

# THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all: learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date	November 2006	Next scheduled review	May 2024
Governor approved	July 2022	Key person/people	HT/DHTS/AHT & YLs
Model Policy		Model localised	Yes – taken from other exemplar policies in Hampshire schools
Pupil leadership team review	Y / <del>N</del> / <del>N/A</del> April 2022		

## ANTI-BULLYING POLICY

### Principles

The aim of the anti-bullying policy is to ensure that all pupils learn in a supportive, caring and safe environment without the fear of being bullied and that employees are free from fear of bullying by pupils and other adults (including parents). Bullying makes people feel unsafe and is not tolerated in our school community. For the purpose of this policy, "employee" includes volunteers and those working for other agencies in our school.

As a school, we take bullying seriously and we will work in partnership to ensure all members of the School community, adults and children, are kept safe, remain healthy and are able to enjoy and achieve.

Pupils, parents, and carers should understand that reporting bullying is essential and be assured that the School will support them fully whenever bullying is reported. It is the responsibility of all members of the School community to implement the Anti-Bullying Policy.

### Statutory duties of schools

Schools have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of employees, pupils and parents. Under the Education Inspections Bill 2006 the duties are extended to include preventing/responding to bullying that happens outside school, where it is reasonable to do so.

At The Westgate School, we believe that children and young people are most successful when there is a strong and constructive partnership between all members of our School community. Our approach is one of learning and we expect all members of our community to work in the spirit of constructive partnership to resolve difficulties and to take individual responsibility for their contribution to a safe and happy learning environment.

### Definition

Bullying is defined as:

**"The behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group, either physically, verbally or emotionally"** (DfE Preventing and Tackling Bullying, July 2017). This definition also reflects our own pupils' views.

Bullying behaviour includes but is not exclusively:

- Physical – e.g. kicking, hitting, taking and damaging belongings.

- Emotional – e.g. excluding others from friendship groups, relational bullying
- Verbal – e.g. name calling, taunting, threats, offensive or personal remarks.
- Relational – e.g. spreading stories, gossiping, excluding from social groups.
- Cyber – e.g. emails, pictures/videos, social media etc (see attached document)
  - “What is unacceptable offline should be unacceptable online” (Internet Safety Green Paper October 2017).
- Indirect – e.g. homophobic, disability, racist, sexist etc.
- Child on child abuse – Children can abuse other children. This is also referred to as peer on peer abuse and can take a number of forms (KCSiE, DfE, 2022)

Bullying is not:

- A one-off incident.
- Teasing between friends without intention to cause hurt.
- Falling out with friends after a disagreement.
- Behaviour in which all parties have initially consented to and enjoy.

It could be bullying, when a person, or group of people, has been made aware of the effects of their behaviour on another person, and they continue to behave in the same manner.

If someone is made to feel like this, or if they think someone, they know feels like this, it should be reported and investigated. This should happen straight away and anybody who is aware of such behaviour, adults and children, all have an individual responsibility to report it. However, lots of things can make people feel bad, sometimes it depends on the situation we are in, and it is not always an act of bullying.

Where individuals or groups bully different people, this will be seen as a pattern of bullying behaviour and treated as such.

The Westgate School recognises that bullying that is motivated by prejudice is a particular concern and particularly anything that is related to a protected characteristic as defined by the Equalities Act (2010). All employees, volunteers and other adults will be expected to behave in alignment with the principles of equalities and diversity and to actively seek to challenge any harmful or disrespectful behaviour: “Call it out; Kick it out”.

## **Prevention**

At The Westgate School we will:

- Promote, and model, our school values: **be kind, be respectful, be responsible** through our assembly programme and programme for Personal Development;
- Create a positive, caring ethos within the School where people are accepted and recognised as individuals adhering to the principles of the Equalities Act 2010 and taking into account that other forms of discrimination can occur, such as those relating to socio economic group or appearance.
- Deal seriously and quickly with every known instance of bullying in a thorough, informed and constructive way with the intention to educate and reform inappropriate behaviours.
- Promote strong partnership with pupils and parents to find resolution to incidents of bullying.
- Teach, through the Personal Development curriculum:
  - Positive and healthy relationships
  - e-safety to prevent instances of online bullying (Designated Teacher for Online Safety).
  - How pupils must report incidents or concerns as well as their role in our community.
- Empower pupils to develop an intolerance of bullying and become more aware through our Personal Development Programme, regular assemblies, and campaigns held throughout the year. Empower pupils to feel confident in reporting incidents of bullying, by talking to a known and trusted adult, using the Pupil Support help box or the ‘Call it Out. Kick it Out’ email address: [callitout@westgate.hants.sch.uk](mailto:callitout@westgate.hants.sch.uk)
- Support Anti-Bullying week in November - [Anti-Bullying Alliance](#)
- Being vigilant for the possible signs of bullying that may include:
  - **Physical:** bruises, scratches, cuts, damaged clothes.
  - **Health:** loss of appetite, stomach-aches, headaches, soiling/bedwetting.

- o **Emotional:** unwillingness to go to school, withdrawn or secretive behaviour, unhappiness, unusual shows of temper, refusal to speak about problems, high levels of anxiety, bullying of other children.
- o **Change of routine:** asking to be taken to school, coming home for lunch, taking longer to get home, asking for more money, using different routes to school, lost or missing belongings.
- o **Academic:** concentration difficulties, damage to work, missing work.

### Practice and Procedure

- Good healthy relationships are taught and promoted by our Personal Development curriculum All-Through. This includes how pupils would report incidents or concerns as well as their role in our community modelling our values of: **be kind, be respectful, be responsible.**
- All cases of bullying are taken seriously, and an appropriate response is made. A central record is kept through CPOMS to track interventions, resolutions and outcomes as applicable including victims, perpetrators and any bystanders.
- Bullying incidents are promptly dealt with by the appropriate adult in School. Where persistent bullying occurs, senior colleagues and where available, wider support agencies will become involved.
- The education around “anti-bullying” and restorative work will (in the main) be led, and carried out by, the Year Leader or Head of Pupil Support.
- Parents will be kept informed throughout the whole process. Individual, restorative work will be given to both the victim and the perpetrator by the Head of Pupil Support or one of the Pupil Support team.
- All colleagues will take responsibility for teaching pupils about effective relationships and strategies to keep themselves and others safe.
- Where bullying takes place outside of School activities or time, the School has disciplinary powers to support parents in addressing pupils’ conduct.
- The Headteacher/DSL will consider whether it is appropriate to notify police or PCSOs. If the behaviour is criminal, poses a serious threat to another person or relates to specific safeguarding concerns, the police will be informed.
- The Education Act 2011 states that when an electronic device, such as a mobile phone, has been seized by a member of staff, who has been authorised by the Headteacher, that staff members can (without parental consent) examine data or files and delete these, where there is good reason to do so. Any content found that provides evidence in relation to an offence, that staff member must notify the DSL and give the device to the police on their request. Material on the device that is suspected to be evidence or is of an inappropriate image of a child, should not be deleted prior to giving the device to the police.
- The School will follow current guidelines from police, and Hampshire County Council and DfE.

### Information for Pupils

If you are bullied:

- Tell someone.
- Tell a friend, tell your tutor, tell your Year Leader; don’t keep your feelings bottled up.
- Email the confidential “Call it Out, Kick it Out” email address: [callitout@westgate.hants.sch.uk](mailto:callitout@westgate.hants.sch.uk)
- Remember that it is not your fault. Nobody deserves to be bullied.
- Try to stay in a friendly group.
- Try to be confident even if you do not feel it, but remember walking away is not cowardly.
- Keep a diary recording what happened, when, where and with whom.
- Telephone a counselling service such as Childline: 0800 1111

Who you should tell:

- Your tutor.
- Your Year Leader.
- Any adult in school that you feel happy to talk to, or feel you can trust.
- Your parent, carer or anyone at home.
- Your friend, if this helps.
- In an emergency, tell the nearest adult.

When to tell:

- Report the bullying as soon as you can so that we can help.

### Important!

- It does not help to keep the problem to yourself. You need support, and the people who behave in a bullying way need help so that they can change their behaviour.
- The problems are unlikely to go away if you ignore them, and they could get worse.
- Take a friend with you if you are worried about telling someone – your friend may help you do this.
- Adults in school will listen to you in confidence as far as they can, but you must be aware that they may have to pass on certain information to get you the help you need. They will always tell you what they are going to do.

### Online Bullying

This is abuse suffered online be it via the internet or in the form of text messages. Appendix 1 gives further guidance from the police on malicious communications. The Westgate School will not tolerate the bullying of pupils or employees via social media platforms including the spread of misinformation through groups such as WhatsApp and Facebook. Parents/carers are asked to contact the School individually to discuss any concerns they have such that the School can work in partnership with them to find a positive way forwards.

Research from the University of London identifies 7 categories of online bullying:

1. **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
2. **Picture/video-clip bullying** via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
3. **Phone call bullying via mobile phone** uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
4. **Email bullying** uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
5. **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
6. **Bullying through instant messaging (IM) or Direct message (DM)** is an Internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online (i.e. Snapchat, etc.).
7. **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites as well as social media platforms such as Tiktok and Instagram. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyber bullying.

### **What should you do as a parent?**

- Ensure that your child only access social media and internet sites in accordance with the age specific policies and guidelines of those applications.
- Remember, once your child posts something online it can be open to comments or opinions. Encourage your child to think carefully about their use of social media.
- Don't wait for something to happen before you act. Make sure your child understands how to use these technologies safely and knows about the risks and consequences of misusing them.
- Make sure they know what to do if they or someone they know are being cyber bullied.
- Encourage your child to talk to you if they have any problems with cyber bullying. If they do have problem, contact the School, the mobile network or the Internet Service Provider (ISP) to do something about it.
- Parental control software limit who your child sends emails to and who he or she receives them from. It can also block access to some chat rooms.
- Moderated chat rooms are supervised by trained adults. Your ISP will tell you whether they provide moderated chat services.

- Make it your business to know what your child is doing online and who your child's online friends are and put clear boundaries in place around your child's use of social media. It can be helpful to make agreements with other parents such that a supportive culture can be fostered among peers.

It is important that parents and carers ensure that their children are engaged in safe and responsible online behaviour. Some suggestions for parents to stay involved are:

- Keep the computer in a public place in the house. Periodically check on what your child is doing. Discuss the kinds of Internet activities your child enjoys.
- Be up front with your child that you will periodically investigate the files on the computer, the browser history files, and your child's public online activities.
- Search for your child's name online, look at his or her profiles and postings on teen community sites, review web pages or blogs.
- Tell your child that you may review his or her private communication activities if you have reason to believe you will find unsafe or irresponsible behaviour.
- Watch out for secretive behaviour as you approach the computer, such as rapidly switching screens, and for attempts to hide online behaviour, such as an empty history file.
- Tell your child that you may review his or her private communication activities if you have reason to believe you will find unsafe or irresponsible behaviour.

The School will hold regular information events about online safety, and updates will be provided by the School's Designated Teacher for Online Safety.

### **What can you do as a child?**

If you are being bullied in this way you should:

- Never reply to any unwelcome messages you receive online or text messages.
- Do not delete any messages and if necessary, take screen shots.
- Tell an adult straight away.
- Block the sender.
- Consider talking to the police if necessary.
- Talk to your tutor, Year Leader or an adult that you trust in school. School may not be able to deal with it as it has happened away from School but we can support in getting it sorted.

#### **Text/Video Messaging**

- You can turn off incoming messages for a couple of days.
- If bullying persists you can change your phone number (ask your mobile service provider).
- Do not reply to abusive or worrying text or video messages - your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.

#### **Email**

- Never reply to unpleasant or unwanted emails.
- Don't accept emails or open files from people you do not know.
- If the bullying is done via school email or websites, tell a teacher or parent, just as you would if the bullying was face to face.

#### **Chat Room & Instant Messaging**

- Never give out your name, address, phone number, school name or password online. It's a good idea to use a nickname. Do not give out photos of yourself either.
- Do not accept emails or files from people you do not know.
- Remember it might not just be people your own age in a chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents or carers if you feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what you write – don't leave yourself open to bullying.

### **The Investigation and Recording of Incidents**

The School will investigate all known incidents of bullying. This will usually be led by the class teacher in the Primary Phase or in the Secondary Phase, the tutor, Assistant Year Leader or Year Leader. Parents will be contacted and asked to support their child and their school in seeking a restoration.

Children and young people may be asked to participate in restorative work with the pupil support team. In the most serious of cases or in repeated incidents where restorative work has been undertaken, a suspension may be issued to the perpetrator as the School will not tolerate bullying. Where the School has concerns about an individual child, a referral to Children's services and other appropriate agencies will be made (eg Youth Offending Team, CAMHS).

All incidents will be recorded using the School's database: CPOMs. Governors will receive a half-termly update on incidents in school by phase (Primary Phase) and year group (Secondary Phase) and according to the type of incident that has occurred e.g. racist. Reports that after investigation appear to be unsubstantiated will remain on record such that the school can evaluate the educational provision for individuals, for groups of children and, for future reference should another incident arise. In all cases, parents/carers will be informed and involved during the process however, at the early stages of an investigation, adults in school will need to speak to individuals or groups of pupils to ascertain the facts of the situation before deciding on a course of action. Parents/carers will not be informed about this in advance unless the allegation is in relation to an event outside of school or online. The School reserves the right to take all necessary action to respond to a situation in line with KCSiE, DfE and Hampshire County Council guidance and, in loco parentis.

In cases where adults are victims of bullying, the same approach will apply with respect to investigation – which will be led by a senior colleague in school. The School Legal Team will be consulted in relation to any abusive or bullying behaviours experienced by employees of the school and action will be taken in line with their instruction and guidance. In all cases, parents/carers and employees reserve the right to contact the police regarding any incident that may constitute a malicious communication or, deliberate harm to another person. Any person wishing to raise a complaint against the School must follow the Complaints Policy (published on the website).

## **Attachments**

Malicious Communications Poster

# ARE YOU THE VICTIM OF MALICIOUS COMMUNICATION?

## A SELF-HELP GUIDE



Malicious communication relates to the sending of indecent, offensive or threatening letters, electronic communication or articles with the intent to cause the recipient distress or anxiety.

If you are a victim of malicious communication there are steps you can take to stop the behaviour of the other person. These are detailed below.



### OFFENDING BEHAVIOUR VIA ELECTRONIC & WRITTEN COMMUNICATION MAY INCLUDE BUT IS NOT LIMITED TO:

COMMUNICATION METHOD	+	THE CONTENT	=	A CRIME
		<ul style="list-style-type: none"> <li>• Content grossly offensive, vulgar, outrageous, shameful, shocking, abusive, insulting</li> <li>• That is indecent, degrading, humiliating, improper, especially in relation to sexual matters</li> <li>• That is of a threatening nature and the threat is believed to be real</li> <li>• That is sent using false information that is believed to be false by the sender</li> <li>• Sent to cause the person or anyone else distress or anxiety</li> </ul>		

### ADVICE

- Ask the offender to STOP and then do not communicate any further
- Do NOT delete correspondence - keep copies of conversations by saving emails or taking screenshots
- REPORT any threatening, offensive or indecent content to the host website/platform
- BLOCK or unfriend those making unwanted contact - refer to host website/platform or Get Safe Online link below for assistance
- Do NOT retaliate – arguments will only continue and make it hard to determine who is at fault
- Seek SUPPORT from agencies such as Victim Support or the Samaritans if you need to talk about the impact the situation is having on your life

### FURTHER SUPPORT

Victim Support: [www.victimsupport.org](http://www.victimsupport.org)  
 Samaritans: [www.samaritans.org](http://www.samaritans.org)  
 Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)