



## WHITGIFT SUMMER SCHOOL

### ANTI-BULLYING POLICY

At Whitgift Summer School, we aim to inculcate positive values of mutual respect, tolerance and self-esteem which allow students and the summer school to flourish. We wish to create a sense of community where all pupils are valued and respected, and one which prevents bullying from being a serious problem in the first place.

Bullying of any kind is unacceptable and will not be tolerated at Whitgift Summer School. Whitgift Summer School regards bullying as a very serious offence with the danger of causing damage of a significant nature, whether physical, emotional or psychological.

Whitgift Summer School defines bullying as: the conscious desire by an individual or group intended to hurt, threaten or frighten another individual or group, whether on the grounds of race, religion, culture, gender, sexuality, homophobia, disability, having Special Education or EAL needs or any other pretext. It commonly occurs over time and is persistent. It covers any means, including physical, verbal, emotional, psychological or by electronic communication (including social websites, mobile phones, text messages, photographs and email).

Bullying may be:

- child on child
- adult on child
- adult on adult
- or even child on adult

Bullying usually takes one or more of the following forms:

- deliberate exclusion from a group or activity by rejection or isolation
- aggressive or insulting gestures
- physical assaults
- verbal abuse or aggression
- extortion or coercion by means of intimidation
- cyber bullying (malicious electronic communications and photographs/video of any sort, such as by email, text message or through social media)

#### Department for Education Guidance

- [\*"School support for children and young people who are bullied"\*](#) (March 2014)
- [\*"Preventing and Tackling Bullying"\*](#) (Updated July 2017)



This Anti-bullying Policy has particular regard to the “Preventing and Tackling Bullying” guidance.

### **Our Aims**

We aim

- to prevent or stop the continuation of, bullying behaviour
- to react to incidents of bullying in a reasonable, proportionate and consistent way
- to safeguard the child or children experiencing bullying and provide them with appropriate support
- to give support and guidance to the perpetrator (s) which will most likely involve applying disciplinary sanctions to the perpetrator(s), ensuring lessons are learned which will discontinue bullying behaviour

### **Achievement of our aims**

The above aims will be achieved by educating members of the Summer School community using the following means:

- promoting good relationships amongst children, between children and staff, and amongst staff
- good lines of communication within the Summer School and with parents and agents
- staff discussion at relevant forums
- celebrating success
- using specific organisations or resources for help with particular problems
- work with the wider community such as the police and children’s services where bullying is particularly serious or persistent and where a criminal offence may have been committed

All staff will be made aware of the policy and its contents. The training and deployment of staff will take account of the aims of this policy.

If students have any concerns about bullying they may report them to any member of staff, however their most immediate route would be to speak to a House Parent or their teacher. Also available to consult are the Welfare Manager and Director of Studies. The Summer School will aim to create an inclusive and safe environment where students can openly discuss the cause of their bullying, without fear of further bullying or discrimination.



Should an instance of bullying occur Whitgift Summer School will provide prompt and appropriate action and support for both the victim and the perpetrator. Where appropriate, strong sanctions will be used against the perpetrator(s), which may include, exclusion from Summer School activities or periods of free time. Whitgift Summer School reserves the right, at the discretion of the Course Director, to exclude children for severe or repeated instances of bullying.

A written record of bullying incidents will be kept by the Welfare Manager in consultation with the Course Director.

**This policy will be displayed:**

- in all Summer School handbooks
- in the Boarding House
- in the Summer School's policy bank

**The Role of Parents**

Parents of children involved in bullying will be informed and asked to discuss the problem. Parents are encouraged to contact the Summer School if they suspect their child of being involved with bullying in any way.

**Cyber-bullying**

The use of technology such as mobile phones and the internet to intimidate others is an increasing trend. Bullying by social media, text, e-mail or phone call often leave no physical scars but can be highly intrusive and harmful.

Whitgift Summer School will strictly enforce its policies with regards the use of mobile phones and the Internet, and reserves the right to monitor all e-communications over the summer school network. Where necessary, Whitgift Summer School reserves the right to review electronic material held or accessed by any student on their email account and mobile phone. Where any form of cyber-bullying affects another student of the summer school or may bring the reputation of the summer school into disrepute, we reserve the right to be involved whether the electronic material was produced within the summer school or outside it.

Students must be aware that some forms and levels of cyber-bullying are illegal and the summer school will inform the police when necessary.

Further details can be found in the Online safety Policy.

**Reporting Mechanisms**

Reporting bullying must be seen by students as important and easy to do.



Staff must be approachable and students are informed of channels of communication during their induction. The students may well report bullying via another student or it may be the case that bullying is not reported but seen by another student or member of staff.

Summer School staff must report all accusations or incidents of bullying to the Welfare Manager immediately. All bullying incidents and actions taken will be recorded.

All members of the Summer School community are encouraged to report any case of bullying to an appropriate member of staff.

The Welfare Manager has regular discussions with EFL teachers, Activity Leaders, House-parents and the Summer School medical staff and is alerted to patterns of behaviour.

Extremely serious cases where there is a risk of serious harm should be reported immediately to the Safeguarding Lead who will report promptly to children's services whose contact details can be found in Appendix 1 of the Safeguarding Policy.

### **Record-keeping**

A designated member of the Summer School team acts as a central point for recording cases of bullying. Staff members pass the designated team member details of any incident which may be termed 'bullying'. This may take the form of a phone call, emails or a written note. The designated person keeps a written record of the incident and any resulting action taken. If sanctions result from the incident, records are kept of those as well. This system is intended to:

- provide the Summer School pastoral team with the fullest possible picture of the situation
- enable patterns and trends to be spotted which can then be followed up and addressed
- link up incidents which concern students from different age groups
- provide a historical record.

The current designated staff member is the Welfare Manager.

*Reviewed by the Summer School Course Director: December 2017  
Next Review: December 2018*