



**Malbank School & Sixth Form College**

**Anti-Bullying Policy**

# Anti-Bullying Policy

## Contents

1. Introduction	3
2. How to report bullying in school	4
3. Recording incidents of bullying	5
4. What you might do if you are being bullied	5
5. What the school can do	6
6. What happens to a student who is bullying others?	7
7. Staff Guidelines	7
8. What parents can do	8
9. Useful contacts	8
10. Cyberbullying	9
11. Useful resources	10
12. Links to other Policies	10

# Malbank School and Sixth Form College Anti-Bullying Policy

## 1. Introduction

At **Malbank School** we believe that everyone has a right to enjoy school life in a safe, friendly environment. We encourage respect for others and their property and we strive to ensure that everyone is valued equally and treated with respect, regardless of age, aptitude, disability, gender, race, religion or belief, sexual orientation or socio-economic status.

Bullying of all kinds is unacceptable whether it is between students and students, staff and students or staff and staff.

The school has a number of students who work with staff as Anti-bullying Ambassadors.



There is no legal definition of bullying. However, it's usually defined as behavior which is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (for example social media)

At **Malbank** we believe that bullies are people who get involved in a range of activities including:

- name calling
- physical bullying
- cyber bullying
- taking advantage of people's weaknesses
- mental / emotional abuse
- making hurtful comments about a person.
- making negative comments about a person's sexuality
- making racist comments e.g. about the colour of a person's skin or where they are from
- taking peoples belongings

- spreading nasty rumours
- making fun of people with a disability of any kind
- making negative comments about a person's religion
- excluding people from friendship groups

***The whole school community will not tolerate prejudice-based bullying of any kind.***

- A racist incident is one that is 'perceived to be racist by the victim or any other person' - Macpherson report
- There is a named teacher (the head teacher) who is responsible for how racist incidents are dealt with in school.
- Homophobic bullying involves using behaviour or language that makes a person feel victimised for being LGBTQIA+ – even if they are not, or making comments of this type about a pupil's family member.
- Using language which implies there is something wrong or that being LGBTQIA+ is unacceptable.

**2. How to report bullying in school**

- Use the thought box in form time
- Send a message to a member of staff on TEAMS
- Write down what has happened and share this with a member of staff
- Speak to a member of staff this could include:
  - ✓ Your form tutor
  - ✓ The Key Stage team
  - ✓ Your Progress manager
  - ✓ The Well-being team
  - ✓ Staff in Connect
  - ✓ Staff in student service
  - ✓ Any teacher

You could also ask a parent/carer or family member to get in touch with the Key Stage office.

### 3. Recording incidents of bullying

The Key Stage teams record any incident of bullying. This is shared with the members of SLT responsible for safeguarding and behaviour. The type of bullying is also recorded. This may be verbal, physical, cyber, racist, homophobic or other. This will help to inform how to continue to tackle bullying in school.

If you are being bullied or see bullying of any kind	
<b>DO</b> <ul style="list-style-type: none"><li>✓ Tell someone that you trust</li><li>✓ Write down what happens</li><li>✓ Try to ignore it and try not to show it affects you</li><li>✓ Try to avoid getting yourself into situations where it happens</li><li>✓ Get advice on how to deal with things</li><li>✓ Stand up for yourself by telling the bully to stop and walk away</li><li>✓ Stay calm</li><li>✓ Save any abusive texts / messages as evidence</li><li>✓ Try to avoid being on your own or being in situations where it happens</li></ul>	<b>DON'T</b> <ul style="list-style-type: none"><li>▪ Keep it to yourself</li><li>▪ Blame yourself</li><li>▪ React in a way that is behaving in a similar way to the bully.</li><li>▪ Give in to the bully</li><li>▪ Let the bully see you upset</li><li>▪ Put up with it</li><li>▪ Bully others</li><li>▪ Feel that by telling someone it will make things worse.</li><li>▪ Stand by and watch others being bullied</li></ul>

### 4. What you might do if you are being bullied:

- Tell someone that you trust as soon as possible
- Try to look the bully in the eye and tell them to stop
- Ignore the bully – walk away calmly and confidently if possible. If any incidents occur in class speak to your teacher.
- Avoid handing over any possessions e.g. money
- Check your body language – head up, shoulders back, walk tall.
- Avoid making threats back
- Avoid bringing siblings or others into your problem, especially if they are older than you, it usually only makes matter worse
- Practise answers/responses in your head
- Keep a log of all incidents with names, times, witnesses etc.
- Don't let the bully see you are upset
- Avoid walking round on your own – go around in a group, find people that you trust.

- Change your patterns of behaviour – choose different routes or places to sit
- Join a lunchtime club or extra-curricular activity
- Go to Connect
- Use the thought box to report bullying if you are worried about how to tell someone.
- Get support – websites are outlined on page 5

## 5. What the school can do:

- Ensure that pupils are educated about the impact of bullying on others via a variety of methods including PDL lessons, through the curriculum, assemblies, the use of outside speakers etc.
- Investigate all reported incidents of bullying thoroughly and fairly.
- Try to find the root of the problem
- Listen to you and make further discrete enquiries
- Agree with you how best to proceed
- Encourage you to make an incident log
- Encourage you to tell your parents / family member
- Discuss tactics and set hourly/daily targets
- Talk to the bully/bullies and discuss their behaviour, tell them to stop and explain the consequences of continued bullying. Explain why their behaviour is hurtful.
- Arrange to mediate between you and the bullies – this is pupil led.
- Enlist the support of friends or mentors to discuss helpful strategies
- Consider changing tutor groups or sets if absolutely necessary
- Provide you with a temporary 'safe haven' to help you cope e.g. Connect
- Monitor your progress to make sure you don't fall behind, if so help to get back on track.
- Let staff know what is happening
- Give practical advice to those involved
- Contact the parents of those involved
- Refer you to other people for counselling/advice e.g. The school nurse, Inclusion Mentor, CAMHS, CHECs
- Work with outside agencies as appropriate
- Use the School's Code of Conduct to deal with the bully/bullies
- Fill in bullying reports, log and file all incidents
- Contact the police, if necessary by contacting the local station or 101 (remember 999 is only to be used in an emergency)

***NO TWO CASES ARE THE SAME; WE ACT AT YOUR PACE; WE LISTEN TO WHAT YOU WANT; WE ARE DISCREET. WE WILL ALWAYS TAKE ACTION.***

As a result of the Anti-Bullying Ambassador training we will also;

- Share the anti-bullying message through assemblies which have been designed by students. Share the anti-bullying slogans and logos designed in the student forum by having them displayed around the school, on student log on screens, on TV screens around the site and on the school website.
- Work with the Anti-Bullying ambassadors on further projects to continue to educate our pupils on the impact of bullying and to provide support.

- The school will continue to be proactive in preventing and dealing with bullying through;
  - Active learning in PDL lessons throughout all Key Stages and some subject lessons
  - Curriculum initiatives e.g. Opening Minds
  - Drama workshops
  - Pupil surveys which feedback on policy decisions
  - Consultation with the Students
  - Year assemblies
  - Anti-Bullying Ambassadors.
  - The Inclusion Mentor
  - Connect
  - Community links e.g. with the bus companies
  - Student forums
  - Use of CCTV
  - Appropriate use of sanctions
  - Governor briefings
  - School website [www.malbank.com](http://www.malbank.com)

## 6. What happens to a student who is bullying others?

Every reported case of bullying is investigated thoroughly and fairly. Following an investigation, a sanction will usually be put into place for any perpetrators of bullying. As no two cases of bullying are ever the same it would not be appropriate to identify a particular sanction. However, sanctions can be applied in line with the Behaviour for Learning Policy and these include;

- Restating our Shared Expectations
- Contacting parents / Carers
- Break or lunch time detention(s)
- After school detention
- Community service
- Referral to the school seclusion room
- Seclusion in another school
- SLT shadowing
- Fixed term exclusion.

## 7. Staff Guidelines

If a child reports an incident to you, or you witness one:

- Listen
- Record the incident
- Talk to the victim(s) and perpetrators separately
- Suggest steps to address bullying that empower the young person
- Contact the Key Stage Team to seek advice/background knowledge
- Contact the parents, if appropriate
- Set short term targets with both the victim and perpetrator
- Encourage both sides to empathise and resolve the conflict
- Always set a review date
- Follow up and ensure the victim is safe.
- Update your records and pass them on to the Key Stage Office.

- In the event of a repeat incident, refer to the Key Stage Team immediately.
- If you are on duty refer in the first instance to the Duty Team Leader.
- Pass all racist incidents to the Key Stage teams but complete witness statements first.
- Refer all concerns about safeguarding/child protection to the Designated Lead

## 8. What parents can do:

- Look out for signs that your child may be being bullied
- Listen to what they say
- Don't dismiss bullying as part of growing up
- Don't rush in and demand to see the Head/bully/bully's parents
- Talk to your child about what to do next e.g. keep a diary of incidents, copies of emails, text messages etc.
- Discuss possible responses and role play them with your child
- Encourage your child to tell someone at school
- Work with the school
- Have realistic expectations about what the school can/cannot accomplish within the school setting
- Monitor your child's use of his/her mobile phone and computer
- Access advice from internet sites e.g. [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)
- In extreme cases involving serious threats of violence, actual violence, abuse of mobile phones and internet sites, racial abuse, it may be necessary to inform the police.

## 9. Useful contacts

- [www.beatbullying.org](http://www.beatbullying.org)
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.kooth.com](http://www.kooth.com)
- CHILDLINE - A confidential and free telephone line, open 24 hours a day, 7 days a week 080011 11
- [www.kidscape.org.uk](http://www.kidscape.org.uk)
- [www.eachaction.org.uk](http://www.eachaction.org.uk)
- [www.antibullyingpro.com](http://www.antibullyingpro.com)
- [www.youngminds.org.uk](http://www.youngminds.org.uk)
- [www.bullying.co.uk](http://www.bullying.co.uk)

## 10. Cyberbullying

### What is Cyberbullying?

It is the use of ICT, especially phones & internet to deliberately upset someone.

Different forms of cyberbullying are types of criminal offences e.g.;

Communications Act 2003,s.127:

*'a person is guilty of an offence if they send by means of a public electronic communication network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or causes any such message to be sent.'*

Other legal acts include – Malicious communications act 1988, Protection from Harassment Act 1997 and Obscene Publications Act 1959.

Remember that a digital footprint will always be left and can be tracked down by the police, even if a message has been deleted from the device from which a message was sent. Everything that you post online leaves a trace.

#### **What can you do to avoid cyberbullying and stay safe online?**

- Set up a safe profile, put your settings on private
- Protect your online account and your mobile phone with a password
- Change your online username. Avoid usernames that include any personal details eg name, where you live, date of birth etc.
- Be careful what you say and what you send
- Don't accept any unknown links or images – Don't accept friend requests from people that you don't know.
- Check your location settings – some social media platforms allow followers to access your location.
- Don't give out any personal details online
- Don't answer calls from unknown numbers

#### **What can you do if you are experiencing cyberbullying?**

- Tell someone that you trust, don't suffer in silence
- Don't reply to the abusive message
- Keep the messages that you have been sent so you can show someone
- You could change your number or your social media account

- Block the number or person
- Report to the social media platform provider
- Report to the safer internet centre
- If you change your number or account, only give out your new information to close friends
- Delete or unfriend the bully
- Turn off the device and plan next steps.
- Press the red CEOP button
- Make a CEOP report - [www.ceop.police.uk](http://www.ceop.police.uk)

Bullying of any kind, including cyberbullying, will not be tolerated at **Malbank School**. Any reports of bullying will be dealt with in-line with the school's anti-bullying policy, this will include supporting the young person experiencing cyberbullying, carrying out a thorough investigation, liaising with parents, outside agencies and applying sanctions as appropriate.

## 11. Useful resources

- [www.ceop.police.uk](http://www.ceop.police.uk)
- [www.antibullyingalliance.org.uk](http://www.antibullyingalliance.org.uk)
- [www.kidscape.org.uk](http://www.kidscape.org.uk)
- Child line – 0800 1111

## 12. Links to other Policies

- Child Protection and Safeguarding
- Behaviour for Learning Policy
- Equality Objectives Policy

