



## **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 FOLLOWING UP ALLEGATIONS OF BULLYING**

We strongly encourage those pupils who feel they are being bullied to tell an adult, a teacher or their parents. We strongly encourage concerned parents to contact the school immediately. We also strongly encourage pupils who are concerned that another pupil is being bullied to tell a teacher.

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 discussions with parents are not. Equally it is very important that no presumption of blame is made.

Pupils can talk to their Form Tutor, Head of Year, Head of Section, the Deputy Head Pastoral or any member of staff to whom they feel comfortable talking. All school staff are safeguarding trained and aware of the School's Anti-Bullying Policy and Procedures.

Pupils may decide to speak to pupils in the Anti-Bullying Council. Pupils in First Year may also decide to speak to the Sixth Formers who are the Lower School Friends attached to their form. The Anti-Bullying Council 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 emailing a member of staff or by clicking on the Whisper 'Report an issue' button available on Frog and completing the form. The information in the Whisper form is emailed to the Deputy Head (Pastoral) and Heads of Section and can be sent anonymously.

If a member of staff receives an allegation of bullying from a pupil, a pupil's parent/carer or an Anti-Bullying Council pupil 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 allegation carefully. 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 will 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 alleged perpetrator(s), as well as any possible 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 as outlined in the Anti-Bullying Policy.

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) in addition to a record of the allegation and investigation being made on CPOMS. At the end of the investigation the report form will be kept by the Deputy Head (Pastoral). Notes on discussions, witness statements, phone calls and meetings will be kept.

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. Pupils can also be offered appropriate support as outlined in the Anti-Bullying Policy. 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 pupils as outlined in the Anti-Bullying Policy.

### **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. They should be told that they must stop offending and be warned to stay away from their 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 their efforts to reform and to involve the families in this process.

Staff should continue to offer appropriate support to pupils as outlined in the Anti-Bullying Policy..

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 Head should be informed. They 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 their 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 Head should be informed. They, 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.

Appendix A: Senior School Bullying Report Form

Appendix B: Senior School Pupil Anti-Bullying Leaflet (displayed around school)