

## ANTI-BULLYING POLICY

There are no circumstances in which RIKKYO SCHOOL will tolerate bullying of any kind. The School does not have any 'initiation ceremonies' for newly admitted students. Prevention of bullying is considered an important contribution towards the development of students' potential, particularly the promotion of high self-esteem and self-confidence.

The School have developed a programme of preventative measures to eliminate bullying and are implementing agreed strategies for responding to incidents of bullying and intimidation. The School recognises that this requires all staff, students and others connected with the School to exercise individual responsibility and also to co-operate actively with each other. Steps taken include the creation of a Child Protection Policy, drawn up by a Child Protection Committee, the publication of this policy and staff training. This policy has regard to DCSF guidance 'Safe to Learn: Embedding anti-bullying work in schools.'

### 1. DEFINITION OF BULLYING

Bullying:

- is a type of aggressive behaviour;
- involves the physical and psychological abuse of others;
- is intentional, premeditated and calculated;
- sometimes manifests itself in the form of sexual, homophobic or racial harassment;
- involves repeated behaviour over a long period of time;
- is normally unprovoked;
- is carried out by persons perceived by the victim(s) to be the stronger.
- cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social websites, mobile phones, text messaging, photographs, video and e-mail.

Another frequent feature is that the victim(s) do not feel in a position to retaliate effectively at the time of the incident.

It is acknowledged that bullies may have complex reasons for their behaviour and may well need help. It should also be recognised that the consequences of being allowed to 'get away with it' can be detrimental to them as well as to their victim. All students deserve the opportunity to be helped to understand what acceptable behaviour is. There are criminal laws that apply to harassment, assault and threatening behaviour.

### 2. PREVENTATIVE MEASURES

The School employs strategies aimed at the development of good, positive relationships that actively build self esteem and reinforce desirable attitudes and behaviour, teaching qualities such as care, trust, honesty, tolerance and good communication. Students are involved in dealing with issues relating to bullying by awareness training and a focus on personal and social development. The School will also seek ways to help all the students understand themselves and others and develop skills - such as assertiveness - that will help them deal effectively with intimidation.

### 3. WHAT TO LOOK FOR

Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness or clinging to adults. There may be evidence of a change in work patterns, such as lacking concentration.

All members of the School must be alert to the signs of bullying and act promptly and firmly against it, in accordance with School policy. Surveys have shown that in the vast majority of bullying incidents, MOST people knew that what was going on was wrong. Sometimes people, either through lethargy, peer group pressure, or tacit support for what is going on, fail to take action.

### 4. WHAT DO DO

#### **If you are the victim,**

- If you feel able to, confront the bully by verbally making him/her aware that you think that what he/she is doing is wrong.
- Share your feelings with someone else.
- If possible talk to a member of Staff, your Class Teacher, Assistant Class Teacher or the School Chaplain, about the incident. If you would rather not go straight to a member of staff, talk to your friends; or Senior students. They may well be able to advise on an appropriate course of action, or will be able to involve other people who can. There are also people outside the School who would be willing to help, such as the Independent Listener, Mrs Hideko Martin - Telephone: 01243 604424 or Childline - Telephone: 0800 1111.

#### **If you, a student, witness bullying behaviour**

- Support the victim by offering your friendship and make it clear that in your opinion what is happening to them is wrong.
- Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.
- Accompany the victim to a trusted adult, or suggest that you see their Class Teacher on their behalf.

#### **If you, a member of staff, witness an incident of bullying or it is reported to you**

- Reassure and support the student(s) involved.
- Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.
- Accompany the victim to a trusted adult, or suggest that you see their Class Teacher on their behalf.

#### **What will happen,**

- The victim will be interviewed by their Class Teacher and/or Assistant Class Teacher on their own, and asked to write an immediate account of events. The victim is also given the opportunity to discuss his/her own reactions and behaviour to the bully. The victim is given support and advice.
- Once the Class Teacher and Assistant Class Teacher are clear that a bullying offence has been committed, they will interview the student or students whose behaviour has caused distress and give him/her/them a formal bullying warning; making it clear why the behaviour was inappropriate and unacceptable. Support and counselling will be offered.

A suitable punishment will also be given if deemed appropriate.

- Details of the incident will be discussed at the Teacher's Meeting and recorded on the students' files.
- The situation will be monitored during the rest of the term to make sure that the action has prevented recurrence of bullying and ensure that the student being bullied feels safe again.
- If it is deemed appropriate, or it is a student's second offence, the Deputy Head (Child Protection Officer) will become involved and the parents of the perpetrator(s) will be informed by telephone or letter. The following sanctions may be applied in accordance with the School behavioural policy:

### **Formal School Warning from Deputy Head**

The Deputy Head will speak to the students involved and will contact the parents or guardians giving details of the offence and inform them that a formal School warning has been given. Their support for the School's actions should be enlisted if possible.

**Suspension** at the Headmaster's discretion (see School's Punishments and Discipline policy).

### 5. CYBER BULLYING

In addition to the preventative measures described above, :

- Students are not allowed to have mobile phones at the School during term time, so they are handed in at the beginning and returned for use during School outings and at the end of term. This therefore reduces the opportunities for cyber bullying at the School.
- Students have access to the internet only in the Administration building where controls are in place.

Rikkyo School:

- Expects all students to adhere to its charter for safe use of the internet. Certain sites are blocked by our filtering system.
- May impose sanctions for misuse, or attempted misuse of the internet.
- Issues all students with their own personal school email address. Access to sites such as 'hotmail' is not allowed inside the School.
- Adheres to the BECTA guidelines regarding E-teaching and the internet.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.

### 5. TRAINING AND SUPPORT

All staff who deal directly with students will receive training on issues relating to the School's anti-bullying strategies in order to develop an agreed philosophy and encourage common practices throughout the School.

The School will aim to integrate staff training and the development of student awareness through the School Council and with the Curriculum as appropriate.

All incident forms include an 'Action Taken' section. The instigator of the process will be informed about what action has been taken or is planned.