CHILD PROTECTION AND SAFEGUARDING – ANTI-BULLYING

Policy applies from EYFS to Sixth Form and to all Staff	
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Version	Date	Paragraph	Material change	Approval
09.22 v1	01.09.2022	N/a	No material changes.	Mr Luke Goodman and the Council of Governors

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Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies
Behaviour Policy – Infant and Junior School / Senior School
Child-on-Child Abuse
Child Protection and Safeguarding
Complaints
Disability Access
Enhanced Learning
Equity, Diversity and Inclusion
Information Communication Technology - acceptable use agreement for pupils
Online Safety
Pupil Code of Conduct – Infant and Junior School/Senior School

1. Aim and Objectives

Clifton High School's response does not start at the point at which a pupil has been bullied. There is a strategic approach in school to prevent the situation occurring in the first place.

The aim of the anti-bullying section is to make it clear to the whole school community that bullying is always unacceptable and is taken very seriously. Anyone reporting, in good faith, an incident of bullying will be protected and not accused of 'whistle-blowing'.

Clifton High School believes that every pupil and member of staff has a right to study or teach without discrimination or threat and to be able to fulfil their potential.

Child-on-child abuse is taken extremely seriously and this policy is to be read in conjunction with the Child-on-Child Abuse policy.

The School is mindful that Child Protection procedures should be adhered to for both the victim and the perpetrator. Where there is 'reasonable cause to suspect that a pupil is suffering, or likely to suffer significant harm' the concern or allegation of child-on-child abuse must be reported to the DSL immediately, who will then refer to Bristol MASH (First Response) to discuss the case. A factual record should be made of the concern or allegation, but no attempt at this stage should be made to investigate the circumstances. A copy of the discussions and

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outcomes will be kept in all pupils' files, using our online reporting system CPOMS. Additionally, if appropriate, the DSL will also refer pupils to an external safeguarding agency.

This policy has been drawn up with assistance from the guidance issued by the DfE (2017), Preventing and Tackling Bullying and Keeping Children Safe in Education (2023) and will be reviewed against subsequent changes or updates in guidance issued.

Every pupil has the right to be safe and happy in school, and to be protected from feeling vulnerable. Staff and volunteers also have the right to work in an environment free from bullying and to feel able to raise the matter with and seek support from the School.

The School's values of Empathy and Direction are promoted throughout Clifton High School to support and foster pupils' individual brilliance and our education promotes fundamental human values such as tolerance and respect for others.

To this end Clifton High School:
- is proactive in ensuring that all pupils are well informed via assemblies, circle time, tutor time, PSHE, Topic, Art, Drama, English, History and current affairs that bullying is unacceptable;
- actively supports National Anti-bullying Week where assemblies and other pupil centred activities are predominant;
- makes pupils aware that bullying is seen as serious disciplinary offence and strong sanctions such as internal exclusion or external suspension, may be necessary in cases of severe and persistent bullying;
- encourages discussion and celebration of differences between people and stressing the importance of avoiding prejudice-based language;
- works to prevent incidents of bullying by maintaining a disciplined atmosphere and remaining alert to the importance of friendships and the development of social and emotional competencies;
- ensures pupils are clear about the roles they can take in preventing bullying;
- celebrates success to reinforce a positive school environment;
- ensures staff are trained and kept updated so that they can identify signs of bullying;
- ensures staff are vigilant as bullying can occur before and after school, at break times, lunchtimes and as pupils travel between lessons and as they travel to and from school. Particular locations around the school are more likely to facilitate bullying including toilets and corridors. All staff and particularly those on duty are expected to monitor these areas frequently and carefully;
- investigates thoroughly all incidents of suspected bullying and treats them with equal seriousness whether reported by a parent, a member of staff or a pupil;

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- records all incidents of bullying and holds them centrally on CPOMS. They are regularly checked by the Safeguarding and Pastoral Teams – the Infant and Junior Lead, Head of Year, and Deputy Head (Pastoral) to see if any patterns emerge or can be identified;
- ensures all pupils who are concerned about, or have experienced incidents of bullying are encouraged to talk to a member of staff and are offered the opportunity to see the School Counsellor; and
- ensures a bullying incident will be treated as a child protection and safeguarding concern when there is reasonable cause to believe that a pupil is suffering or likely to suffer significant harm. The bullying issue will then be reported to the Police or Children's Social Care following the guidelines set out in the Child Protection and Safeguarding Policy.

2.   What is Bullying?

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

There are four key elements to this definition:
- hurtful;
- repetition;
- power imbalance; and
- intentional.

Bullying behaviour can be:
- **physical** – pushing, poking, kicking, hitting, biting, pinching, etc.;
- **verbal** – name calling, sarcasm, spreading rumors, threats, teasing, belittling;
- **emotional** – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion;
- **sexual** – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films, etc.;
- **online/cyber** – posting on social media, sharing photos, sending nasty text messages, social exclusion; and/or
- **indirect** – Can include the exploitation of individuals.

Bullying can also be related to several specific features or protected characteristics:
- **Bullying related to race, religion or culture** – recent political and social issues appear to be a factor in bullying and harassment. There is research to support the suggestion that where black and minority ethnic (BME) children experience bullying, it is more likely to be severe bullying. Children and young people of different faiths and travellers' children can also experience bullying.

- **Bullying related to Special Educational Needs and Disabilities (SEND)** – research shows that children and young people with SEND are more at risk than other children. Clifton High School actively promotes equal opportunities for all those with special educational needs as well as disabilities and seeks to eliminate all related harassment.
- **Bullying related to gender and gender identity** – research shows instances of children and young people being bullied because simply because they are a girl/boy and particularly where there is a large gender imbalance. This often takes the form of harassment of a sexual nature. The same applies to transgender pupils.
- **Bullying related to sexual orientation** – evidence of homophobic bullying suggests that pupils who are gay or lesbian (or perceived to be) face a higher risk of victimisation than other children. Homophobic bullying is perhaps the form of bullying least likely to be self-reported, since disclosure carries risk not associated with other forms of bullying. The pupil may not want to report bullying if it means 'coming out' to teachers and parents before they are ready to do so.
- **Bullying because a child is fostered, adopted or a carer** – evidence suggests that pupils who are fostered, adopted or are carers face a higher risk of being bullied.
- **Cyber-bullying** is a method of bullying rather than a type. It includes bullying via text message, instant-messenger services and social network sites, email and images or videos posted on the Internet or spread via mobile phones. Technology can be used to bully for any reasons including race, religion, sexuality and disability. *For more information please refer to the Online Safety Policy.*

3.   Roles
Role of Staff and Volunteers
Everyone in the Clifton High School community takes all forms of bullying seriously and will intervene to prevent incidents from taking place. Refer to Anti-bullying procedure below.

Role of Clifton High School Senior Leadership Team and the Council of Governors
- To develop school policies that are in line with current regulations.
- To promote a school climate where bullying and violence are not tolerated and cannot flourish.
- To ensure a review of all school policies every year and, as a result, the policy and procedures are updated as necessary.
- To provide curriculum opportunities to address bullying.
- To ensure pupil support systems are in place to prevent and respond to bullying.
- To address school site issues and promote a safe educational setting including safe play areas.
- To have a filtering and monitoring system and policy in place to help detect signs of cyberbullying.
- To be responsible for preventing and responding to bullying.

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- To be aware of the importance of modelling positive relationships.
- To work in partnership with parents, other schools and with children's services and community partners to promote safe communities.

Role of parents

- The School is highly proactive in communicating with parents. Parents are clear that the school does not tolerate bullying and will follow the anti-bullying policy.
- Parents have a responsibility to support the School's policies and to actively encourage their child to be a positive member of the school.
- Parents are encouraged to express and share any concerns about bullying and the school holds evenings where parents have an opportunity to discuss their concerns.
- They are aware of procedures to use if they are concerned their child is being bullied or does not feel safe to learn, including the school's complaints procedure.
- They have confidence that the school will take any complaint about bullying seriously and investigate/resolve as necessary, and that the school systems will deal with the bullying in a way that protects their child.

4.   Signs and Symptoms

A pupil may indicate that they are being bullied if they:

- are frightened of walking to or from school;
- do not want to go on the school/public bus;
- change their usual routine;
- are unwilling to come to school (school phobic);
- begin to truant;
- become withdrawn anxious, or lacking in confidence;
- become isolated from other children during the school day;
- start stammering;
- attempts or threatens suicide or runs away;
- feel ill in the morning;
- begin to do poorly in school work;
- have possessions which are damaged or "go missing";
- start stealing money;
- have monies continually "lost";
- have unexplained cuts or bruises;
- become aggressive, disruptive or unreasonable;
- are bullying other children or siblings;
- stop eating;
- are frightened to say what's wrong;
- give improbable excuses for any of the above;
- are afraid to use the internet or mobile phone; or

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- are nervous when a cyber-message is received.

These signs and behaviours could indicate other problems and this list is not exhaustive, but bullying should be considered a possibility and should be investigated.

5.   Approaches to tackling bullying

At Clifton High School since the bullying situation can be multi-layered and complex, a variety of approaches to solve the problem (including short-term strategies) may be adopted to help the pupils involved.

Pupil being bullied
Helping them to:
- be confident in the School's ability to deal with the bullying;
- take steps to help them feel safe again;
- rebuild confidence and resilience; and
- utilise and build up stronger friendship bonds and wider support networks.

Pupil acting as a bully
Helping them to:
- realise that their behaviour is having a harmful and hurtful effect on another, also the potential consequences of their behaviour to themselves;
- acknowledge that they themselves have a problem;
- overcome their problem by talking through situations which have led them to behave in this way with others;
- know that sanctions hold them to account for their behaviour and help them to face up to the harm they have caused;
- learn to behave in ways that do not cause harm in future because they have developed their emotional skills and knowledge; and
- learn how they can take steps to repair the harm they have caused.

6.   Anti-bullying Procedure

At Clifton High School, we always treat bullying very seriously. It conflicts sharply with the School's values of Empathy and Love, and potentially with its policy on equal opportunities for pupils and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly and taken seriously. The School will never dismiss or downplay bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in accordance with this policy. Staff will reassure any victim(s) that they are being taken seriously and that they will be supported and kept safe.

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The School understands that bullying can be so serious that it may cause physical, emotional, and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour Policy. Whilst bullying itself is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, sexting, the sharing of nudes/semi-nudes (in certain circumstances), up-skirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect.

The School recognises that children with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to child-on-child group isolation or bullying (including prejudice-based bullying) than other children. The School also recognises that certain children may face additional barriers to reporting an incident because of their vulnerability, disability, sex, ethnicity and/or sexual orientation.

Pupils who are victims of bullying will always be supported and will be reassured that they will be kept safe. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving and offered support for their own circumstances, where appropriate.

Bullying which occurs on School trips, online, or outside of the School's premises will not be tolerated any more than bullying on School premises. Teachers will, where appropriate, discipline pupils for misbehaviour online, outside School premises and outside School hours.

Any member of the Clifton High School community who has witnessed or has been informed of an incident of bullying should alert the following:

| Class Teacher or Form Tutor |
| Infant/Junior Leader & Heads of Year |
| Senior Leadership Team |
| Head of School |

The class teacher or form tutor will normally deal with incidents in the first instance. The relevant member of staff dealing with the incident will consult parents as necessary. Parents should always be informed of a bullying situation, which is causing on going concern to a pupil

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unless there is a good, valid reason for not doing so and if their child is the one accused of being the bully in this type of situation.

All records will be kept and maintained on CPOMS – Clifton High School Staff maintain records of the welfare and development of individual pupils, in addition, every complaint or report of bullying must be recorded on CPOMS. The Safeguarding Team monitor these records to enable patterns to be identified, both in relation to individual pupils and across the school as a whole, so that any necessary interventions can be made and to evaluate the effectiveness of the School's approach.

Steps in dealing with an incident:
- o **listen** very carefully to the pupil who feels bullied;
- o **find out the facts** and how the pupil is affected by what is happening;
- o **record the facts** including date, time of incidents and witnesses in a written account;
- o **who to tell** discuss with relevant parties as indicated above - decide who needs to know including parents of both parties.

Allow the pupil to decide how they want to proceed in the matter
- The pupil being bullied may decide that talking to the class teacher, tutor or peer supporter and gaining a feeling of support is enough and no further action is taken or needed at that time.
- The pupil being bullied may decide that they want staff to take the matter further. Sometimes staff will feel that it is in the pupil's best interests for the incident to be taken further. This will involve collecting information from a range of people so that the wider picture is understood. Different approaches may be used. It may be that the situation is best dealt with as a disciplinary issue with the bully being confronted and questioned. *Refer to the Behaviour Policy – Infant and Junior School / Senior School.*
- An alternative approach is to call together a group of pupils, which include the bully/bullies and members of the peer group who have the respect of others. This group will discuss how the bullying behaviour causes distress, explore ways of improving the situation and making the pupil being bullied feel happier and ultimately be sure that the bullying behaviour stops.
- In cases which involve physical harm or serious mental pain then the pupil will need protecting and the decisions about action passed to all relevant staff and parents.
- Bullying is not necessarily a disciplinary issue. If a pupil who is found to be acting as a bully acknowledges the distress caused by their actions and accepts responsibility for setting the matter right, then no disciplinary action is needed. If this is not the case then the matter is dealt with using an appropriate sanction. *Refer to the Behaviour Policy – Infant and Junior School / Senior School.*
- Whether a disciplinary line or a pastoral supportive line is appropriate, bullying is always serious and should be dealt with promptly. Strong sanctions, such as exclusion, may be

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necessary in cases of severe and persistent bullying. The Head of School should be kept aware although any intervention may not be appropriate at an early stage.
- It may be helpful for the bullied person or bully to see the School Counsellor, to discuss any underlying problems or difficulties further.
- When the problem has been resolved then staff should check after a suitable interval that it has not re-occurred.

7.   Further points
- Clifton High School regularly evaluates and updates the bullying procedure to take account of advancements in technology.
- Bullying is an issue, which attracts considerable focus. Helping pupils, parents and staff to develop a balanced view of a situation is crucial.
- Action will be taken for any bullying incidents that occur outside of the Clifton High School day as appropriate.
- Annually, Clifton High School recognises and celebrates The Anti-Bullying Alliance Anti-Bullying week.

8.   Cyberbullying
Cyberbullying can be defined as "*the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others*" (Belsey, http://www.cyberbullying.org/). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend themself. The School acknowledges that cyberbullying may take place inside School, outside of School and at any time of the day.

Cyberbullying could involve communications by various electronic media, including for example:
- texts, instant messages or calls on mobile phones;
- the use of mobile phone camera images to cause distress, fear, or humiliation;
- posting threatening, abusive, sexual, discriminatory, offensive, or humiliating material or comments on websites (including blogs, personal websites, and social networking sites such as TikTok, Snapchat, Facebook, Instagram, Twitter or YouTube);
- using e-mail to message others in a threatening or abusive manner; or
- Hijacking / cloning e-mail accounts.

Clifton High School acknowledges that cyberbullying may take many different forms including: cyberstalking, exclusion or rejection, impersonation, unauthorised publication of private information or images, encouraging derogatory comments on online platforms, sharing nudes/semi-nudes, upskirting, and sexting.

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The School has a role to play in teaching pupils about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform, or app. In taking this forward, the School has regard to the DfE's non-statutory guidance on *Teaching online safety in school* (June 2019).

Prevention of cyberbullying

For the prevention of cyberbullying, in addition to the measures described above, the School:
- expects all pupils to adhere to its Online Safety Policy. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use;
- may impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with the Behaviour Management Policy;
- issues all pupils with their own personal School email address
- offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking and sharing their personal data;
- ensures its pupils are aware of the various forms in which cyberbullying can take place, that it can have severe and distressing consequences, and that participation in cyberbullying will not be tolerated;
- offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure;
- does not allow the use of mobile phones in classrooms, public areas of the School, or where they may cause annoyance, humiliation, or distress to others; and
- does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas.

Procedures for dealing with cyberbullying

The School will follow the procedures set out in this policy and in the Child Protection and Safeguarding Policy where relevant for incidents of cyberbullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating pupil conduct and protecting the reputation of the School, and the welfare of its pupils.

Although cyberbullying is not a specific criminal offence, there are however criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, upskirting, sharing nudes/semi-nudes, and sexting. Where the School considers that a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

Electronic devices

In response to an allegation of cyberbullying, certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Deputy Head (Pastoral). Staff do not require the consent of the pupil, or their parents to undertake a search,

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provided they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item, or an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, and provided they have the Deputy Head's prior consent to undertake a search. The search will be conducted in accordance with the procedure set out in the Behaviour Policy.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyberbullying. Parental consent to search through electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted, and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate(to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour Policy and the Pupil Code of Conduct. The School may then take steps to punish the student in accordance with the Behaviour Policy where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Child Protection and Safeguarding Policy.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search

9.   EYFS Children
The School's youngest children are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. The School expects them to be honest, helpful, and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. *Refer to Behaviour Policy Infant and Juniors.*

10.   Complaints Procedure

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Parents and pupils are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly.

11.   Monitoring and Review

The School will record all incidents of reported bullying in accordance with this policy. The Deputy Head (Pastoral) will review all incidents of reported bullying to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. Records of bullying incidents will also be used to evaluate the effectiveness of the School's anti-bullying procedures, and to highlight any necessary amendments.

This policy is reviewed and updated at least annually, by the Deputy Head (Pastoral) .

12.   Useful Websites and documents include:

- Education and Inspection Act 2006 Section 89
- The Equality Act 2010
- Preventing and Tackling Bullying (July 2017) - Preventing and tackling bullying (publishing.service.gov.uk)
- Cyberbullying: Advice for head teachers and school staff (2014) - Cyber bullying: advice for headteachers and school staff (publishing.service.gov.uk)
- Anti-bullying Alliance (ABA) - www.anti-bullyingalliance.org.uk
- Kidscape - www.kidscape.org.uk
- NSPCC - https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/
- Young Minds - www.youngminds.org.uk
- Family Lives - www.familylives.org.uk
- Childline - www.childline.org.uk
- The Diana Award - https://diana-award.org.uk/anti-bullying/

This Anti-bullying Policy has also been prepared with due regard to DCSF (2007) Safe to Learn: Embedding anti-bullying work in schools, DCSF (2000) Bullying: Don't Suffer in Silence and DSCF (2004) Every Child Matters: Change for Children.

It has been reviewed in accordance with the statutory guidance set out in KC.

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