



## **Our Mission Statement – the reason our College exists**

### **“Learning & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

## **Our Vision Statement – the long-term change resulting from our work**

### ***‘Encouraging Big Ideas’***

*Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.*

## ANTI-BULLYING POLICY

**This policy has been written for all three sections of the School**

|   |                                      |
|---|--------------------------------------|
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| <b>Date:</b> September 2024                 | <b>Next Review:</b> September 2025   |

**This policy is reviewed annually by the Governing body,**

**Signed..... (Chair of Governors)**

**Signed ..... (Governor responsible for Safeguarding and Child Protection)**

**Signed ..... (Deputy Head Pastoral)**

**The Deputy Head Pastoral is responsible for implementing the anti-bullying policy.**

### **1. Introduction**

In *Maxims of Christian Perfection*, our founder, Blessed Antonio Rosmini, states that “*All...are called to perfection, no matter what their state or condition may be... The perfection of the Gospel consists in the fulfilment of the two commandments of love, of God and of neighbour.*” Therefore, it is the expectation of all members of the Ratcliffe College community that they do not bully and that they speak out when bullying does occur for in so doing they live out our Mission that *Love is the Fulfilment of the Law*.

We are committed to providing a caring, friendly, and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We have a zero-tolerance for bullying of any kind is unacceptable at Ratcliffe College. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

Bullying behaviour is always unacceptable and will not be dismissed as being normal or as "banter" or simply "part of growing up". Bullying behaviour will not be tolerated at Ratcliffe College because:

- it is contrary to the *Maxims of Christian Perfection* and therefore all our aims and values, our internal culture and the reputation of the College;
- it is harmful to the person who is bullied, and to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage; and
- it interferes with a student's unconditional right to enjoy their learning and leisure time free from intimidation and the risk of harm.

This policy has been drawn up having regard to the following guidance and advice:

- Preventing and tackling bullying: Advice for headteachers, staff and governing bodies (DfE, July 2017);

- Cyberbullying: advice for headteachers and school staff (DfE, November 2014);
- Advice and guidance: How can we stop prejudice-based bullying in schools (Equality and Human Rights Commission);
- Working together to safeguard children (DfE, December 2023);
- Keeping children safe in education (DfE, September 2023);
- The Prevent Duty (DfE, September 2023)
- Searching, screening and confiscation: advice for schools (DfE, July 2022).

## 2. Scope

This policy applies to the whole College irrespective of their age and applies at all times when the student is:

- in or at College during school hours and during before-school or after-school activities;
- a boarder, as unlike a day-student, boarders who are being bullied offline may not be able escape their bullies as they are not going home as often;
- representing the College;
- travelling to or from College;
- on College-organised trips;
- associated with the College at any time;
- in the care of the College or not, at the time when the College becomes aware of an incident of bullying behaviour.

This policy also applies to students at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or well-being of a member of the College community or a member of the public;
- have repercussions for the orderly running of the College;
- bring the College into disrepute.

At Ratcliffe College, **all staff** have responsibility for tackling bullying when it is identified, and all staff have responsibility for supporting and reassuring a student if they report bullying.

The **Deputy Head Pastoral** is responsible for implementing the anti-bullying policy in the Senior School. In the Preparatory School, this responsibility is held by the **Deputy Head of the Preparatory School**. In so doing, they will be supported by the **Senior Leadership Team** and **Senior Management Team** of both schools, particular the **Director of Safeguarding**, as well as pastoral leaders such as **Heads of Year**, the **Senior Housemaster and Senior Housemistress** and the **Student Wellbeing Coordinator**. The **PSHCE Coordinator**, the **Christian Living Subject Leader**, **Class Teachers** in the Preparatory School and **Form Tutors** in the Senior School have particular responsibility for ensuring that students are made aware of this policy in an age-appropriate manner.

The **Headmaster** and, in the Preparatory School, the **Headteacher of the Preparatory School** are responsible for overseeing the implementation of this Policy.

This policy is reviewed annually by the Governing body, particularly the **Chair of Governors** and the **Governor responsible for Safeguarding and Child Protection**. They are responsible for ensuring that Ratcliffe College complies with all legislation relevant to the Ratcliffe College

Community, and that this Policy and its related procedures are implemented with due consideration of all available data to consider bullying issues and to ensure that adjustments to policies and practices are made where necessary.

**All parents/careers and visitors** are responsible for not engaging in any behaviour that constitutes bullying, and for recognising that Ratcliffe College's Catholic Rosminian charism is incompatible with bullying.

Finally, **all students** should embody our value and refrain from engaging in behaviour that constitutes bullying. They should report bullying behaviour and prejudice-related behaviour, either in person or through the anonymous reporting app, Whisper. They should understand, value and celebrate the diversity of Ratcliffe College, ensuring that it is an inclusive community by rejective stereotypes and prejudice.

### **3. Intention of the Policy**

We recognise the guidance from *Working Together to Safeguard Children* (2023, p 11) that "A child-centred approach is fundamental to safeguarding and promoting the welfare of every child." As such, the principal aims of this policy are to define bullying behaviour, to protect and safeguard all students at Ratcliffe College from bullying behaviour, and to explain how the College will identify and respond to bullying behaviour should it happen.

This policy will help the Ratcliffe community ensure this school has a zero-tolerance approach to bullying, and ensure that the school provides an environment where every member of that community has the unconditional right:

- To be valued and respected;
- To feel safe and be healthy;
- To be able to enjoy their time at school and reach their full potential;
- Everyone has the right and responsibility to respect themselves and others by not bullying, and to stand up to bullies, whether they are the victim or they are supporting someone else being bullied.

To ensure that all our students have a safe and secure learning environment, Ratcliffe College will always work towards preventing acts of bullying, harassment, aggression and violence as being unacceptable and opposed to the Gospel principles and the Rosminian charism upon which the school is based.

It is also clear that bullying can result in physical, psychological and emotional damage and, as such, is taken very seriously at Ratcliffe College. If such a case arises, the staff will follow the anti-bullying guidelines laid out in this policy. This will enable staff to:

- Identify children displaying unacceptable behaviour and know how to support them so that they can participate in the school community effectively and positively
- Keep all other children safe, happy and confident.

In line with Keeping Children Safe in Education, staff will always be mindful of the fact that bullying could be seen as a safeguarding issue.

#### 4. Defining Bullying Behaviour

***Bullying is deliberate and targeted behaviour, repeated over time, which hurts and causes distress or other physical/psychological damage by taking unfair advantage of another person in some way, making them feel uncomfortable or threatened.***

Bullying behaviour may be:

- physical - hitting, kicking, pushing people around, spitting;
- verbal - name-calling, taunting, teasing, insulting, or demanding money or possessions;
- psychological – intimidating behaviour, isolating or excluding a person from a group, spreading rumours or writing unkind notes, graffiti, phone texts or e-mails, commenting on appearance or manner, hiding possessions;

Bullying can be experienced as:

- low level disruptive behaviour - tiresome "banter" and "horseplay" that takes place over a pro-longed period of time. Ratcliffe College will never accept "banter" as an excuse for bullying;
- cyberbullying – this is using the Internet, mobile phones, social networking sites, etc to deliberately upset someone else or to establish a controlling relationship over someone else. An incidence of cyberbullying will be dealt with in accordance with the procedures in this policy. The College's separate Acceptable Use Policy provides guidance for students about cyberbullying and online safety. Examples of cyberbullying include:
  - Flaming and/or Trolling: Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
  - Denigration: Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
  - Exclusion: Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
  - Outing: Sharing secrets about someone online including private information, pictures, and videos.
  - Trickery: Tricking someone into revealing personal information then sharing it with others.
  - Impersonation: Pretending to be someone else when sending or posting mean or false messages online.
  - Harassment: Repeatedly sending malicious messages to someone online.
  - Cyber-stalking: Continuously harassing and denigration including threats of physical harm.
- harmful sexual behaviours – including sexual harassment and sexual violence.
  - Sexual harassment is unwanted conduct of a sexual nature that can occur online and offline. Incidences of sexual harassment will be investigated to ensure they are not part of a wider pattern of sexual harassment and/or sexual violence. Sexual harassment can include but is not limited to:
    - Verbal or written behaviour such as sexual jokes or taunting, or talking about or to another person in a sexually inappropriate way;
    - physical behaviour such as deliberately brushing against someone, interfering with their clothes, displaying pictures, photos or drawings of a sexual nature;

- online sexual harassment which may include: upskirting, non-consensual sharing of sexual images and videos (sexting); inappropriate sexual comments on social media; exploitation; coercion and threats.
- Sexual violence is any examples of sexual offences under the Sexual Offences Act 2003, specifically rape, assault by penetration and sexual assault.
- Sexualised behaviour, such as pretending to make sexualised advances or being sexually suggestive.

## **5. Prejudice-Related Incidents**

At Ratcliffe College, we are proud to be a diverse community. Thus, we are mindful of the protected characteristics under the Equality Act 2010. We recognise the Stephen Lawrence Enquiry's definition of a racist incident outlines that a prejudice-related incident is defined as any incident which is perceived to be prejudice-related by the victim or any other person. Therefore, it is important to be aware that bullying behaviour may also be:

- Age-based - related to a person's age, which may also relate to a power imbalance, a notion of hierarchy, or encouraging a student to act in a way that is age inappropriate;
- Prejudice-based – motivated by prejudice based on an individual's actual or perceived identity; it can be based on characteristics unique to a child or young person's identity or circumstance;
- sexist - related to a person's sex, gender identify or gender reassignment;
- racist, or relating to someone's religion, belief or culture;
- related to a person's sexual orientation, for example homophobia or biphobia;
- related to a person's relationship status, such as if they are married or in a civil partnership. In the context of the College, this may relate to two students who are in an exclusive relationship with one another;
- related to pregnancy or maternity;
- initiation type violence/hazing;
- related to a person's home circumstances (such as when a child is adopted or in need);
- related to a person's physical or mental health disability or vulnerability, including special educational needs, learning difficulty, health or their physical appearance;
- taking advantage of an imbalance of power or seeking to control someone.

Prejudice-related incidents do not have to meet the thresholds of being intentional or repetitive. If the incident does not constitute bullying, it must still be recorded on CPOMS so that it can be thoroughly investigated and necessary actions taken.

The College will provide and sustain a safe working environment in which everyone is treated fairly and with respect. Those working or dealing with Ratcliffe College must not encounter discrimination, harassment, intimidation, or victimisation on the basis of gender, race, sexual orientation, gender reassignment, religion or belief, age, or disability. Where school staff are victims of bullying by pupils, parents, or other staff, they are supported through the Workplace Discrimination, Bullying and Harassment Policy.

## **6. The Signs of Bullying**

The type of behaviour that might be an indication of bullying includes:

- a reluctance to go to school;
- unexplained tummy upsets or headaches;
- showing signs of distress on a Sunday night or at the end of school holidays;
- becoming either quiet or withdrawn, or playing up;
- torn clothes and missing belongings;
- seeming upset after using their phone, tablets, computers etc;
- being over-protective of their phone, tablets, computers etc.
- an unexplained change of habit, such as asking to be dropped off or picked up from school in a different location;
- wanting to leave for school much earlier than necessary or returning home late.

## **7. Intention**

For Ratcliffe College staff, it is everyone's responsibility to ensure, whatever the circumstances, that no one becomes a victim of bullying behaviour. A person may be vulnerable to bullying behaviour because of their age, physical appearance, nationality, colour, sex, sexual orientation, gender reassignment, religion or belief, culture, or disability, or because they are new in the College, appear to be socially uncertain or if they have no friends. They may also become a target because of an irrational decision by a bully.

Some reasons why children might bully someone include:

- They think it is fun, or that it makes them popular or cool;
- They feel more powerful or important, or they want to get their own way all the time;
- They feel insecure or lack confidence or are trying to fit in with a group;
- They are fearful of other children's differences;
- They are jealous of another child;
- They themselves are unhappy;
- They are copying what they have seen others do before, or what has been done to them.

It is important to remember that not all bullying behaviour 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 behaviour fall within the scope of the definition of child-on-child abuse and are equally unacceptable but may not be malicious and can often be corrected quickly with advice and without disciplinary sanctions. This will be done following the Positive Behaviour and Relationships Policy (Senior School) and the Behaviour, Rewards and Sanctions Policy (Preparatory School).

If left unchallenged or dismissed, low-level disruption can have a wearing, and significant, impact on targeted individuals exposed to such behaviour.

## **8. What isn't Considered to be Bullying?**

Young people of school age experience heightened emotions and friendship difficulties. This is a normal part of growing-up and, whilst challenging for children, parents, and other adults, should be supported pastorally and by positive intervention from parents, teachers, and other adults. Therefore, the College does not generally consider changes in friendship groups or one child not liking another child to be bullying. One-off verbal abuse of a student by another student is not bullying. This is unkindness and can be dealt with according to the Positive

Behaviour and Relationships Policy, with consideration given to the Safeguarding and Child Protection Policy. One-off hitting of a student by another student is not bullying: it is assault or similar.

The College is also a place in which it should be safe to make mistakes, supported in correction through the Positive Behaviour and Relationships (Senior School) and the Behaviour, Rewards and Sanctions (Preparatory School) policies. Therefore, isolated arguments between students or isolated acts of unkindness, meanness, or an isolated expression of unpleasant thoughts or feelings regarding others are not generally considered to be bullying. These actions may still require responses akin to a bullying incident, however.

## **9. Bullying Incidents that occur away from the College Premises**

In line with Department for Education guidance (*Preventing and tackling bullying*, July 2017), College staff members have the power to discipline pupils for misbehaving outside the school premises. Sections 90 and 91 of the Education and Inspections Act 2006 say that a school's disciplinary powers can be used to address pupils' conduct when they are not on school premises and are not under the lawful control or charge of a member of school staff, but only if it would be reasonable for the school to regulate pupils' behaviour in those circumstances. This may include bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

Where bullying outside school is reported to school staff, it should be investigated and acted on. The Headmaster should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

While College staff members have the power to discipline pupils for bullying that occurs outside school, they can only impose the disciplinary sanction and implement that sanction on the school premises or when the pupil is under the lawful control of school staff, for instance on a school trip.

## **10. Legality**

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. Bullying behaviour may also be regarded as threatening behaviour or harassment which can be either a criminal offence or a civil wrong. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message or e-mail) to another person with the intent to cause distress or anxiety. If the College considers that a criminal offence may have been committed, they will seek advice and/or assistance from the police in line with the Promoting Positive Behaviour and Relationships (Senior School) policy and Behaviour, Rewards and Sanctions policy (Preparatory School).

This policy is written with regard to the Revised Prevent Duty Guidance for England and Wales. As such, College staff are aware of the risk posed to pupils of radicalisation and that all teachers have a statutory duty to report any concerns of this nature to the Police and the Local Authority.

The Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been confiscated by a member of staff who has been formally authorised by the Headmaster, that a staff member may examine data or files, and delete these, where there is good reason to do so. Parental consent is not required to search a pupil's phone, if there are sufficient grounds to do so.

If an electronic device that is prohibited by the school rules has been confiscated and the member of staff has reasonable ground to suspect that it contains evidence in relation to an offence, they must pass the device to the Deputy Head Pastoral, Deputy Head of the Preparatory School or the Director of Safeguarding, who will give the device to the police as soon as it is reasonably practicable. Only a member of the Senior Leadership Team would be required to view or delete files if they do not suspect it contains evidence in relation to an offence.

Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police. A member of staff would never be expected to view any device if there was suspicion that it contained a pornographic image of a child. The Senior Leadership Team can decide whether it is appropriate to delete or retain the material as evidence of a breach of school discipline.

## **11.Safeguarding**

Some behaviour by a student towards another may be of such a nature that safeguarding concerns are raised. Such behaviour may include bullying (including cyberbullying), causing physical harm, initiation/hazing type violence and rituals, sexting or any form of sexual harassment or violence.

The College's policy and procedures with regard to child-on-child abuse are set out in the College's Safeguarding and Child Protection Policy. Concerns about a student's welfare because they are the victim or perpetrator of bullying behaviour must be reported in accordance with the Safeguarding and Child Protection Policy and appropriate action taken, taking into account the Local Safeguarding Children Partnership's threshold arrangements.

A bullying incident will be treated as a child protection concern when there is reasonable cause to believe that a child (whether victim or perpetrator) has suffered, is suffering or is likely to suffer significant harm.

## **12.Inclusion – the Involvement of Students**

The student Anti-Bullying Committee meets regularly and prepares for key events such as Anti-Bullying Week and presentations to assemblies. The committee also periodically reviews the Student Anti-Bullying Statement.

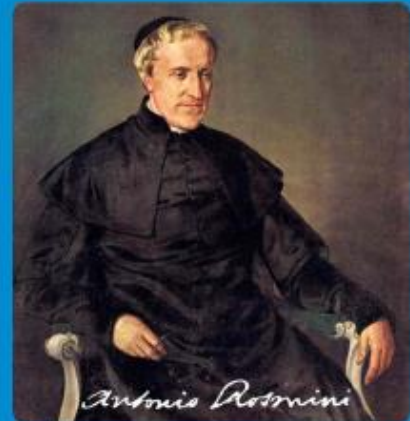


# STUDENT ANTI-BULLYING STATEMENT

By the Anti-Bullying Committee

*"All are called to perfection, no matter what their state or condition may be. Perfection is the fulfilment of the two commandments of love – love God and love your neighbour."*

Blessed Antonio Rosmini



- We are proud that Ratcliffe College is a Catholic Rosminian school.
- Therefore, our school has a zero tolerance towards bullying.
- We stand in solidarity against bullying.
- We talk and learn about anti-bullying during PSHE lessons, assemblies, Celebration of the Word and tutor time.



## Bullying is...

- Repetitive and deliberate hurting of others;
- Any form of physical or emotional behaviour which takes advantage of others, makes them feel uncomfortable or threatened;
- In person or online, which is known as cyber-bullying.



## Signs that someone is being bullied are...

- Damage or loss to possessions;
- Visible physical harm;
- Reluctant to go to school;
- Appearing generally unhappy.



## If I am being bullied or I know someone is, what can I do?

- Tell a friend who will pass the information on to a trusted adult;
- Tell a Student Listener who will pass the information on to an adult;
- Tell your trusted adult;
- Tell your family;
- Keep screenshots or any other evidence;
- Use Whisper, the anonymous reporting app on RM Unify and the School Website;
- Telephone ChildLine 0800 1111 or call the National Bullying Helpline (Monday to Friday 9am to 5am) on 0300 323 0169.



## But bullying may also include:

- Threats of violence, both verbal and non-verbal;
- Actual violence;
- Ignoring/ shunning others or deliberately trying to turn friends against one another by spreading false rumours;
- Excluding other people;
- Teasing, ridiculing, mimicking, sarcasm, name calling;
- Interfering with property or deliberately damaging another's possessions or work;
- Racially or sexually offensive remarks and/or behaviour;
- Offensive remarks about a physical disability or someone's learning needs;
- Intimidation or demanding money, material goods and/or favours through force.



## What happens to bullies?

Incidents of bullying when reported are always taken seriously and are treated as confidentially as possible.

- Perpetrators of bullying will receive a sanction, and their parents are informed;
- Every case of bullying is different. Your experience will always be listened to. Sometimes the right course of action is for a student to be given a Saturday Detention, other times the right course of action is for them to have a conversation with their Head of Year and take action to make things right;
- Victims of bullying are reassured and supported when they come forward.
- Perpetrators of bullying are helped by the teachers to understand what they have done wrong so they can try and change their behaviour in the future.



### **13. How should a student report bullying?**

#### **What can you do if you are being bullied in school or outside school?**

- Read the Student Anti-Bullying Statement and tell yourself that you do not deserve to be bullied and that it is wrong.
- Try not to show that you are upset; try to look and sound confident.
- Try to ignore the perpetrator; remember that they want a reaction and try not to give one.
- Stay with a group of friends/people. There is safety in numbers.
- Inform your tutor or any other member of staff immediately. You will be listened to and taken seriously. The College will deal with the perpetrators in a way which will end the bullying and not make matters worse for you.
- You can report bullying anonymously through Whisper, available on the Student RM Unify portal, advertised around the College, and available on the Safeguarding page of the College website.
- Consider consulting external support, such as the Anti-Bullying Alliance, Childline, the NSPCC, the Children's Commissioner for England and Wales, and Young Minds.
- Call the National Bullying Helpline (Monday to Friday 9am to 5am) on 0300 323 0169.

#### **What can you do if you know someone is being bullied in school or outside school?**

- Don't stand and watch, seek help. Tell an adult immediately. Don't be a bystander. Teachers have ways of dealing with bullying without getting you into trouble.
- If a friend tells you that they are being bullied, try to persuade them to tell a teacher themselves. If this does not happen, you should tell a teacher yourself.
- Do not condone or pretend to condone bullying. Show that you and your friends disapprove.
- Be sympathetic and supportive to someone who may be being bullied. Offer to hang out with them and invite them to have breaktime or lunchtime with you.
- Be careful about teasing people or making personal remarks; if what you are about to say may be hurtful, do not say it.
- You can report bullying anonymously through Whisper, available on the Student RM Unify portal, advertised around the College, and available on the Safeguarding page of the College website.
- Get advice from external support, such as the Anti-Bullying Alliance, Childline, the NSPCC, the Children's Commissioner for England and Wales, and Young Minds.
- Call the National Bullying Helpline (Monday to Friday 9am to 5am) on 0300 323 0169.

### **14. How should a parent/guardian support their child if they have been bullied?**

- Watch for signs of distress in your child. For example, they may not wish to attend school, feel ill regularly, or not complete work to a normal standard.
- Talk to your child, explain to them what bullying is and what it makes people feel like. Ask your child if anything like this is happening to them and what it makes them feel like.
- If your child discloses that they are being bullied speak calmly and reassuringly to them and discuss what steps should be taken going forward.
- Ask your child what they have already tried to do to stop it.

- Bear in mind many children do not tell their parents because they are frightened that they will approach the school about the matter, make a fuss and make things worse, so it is a good idea to ask your child what they think could be done to stop the bullying.
- Keep making notes of what your child says, particularly names, dates, what happened and where it happened.
- Keep reminding your child that they have done the right thing by talking to you.
- Discourage your child from hitting back as this will only exacerbate the issue.
- Encourage your child to talk to his/her tutor and/or Head of Year about any worries.
- There are some additional steps your child can take if they are experiencing cyberbullying:
  - Keep evidence of the bullying by saving content.
  - Block abusive users.
  - Regularly change your password and never share your password with others.
  - Follow the procedures for reporting abusive content on social networks.
- Outline how you are going to respond to the bullying behaviour, and agree how this will be communicated to your child's Class Teacher, Tutor, Housemaster, Housemistress or Head of Year.
- Consider consulting external support, such as the Anti-Bullying Alliance, Childline, the NSPCC, the Children's Commissioner for England and Wales, and Young Minds.
- Call the National Bullying Helpline (Monday to Friday 9am to 5am) on 0300 323 0169.

#### **15. How should a parent/guardian report bullying?**

- If you feel your child may be a target of bullying behaviour from another student, inform the College without delay. Your first point of contact should be your child's Class Teacher, Tutor, Housemaster, Housemistress or Head of Year by telephone via the main School office (01509 817000) or via e-mail, with as many details as you can. Your complaint will be taken seriously, and appropriate action will be taken. If you know the member of staff, you wish to e-mail simply type their first initial and their surname followed by @ratcliffecollege.com
- If you feel your child may be a target of bullying behaviour from a member of staff, you should contact the Headmaster.
- You can report bullying through the Safeguarding Report Form, available on the Safeguarding page of the College website.
- You can report bullying anonymously through Whisper, available on the Safeguarding page of the College website.

## 16. Guidance to staff dealing with bullying in the Senior School

| Step One  |  |
|---|--|
| Bullying is suspected, reported or witnessed to or by a member of staff. This can be behaviour in or out of school, online or offline.  |  |
|   | <p>The member of staff <b>must</b> deal with the incident <b>immediately</b>. It is insufficient to simply direct a student to another member of staff or to report an observation on CPOMS.</p> <p>Respond quickly and sensitively by offering advice, support and reassurance. Listen carefully, avoid leading questions, and do not guarantee confidentiality.</p>  |
| Step Two  |  |
| Take a clear account of the suspicion, report or incident of bullying   |  |
|   | <p>This should be in writing: a student can either write their own statement or a member of staff can write down a student's verbal statement. It is important to share the words of the student verbatim wherever possible, regardless of whether the student making the report uses offensive language.</p> <p>This must be added to CPOMS as soon as reasonably possible. This will alert the Deputy Head Pastoral, the student's Head of Year, Housemaster/mistress, and tutor.</p> <p>The Head of Year should, ordinarily, take responsibility for co-ordinating the College's initial response to the alleged bullying incident.</p> |
| Step Three  |  |
| The Assessment - the Head of Year (or another suitable member of staff) will make arrangements to see the victim, arrange immediate support if needed and meet any witnesses without delay. |  |
|   | <p>The assessment should consider:</p> <ul style="list-style-type: none"> <li>• the nature of the incident(s) - physical? verbal? exclusionary? etc.</li> <li>• is it a 'one-off' incident involving an individual or a group? Is it part of a pattern of behaviour by an individual or a group?</li> <li>• has physical injury been caused?</li> <li>• Who else should be informed - Parents? The police?</li> <li>• can the alleged bully be seen on a no-names basis?</li> </ul>  |

|           |  |   |
|-----------|--|---|
|           | <ul style="list-style-type: none"> <li>what is the likely outcome if the allegation proves to be correct?</li> </ul>   |   |
|           |  | <p>At this stage, the possible outcomes for an incident which is not too serious include:</p> <ul style="list-style-type: none"> <li>there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully; or,</li> <li>the allegation is justified in whole or in part, and further action will be needed, following the guidance of the Positive Behaviour and Relationships policy.</li> <li>A Head of Year may sanction at all levels up to a Friday School Detention.</li> </ul> <p>At this stage, the Head of Year should communicate the sanction to the parents of the victim and the bully, giving them details of the case and the action being taken.</p> <p>Where a more significant sanction may be considered, such as for particularly egregious acts of bullying or for repeated examples of bullying, the Head of Year should consult with the Deputy Head Pastoral as soon as possible.</p> <p>All actions taken must be recorded on CPOMS. If the assessment is that bullying behaviour has taken place, the Head of Year should ensure that the category on CPOMS is marked as bullying.</p> |
| Step Four |  |   |
|           | <p>Serious Incident – considering the evidence gathered at steps one, two and three, the Deputy Head Pastoral may do the following themselves or request that the Assistant Head, Head of Sixth Form or the Director of Safeguarding, or another suitable member of staff, do so:</p> <ul style="list-style-type: none"> <li>interview the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. They may decide to ask another senior member of staff to be present</li> </ul> |   |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• If undertaken by another senior member of staff, a summary of the findings should be shared with the Deputy Head Pastoral, usually in person or on the telephone.</li> </ul> |   |
|   | <p>At this stage, the Deputy Head Pastoral may sanction the student with a Saturday Detention, or another suitable sanction according to the guidance in this policy and the Positive Behaviour and Relationships policy.</p> <p>The Head of Year will be asked to communicate this sanction to the parents of the victim and the bully, giving them details of the case and the action being taken. At this stage, they may be invited into the College to meet with appropriate members of staff.</p>               |
|   | <p>If the Deputy Head Pastoral considers that more significant sanction at Levels 5, 6 or 7 should be considered, they will inform the Headmaster and meet with the Headmaster to brief them as soon as possible. In the absence of the Headmaster, the Senior Deputy Head is consulted.</p> <p>If the Headmaster judges that a more significant sanction is warranted, the Deputy Head Pastoral will inform the parents of the victim and the bully, giving them details of the case and the action being taken.</p> |

## 17. Guidance to staff dealing with bullying in the Preparatory School

It is recognised that younger children may require a different response as their understanding of personal relationships develops. The following guidelines are specifically given to staff in the Preparatory School and the Nursery (though many of them are applicable to the Senior School as well):

If there is evidence of a child bullying another child or children, then staff action is as follows:

- i. intervene to stop the child harming the other child or children.
- ii. explain to the child doing the bullying why their behaviour is inappropriate.
- iii. give reassurance to the child or children who have been bullied.
- iv. help the child who has been bullying to say sorry for their actions.
- v. ensure that the child who has been bullying receives praise when they display acceptable behaviour.
- vi. do not label children who bully.
- vii. when a child has been bullied, this is discussed with their parents and a plan is worked out for handling the child's behaviour.

- viii. when a child has been bullied, this is shared with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving and that their parents have been informed.

## **18. Range of Action**

In all cases where anyone reports bullying, they will be told of the outcome. Where serious action is taken, students and staff will always be informed and the situation explained.

The Deputy Head Pastoral or Deputy Head of the Preparatory School will coordinate the support that is provided to the alleged victim(s) of any bullying, although this may be delegated to a member of the Student Support Services team, such as the Student Wellbeing Coordinator, or to the relevant Class Teacher or Head of Year. The Director of Safeguarding, in their capacity as Designated Safeguarding Lead, will report the matter to the external authorities if it is appropriate in the circumstances. See the school's 'Child Protection and Safeguarding Policy'.

When an allegation of bullying behaviour is upheld, the range of responses will include one or more of the following:

- advocacy, advice and support for the victim and, where appropriate, establishing a course of action to help the victim, as per the Student Wellbeing Policy and the School Counsellor Policy. This intervention may include support from internal Student Support Services or external services where appropriate;
- advice and support to the bully in trying to change their behaviour. This may include clear instructions and a warning or final warning, and involvement of the Lay Chaplain or Father President. It may also include a structured process of educative intervention around the area of offence, such as in the case of discriminatory or prejudiced behaviour;
- restorative action, such as a hand-written letter of apology by the bully to the victim;
- engaging with the bully and the victim in a mediation process, aimed at developing understanding between both parties to facilitate normalised relations in the future;
- a supervised reconciliation meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict (with the victim's express agreement);
- consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully which contributed to the bullying behaviour. If these considerations lead to any concerns that the bully may be at risk of harm, the College's Safeguarding and Child Protection Policy will be followed;
- referral to the Ratcliffe College Counsellor for the victim and/or bully;
- a meeting with the parents of the victim and/or bully;
- action to break up a 'power base';
- confiscation of mobile electronic devices, increased monitoring procedures or limiting access to the College's Internet and e-mail facilities if cyberbullying, with reference to the Acceptable Use Policy;

- moving either the bully or victim to another class, tutor group and/or House after consultation with the student, their parents and the relevant staff;
- involving Children's Social Care or the police, when the relevant reporting thresholds are met notifying the parents of one or both students about the case and the action which has been taken;
- such other action as may appear to the Headmaster, Head of the Preparatory School, Deputy Head Pastoral, Deputy Head of the Preparatory School and the Director of Safeguarding to be appropriate;
- noting the outcome in the relevant safeguarding log.
- a disciplinary sanction against the bully, in accordance with the College's Positive Behaviour and Relationships (Senior School) and Behaviour, Rewards and Sanctions policy (Preparatory School), as outlined below. In a very serious case or a case of persistent and/or systematic bullying, a student may, after a fair hearing, be required to leave the College permanently in accordance with the College's Exclusion Policy.

In the Senior School, the Positive Behaviour and Relationships policy outlines seven graded levels of sanction, any of which may be applied to bullying:

| Level    | Sanction   |
|----------|--|
| <b>0</b> | <b>Verbal or written warnings</b>                |
| <b>1</b> | <b>Crosses</b>                                   |
| <b>2</b> | <b>Demerits</b>                                  |
| <b>3</b> | <b>School Detentions</b>                         |
| <b>4</b> | <b>Saturday Detention</b>                        |
| <b>5</b> | <b>Temporary Exclusion (Internal Suspension)</b> |
| <b>6</b> | <b>Temporary Exclusion (External Suspension)</b> |
| <b>7</b> | <b>Permanent Exclusion</b>                       |

In the Preparatory School, the Behaviour, Rewards and Sanctions policy outlines the following sanctions, any of which may be applied to bullying behaviour:

- Removed from an activity,
- Be given a behaviour point,
- Miss playtime(s) and complete an alternative task,
- Write a letter or apology to all concerned (signed by a parent where appropriate),
- Complete a self-reflection form and discuss with an adult at school,
- Carry a progress report (physically) and ask teachers to complete at the end of each lesson/day, to be monitored by the class teacher daily and reviewed by the Deputy Head and parents weekly,
- Asked to report to the Deputy Head of the Preparatory School and serve a lunchtime detention. In this case, parents will be informed.

Sanctions that are applied to bullying behaviour will also take account of whether behaviour is a first offence, a second offence, or a subsequent offence. These definitions may apply equally to an aggressor regardless of whether repeated bullying behaviour is targeted towards the same or different people.

## **19. Monitoring and Follow-up Action**

Victims and bullies should be monitored for as long as necessary thereafter. Action may include:

- Sharing information with some or all colleagues;
- Highlighting the incident at meetings of staff;
- Discussion at Student Support Services meeting;
- Sharing information with some students so that they be alert to the need to monitor certain students closely;
- Ongoing counselling;
- Ongoing pastoral support;
- Vigilance;
- Reviewing vulnerable individuals or groups;
- Reviewing areas of the College;
- Assessing areas of concern through surveys or focus groups;
- Risk assessment, particularly after repeated incidents of bullying where either the victim, the bully, or other factors such as protected characteristics, are a common factor.

## **20. Risk Assessment**

Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed and appropriate action will be taken to reduce the risks identified. The format of risk assessment may vary and may be included as part of the College's overall response to a welfare issue, including the use of individual student welfare risk assessments (or specific plans to support behaviour, healthcare and education, as appropriate).

Regardless of the format used, the College's approach to promoting student welfare will be systematic and student focused. It may also include the creation of a T.A.S. (Team around the Student) to oversee the improvement of outcomes for the young person.

The Headmaster has overall responsibility for ensuring that matters which affect student welfare are risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated. Day-to-day responsibility to carry out risk assessments under this policy will be delegated to the Director of Safeguarding and the Deputy Head Pastoral, liaising with the relevant Head of Year, Housemaster or Housemistress, and other staff as needed.

## **21. Recording Bullying**

All reports of bullying in the College should be recorded on CPOMS, usually by the member of staff dealing with the incident in the first instance. In the Senior School, the Deputy Head Pastoral maintains a log which records all reported incidents/allegations of bullying, discrimination and prejudice, including single incidents. In the Preparatory School, the Deputy Head reviews CPOMS incidents logged as relating to bullying, discrimination and prejudice. This is used to assist the school in spotting patterns and trends to target areas of need. After investigation, should there be disciplinary consequences, this will be recorded in SIMS, either through the Class Charts MIS in the Senior School or through direct entry onto SIMS.

Safeguarding records are held on CPOMS. The Director of Safeguarding maintains a log of significant safeguarding incidents which is overseen by the Governing body.

All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records. The records created in accordance with this policy may contain personal data. The College has a number of privacy notices which explain how the College will use personal data about students and parents. The privacy notices are published on the College's website. In addition, staff must ensure that they follow the College's Data Protection policy when handling personal data created in connection with this policy.

## **22.Strategies for Preventing Bullying**

As outlined in the Positive Behaviour and Relationships policy, a key approach at Ratcliffe College is that sanction should be educative as well as punitive. However, the approach to bullying at Ratcliffe College is not wholly reactive. Proactive measures are taken throughout each year to educate students about bullying behaviour and this policy. These measures include:

- the PSHCE curriculum, which includes a whole school focus on anti-bullying during the internal Anti-Bullying Week in the Autumn Term;
- The weekly Pastoral Programme in tutor time;
- Anti-Bullying and Anti-Cyberbullying messages are given in assemblies;
- The Anti-Bullying Committee, the e-Safety Committee and the Equality, Diversity and Inclusion Committee meet each half-term to discuss trends and contribute to initiatives to raise awareness of issues;
- The College recognises that children with special educational needs and physical or mental health disabilities can face additional safeguarding challenges, including the potential to be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs. The College will consider extra pastoral support for students with special educational needs and disabilities, as required.

In addition to this, in the Senior School there are a range of pastoral intervention opportunities for students to access if they or others are being bullied:

- The Pastoral Hub is staffed each breaktime and lunchtime by at least one Head of Year 7-11. Students can speak to staff in privacy in the Pastoral Meeting room;
- The Sixth Form Centre is staffed throughout the day by at least one of the Assistant Head, Head of Sixth, the Deputy Head of Sixth Form, the Assistant Head of Sixth Form, and the Sixth Form Student Support Manager;
- The Student Wellbeing Coordinator is available in their office in the Maths 2 hexagon building at breaktimes, lunchtimes and activities times, as well as by appointment, to support students with either general anxieties or in relation to specific concerns such as bullying;
- The Medical Department is centrally located opposite the Refectory and is staffed by a nurse throughout the day;
- The Lay Chaplain and Resident Graduate Assistant are available in the Rosmini Room throughout the day;
- The Housemaster, Housemistress, House Matrons and other House staff are available for boarders before, during and after school hours;
- The Director of Safeguarding's office is located in the Maths 2 hexagon building;

- The offices of the Senior Deputy Head and the Deputy Head Pastoral are located in the South Cloister next to Media Studies 3;
- A number of teaching staff are on duty each breaktime and lunchtime, whilst there is a well-established system of co-curricular activities and academic support classes which ensures that students have somewhere to go if there is a problem;
- Students can also self-refer to the school counsellor.

A number of these pastoral intervention opportunities apply equally to students in the Nursery and Preparatory School. These include the Director of Safeguarding, the Medical Department and the Chaplaincy team. In addition to this, in the Preparatory School there are further pastoral intervention opportunities for students to access if they or others are being bullied:

- Support from any member of staff, particularly class teachers and teaching assistants,
- ELSA sessions.

Students can also seek help independently of Ratcliffe College:

- The Independent Person is also available for boarders to contact;

The following telephone numbers are also posted around the School and in student planners:

- |   |  |               |
|---|--|---------------|
| • ChildLine                                       | <a href="http://www.childline.org.uk">www.childline.org.uk</a> | 0800 1111     |
| • Children and Young People Services              |  | 0116 253 1191 |
| • Drug Helpline (11 to 19yr olds)                 |  | 0800 776600   |
| • Alcohol Helpline (11 to 19yr olds)              |  | 0116 222 9545 |
| • Eating Disorders Association – youthline - BEAT |  | 0845 347650   |
| • Bereavement care – youthline                    |  | 0808 8081677  |
| • Samaritans                                      |  | 08467 909090  |
| • Children’s Commissioner for England             |  | 0800 528 0731 |

Students can also report bullying anonymously on the Whisper app or make contact through the [antibullying@ratcliffecollege.com](mailto:antibullying@ratcliffecollege.com) email address.

The College also makes use of peer-led systems of intervention:

- Sixth Form Student Listeners are available each breaktime and lunchtime in the Lighthouse Room. These students are trained externally and wear red hoodies once a week to highlight who they are so that students might be comfortable approaching them.
- Students in Years 9 and 10 are trained by the Student Wellbeing Coordinator as Peer Mentors. They may be used in a targeted way after an incidence of bullying.

Members of staff undertake regular anti-bullying training as part of the College’s approach to continuing professional development, as well as training in response to emerging trends or areas of concern. Through induction, all new staff are made aware of the School’s anti-bullying policy, including new staff and support staff.

## 23. Review

The Deputy Head Pastoral will, with assistance from the Director of Safeguarding, the Deputy Head of the Preparatory School and any other relevant members of staff, review and revise this

policy on an annual basis, or more regularly as required, taking into account the results of the reviews as set out above, as well as any changes in legislation and/or statutory/non-statutory guidance.

The Deputy Head Pastoral will also take account of feedback gathered through surveys and focus groups, such as with students, parents, carers, and guardians. Where appropriate, areas of the policy may be reviewed within staff committees, such as the Pastoral Meeting, Heads of Year Meetings, Student Support Services meetings, e-safety staff meetings, and Senior Leadership Team meetings.

Key student voice committees, such as the School Council, Boarders' Council, the Anti-Bullying Committee, the e-safety student committee and the Equality, Diversity and Inclusion committee may all be asked to discuss emerging trends relating to bullying behaviours.

Discussion with other stakeholders, such as parents and governors, may also prompt review of this policy.

Any revisions, as recommended by the Deputy Head Pastoral, will be confirmed by the Headmaster. Furthermore, the Governors will consider the revisions made as part of its collective responsibility to carry out an annual review of safeguarding.

## **24. Links to Other Policies**

Acceptable Use Policy  
Behaviour, Rewards and Sanctions Policy (Preparatory School)  
Child on Child Abuse Policy  
Complaints Procedure Parent Policy  
Data Protection Policy  
Disability Policy  
English as an Additional Language Policy  
Equal Opportunities Policy  
Independent Pastoral Support for Students Policy  
Independent Person Policy  
Positive Behaviour and Relationships (Senior School) Policy  
Prevent of Bullying and Harassment at Work Policy  
Prevent Risk Assessment  
Privacy Policy  
PSHCE Policy  
Records Management Policy  
Relationship and Sex Education Policy  
Safeguarding and Child Protection Policy  
School Counsellor Policy  
Special Education Needs Policy  
Spoken Languages Policy  
Statement of Boarding Practice and Principles (Boarding Policy)  
Storage, Handling, Use, Retention and Disposal of Information Policy  
Student Complaints Procedure  
Student Wellbeing Policy  
Supervision of Students Policy