

## Senior School Behaviour Policy

**This policy should be read in conjunction with the following policies:**

Safeguarding and Child Protection Policy  
Acceptable Usage Policy (Student)  
Online Safety Policy  
Drugs Policy  
Anti-bullying policy  
School Rules

And in line with following Government Guidance

Keeping Children Safe in Education September 2021  
Behaviour and Discipline in Schools January 2016  
Preventing and tackling bullying in Schools July 2017  
Sexual Violence and Harassment between children in schools and colleges May 2018  
Searching, screening and confiscation January 2018

### Introduction

At Bedford Modern School we encourage students to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our students is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. We also develop qualities of teamwork and leadership through our extensive programme of co-curricular activities.

Bedford Modern School is an inclusive community. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world.

### Code of Conduct

Bedford Modern School community of governors, staff, parents and students adhere to an established routine and code of conduct. Bedford Modern School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

We expect students to treat staff and each other with respect, consideration and good manners and to respond positively to the opportunities and demands of School life. They should follow the School's Rules and adhere to the BMS Student Expectations Charter and understand why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at Bedford Modern School, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying Policy is on our web site. See other relevant policies on website. The School

is strongly committed to promoting equal opportunities for all, with regard to the nine Protected Characteristics<sup>1</sup>.

We expect students to be ready to learn and to participate in School activities. They should attend school and lessons punctually and follow the School's Attendance Policy. They should care for the buildings, equipment and furniture. We expect students to behave at all times in a manner that reflects the best interests of the whole community.

### **Involvement of Parents and Guardians**

Parents and guardians who accept a place for their child at Bedford Modern School undertake to uphold the School's policies and regulations, including this policy when they sign the Parent Contract. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, co-curricular activities and homework/private study.

We are always happy to consider suggestions from parents and hope that you find the School responsive and open-minded.

The school will not routinely inform parents about sanctions at Level 1 or level 2 as a matter of course however parents can request this information via the Form tutor or the Head of Year. Parents will always be informed in advance of Level 3 or 4 detentions.

### **Involvement of Students**

Our experience shows that the ethos of and respect for the School is enhanced by listening to our students and by encouraging constructive suggestions from them, in assemblies, tutor periods and via the Student Government, which meets regularly.

### **School Rules**

The School's Rules are designed to encourage positive behaviour and self-discipline. Our aim is to encourage good behaviour through our Rewards System. Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the School Rules are set out in the Parent Information Booklet and in Essential Downloads on the website and may change from time to time. Parents and guardians undertake, when signing the Parent Contract, to support the authority of the Head in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The Head for his part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity.

Bedford Modern School does not use corporal punishment.

### **Rewards**

At Bedford Modern School we like to encourage and reward effort, attainment and good citizenship. This can be through the praise we give to students either individually or as a group.

Our Rewards System perhaps best reflects our acknowledgement of the above through the awarding of 'Eagle Points'. Students are rewarded for things such as – particularly good effort, excellent work, or doing something for others above and beyond what would

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<sup>1</sup> age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

ordinarily be expected, or perhaps independently undertaking a task to benefit the School in the way it looks, or perhaps that enhances our reputation.

When a student accrues a defined number of 'Eagle Points', certificates and ultimately badges will be presented to them to celebrate their achievement. At various times in the school year we have an awards evenings, where prizes are presented to a large number of students for excellence, effort, progress and contributions to the School.

## Staff Development and Support

All staff are supported through our pastoral and academic structures via Head of Year, Head of Subject, Head of Faculty and Extended Leadership Team. There is training for all new staff in the Sanction/Reward system and INSET on various areas of these systems.

## Sanctions

Sanctions fall into two broad categories – academic misdemeanours (those problems that occur within the classroom) and non-academic misdemeanours (those that occur outside the classroom). Our Sanctions System allows the opportunity for students to make mistakes but learn from them. Academic and non-academic sanctions will run parallel but separately from each other. They are overseen by the tutor who communicates with parents if they are concerned about the overall behaviour of the student.

Some **examples** of misdemeanours (not exhaustive) and what the sanction might be are given below. This will depend largely on the context of the offence, the number of times a student will have committed the offence, and any mitigating circumstances related to the students involved.

- **Level 1** = discussion with subject teacher – record kept:
  - Not having correct equipment
  - Failure to hand in homework
  - Punctuality
  - Dropping litter
  - Overly boisterous behaviour in class or at break/lunchtime

## Detentions

- **Level 2** = Faculty (academic) or Head of Year (non-academic) Detentions - lunchtime = 30 minutes.

A third Level 1 academic sanction OR a third Level 1 non-academic sanction automatically escalates to a Level 2 sanction.

A Level 2 sanction can be given without the need to go through lower level punishments if the offence is serious enough:

- Failure to undertake homework
  - Not wearing the School Uniform correctly
  - Disruptive behaviour during a lesson
  - Inappropriate behaviour between lessons
- **Level 3** = After School Detention – 1 hour Thursdays 4.15-5.15pm.

A third Level 2 academic sanction/detention OR a third Level 2 non-academic sanction/detention automatically escalates to a Level 3 sanction/detention.

A Level 3 sanction can be given without the need to go through lower level punishments if the offence is serious enough:

- Causing minor damage to property
  - Running in the Science Centre (Health & Safety consideration)
  - Failing to attend a lesson
  - Lack of respect for a teacher
  - Failure to submit coursework
  - Inappropriate use of Technology
- **Level 4** = Leadership Detention – 2 hours after School (4.00pm-6.00pm) on a date set by one of the Deputy Heads.

A third Level 3 academic sanction/detention OR a third Level 3 non-academic sanction/detention automatically escalates to a Level 4 sanction/detention.

A Level 4 sanction can be given without the need to go through the lower level punishments if the offence is serious enough:

- Fighting (Could be escalated dependent on severity of incident)
- Inappropriate comments about a teacher
- Offensive behaviour towards another student
- Acts of aggression – striking another student (dependent on severity - might escalate to Level 6/7)
- Bullying

If a student is given a second Deputy Head's Detention a contract may be drawn up listing specific requirements and adjustments the student must make and which the School expects to be the norm in the future. This will be signed by the student, parents and Deputy Head. It is expected that a meeting will take place between all parties involved around this time.

- **Level 5** = Senior Deputy Head's Interview

A third Level 4 sanction/detention of any kind (academic or non-academic) will automatically lead to an interview with the Senior Deputy Head. This may lead to suspension or even permanent exclusion.

## Exclusions

- **Level 6** = Suspension – between 1 & 5 days depending on severity of offence. This sanction is restricted to very serious offences or where there has been little or no improvements in the behaviour of student who has been sanctioned at the previous level; therefore, by-passing the aforementioned 'Levels'. Possible examples of offences:
  - Theft
  - Physical Assault
  - Bullying
  - Involvement with illegal substances
  - Alcohol use in School
  - Inappropriate behaviour of a serious kind towards another – student or adult
  - Criminal damage
  - Racist or sexist abuse
  - Persistent disruptive behaviour, inside or outside the classroom.

- **Level 7** = Permanent Exclusion – the most severe of sanctions and one that will be used only when it is absolutely necessary, perhaps to protect the safety of others (students and/or staff) within our community. It may be due to the seriousness of the offence, or it may have been a repeated action which has been punished previously by a suspension (Level 6) or the law has been broken and therefore we are obliged to apply this sanction. Examples of possible offences:
  - Drugs – use of drugs on school site, supplying/distribution of drugs, including alcohol
  - Bringing weapons to School, to be used in a threatening manner
  - Persistent bullying
  - Threatening/malicious behaviour to students or staff
  - Physical assault
  - Premeditated stealing
  - Sexual misconduct

Whenever a sanction is imposed (especially from Level 4 upwards), an investigation will be undertaken by a senior member of staff and parents will be notified at a point in time where detail is clearest. Interviews will be held (notes will be taken), meetings may take place and time will be taken to ensure the best chance of correct decisions being made. The student will usually be given the opportunity to provide a written statement to clarify in their own mind what happened, what went wrong and how they would act differently in the future.

If there is a possibility that a Level 6 or 7 sanction may apply, an investigation report will be presented to the Head. The Head will discuss the report and the possible outcomes with one or more of his Deputies to ensure all areas of concern have been investigated and clarified as far as is reasonably practical. The Head will always take into account any Special Education Needs or disabilities and/or any safeguarding concerns or specific vulnerabilities of the student(s) involved before making a decision.

From time to time, the pastoral team may decide it is appropriate to replace a detention with a different type of consequence which supports the student to modify their behaviour – e.g. a training session with the police. This will be agreed on a case by case basis and agreed with parents as necessary.

If a student engages in persistent disruptive behaviour, inside or outside the classroom, behaviour sanctions will be escalated accordingly and may include suspension, or even permanent exclusion.

The School has an appeal policy/process.

**Appropriate outside agencies may be contacted**, and advice sought from them, this could include the Police, Integrated Front Door (which incorporates social care and the Police Force) and any other expert body which we are either obliged to inform or that we think might be beneficial to the students and the School.

We aim for transparency, fairness and consistency in our 'Sanction System' and do not at any stage make decisions that will substantially affect our student's lives without very careful consideration.

## Physical Restraint

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a student in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a student from doing or continuing to do" any of the following:

- *"Committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student)"*
- *"Causing personal injury to any person (including the student themselves)"*
- *"Causing damage to the property of any person (including the student themselves)"*
- *"Prejudicing the maintenance of good order and discipline at the school, and among any students receiving education at the school, whether during a teaching session or otherwise"*

The Act also defines to whom the power applies as follows:

- *"Any teacher who works at the school"*
- *"Any other person whom the Head Teacher has authorised to have control or charge of students"*

Staff are advised always to use their voices first, to use the minimum force necessary to restrain a student for the shortest possible period of time and use their professional judgement as to whether the use of physical restraint is appropriate. They should consider:

- *"The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used"*
- *"The chances of achieving the desired result by other means"*
- *"The relative risks associated with physical intervention compared with using other strategies"*

Every member of staff will inform the Head immediately after s/he has needed to restrain a student physically. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the School, so that we can, if necessary, agree a protocol and/or sanction for managing that individual student's behaviour.

## Incidents which occur outside the school

The law gives teachers power to discipline students for misbehaving outside of the school premises 'to such an extent as is reasonable'. Bedford Modern School may apply the behaviour policy when the students is:

- Taking part in any school-organised or school related activity
- Travelling to or from school
- Wearing school uniform or
- In some other way identifiable as a student at the school

Or when the misbehaviour:

- Could have repercussions for the orderly running of the school
- Pose a threat to another student or member of the public
- Could adversely affect the reputation of the school

This includes the use of technology and in particular the use of social media.

## **Safeguarding**

Safeguarding children is our priority with dealing with any disciplinary matter and will always be taken into account when responding to any incidents of poor behaviour. Bedford Modern School recognises that children's behaviour can be an outward manifestation of other issues that are happening in their life. We also recognise that for some misdemeanours a 'safeguarding response' may be more appropriate than a particular sanction. When this may be the case, pastoral staff will always discuss this with the Designated Safeguarding Lead (or Deputy DSL) who in turn will discuss with parents unless there is a specific risk to the child's safety.

More detailed information on peer on peer abuse, sexting, cyber bullying and sexual harassment and sexual violence is included in the Safeguarding Policy.

## **Confiscation of items**

Schools can search a student for any item if the student agrees. Head teachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used to:
  - Commit an offence
  - To cause personal injury to, or damage the property of, any person (including the student)

Head teachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

When it is necessary to search a student, pastoral staff will do so following the guidelines laid out in Searching, Screening and Confiscation at School, January 2018.

## **Mobile phones**

Electronic items including, but not limited to, mobile phones and smart watches and valuable items should not be brought into school. Personal electronic devices should only be used outside the school premises. If any of these devices are brought into school, BMS accepts no responsibility for loss or theft.

Mobile phones or similar devices are not allowed in the refectory at lunchtime or when in the corridors and walking around the school site.

No-one should walk around the school or over the crossing/bridge wearing headphones; they may only be worn in school when express permission has been given by a member of staff.

Mobile phone use in the Junior School: Mobile phones are not allowed unless permission is given by the Deputy Head of the Junior School to those who travel to school on a bus.

Mobile phone use in Years 7 and 11: Students in Years 7 and 11 may bring a phone to school with parental permission but it must be switched off and kept out of sight between 8.40am and 4.00pm unless there are exceptional circumstances and by prior arrangement with the Head of Year. In these circumstances, a note will be issued and a time and place agreed for a phone call or text. Any urgent message to or from parents should go via the School Reception or the School Office.

Students may be allowed mobile phones on trips and fixtures; this will be agreed in advance and communicated by the relevant member of staff.

Mobile phone use in Years 9 to 11: Students in Years 9 to 11 may use their phones during the school day for teaching and learning purposes when given express permission by their teacher.

During examination periods, there will be special dispensation given to students in Year 11 where appropriate and as agreed with their Head of Year in consultation with the Assistant Head Years 9-11 or Deputy Head Pastoral.

### **Confiscation of mobile phones**

If it is necessary to confiscate a mobile phone due to breach of the policy the following will apply:

- The mobile phone must be switched off by the student and then passed to the teacher.
- The teacher will take the mobile phone to reception where it will be placed in an envelope and labelled with the student's name and form.
- In the first instance the student may collect their phone at the end of the school day.
- Names, dates and details will be recorded and passed to the Pastoral Team. Any repeat confiscation will increase to a maximum of three days. Parents will be informed by the tutor or the Head of Year as soon as possible and may be asked to come into school to collect the phone.

If there is a concern about material that is stored on the phone, the Deputy Head Pastoral will be consulted and safeguarding or disciplinary procedures implemented.

### **Teaching and Learning**

Bedford Modern School aims to raise the aspirations of all its students and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Students are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every student a high level of individual attention, together with consistent and helpful advice. In return, we expect every student to cooperate and to work hard.

### **The Sixth Form**

We encourage and expect our most senior students to behave maturely, and act as role models for our younger students. The 'Sanctions System' discussed above applies to all students in the Senior School however, when dealing with students in the Sixth Form, consideration will be given to their age and they will always be expected to take responsibility for their own actions. If serious misdemeanours do occur, a full investigation will take place, led by the Director of Sixth Form and then the Director of Sixth Form in discussion with one or more of the Deputies with the HM will decide on the most appropriate course of action.

## **Complaints**

We hope that you will not feel the need to complain about the operation of our Behaviour Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage; however, the School's Complaints Procedures are on our web site. Copies can be sent on request.

**Mr A Whomsley  
Senior Deputy Head**

**Interim Review October 2021  
Review Date May 2022**

### Anti-Bullying Policy

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour Policies
- Expulsion Policy

and the following guidance:

- Preventing and tackling bullying July 2017
- Sexual violence and sexual harassment between children in schools and colleges 2017
- Keeping Children Safe in Education 2021

#### Aims and Objectives

At Bedford Modern School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our students can develop his/her full potential. We expect our students to treat members of staff with courtesy and co-operation so that they can learn in a relaxed but orderly atmosphere. All students should care for and support each other.

Bedford Modern School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Bedford Modern School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together.

Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of students and prospective students on our website and on request. It is also available and known to staff.

Bullying, harassment, victimisation and discrimination will not be tolerated (See Appendix A). We treat all of our students and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School. Any kind of bullying is unacceptable. This policy applies to all students in the School.

#### Definition of Bullying

"Bullying may be defined as: *Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally*".

Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including email, social media and text messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are related to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and

belief, sex, inappropriate sexual behaviour, sexual orientation or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time and can involve everyone - students, staff and parents.

Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

### **Cyber-Bullying – Definition**

Cyber-Bullying is any form of bullying which takes place online or through smartphones and tablets.

For more information see below

<http://www.bullying.co.uk/cyberbullying/what-is-cyberbullying/?gclid=CK3Cr-6w-9ECFeyT7QodQ48AGg>

<http://www.bullying.co.uk/cyberbullying/what-to-do-if-you-re-being-bullied-on-a-social-network/>

[https://www.thinkuknow.co.uk/11\\_13/Need-advice/Cyberbullying/](https://www.thinkuknow.co.uk/11_13/Need-advice/Cyberbullying/)

### **What is Cyber-Bullying? The 8 Types of Cyber-Bullying...**

The 8 different types of cyber-bullying are listed below:

**Flaming:** 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

### **The School's Response to Bullying and Cyber-Bullying**

At Bedford Modern School, we always treat bullying, including allegations of bullying, very seriously. This complements the School's policy on equal opportunities, as well as its social and moral principles.

## Signs of Bullying

Changes in behaviour that may indicate that a student is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags and other belongings suddenly go missing, or are damaged
- Changes to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self confidence
- Frequent visits to the Nurses' Department with symptoms such as stomach pains, headaches
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiences nightmares
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

## Preventative Measures

**'Where reference is made to the Deputy Head Pastoral this should also be taken to mean Deputy Head of Junior School where this is clearly more relevant or appropriate'.**

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with Bedford Modern School:

- All new students are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying. Any student who reports bullying will be supported.
- All new members of staff are given guidance on the school's anti-bullying policy and in how to react to allegations of bullying in their first weeks at Bedford Modern School. They are required to read the School's policy as part of their induction. We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give students an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other.
- Other lessons, particularly RS, English and Drama, highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- All our students are encouraged to tell a member of staff at once if they know that bullying is taking place in line. For youngest Junior School students there are

signs encouraging them to report any incidents of bullying displayed around the building.

- All reported incidents are recorded on CPOMs and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely passed on to the Deputy Head Pastoral in order that patterns of behaviour can be identified and monitored.
- We have a strong and experienced pastoral team of Form Tutors, Heads of Year, Assistant Heads of Year, Senior Tutors and other Pastoral staff who will deal with any incidents as an immediate priority and are always alert to possible signs of bullying.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Our trained School Counsellors are an important part of our pastoral support service, providing specialist skills of assessment and counselling. They are available to give confidential advice and counselling support to students who can refer themselves to them when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a student to them.
- Staff are always on duty at times when students are not in class and patrol the school site, including areas where bullying might occur. They are alert to inappropriate language or behaviour.
- Our Nurses' Department displays advice on where students can seek help, including details of confidential help lines and web sites connecting to external specialists, such as Childline.
- We provide training to our Head Boy/Girl and their team of Senior Monitors, Monitors & House Captains which specifically covers the importance of offering support and assistance to younger and to vulnerable students.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our students.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.
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### **Cyber-Bullying – Preventative Measures**

In addition to the preventative measures described above, Bedford Modern School:

- Expects all students to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors students' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all students with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHE lessons, assemblies and through visiting speakers which covers: sharing personal information, sending of inappropriate pictures of oneself, legal repercussions of cyber-bullying and technical issues about traceability and logging of texts and emails.
- Allows students to connect their own devices to the BMS Wi-Fi network, which is also filtered and usage logged.
- Tells its students not to respond to abusive emails, text messages or telephone calls and advises them to keep copies of any offensive material.

- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- States that the use of cameras on mobile phones is not allowed without the express permission of any and every person that might appear in the resulting 'picture/video'. They must not be used in any way that might humiliate, demean or offend anyone.
- Students and/or parents who do not wish their photograph to be published may opt out.
- Unofficial photographing or recording of student images is not permitted.
- Keeps up a dialogue with parents about emerging technologies their child might be using via letters and publications.
- Ensures parents know what steps to take if they suspect their child is being cyber-bullied or is bullying someone else.

## **Procedures for Dealing with Reported Bullying**

If an incident of bullying is reported, the following procedures are adopted:

### **Senior School**

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the students involved and reinforce that school take bullying very seriously.
- He/she will inform an appropriate member of the pastoral team as soon as possible.
- The alleged bully, together with all others who were involved, will be interviewed individually and records will be made of the account of events.
- A decision will be made about appropriate next steps in order to resolve the issue. These may involve
  - resolution meetings between students;
  - further investigations which lead to more serious sanctions;
  - a discussion by the Safeguarding Team.
- Once the next step is agreed support will be offered to all involved and a monitoring review strategy put in place.
- If it is decided that the next step would be disciplinary proceedings appropriate disciplinary sanctions will be applied with reference to the following documents – the Bedford Modern School Senior School Behaviour Policy (website), the Bedford Modern School Sanctions System (website & Student Organiser), the Online Safety Policy (website), the School Code of Conduct. Reasonable adjustments will be made where appropriate.
- Parents/guardians will be informed at an appropriate time and may be invited into school to discuss the matter. Their support should be sought.
- In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Bedford Modern School to attempt to resolve such issues internally under the School's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.
- The School may exclude a student, either temporarily or permanently, in cases of severe and/or persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.

- The school will keep records of bullying so that trends can be identified and action taken if necessary.

## **Junior School**

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the students involved and reinforce that school take bullying very seriously.
- He/she will inform the Form Tutor as soon as possible.
- The Form Tutor will inform the Deputy Head of the Junior School as soon as possible if deemed a serious incident.
- The alleged bully, together with all others who were involved, will be interviewed individually and records will be made of the account of events.
- A decision will be made about appropriate next steps in order to resolve the issue. These may involve
  - resolution meetings between students;
  - further investigations which lead to more serious sanctions;
  - a discussion by the Safeguarding Team.
- Once the next step is agreed support will be offered to all involved and a monitoring review strategy put in place.
- If it is decided that the next step would be disciplinary proceedings appropriate disciplinary sanctions will be applied with reference to the following documents – the Bedford Modern Junior School Behaviour Policy, the Online Safety Policy, the School Code of Conduct, and the Junior School Behaviour Plan. Reasonable adjustments will be made where appropriate.
- Parents/guardians will be informed at an appropriate time and may be invited into school to discuss the matter. Their support should be sought.
- In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Bedford Modern School to attempt to resolve such issues internally under the School's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.
- The School may exclude a student, either temporarily or permanently, in cases of severe and/or persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- The school will keep records of bullying so that trends can be identified and action taken if necessary.

## **Complaints Procedure**

Parents and students are encouraged to use our complaints procedure (which is published on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly.

### **Discrimination, Victimisation and Harassment.**

Discrimination on grounds of race, sex, disability, religion or belief, or sexual orientation is illegal. However, for the school community, discrimination is also unacceptable on any of the other grounds referred to in this policy statement.

Failure to comply with the policy will be fully and promptly investigated using the appropriate procedures. There are four ways in which discrimination may occur:

1. **Direct discrimination:** This means treating someone less favourably than others would be treated in the same or similar circumstances on the grounds of race, sex etc.
2. **Indirect discrimination:** This means applying a requirement or condition which cannot be justified to all groups, but which has a disproportionately adverse effect on one group because the proportion of that group which can comply is smaller than the proportion of the group(s) which can comply with it.
3. **Victimisation:** This occurs when a person is treated less favourably than other persons would be treated because that person has done a 'protected act' under the Equal Pay Act, Sex Discrimination Act, Race Relations Act or Employment Equality Regulations, for example, by bringing forward proceedings or giving evidence or information.
4. **Harassment:** Harassment can take many forms, from the most obvious abusive remarks to extremely subtle use of power. As with unfair or unlawful discrimination, harassment can be intentional or unintentional. However, the key issue is not simply the intention of the offender but the impact of the behaviour on the person receiving it. Whatever the form, the school will provide support for any member of the school community who feels threatened or isolated because of such actions.