Malmesbury School

ANTI-BULLYING POLICY

Anti-Bullying Vision
For staff, students, parents and carers to contribute to a school community in which everyone feels safe. A commitment to bullying prevention will be integral to both policy and curriculum wherever possible. Should any form of bullying occur, early intervention strategies will address the issue and will do so in a way that minimises the risk of the bullying incident reoccurring.

1. **The Nature of Bullying**

1.1 Bullying is considered to be behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically and/or emotionally.

1.2 Anyone is a potential target of bullying including staff and students.

1.3 Certain specific groups are particularly vulnerable to bullying. In particular, individuals may be singled out because of:

- race
- religion, belief and culture
- SEN or disabilities
- appearance or health conditions
- sexual orientation
- being a young care
- being a looked-after child
- their position/role in the school
- students who are more or less able in one or more curriculum area
- age
- gender identity or reassignment
- marriage or civil partnership
- pregnancy and maternity

1.4 Bullying may be verbal, physical, emotional or cyberbullying

2. **Responsibilities to Prevent Bullying**

2.1 In working towards the eradication of bullying the Malmesbury School Governors will:

- have an Equal Opportunities policy
- have a disability equality scheme
- establish procedures for dealing with complaints
- safeguard and promote the welfare of all students and staff
- monitor and support the work of staff and students in dealing with and preventing bullying
- take an active interest in the work of the anti-bullying ambassadors (ABA)

2.2 The Senior Leadership Team and Senior Pastoral Leaders of the school will:

- determine the sanctions, and follow up interventions to be used to tackle bullying
- develop an anti-bullying policy which will include measures to encourage good behaviour and prevention of bullying
- publicise the policy amongst parents and students
- ensure the maintenance of good order and discipline

2.3 All teachers will

- support the application of sanctions and interventions set out in the anti- bullying policy
- follow school and faculty policy to prevent bullying
- be alert to the potential for bullying and identify and report it where possible
- take every care to protect the confidentiality of those reporting bullying incidents
- help engage students in the work of the anti- bullying ambassadors.

3. **Preventative Action**

3.1 Students social and emotional skills will be developed at every opportunity. Specific messages will be delivered through assemblies, ilearn, the tutor programme and other intervention programmes delivered by the Pastoral Leaders.

3.2 Opportunities created as a part of the curriculum will be used to raise awareness of students to bullying. They will be encouraged to consider the feelings and needs of the victim/s and the perpetrator/s.

3.3 Where appropriate, education of students will include case studies of victims and of perpetrators, possibly involving individuals who wish to share their experiences.

3.4 Anti-bullying ambassadors, Year 9 Peer Mentors and sixth form advocates will be promoted to students as a supportive resource through displays, assemblies and tutor registration.

3.5 Students will be given the opportunity to develop their own Anti-bullying Code so that it is accessible to young people throughout the school. This version of the policy will be promoted throughout the school.

3.6 Staff, students, parents and carers will be consulted and educated to gain a common understanding of what types of behaviour constitute bullying.

3.7 It will be made clear, both implicitly and explicitly, that bullying is an unacceptable form of behaviour which will not be tolerated in the school under any circumstances.

3.8 All staff will show, by example, positive ways of communicating with others.

3.9 Staff on duty at break, lunch and after school will maintain a high profile in and around the school, as far as is possible. Attention will be paid to isolated areas.

3.10 The school policy on bullying will be communicated to all school staff, students, parents and other appropriate members of the community, and their help sought in preventing bullying.

3.11 Staff of the school will be given appropriate guidance and training to ensure that they have the confidence to report and, if appropriate deal with bullying behaviour.

4. **Identifying Bullying**

4.1 Every effort will be made to ensure that incidents of bullying are identified and dealt with at an early stage.

4.2 All reports of bullying will be taken seriously and the situation investigated thoroughly.

4.3 Students will be encouraged to report cases of bullying of themselves or others to a member of staff or student whom they trust. When they do so, every effort will be made to protect their identity and confidence as far as possible.

4.4 Students may report an incident of bullying verbally or in writing, using the school's pro-forma. They may also report incidents using the 'Text For Help' service. If necessary, students may report incidents with the support of their parents and carers.

4.5 Teachers, non-teaching staff and anti-bullying ambassadors will be aware of the school's policy on bullying and their responsibilities should an incident be reported to them.

4.6 Information from students about bullying incidents will be shared on a 'need to know' basis.

4.7 Staff should be alert to behaviour which may suggest bullying is taking place and will follow up any such indications to find out if a problem exists.

4.8 Parents who feel that their child is being bullied will be encouraged to discuss the matter with a tutor, Student Services or Senior Pastoral Leader.

4.9 Information will be provided on the school website for parents to learn more about the effects of bullying on young people and strategies for avoiding or combating it.

5. **Cyberbullying**

5.1 Cyberbullying is considered by the school to be equally unacceptable as all other forms of bullying.

5.2 The school's Student Computer Use Policy will outline the rules and responsibilities of use and sanctions for misuse of technologies in school.

5.3 All students will be taught the importance of responsible use of technologies in ICT lessons when they join the school and this will be reinforced regularly during their time in the school.

5.4 South West Grid for Learning (SWGfL) will be used to filter inappropriate websites, which might be used with the intention of bullying other students.

5.5 Any member of staff who discovers or is made aware of offensive or upsetting material online will report this to the IT team and/or Senior Leadership Team or relevant Senior Pastoral Leader.

5.6 Steps will be taken to remove immediately any offensive material posted on the school's website. Removal of material will involve the school IT support staff in case it is later required by a third party for investigation.

5.7 Incidents of cyberbullying will be logged in the same way as other forms of bullying, with the addition of the type of technology used in the incident.

5.8 Students involved in cyberbullying will be subject to the same sanctions as those applied for any bullying incident.

5.9 Data collected on cyberbullying will be used to monitor the effectiveness of the school's prevention activities.

5.10 Where possible, opportunities will be sought to offer education to parents and carers on how to prevent students from becoming either the victim or perpetrator of cyberbullying.

6. **Bullying outside school premises**

6.1 Students can be disciplined for misbehaving outside the school premises "to such an extent as is reasonable". This can relate to any 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.

6.2 Where bullying outside school is reported to school staff, it will be investigated and acted on. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will be informed. The parents of an alleged victim will be encouraged to report concerns to the police directly.

6.3 In all cases of misbehaviour or bullying staff can only discipline the student when the student is under the lawful control of the staff member.

7 **Working with the wider community**

7.1 The school will 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.

8. The Victim

8.1 Encouragement will be given to students to report to staff incidents in which they are bullied and they will be supported to ensure that they are not victimised for doing so. Targeting of students who report bullying incidents will be treated as a serious disciplinary matter.

8.2 The victim will be treated with respect and their concerns taken seriously. Every effort will be made to ensure that the student does not have undue attention placed upon them in front of other students, wherever possible.

8.3 Where appropriate, the victim will be helped to develop strategies to avoid being victimised.

8.4 Support, counselling and/or intervention programmes will be offered to students for whom this is thought appropriate. This may be through peer mentors, pastoral staff, teachers, Emotional Literacy Support Assistants (ELSAs) or external agencies, as is considered appropriate by the student, parents and the school.

8.5 Support from the pastoral team and anti-bullying alliance will aim to empower the victim, developing in the student a range of valuable life-skill strategies.

8.6 Formal and informal opportunities will be made to check on students who have been bullied, to ensure that their situations have been dealt with effectively.

8.7 Staff will make parents aware of incidents involving their child, which the school considers to be bullying. Parents of both parties will be contacted. Parents should be aware that because of the need to thoroughly investigate incidents, there may be a timelag between an incident being reported and contact being made with parents.

8.8 Parents of a child who has been persistently bullied will be invited into the school to discuss the matter with a Senior Pastoral Leader or another senior member of staff.

8.9 There will be a follow-up discussion with the victim, including the parents if appropriate. At this discussion, each party will have the opportunity to give feedback and an update on the situation.

9. **The Perpetrator**

9.1 In the first instance, staff will work with the student who has bullied to endeavour to change the self-image, attitudes and behaviour which have resulted in bullying. The co-operation of parents may be sought in this. As part of this process, the perpetrator will be expected to complete the 'Diversity' intervention programme, where appropriate. This programme will make the student aware of the seriousness of their actions and the possible consequences. A sanction will also be put in place following the first instance of bullying. This will vary depending on the nature of and timeframe over which the bullying has occurred.

9.2 Parents of the perpetrator will be informed as soon as possible and made aware of the nature of the incident and of their participation in the 'Diversity' intervention programme.

9.3 Where necessary, further support will be offered to students who have problems which lead them to bully others. Those involved could include the pastoral staff, peer mentors, Emotional Literary Support Assistants, Senior Leadership Team or external agencies as considered appropriate by student, parents and the school.

9.4 Following the standard, supportive interventions, more serious sanctions will be taken against students who have been involved in physically or emotionally bullying other students.

9.5 Parents will be informed following further instances of bullying by their son or daughter and, where appropriate, a meeting with parents will be arranged to discuss ways of preventing further incidents of bullying.

9.6 If, following the school's best efforts, students find that they are unable to modify their behaviour and stop bullying, a fixed term exclusion from school may be implemented. At this stage the school will continue to provide intervention and support as considered necessary.

9.7 Alternative provision for a student is the final sanction which may be applied following persistent bullying by that student.

9.8 In the case of a severe incident of bullying, immediate severe sanctions may be imposed.

10. **Students with Special Educational Needs**

10.1 Staff dealing with a bullying incident will seek to determine whether any student involved has special educational needs which may affect their capacity to deal with the situation.

10.2 Advice and support will be sought from the Learning Support Faculty when dealing with students with special educational needs who have been involved in a bullying incident.

10.3 Appropriate steps will be taken to ensure that students with educational needs are given the support needed to deal with the situation.

10.4 A student who needs a supporter to deal with the process will be provided with an appropriate person.

10.5 Students will be given the time they need to be able to communicate the issues and their feelings.

10.6 Alternative methods of communication will be available to students where appropriate e.g. scribe, computer.

10.7 Throughout the process, staff dealing with the matter will ensure that the student feels that they have been understood.

11. **Recording Incidents of Bullying**

11.1 All reported incidents of bullying will be recorded in the Bullying Log Book held in the Inclusions Office.

11.2 Numbers of bullying incidents will be reported to Senior Leadership Team on a regular basis.

11.3 The Inclusions Team will work with Senior Leadership Team to identify patterns of bullying behaviour, to plan preventative work and to ensure that strategies for dealing with bullying are effective.

12. **Bullying in the Workplace**

12.1 Staff complaints of bullying will be dealt with according to the Athelstan Code of Conduct and Dignity at Work Policy.

13 **Related Policy**
Behaviour and Exclusion Policy
Equal Opportunities Policy

14. **Review**

14.1 This policy to be reviewed in 2022
February 2019

Malmesbury School

Completed forms to be returned to the Student Services Office

MALMESBURY SCHOOL

REPORTING FORM FOR A BULLYING INCIDENT

Reported by: …….

Name and Tutor Group of the student(s) who has/have been bullied:

……..

Black & Ethnic minority (BME) Yes ☐ No ☐

Looked after children (LAC) Yes ☐ No ☐

Free School Meals (FSM) Yes ☐ No ☐

Name and Tutor Group of the student/s who have bullied:

…….

Black & Ethnic minority (BME) Yes ☐ No ☐

Looked after children (LAC) Yes ☐ No ☐

Free School Meals (FSM) Yes ☐ No ☐

Date of incident/s: ……

Time of incident/s: ……..

If cyber bullying, nature of technology used: ……..

indicate type of incident/s – please tick one or more boxes

Verbal abuse		Isolation (including being ignored or left out)		Physical abuse	
Having personal possessions taken/ causing damage to personal property		Cyberbullying (including text messages, emails, social networking sites …)		Being forced to hand over money	
Being forced into something against their will		Spreading rumours/ nasty notes		Other (please specify)	

Malmesbury School

Brief description of incident/s

Advice given / action suggested by person who logged this complaint

Is this being treated as bullying?

Have the parents/carers of the student/s who were bullied been informed?

☐ Yes ☐ No

Have the parents/carers of the student/s who have bullied been informed?

☐ Yes ☐ No

Entered on e-behaviour

☐ Yes ☐ No

Tutor Informed

☐ Yes ☐ No

Name: …….. Signature: …….. Date: ……..

Malmesbury School

MALMESBURY SCHOOL ANTIBULLYING CODE

Malmesbury School is committed to creating a school community where bullying will not be tolerated. We will all:

Treat others with respect and kindness
Be inclusive and fair
Encourage others to make good choices
Speak up against bullying and not be a bystander
Report bullying to someone we trust
Use social media appropriately and responsibly
Be positive about each other's differences
Make everyone feel safe in our school community
Support each other
Take responsibility for our actions

HAPPY **CARING** **EXCELLENT**