



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

## ANTI BULLYING POLICY

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Date of Policy	August 2020 (with C19 Addendum)
Next Review Date	March 2021
Key Staff	Principal/Rector, Assistant PC&PD, Head of Boarding, Heads of Welfare
Lead Staff for Review	Assistant Principal PC&PD, Dean of Students, Heads and Deputy Heads of Welfare

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## Purpose

The purpose of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied so they can learn in a relaxed and secure atmosphere. Bullying is anti-social behaviour and can have profound consequences. Bullying affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at CATS College Cambridge/CSVPA.

Bullying of any kind is unacceptable at our premises. If bullying does occur, all students should be able to report it and know that incidents will be dealt with promptly and effectively.

Ultimate responsibility for this policy and procedure lies with the Principal/Rector. The Principal/Rector has a legal duty under the Education and Inspections Act 2006 s.89 and guidance of DfE Preventing and Tackling Bullying 2014 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students.

## What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim and can cause psychological damage. There are criminal laws which apply to harassment and threatening behaviour. Bullying can be:

- Emotional being unfriendly, (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber internet, e.g. email, chat rooms, social websites, photographs
- Mobile text messages, calls or through camera/video facilities
- Religious
- Related to Learning Difficulties or Disability

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from College. Students must be encouraged to report bullying.

## Why is it important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying. The College's staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with College policy.

## Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. Staff should be aware of these possible signs and that they should investigate if a student:

- is frightened of walking to or from school or doesn't want to go on public transport
- changes their usual routine by feeling ill in the mornings, is unwilling to go to College or begins to be truant
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- begins to do poorly in school work
- comes home or back to the residences with clothes torn or damaged or has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other students or siblings
- is frightened to say what's wrong
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## Procedures for Staff when Dealing with Incidents of Suspected or Actual Bullying

Staff must always take a potential victim seriously and seek to offer support. The Assistant Principal Pastoral Care, Dean of Students, Head and Deputy Head of Welfare or senior staff will then work in accordance with the procedures below to resolve the problem. If more than one member of staff is involved, they should work together to provide a co-ordinated approach.

Opportunities should be created whereby the student can be encouraged to express their concerns safely and in confidence. Sufficient time should be set aside for the supporter to listen and take note. If a student self discloses or a vicarious report is received of an incidence of bullying then the listener/supporter should listen to what the victim(s) and witnesses have to say and get as much information as possible i.e. get as much detail of what exactly has happened. Log the information on Shackleton using the Bullying Log note. Aim to log:

- Who is involved, specifically, who is/are the victim(s), who is/are the perpetrator(s), are there any witnesses?
- Where is the bullying occurring?
- What form is the bullying taking?
- Does the alleged victim perceive it as bullying? Why does the victim think it is happening to them?
- How frequent is the bullying occurring, e.g. has there been one incident or does it seem to be an ongoing problem?
- Acknowledge the complaint and give assurance that the matter will be taken seriously and investigated as quickly, sensitively and as thoroughly as possible.

- The listener should not pressurise the victim(s) or witnesses into giving an instant account of the alleged bullying incident but should ensure that an environment is created in which victim(s) or witnesses are willing to disclose details of incident. They should ask open ended questions e.g. when, why, who etc. Listen take notes and explain this process to the victim. Refer to the 'How Chart' on page 9 for guidance.
- The student who feels bullied should be counselled about what they can do and what they would like to happen in order to resolve the situation.

## Links with Behaviour Policy

Students perpetrating bullying in the College may be dealt with under the Student Behaviour and Conduct Policy.

## Reporting Incidents of Suspected Bullying

All incidents of suspected bullying must be reported promptly using the Bullying note on Shackleton, which will then be seen by senior welfare staff. All incidents and discussions with students, including witnesses, victim(s) and alleged perpetrators should be noted and then followed up promptly in writing.

Ultimately the Assistant Principal Pastoral Care, Dean of Students and Head of Welfare CSVPA should be informed of all instance of bullying, who keeps a log of all incidences of bullying detailing incidence, who was involved, the sanctions implemented and the outcome.

The Assistant Principal Pastoral Care and Head of Welfare CSVPA will arrange for interviews to take place, record the incident and inform all who need to be aware in order for the incident to be appropriately and effectively resolved, which may include the Principal/Rector, Vice-Principal/Provost, Student Support and Welfare Advisor/Head of Welfare CSVPA/Deputy Head of Welfare and Head of House, Programme Directors/Course Leaders, Subject Teachers, Parents etc.

## Procedures for continuing problems

If incidences of bullying are continuing despite initial intervention then this will be escalated to the Principal/Head of School,

Students who have been bullied will be supported by

- Offering them an immediate opportunity to discuss the experience with the Welfare team, Personal Tutor/Programme Director or member of staff of their choice
- reassuring the student and offering continuing support
- restoring self-esteem and confidence

Students who have bullied will be helped by

- discussing what happened
- discovering why the student became involved
- establishing the wrongdoing and need to change
- informing parents or guardians to help change the attitude of the student

The following disciplinary steps may be taken

- Official warnings to cease offending

- Exclusion from certain areas of College premises
- Permanent exclusion

## Informal procedures for Staff (to be followed in all instances)

The behaviour of suspected victims and perpetrators should be monitored in an active and supportive way. Support should be given to both the victim and the bully. This may include taking action to help raise self-esteem and feelings of self-worth, understanding how actions affect others and learning how to co-operate.

## Complaints from Parents

In the event that a complaint is received from a parent or agent that a student is being bullied, the member of staff should immediately report it using the Bullying Log note on Shackleton, which will then be seen by relevant staff.

## Monitoring, Evaluation and Review

Within the curriculum the College will raise the awareness of the nature of bullying through PSHE in an attempt to eradicate such behaviour.

The monitoring of all incidences of bullying will be reviewed by the Principal by examining the bullying log to determine the number of incidences of bullying that have occurred in the year, to evaluate how effective an intervention programme was and what the overall outcome was. The College will review this policy annually, and assess its implementation and effectiveness.

Training on this policy is given during safeguarding training at induction and renewed every 3 years. Refresher training will be given as needed to individuals, or all staff as a result of monitoring management of bullying incidents.

This Policy has reference to guidance from the Secretary of State and 'Health and Safety. DfE advice on legal duties and powers for local authorities, Head teachers, Staff and Governing Bodies' and 'Preventing and Tackling Bullying' and Sexual violence and sexual harassment between children in schools and colleges (December 2017)

## Appendix

### What to do .....

- If a student self discloses a bullying incident
- If you have concerns surrounding a student' welfare connected with bullying
- In the case of any suspected or actual bullying incident

<b>Concerned about Bullying?</b>				
<b>Emotional Bullying</b>	<b>Physical Bullying</b>	<b>Sexual or Homophobic</b>	<b>Racist or Verbal</b>	<b>Cyber</b>



**What do I do?**

Always stop and listen straight away. You must take it seriously! Always write brief notes of what they are telling you while they are speaking. It's what you write at the time that may prove to be important later. If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards. Do not record conversations.

Do not give a guarantee that you will keep what is said confidential or secret – if you are told about bullying you have a responsibility to tell the right people to get something done about it. Get as much information as possible: who, what, why, when, how, etc., as sensitively as possible without unnecessarily pressurising the student/witness.

The listener/supporter, member of staff should not pressurise the victim/s and witnesses into giving an instant account of the alleged bullying incident but should ensure that an environment is created in which victim(s) and witnesses feel safe and are willing to disclose details of incident.

In the first instance share your concerns with the student's Personal Tutor, making sure any verbal report is followed up with written report.

What Happens Next

The Assistant Principal Pastoral Care, Dean of Students/ Head of Welfare CSVPA will collate and record all details in the bullying register and inform the Principal/Head of School who should make an assessment on what intervention program to implement and who to involve, e.g., PT, teachers, Heads of House, House parents, parents or agents.

# Addendum - COVID -19 Anti-Bullying

## **COVID-19 AND BULLYING**

The Colleges recognise that at this time there is an additional risk of bullying associated with Covid-19. This is particularly in relation to Chinese students but may also include other nationalities as the situation develops. It may also relate to some students taking Covid 19 safety measures more seriously than others. Staff must be vigilant to spot any such increase in bullying and it is important that any incidents are fully investigated by the Colleges and dealt with to minimise the upset to victims and to minimise escalation.