# Maiden Erlegh Trust ANTI-BULLYING PROCEDURES



Including local arrangements in annexes for:

## **MAIDEN ERLEGH SCHOOL**

Initial approval:	June 2012
Review frequency:	Every three years
Date(s) reviewed:	May 2010, May 2011, Updated 2014, May 2017, May 2019

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#### **Definitions**

Bullying is any act carried out by a group or individual, repeatedly over time against a target who cannot defend themselves, that intentionally causes harm, either physically or emotionally.

Harassment is unwanted behaviour which you find offensive or which makes you feel intimidated or humiliated. You do not need to have previously objected to something for it to be unwanted.

Bullying behaviour may be direct or indirect. Direct forms include physical violence and threats; verbal assaults and taunts; the destruction of property; extortion; unwanted sexual interest or contact. Examples of indirect forms of bullying include ignoring and the withdrawal of friendship; excluding; malicious gossip and spreading rumour; abusive or oppressive graffiti (this includes cyber-bullying and sexting).

Harassment is direct and includes spoken or written words or abuse, offensive emails, tweets or comments on social networking sites, images and graffiti, physical gestures, facial expressions, jokes.

Maiden Erlegh Trust takes all forms of bullying and harassment seriously and is particularly concerned to take action in relation to any incidents which involve race, culture, country of origin, sexism, disability, giftedness, homophobia or circumstance (eg Young Carer, Adopted, LAC). In such cases these issues will be specifically addressed with the bully (and his/her parents where appropriate) in the course of post incident management.

The Anti-Bullying Procedures have been drawn up with reference to the DfE publication: Preventing and tackling bullying Advice for headteachers, staff and governing bodies July 2017 and The Equality Act 2010.

#### Rationale

There is no justification whatsoever for bullying or harassment and it will not be tolerated in any form. Prejudice of any sort is absolutely repudiated as a reason for bullying or harassment.

Bullying or harassing behaviour is a problem for both the perpetrator and the target and is addressed in positive and constructive ways which provide opportunities for growth and development for the bully and target alike.

We believe that taking proactive, preventative action is key. This is best done through the development of a school ethos based on mutual respect, dignity of the individual, inclusion, fairness and equality.

Effective management of bullying and harassment is a shared responsibility and strategies involve school staff and parents working together (sometimes with other professionals) with students who are the targets or perpetrators of bullying or harassment.

#### **Principles**

All members of staff and all students have a right to carry out their work in a supportive, safe and positive environment.

Every student has the right to learn, to experience success and fulfil his/her potential.

Every teacher has the right to teach, to experience success and fulfil his/her potential.

Every member of the school community has the right:

- To feel valued
- To feel supported
- To feel safe and secure and protected from harm, humiliation and abuse
- To a healthy, pleasant environment
- To be treated with respect
- To be treated with dignity
- To be treated fairly

#### **Aims**

- To promote an atmosphere in which there is a respect for others, recognition of others' achievements and differences are valued.
- To promote an atmosphere which is conducive to learning.
- To promote behaviour which is in the best interests of all members of the school.
- To promote good manners towards all members of the school community, to visitors and to members of the community outside the school.
- To eliminate intimidating and aggressive behaviour in line with our ethos of providing a secure, caring community where bullying and harassment is not tolerated in any form.
- To clarify to stakeholders our methods for responding to incidents of bullying and harassment and for fulfilling our statutory responsibility to respect the rights of students and to safeguard and promote their welfare.

#### Scope

This policy applies to incidents of bullying and harassment which take place on school premises, on the journey to and from school (while students are in uniform), on off-site activities organised by school and while using school equipment.

The School is not **legally** responsible for bullying or harassment which takes place elsewhere and the School owes no general duty to its pupils to supervise their activities after they have left its charge, since it is not directly in control of them. (Bradford Smart v Sussex County Council 2002).

Maiden Erlegh Trust will, however, respond positively to any information it receives about bullying or harassment outside school thus:

1. If a student is responsible for bullying or harassing other students outside school, including cyber-bullying, then this matter will be investigated. The bully's parents will be informed so

they can take appropriate action. The school will consider whether it is appropriate to notify the police.

- 2. If a student is found to be the target of bullying or harassment outside school then help and support will be offered and advice given on how to avoid further incidents in future. The target's parents will be informed so they can take appropriate action.
- 3. If there are more general concerns about student safety outside school then the local police will be contacted and their help sought in making the area around the school premises more secure.
- 4. If information is received that a student is being bullied by a sibling outside school this will usually initially be discussed with the parents. If concerns persist then the matter will be referred to the Children's Services.
- 5. If a student is being bullied by students of another school the Headteacher of that school will be informed and asked to deal with the matter.

Maiden Erlegh Trust recognises that staff can be the target of bullying or harassment. If a member of staff is the target of bullying or harassment by a student then the same protocols and procedures will apply. If they are targeted by a parent then possible actions are outlined in our document on Unacceptable Communication which can be found <a href="https://example.com/here.">here.</a> In the event that the perpetrator is a member of staff this will be raised with Human Resources who will conduct and investigation.

#### Monitoring and evaluating

Each incident of bullying or harassment falling within the school definition will be recorded. Any incidents involving race, culture, country of origin, sexism, disability, giftedness, homophobia, biphobia or transphobia will be identified.

A termly report will be made to the Headteacher and an annual one to the *Local Advisory Board* and *Director of Inclusion and Safeguarding*, indicating the numbers of bullying incidents and any trends which may emerge. Senior staff and *Local Advisory Board members* will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any ongoing concerns. These will be shared with staff, parents and students (eg: through School Improvement Plan, website, "you said, we did" etc)

#### **ANNEX: Maiden Erlegh School**

## Actions following a report of a suspected bullying incident.

No rude/mean or bullying is substantiated.

Students and parents receive feedback and evidence is retained on student files.

There has been

rude/mean/

unacceptable

behaviour but it

does not fit the

definition of

bullying

Students are

according to our

Attendance and

Exclusion Policy.

Parents informed

retained on student

and evidence is

sanctioned

Behaviour.

RJ used as

appropriate.

files

Parents informed in writing and support strategies

In-school support offered from:

- Action to secure the student's immediate safety
- Strategies to prevent further incidents
- Friendship group engaged in support
- Counselling (in school or out)
- "Buddying" or Peer Mentoring

- RJ or Mediation
- Learning Mentor support
- Arrangements to review progress
- Referral to another agency (eg: CAMHS, Early Help)
- Further advice about e-safety

All documentation retained on student file.

Allegations of bullying are dealt with at HoY or AHT level. All parties are listened to and treated with respect. Their statements are recorded and any other evidence provided is logged. The evidence is reviewed by at least 2 members of staff.

The bullying is substantiated but does not involve any illegal activity

#### Student as victim of bullying

Student receives confirmation that reporting the bullying was the right thing to do and that they are not responsible for the behaviour of the bully.

confirmed.

- "Refuge" area confirmed

- JAC Youth Work on confidence and self-esteem
- Extra supervision/monitoring

#### Student as perpetrator of bullying

Parents informed in writing both of sanctions and support strategies.

The behaviour will be sanctioned according to our Behaviour, Attendance and Exclusion Policy. In addition we may:

- Withhold participation in sports or out of school activity
- Withdrawal of break and lunch privileges
- Extend the school day and/or require the student to be deposited or collected by a responsible adult
- Withdrawal of unsupervised IT access

In-school support offered from:

- Immediate action to stop any further bullying
- Counselling (in school or out)
- JAC Youth Work (behaviour modification)
- RJ or Mediation
- Learning Mentor Support
- Buddying or Peer Mentoring (if appropriate)
- Friendship group engaged in support
- Report Card
- Referral for Early Help Worker, Police YOS as appropriate
- Positive reinforcement in order to promote change and bring unacceptable behaviour under control

All documentation retained on student file.

The bullying is substantiated and involves or potentially involves illegal activity.

Illegal activities are those which are against the law e.g.:

- Serious physical or sexual assault
- Anything involving use of/distribution of illegal substances
- Downloading or passing on child porn
- Inciting racial hatred or violence
- Dromoting illogal acta

Report to DSL or Headteacher

Inform the Police and/or Social Services

Follow Police and Social Services' guidance

Remove any school equipment or books which may contain evidence

Disable school network account

Collect and save all evidence but do not copy or view (if IT /digitally based).

Inform LADO and or HR as necessary.

In conjunction with this policy, Maiden Erlegh School has a Target Bullying programme. The new logo for this (designed by a student) is included below and this has been incorporated into the poster used around school.

### **All Together Now Programme:**

The school has worked with the Anti Bullying Alliance on the 'All Together Now' Programme and awarded Gold Status.

We await the further announcements from the DoE on future programmes, including the programme being proposed by the Anti Bullying Alliance entitled 'United Against Bullying'.

Anti Bullying activities of the school, include:

- Annual audit of Anti Bullying Provision in School and improvements included in School Improvement Plan
- Assemblies to each year group every year
- Posters all over school with details of how to report bullying
- MES Guide to Anti Bullying for students
- Anti Bullying work for all Head of Year to use with students during detentions
- Training for Staff on preventing Bullying
- Anti Bullying Week implemented each year

#### Person Responsible for the Anti Bullying Programme:

Mrs Stephanie Bendall Senior Assistant Headteacher – Pastoral, Inclusion & SENCo Email: mestarget@maidenerleghtrust.org

