
Anti-Bullying Policy

(Updated Nov 2009)

1. In this College, bullying is not acceptable. The College Code of Conduct and Behaviour Policy were developed in partnership between staff and students in order to promote good standards of behaviour throughout the College, with an emphasis on the positive management of any behaviour issues. The College will not tolerate bullying in any form.

2. At Hijaz College, we recognize the important reasons for maintaining good standards of behaviour throughout the College for the following reasons:
 - ◆ The safety and happiness of students
 - ◆ Good educational achievement
 - ◆ Being recognized and reputed as effective and caring College

3. The College has an effective policy on countering bullying, which is implemented successfully in practice. The policy is known to parents, boarders and staff in the following ways:
 - ◆ Parents - through the College prospectus, Open Day PowerPoint presentation and Parent Handbook.
 - ◆ Boarders - through the induction process and Student Handbook.
 - ◆ Staff - through the induction process and Staff Handbook.

4. In order for the College successfully implement this policy, it is important for us to define and understand exactly what bullying is. The Office of Children and Young People's Services' Anti-Bullying Strategy defines bullying as a systematic, persistent and deliberate attempt to hurt or humiliate someone. There are various types of bullying, but most have three things in common:

- ◆ It is deliberately hurtful behaviour.
- ◆ It is repeated over time.
- ◆ There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

4. Bullying may take various forms including:

- ◆ Physical abuse – pushing, punching, hitting, and kicking.
- ◆ Verbal abuse – name calling, teasing, belittling.
- ◆ Making threats – gangs.
- ◆ Racist abuse – based on ethnicity, skin colour, culture.
- ◆ Forcibly taking possessions – stealing, hiding things.
- ◆ Isolation – being ignored or put down all the time, not letting people 'join in'.

5. Our anti-bullying policy covers measures to both prevent bullying and to respond to observed or reported bullying. This will be done through:

- ◆ Regular reference to the College student handbook.
- ◆ The curriculum classroom activities exploring the issues of bullying
- ◆ Regular assemblies – delivered to encourage an anti-bullying ethos.
- ◆ Parents being involved and informed about behaviour issues.
- ◆ Regular monitoring of playground behaviour and continued development of the playground environment.
- ◆ Specific training sessions for Lunch time Supervisory Assistants.

6. It is important that students learn that one person's good natured teasing may, to another person, be unkind and even cruel bullying. Students are taught, through tutorial and Citizenship lessons, to recognise the difference between teasing and bullying. They are also taught to understand that what is meant as good natured teasing may not always be received in the same way and that bullying may be unintentional.

7. The College will ensure that the policy is known to parents, boarders and staff. This will be achieved in the following ways:
 - ◆ Details of the policy are included in the College prospectus which is sent to parents prior to an application for admission.
 - ◆ Information about the policy is included in the open day PowerPoint presentation given to prospective students and their parents.
 - ◆ The policy forms part of the parent induction booklet and student handbook.
 - ◆ New members of staff are provided details of the policy in the staff handbook.

8. Initiation ceremonies which are intended to cause pain, anxiety and humiliation are strictly prohibited and any students found guilty of such practices will severely reprimanded.

9. Any child at the College who feels bullied, or is unhappy in any way about the way that he is being treated by another student or staff, should feel able to speak to any member of the academic or support staff and be confident that their concerns will be taken seriously and treated sensitively. Children at the College who witness bullying must also be taught and feel confident to report their concerns to a member of staff, without fear of ridicule or reprisals.

10. Any incident of observed or reported bullying should be reported to the Anti-Bullying Officer who will investigate the incident.

11. Parents who have concerns will be listened to carefully and their concerns will be sensitively investigated. Parent involvement in

incidents of bullying, whether their son is the victim or perpetrator of bullying, is crucial.

12. It is important to remember that there is a 'settling in period' of about four weeks from the time a student first arrives in Hijaz. These first few weeks can be quite a volatile period as students are outside their comfort zone and in unfamiliar surroundings trying to adapt to life in boarding school. Staff are encouraged to support vulnerable students as much as possible and exercise tolerance accordingly.
13. Senior students are encouraged to look out for younger students especially during the settling in period.
14. Students that have been bullied are given appropriate counselling by the College Counsellor and his Tutor. Parents will also be informed and provided with advice and guidance on how to support their child during this time.
15. Where a student has been found to be a bully he will be given relevant advice and guidance by the College's Anti-Bullying Officer or College Counsellor, which will be recorded. This will involve regular reviews of his progress. Parents will also be informed and provided with advice and guidance on how to support their child during this time. It is widely accepted that a bully may well be a victim of bullying themselves and this should be fully explored during the course of investigations into incidents of bullying.
16. All academic staff will be made aware of the College's Behaviour and Anti-Bullying policies and procedures as part of their general induction to the College and regular updates and reinforcement will be given through appropriate training sessions as necessary. Instances of

bullying or suspected bullying will be discussed at weekly staff meetings and staff will be informed, consulted and given guidance in respect of particular problems and/or general College policy. Any member of staff who feels he/she needs help and support in dealing with a bullying problem should approach the Anti-Bullying Officer. Strategies that prove effective in helping both/either bullies or the victims of bullying should be shared with colleagues as a regular part of staff meetings.

17. Staff must remain aware of the way their own behaviour is received and take care not to bully students. Forms of bullying by staff may include:

- ◆ Teasing students about physical features or characteristics that they have little or no control over.
- ◆ Inappropriate displays of bad temper.
- ◆ Ridiculing the work of a student in front of others.
- ◆ Showing inconsistency in the way punishments or rewards are applied.
- ◆ Physically intimidating students.

18. Staff must always remember that an important part of education is to lead by example. Bullying by members of staff will be treated as a disciplinary matter.

19. Incidents of bullying at the College will be monitored by the Anti-Bullying Officer to identify any patterns. For example:

- ◆ Recurring complaints of bullying against a particular student or group of students.
- ◆ Evidence that a particular child is, for some reason, becoming a target for bullies.

- ◆ Particular times of the College day/week when bullying is tending to occur.
- ◆ Particular situations where bullying may be occurring.

20. In the event that a pattern appears to be forming, subject teachers and personal tutors will work to address the problem, both with the individuals concerned and more widely through tutorial, citizenship and other measures as appropriate, including involving parents.

21. The College is intending to set up CCTV, in classrooms and corridors, to assist in child protection/anti-bullying as these issues tend to arise when staff are not around.

22. Due to the effective implementation of this policy we are proud of the fact that students do not identify bullying as a problem in the College community.

23. Procedures will be reviewed by the Anti-Bullying Officer, in consultation with students, staff and parents at least annually and updated accordingly.

24. Contact numbers for organisations that offer counselling and support to children dealing with bullying issues:

- ◆ ChildLine – 0800 1111
- ◆ HOPELineUK – 0800 068 4141