All staff have a vital role to play as they are at the forefront of behaviour management and supporting pupils' sense of well-being. They have the closest knowledge of pupils in their care, and should build up a relationship underpinned by mutual support, trust and respect.

e. This requires staff and all members of the school community to:

- i. Be positive role models in word and action at all times.
- ii. Ensure that all pupils know how to express worries and anxieties about bullying.
- iii. Report any such incidents as laid down by school procedure.
- iv. Make detailed records of all incidents and log these on REACH pastoral software, including actions that were taken and communication with parents or guardians.
- v. Make detailed records of any incident which may have happened with intent, even if this is not confirmed and ensure that any concerns are discussed with the Deputy Warden.
- vi. Have a zero-tolerance approach to bullying.
- vii. Make efforts to remove occasions for bullying by active observation and discussion during play times.
- viii. Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.
- ix. Publicise the details of help lines and websites.
- x. Involve pupils in anti-bullying campaigns in schools and embedded messages in the wider school curriculum.
- xi. Take steps to help victims and remove sources of distress without placing the victim at further risk.

Discuss bullying with their class as part of Wellbeing topic and reiterate the severity of bullying.

Be observant of signs of distress or suspected incidents of bullying such as:

- i. A child is frightened of walking to or from school
- ii. Is unwilling to go to school
- iii. Begins to do poorly in school work
- iv. Becomes withdrawn, starts stammering
- v. Regularly has books or clothes destroyed
- vi. Becomes distressed
- vii. Feels ill in the morning.
- viii. Stops eating
- ix. Cries easily
- x. Becomes disruptive or aggressive
- xi. Has possessions go 'missing'
- xii. Has money continually 'lost'
- xiii. Starts stealing money (to pay bully)
- xiv. Is frightened to say what's wrong
- xv. Runs away or makes a cry for help by drastic actions of another kind
- xvi. Gives improbable excuses for any of the above.
- xvii. Is afraid to use the internet or mobile phone.

This list is not exhaustive. These are all signs which could indicate other problems, but bullying should be considered a possibility and should be investigated.

This requires pupils to refuse to be involved in any bullying situation. If you are present when bullying occurs, report the incident or suspected incident and help break down the code of secrecy.

Parental involvement

The College recommends that parents:

- i. Be observant for signs of distress in their son or daughter.
- ii. Take an active interest in their children's friends.
- iii. Advise their children to tell a member of staff about the incident. If possible, allow him or her to report the problem themselves
- iv. Inform the College if bullying is suspected.
- v. Do not encourage retaliation.
- vi. Be willing to attend interviews at the College if their child has been involved in any bullying incidents.

Procedures

If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.

If it is found that the matter is a friendship issue, the class teacher/house staff will endeavour to resolve the situation directly and reconcile the pupils concerned.

Who to tell / Investigation.

Some instances require no detailed investigation to prove that bullying is taking place (e.g. if bullying behaviour is directly observed by a member of staff) though the reasons behind what has happened may need investigation.

Some instances may require investigation to establish whether bullying is taking place and, if so, why and in what form.

Some students will deny that they are bullies and so it is helpful if corroborative evidence can be found to support the statements of the person who says he or she is being bullied. It is not always possible to collate the evidence (it is in the nature of some bullying that it is done when no one can observe what is happening) so the lack of corroborative evidence should not be assumed to mean that nothing is taking place.

In an investigation the following will normally take place:

- a. The person being bullied will be interviewed by an appropriate member of staff (dependent on the nature of the bullying) and asked to provide the name/s of the perpetrator/s, specific instances and any witnesses to the events. Written notes will be taken and agreed with the provider.

In the Senior School the member of staff will normally be either the Senior Housemaster or Housemistress, the Head of Boarding (Pastoral), the Deputy Warden or the Warden (or a combination of two of these). In the Prep School the member of staff will normally be either the Class teacher or the Head of Prep School. However, if a pupil has a particularly good relationship with the academic tutor, Housemaster or another member of staff that person may be used instead.

- b. Those named as witnesses will be interviewed in the same way.
- c. Those named as perpetrator/s will also be interviewed in the same way and the details of what they are accused of will be made known to them. They will be given an opportunity to explain their side of the story. They will also be told that any repercussions visited upon the accuser after the interview, will seriously worsen their position.
- d. If, in the College's view, the case is proven, appropriate sanctions will be imposed.

If any member of the College suspects that bullying has occurred, then the following procedure should be followed:

- a. Details of the incidents/s should be communicated to housemasters, as soon as possible.
- b. House masters/Academic tutors will investigate the incident in an appropriate manner ensuring that a record is kept.
- c. Serious incidents should be recorded by the member of staff who reported the incident. This should then be passed by the child's class teacher to the victim's class teacher (if different).
- d. It should then be passed on to the Deputy Warden. The Deputy Warden will evaluate the incident, and identify any indication of pattern of behaviour and complete a report. The reporting will all be captured on REACH (Pastoral tracking software).
- e. If appropriate, this information must be communicated to the Warden and other members of staff.
- f. If it is seen to be appropriate, parents of all involved parties will be contacted and a record of this kept on each pupil's file. This may mean that a meeting needs to be arranged to discuss the strategy to be adopted. The outcome of such a strategy will be passed on to the Deputy Warden and an appropriate record kept, by the Deputy Warden, of actions being taken.
- g. The College reserves the right to request that parents of any offending children be asked to remove them for the rest of that particular day. In extreme cases the Warden may, after consultation, decide to send the pupil(s) who has/have been bullying, home, for a period of time.
- h. A behaviour programme will be set in place by the Deputy Warden and class teacher/House Masters.
- j. If necessary, sanctions will be used. (see Rewards and Sanctions policy)

Any adult or child reporting a bullying incident will be immune from any retribution or disciplinary action for 'Whistle Blowing' in good faith.

Sanctions

In the vast majority of cases, the bullying may well be corrected by simple verbal reprimand from a teacher. It is recognised that students are often sufficiently shamed when they hear that what they considered to be playful is, in fact, hurtful.

Once they have adjusted their own definition of what constitutes bullying, they have an opportunity to amend their ways. However, it may be judged appropriate to also impose sanction / punishment.

Where the first instance is of a serious nature, for example, physical contact or evidence of prolonged bullying (several times on purpose) revealed after an investigation, staff will impose sanctions commensurate with the offence. Sanctions will range from restrictions in movement during the school day, participation in a behaviour programme set in place by the Deputy Warden and housemasters, to suspension or even, in extreme circumstances expulsion.

Notification to Parents/Guardians will always take place and parental discussions with senior management are certain.

A note will also be made on the pupil's school record.

Persistent Bullying

Where inappropriate behaviour persists beyond the initial sanction, is clearly targeted, unprovoked and comes supported by statements or evidence from independent witnesses, the College will take a very serious view of matters.

Parents/Guardians will be informed by telephone and asked to come into College for discussions.

The Warden or the Deputy Warden will either suspend (for a longer period than applied in the first instance) or expel the pupil responsible for the bullying.

Unkindness / Lack of Consideration

The issues of unkindness, lack of consideration for one another and bullying, whether it be cultural, relating to disability, emotional, LGBTQ+, physical, racial, religious, relating to Special Educational Needs, sexual, sexist or any type of cyber-bullying, form part of the Wellbeing programme.

The College will do its utmost to protect pupils from any action that may damage them in any way and staff will take appropriate and timely action when pupils are found guilty of them.

Pupils who are unkind, show a lack consideration or bully can expect sanctions, in line with the School Behaviour Policy.

For pupils who have been bullied

The College will assure the bullied student of continued interest in their welfare and offer any time required for talking through recent events.

The College will explain what steps have been taken to offer protection for the future and give an undertaking that it will respond to any further instances affecting that student.

Teaching staff, House staff, Medical Centre staff and pupil friends are all expected to play a part in restoring the pupil's confidence in the safety of day-to-day routines in the school.

The College has a counsellor available within the school. Students may self-refer, or be referred through staff or the medical centre for an initial consultation. Further sessions require the permission of parents due to financial implications.

Should it be necessary, referrals can be considered to external agencies, usually with the parents' consent. For any referral the procedures in the child protection and safeguarding policy will be followed.

For pupils who have bullied

Whilst an applied sanction is both corrective and appropriate, the College will also take extra steps to educate the bully when he/she remains in or returns to College. Time will be spent in counselling and in encouraging the bully to empathise with the victim so that learning might prove the best deterrent to any repeat behaviour. The Deputy Warden/Head of Boarding will take responsibility for ensuring this happens.

In some cases, counselling may also be appropriate and is available as above.

For pupils with Special Educational Needs (SEN) who have been bullied or who have bullied

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet needs.

Children with disabilities and SEND may be particularly vulnerable to being bullied, and may not show outward signs of distress.

If such needs are identified, we will do all we can to ensure that the pupil receives appropriate support.

We recognise our legal duties under the Equality Act 2010 in respect of pupils with SEN and/or disabilities.

All members of the Llandovery College are expected to show tolerance and respect for the needs of each other.

Through INSET, PSHE and assemblies, students and staff are made aware of issues of equality.

Whilst all pupils identified with SEN and/or disabilities are covered under this policy, we recognise that these pupils often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all pupils.

An individualised approach will be used for pupils whose SEN and/or disabilities cause them to display challenging behaviour.

Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed.

Action in the case of false or malicious allegations

Where an allegation is proved to be false, the Warden and Chair of Governors may refer to social services to determine whether the child needs support or has been abused by someone else.

The school's behaviour policy sets out the disciplinary action that may be taken against pupils who are found to have made malicious allegations against school staff. The Warden may consult the school governors when considering what action to take.

If the claim has been made by a person who is not a pupil, the College may pass the information to the police who may take further action against that person.

Parental concerns

Parents of students who have concerns should refer to the College complaints policy, which is available on the website.