



## STOCKPORT GRAMMAR SENIOR SCHOOL

### Anti-Bullying Procedures

**These procedures should be read in conjunction with the 'Whole School Policy – Anti-Bullying'**

#### **Anti-Bullying Policy, Pupil Behaviour and Discipline Policy and Safeguarding Policy**

The Anti-Bullying Procedures dovetail with the School's Anti-Bullying Policy, Pupil Behaviour and Discipline Policy and Safeguarding Policy.

#### **Introduction**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

We aim to produce a safe and secure environment where all pupils can flourish, where bullying is unacceptable and measures are in place to reduce its likelihood. We want our school to be a safe and secure environment where pupils can learn freely and without fear of bullying.

Parents, as well as all staff and pupils, are informed that the school will not tolerate bullying and takes a positive approach to educating pupils to combat it.

All staff are expected to know the policy and procedures; to be observant and, if necessary, ask pupils what is happening to them; to deal with incidents according to the policy; never to let any incidences of bullying pass by unreported, whether on-site or during organised off-site activities; and to be supportive of any component of the Pastoral Curriculum relating to bullying.

#### **PROCEDURES FOR STAFF DEALING WITH INCIDENTS OR ALLEGATIONS OF BULLYING**

It is essential that those pupils who feel they are being bullied tell an adult, a teacher or their parents. It is essential that concerned parents contact the school **immediately**. It is more difficult for staff and parents to address bullying if "it has been going on for months but I/we didn't want to say anything". Though the matter will clearly be emotive, it is very helpful to staff if right from the start the discussions with parents are not. Equally it is very important that no presumption of blame is made.

Pupils in the Senior School may decide to speak to the Anti-Bullying Ambassadors. Pupils in First and Second Year may also decide to speak to the Sixth Formers who are the Lower School Friends attached to their form. The Anti-Bullying Ambassadors and Lower School Friends have training that makes it clear that they must not keep confidentiality and must pass on any matters of concern to staff.

Pupils in the Senior School can also report bullying by clicking on the 'Report an issue' button available on their desktop and Frog and completing the form. The information in the form is emailed to the Deputy Head Pastoral and Heads of Section.

If a member of staff receives an allegation of bullying from a pupil, a pupil's parent/carer or an Anti-bullying Ambassador or a Lower School Friend, the member of staff should

inform the relevant Head of Year or Head of Section. The Head of Year and Head of Section will investigate the accusation carefully before taking any action. The Deputy Head (Pastoral) will be informed and, if necessary, involved in the investigation.

When a pupil makes an allegation of bullying it is important that the pupil is informed that it might be necessary to pass the information on to other members of staff in accordance with school policies on confidentiality and safeguarding. It is not appropriate to offer unconditional confidentiality at any stage.

Circumstances and situations are not always as simple as they might first appear. The investigation will probably involve talking with the alleged victim(s) and accused(s), as well as any possible independent witnesses. It might be appropriate for it to be explained to pupils that staff are in the middle of their enquiries and may need to speak to them again.

When making enquiries it is important to allow the pupils to talk openly and without prompting. Staff should offer appropriate support to the pupil(s) alleging bullying.

In all cases, a 'Bullying Report Form' is to be opened by the Head of Year or Head of Section or the Deputy Head (Pastoral) and the Deputy Head (Pastoral) informed (unless it is the Deputy Head (Pastoral) themselves who has opened the report). The report will be kept in the Anti-Bullying File. Notes on discussions, witness statements, phone calls and meetings will be kept with this report.

After the investigation, the Head of Year, Head of Section or Deputy Head (Pastoral) might come to one of four conclusions, of which the parents of the alleged bully and victim should routinely be informed.

### **1. Bullying not substantiated**

An argument or disagreement, or even a physical fight, may not be bullying. If bullying is not substantiated, all pupils concerned should be reminded of our behaviour expectations and attitudes to bullying and should be reassured that allegations will always be followed up. Parents of the alleged bully may or may not be informed depending on the discretion of the staff involved.

### **2. Bullying is suspected**

As the bullying case is, at this stage, only suspected, the Head of Year, Head of Section or Deputy Head (Pastoral) will proceed with utmost caution, so as not to punish a pupil unjustly if they have not wronged a fellow pupil or pupils.

At this stage, the School's Anti-Bullying Policy should be explained clearly and the pupil accused of bullying can be put onto the Warning Stage of the Bullying Procedure if the Head of Year, Head of Section or Deputy Head (Pastoral) feels that to be an appropriate measure. It is important to take into account the exact nature of the allegation and its probable veracity.

Depending on the nature of the particular case and its severity, the Deputy Head (Pastoral) may become directly involved and talk to the children concerned.

Staff should continue to offer appropriate support to the pupil(s) alleging bullying.

### **3. Bullying substantiated**

If bullying is proved, the culprit should be told clearly of the School's attitudes to bullying and that bullying is totally unacceptable. He/she should be told that they must stop offending and be warned to stay away from his/her victim(s). The School's Anti-Bullying Policy should be explained clearly, and that repeated offences could ultimately result in suspension or expulsion. Sanctions should be imposed as appropriate and within the disciplinary guidelines laid down in the School's Pupil Behaviour and Discipline Policy (available on the School's website).

Efforts should be made to find out why a pupil is bullying and to seek ways of helping with any problems that might lie behind the behaviour. Children who bully should understand that whilst we cannot tolerate bullying in school, we will support the child in his/her efforts to reform and to involve the families in this process.

Staff should continue to offer appropriate support to the victim.

Relevant staff should be notified that there has been a problem, and should be asked to keep a close watch on the pupils concerned.

#### **4. Continuing bullying**

If bullying is substantiated and it is clear that this is a recurring problem the Headmaster should be informed. He and the Deputy Head (Pastoral) will take appropriate measures.

### **SANCTIONS**

#### **Warning Stage**

When bullying is suspected but not proved the pupil suspected should be told clearly about the accusation and its seriousness. They should be reminded about the School's Anti-Bullying Policy and warned not to put themselves at risk of further accusations by unkind or inconsiderate behaviour. At this stage parents of the alleged bully may or may not be consulted depending on the discretion of the staff involved.

#### **Stage One**

Appropriate sanctions within the disciplinary guidelines laid down in the School's Pupil Behaviour and Discipline Policy (available on the School's website) should be put in place. At this stage it should be made clear to the bully and his/her parents that repeated bullying will result in further sanctions. Efforts should be made to find the causes of the bullying behaviour and to address these in cooperation with parents to support positive changes in behaviour.

#### **Stage Two**

If the pupil is involved in further bullying, the Headmaster should be informed. He, or the Deputy Head (Pastoral), should ask the parents to come into School. If necessary, and with the parents' agreement, professional help may be sought for the bully. Appropriate further sanctions should be put in place, which may include exclusion or expulsion.

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