



## FRAMLINGHAM COLLEGE

# POLICY ON BULLYING

### Policy Statement

1. **Scope:** This policy applies to all pupils and staff at Framlingham College irrespective of their age and whether or not a pupil is in the care of the School when/if bullying behaviour occurs. This policy has regard to DCFS guidance 'Safe to Lean; embedding anti-bullying work in Schools'

2. **Policy Aims:** Through the operation of this policy we aim:

To maintain and drive a positive culture of kindness and consideration among all pupils and staff throughout the School.

To deter bullying behaviour, detect it when it occurs, and deal with it by counselling and/or disciplinary sanctions and, if necessary, by expulsion.

3. **Bullying Behaviour** is always unacceptable and will not be tolerated at Framlingham College because:

It is harmful to the person who is bullied, and to those who engage in bullying behaviour, and those who support them.

It interferes with a pupil's right to be secure and happy in their environment and consequently their ability to perform to their potential in all areas of College life.

It is contrary to all our aims and values, our internal culture and the reputation of the School.

It must be appreciated by all that bullying can lead to psychological damage and even suicide

## Bullying Behaviour

4. **Meaning:** Bullying is behaviour which hurts or causes distress by taking unfair advantage of another person in some way, making him or her feel uncomfortable or threatened. It is likely to be repetitive in nature. Examples are:

Physical bullying such as hitting, kicking, pushing people around, spitting; or taking, damaging or hiding possessions.

Verbal bullying – name-calling, taunting, teasing, insulting, racist, sexist remarks or demanding money or belongings.

Exclusionary behaviour – intimidating, isolating or excluding a person from a group for whatever reason.

Sexual harassment – talking to or touching someone in a sexually inappropriate way.

Racial harassment - making hurtful or unpleasant comments or actions towards others with different ethnic backgrounds.

Disability bullying - making unfair and hurtful comments or actions towards those with degrees of physical or educational disability

Cyber bullying - using modern technology such as the internet, email and mobile telephones to make unpleasant and hurtful comments towards others

General unkindness – spreading rumours or writing unkind notes or e-mails or text messages or making inappropriate mobile phone calls.

5. **Intention:** Not all bullying is deliberate or intended to hurt. Some individuals may see their hurtful conduct as “teasing” or “a game” or “for the good of” the other person. These forms of bullying are equally unacceptable but may be non-malign and can often be corrected quickly with advice and without disciplinary sanctions. A bully who does not respond appropriately to advice or sanctions would ultimately have to leave Framlingham College.
6. **Responsibility:** It is everyone’s responsibility to ensure, whatever the circumstances, that no pupil becomes a victim of bullying. A person may be vulnerable to bullying because of his/her age, physical appearance, nationality, colour, gender, sexual orientation, religion or disability, or because he/she is new in the School, appears to be uncertain or has no friends. She/he may also become a target because of an irrational decision by a bully
7. **Legal Aspects:** A person who makes a physical or sexual assault on another, or who

steals or causes damage to the property of another, commits a criminal offence and also a civil wrong known as a “tort” for which there can be legal consequences outside the School.

## **Anti-Bullying Culture**

8. **Ethos:** Our expectation of all members of the School Community is that:

Everyone will uphold the values of the College which are displayed in the main entrance, each House and every classroom.

A pupil or a member of staff who witnesses or hears of an incident of bullying will report it.

A complaint of bullying will always be taken seriously.

No one in the College community will tolerate unkind actions or remarks or stand by when someone else is being bullied.

9. **Equal Opportunities:** In School and in every House

Discriminatory words and behaviour are treated as unacceptable.

Positive attitudes are fostered towards both sexes through the curriculum and tutorials.

10. **Staff:** Through their training and experience, members of the staff are expected to promote an anti-bullying culture by:

Celebrating achievement

Anticipating problems and providing support

Disciplining sensibly and fairly.

Making opportunities to listen to pupils

Acting as advocates of pupils.

11. **Pupils:** Through our pastoral care systems, pupils are informed and taught that bullying will not be tolerated in the School. They are encouraged:-

To celebrate the effort and achievement of others

To hold and promote positive attitudes.

To feel able to share problems with staff

To turn to anyone they trust if they have a problem

Not to feel guilty about airing complaints

To treat meals and break times as pleasant social occasions.

### **Anti-Bullying Systems**

12. **Approach:** Our systems for detecting and dealing with bullying are designed to operate:

*Vertically*, through the House system and all year groups.

*Horizontally*, within year groups and in the classroom and other activities.

Our anti-bullying systems are implemented and driven in the way described below.

13. **Complaints:** A pupil who is being bullied should complain without delay and can do so in several ways. She/he can:

- Tell the Head or any member of the Senior Management Team.
- Tell his/her parents, his/her Housemaster/Housemistress, or a House Matron, or the Chaplain, or a member of staff or a responsible older pupil; alternatively – Contact one of the Independent Listeners [Mr Brian Smallcombe – 01728 628567 or Mrs Judith Russell – 01728 724456 for advice.
- Tell a student or adult member of the Peer Mentoring Group.
- Contact a School Doctor or a Sister in the Medical Centre.
- Contact Childline (0800 1111).
- Contact the Suffolk Safeguarding Children Board [www.suffolkSCB.org.uk](http://www.suffolkSCB.org.uk) 01473 581871.

14. **Vigilance:** Members of staff are vigilant at all times but particularly:

- Before lessons, in the queue for the Dining Hall and in the Dining Hall itself.
- In Houses, particularly in common rooms and study bedrooms
- On school transport.
- In Paul's Court during evening recreation.

15. **Meetings:** Bullying is regularly discussed in meetings between:

- Members of the Senior Management Team
- Senior Management and prefects.
- Housemasters/Housemistresses and House Prefects
- Tutors and pupils in their tutor group
- School Staff, House Staff and Matrons
- Prefect and Peer Mentor training and induction.

The result of these meetings is to feed back information about friendship patterns, particular incidents, any pupil who seems to be isolated, any growing "power base" and any known conflict between a member of staff and a pupil or between pupils.

16. **Record Keeping:** Housemasters/Housemistresses and staff maintain records of the welfare and development of individual pupils.

17. **Education:** The PSHE curriculum includes a course on bullying which covers:

- Who is the “bully”? Who is the “victim”?
- Why are some people “bullies” and others “victims”?
- What should a pupil do if she/he is bullied?
- What constitutes bullying? Where are the boundaries?
- What should be done if bullying is confirmed?

Videos are shown to stimulate discussion.

18. **Staff Training:** Appropriate training in all aspects of care is arranged to ensure that Housemasters/Housemistresses and other staff have the necessary professional skills, especially:

- Awareness of the risk and indications of child abuse and bullying, and how to deal with cases.
- Counselling skills

And in Houses, ensuring that

- There is an adequate presence of staff
- Staff are actively involved with pupils in all areas of the House when they are on duty.
- Attempts are made to avoid boredom and lack of purpose among pupils.
- There is space available for pupils’ quiet withdrawal.
- There is no crowding in bedrooms or common rooms and that staff are sensitive and aware when the whole House meets together for assemblies and roll calls.
- Good behaviour and discipline is maintained.

19. **Pupils’ Responsibilities:** We emphasise with senior pupils the role which is expected of them in setting a good example and being helpful to younger pupils and each other. Older boarders are encouraged to keep an eye on younger boarders and offer support, where it is needed, and in particular:

- All senior pupils have the opportunity for House duties but senior pupils who do not wish to have extended pastoral responsibilities are not coerced.
- The responsibilities of senior pupils are appropriately limited.
- Members of staff expect prefects and senior boarders to offer supervisory support.
- House and school prefects receive training at the beginning of the academic year on how to control younger pupils sensitively.

20. **Monitoring:** Every complaint or report of bullying must be entered in the House Incident Book or diary or on individual pupil files. Housemasters/Housemistresses keep Incident Books up-to-date. The Second Master monitors all incidents of bullying.

### Reporting Incidents

21. **Victim:** There are many reasons why a pupil who has suffered bullying may be reluctant to report it. She/he may become demoralised and may say, for example:
- It is telling tales. They won't believe me because the person I am complaining about is intelligent and popular and I am not, and I will become even more unpopular.
  - The things they are saying and doing are too embarrassing to discuss with an adult.
  - It is all my fault for being overweight/too studious etc
  - There are too many of them; there is nothing the staff can do.
  - It will get back to my parents and they will think less of me.
  - I will just try and toughen up and grow a thicker skin.
  - I will lie low and not audition for a part in the school play.
22. **Witnesses:** There are also reasons why a pupil who has witnessed or learned of bullying behaviour may not want to make a report. She/he may say:
- It is "grassing" and I will become unpopular.
  - It is not my concern anyway.
  - I don't rate the victim and I would find it embarrassing to be associated with him/her.
23. **Culture:** Any of these responses would be contrary to our culture at Framlingham College. When we drive and implement this policy we encourage every pupil to understand that:
- Every complaint of bullying will be taken seriously.
  - Members of staff will deal with a complaint correctly and effectively in accordance with their experience and the training they have received.
  - There is a solution to nearly every problem of bullying.
  - A pupil who complains will receive support and advice and in many cases the problem can be dealt with on a no-names basis.
  - The primary aim will be for the bullying to cease, not the punishment of the bully unless necessary.

### Procedures

24. **Guidelines:** The following procedures are a guideline except where expressed in the terms "should" or "must". The best guide is the experience and training of the staff.
25. **Initial Complaint:** A person in authority who learns of alleged bullying behaviour should:
- Firstly, offer advice, support and reassurance to the alleged victim.

- Report the allegation to the Housemaster/Housemistress of the victim and the alleged bully as soon as possible.

The Housemaster/Housemistress must:

- Record the complaint in their House Incident Book or diary or on individual pupil file.
- Contact the other Housemaster/Housemistress (if applicable) to agree on a strategy, and on who will take the lead.

26. **Assessment:** The victim's Housemaster/Housemistress will normally see the victim and (unless the case is very serious) any witnesses without delay and form an initial view of the allegation, viz:

- The nature of the incident/s – physical? Verbal? Exclusionary? Etc.
- Is it a “one-off” incident involving an individual or group?
- It is part of a pattern of behaviour by an individual or a group?
- Has physical injury been caused? Who should be informed – Second Master? Parents? The School's child protection officer? Suffolk Safeguarding Children Board? The police?
- Can the alleged bully be seen on a no-names basis?
- What is the likely outcome if the complaint proves to be correct?

At this stage, the possible outcomes for an incident which is not too serious include:

- There has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully.
- The complaint is justified in whole or in part, and further action will be needed (see Range of Action, below).

27. **Serious Incident:** If a Housemaster/Housemistress believes that serious bullying Behaviour:

- has occurred involving a pupil in his/her House; or has recurred after warnings have been given to the “bully”
- he/she must inform either the Head, the Second Master or the School's Child Protection Officer.

The Head, the Second Master or the Child Protection Officer will then:-

- interview the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. She/he may decide to ask the Housemaster/Housemistress to be present.
- send a summary of his/her findings to the Head, relevant Housemasters/Housemistresses, the Second Master, the Child Protection Officer and the Chaplain.

AND

The Head and/or the relevant Housemasters/Housemistresses will interview the alleged victim and bully separately:

- To confirm the facts of the case, if considered necessary
- To decide on the action to be taken in accordance with the Range of Action set out below.

The Head will notify the parents of the victim and bully giving them details of the case and the action being taken.

28. **Range of Action** When a complaint is upheld the range of responses will include one or more of the following:

- Advice and support for the victim and, where appropriate, establishing a course of action to help the victim. The introduction of a House based CARE PLAN will be set up by the Housemaster/Housemistress.
- Advice and support to the bully in trying to change his/her behaviour. This may include clear instructions and a warning or final warning.
- A supervised meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict.
- Notifying the parents of one or both pupils about the case and the action which has been taken.
- A disciplinary sanction against the bully such as Head's Detention, Community Service, Suspension. **In a very serious case or a case of persistent bullying a pupil may, after a fair hearing, be required to leave Framlingham permanently.**
- Action to break up a "power base".
- Moving either the bully or victim to another House after consultation with the pupil, his/her parents and the relevant staff.
- Involving SSCB or the police.
- Such other action as may appear to the Head to be appropriate.
- Noting the outcome in the relevant House Incident Book, diary or individual pupil file

29. **Monitoring:** The position should be monitored for as long as necessary thereafter.

Action may include:

- Sharing information with some or all colleagues and with pupils in the House so that they may be alert to the need to monitor certain pupils closely.
- Ongoing counselling and support.
- Vigilance
- Mentioning the incident at meetings of staff.
- Reviewing vulnerable individuals and areas of the School.
- Liaison between Housemasters/Housemistresses the outcome being recorded in the House Incident Books.

30. **Formal Complaint:** If the victim or his/her parents are not satisfied with the action taken, they should be advised to make a formal complaint, according to the procedure outlined in the staff handbook and the joining instructions.

## Policy Summary

**[For inclusion in Pupil Handbook]**

### **Policy On Bullying**

1. Every pupil at Framlingham College has the right to enjoy his/her learning and leisure time free from intimidation.
2. Our School Community will not tolerate unkind actions or remarks, even when these were not intended to hurt.
3. To stand by when someone else is being bullied is to support bullying.
4. Pupils should support each other by reporting all instances of bullying to a member of staff or a responsible senior pupil.
5. Bullying will always be taken seriously
6. A pupil who does not respond appropriately to advice or sanctions for bullying would ultimately have to leave Framlingham College.

A pupil who is being bullied or who witnesses a bullying incident should complain and can do so in several ways:

- Speaking to the Head or any member of the Senior Management Team.
- By informing his/her parents, his/her Housemaster/Housemistress or a House Matron, or the Chaplain, or a member of staff, or a responsible older pupil; alternatively by contacting a School Doctor or a Sister in the Sanatorium.
- By telling a student or adult member of The Peer Mentoring Group.
- By contacting one of the Independent Listeners who currently are: Brian Smallcombe 01728 628567 or Mrs Judith Russell 01728 724456
- By telephoning Childline (0800 1111)
- By contacting the designated inspector of the Suffolk Safeguarding Children Board on 01473 581871.

Remember that *bullying thrives on secrecy – it is best dealt with by being brought into the open; it may save other people from becoming victims of the same bully.*

It is *always* better to tell someone.

A full copy of the School's Policy on Bullying can be obtained from the Second Master.