



# Malton School

A Specialist Science School

Stronger For Being  One

## Anti-Bullying Policy

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At Malton School we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a "Telling" school. This means that anyone who knows that bullying is happening is expected to tell the staff.

### Objectives of this policy

- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.

### What is bullying?

Bullying is defined as deliberately hurtful behaviour, often repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying results in pain and distress to the victim.

We draw a distinction between bullying and acts of violence.

The main types of bullying are;

- **Emotional** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Verbal** name-calling, sarcasm, spreading rumours, teasing
- **Physical** pushing, kicking, hitting, punching or any use of violence
- **Racist** racial taunts, graffiti, gestures
- **Sexual** unwanted physical contact or sexually abusive comments

- **Homophobic** focussing on the issue of sexuality
- **Cyberbullying** all areas of internet such as email & internet chat room misuse. Threats by text messaging and by mobile phone calls. Misuse of associated technology, i.e. camera & video facilities.

### **What is homophobic bullying?**

Homophobic bullying falls into two categories:

- Bullying aimed at lesbian, gay, bisexual and transgender young people.
- The use of the term 'gay' as a generic insult.

### **What is cyberbullying?**

New technologies mean that more sophisticated types of bullying are emerging:

**Cyberbullying** is an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself.

Unlike other forms of bullying, cyberbullying can follow young people into their private spaces and can continue outside of school hours.

Cyber bullies can communicate their messages to an audience with remarkable speed, and can often remain unidentifiable and unseen.

This can include;

**Text message bullying** - sending unwelcome texts that are threatening or cause discomfort.

**Picture/video-clip bullying** - mobile phone cameras are used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.

**Email bullying** -uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.

**Chat room bullying** -involves sending menacing or upsetting responses to young people when they are in a web- based chat room.

**Bullying via websites**- includes the use of defamatory blogs, making comment about others on social networking sites, personal websites and online personal polling sites.

There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying.

### **Signs of bullying**

Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. (See Advice for Staff)

### **Procedures for reporting**

Any student who feels that they are being bullied or witnesses bullying should report this to their tutor or other member of staff of their choice. If they are too scared to tell a member of staff or any other adult on their own, they should ask a friend to go with them. They could also tell a family member who could then report this to the pastoral team.

Malton School has a confidential email address [anti-bullying@maltonschool.org](mailto:anti-bullying@maltonschool.org) where students can report incidents of bullying. . This can be either the victim or a witness to bullying.

**STUDENTS ARE ACTIVELY ENCOURAGED TO REPORT BULLYING AT MALTON SCHOOL.**

## **Why is it important to respond to bullying?**

Bullying hurts. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond effectively to issues of bullying.

## **Procedures & Outcomes**

1. Bullying incidents can be reported to any member of staff or via the school anti-bullying email address.
2. In all cases of bullying, the incident will be recorded by staff and logged centrally on the Malton School Bullying Log. This records the name of the bully and the victim and the date and nature of the incident. This allows patterns of bullying behaviour to be analysed and dealt with effectively.
3. Staff will investigate the incident(s), ensuring that the bullied student's feelings are taken into account. The bullying needs to be stopped quickly.
4. The victim will be supported by the Pastoral Team including their Form Tutor.
5. Once bullying has been recorded, parents will be informed and a discussion will be held with them to discuss the problem.
6. Every attempt will be made to help the bully (bullies) change their behaviour.
7. Wherever possible the students will be reconciled.
8. Outside agencies may be involved e.g. Targeted Youth Support, School Health Service, or there may be a referral to the School based Learning Mentor to provide additional support.
9. The bully (bullies) may be asked to reflect upon their actions and the effect of these on other members of the school community. They may be given the opportunity to genuinely apologise if this is appropriate.
10. The bully (bullies) may be asked to sign a contract.
11. The bully may lose the right to internet access at school for a period of time or will be stopped from bringing their mobile phone to school.
12. In certain cases, exclusion may be considered.
13. If necessary and appropriate, police will be consulted. The use of an 'Acceptable Behaviour Contract' could be considered.
14. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## **Methods of Prevention**

- Annual Anti-Bullying Week.
- Anti-Bullying posters in classrooms and corridors.
- Anti-Bullying Assemblies.
- Work in Citizenship lessons and in 'Thought for the week'
- School ICT Agreement (In student planners and signed at the beginning of the school year)
- Teaching safe use of the internet
- Peer Counselling.
- Staff training and updates.
- Vigilance amongst the school community.
- Information in student planners

## Advice for staff

### Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a student;

- is frightened of walking to or from school
- doesn't want to go on the school / or travel on school transport
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- starts to self-harm
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "Go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

## **Action against bullying**

An isolated incident will be dealt with promptly. In a situation where the bullying is persistent, the following stages may be adopted:

### **Stage 1 - Report of the bullying**

Listen to the report of the bullying from the student, parent or friend. Use the school witness statement form to record the information. Report the situation to the relevant Head of Key Stage and Form Tutor.

### **Stage 2 - Interview with the bullied student**

The teacher will start by talking to the bullied student about the incident(s) and his/her feelings. The teacher will discuss the possible options of how to proceed. The teacher will record the content of the discussion.

### **Stage 3 - Meeting with the individual(s) involved**

The teacher will speak with the individual(s) involved, which may include witnesses. The impact and consequences of bullying will be discussed, as well as the need for taking responsibility for one's actions. Witness statement forms will be used to record incidents.

### **Stage 4 - Strategies**

Each individual will be encouraged to suggest a way in which they can help to resolve the situation. Positive response will be given to the suggestion(s) and a meeting will be arranged for a week later to review the situation. Communication will take place between relevant teacher, Form Tutor and Pastoral Head.

### **Stage 5 - Review meeting**

One week later the teacher will meet individually all those concerned – the bullied and the bully (bullies). All will be encouraged to discuss their perceptions of how the situation is developing. This will allow the teacher to monitor progress and improvements, to give positive feedback and to keep all involved in the process of improving the situation.

Should it become clear that the process has not worked, parents will be contacted and appropriate measures taken. Parents may be informed earlier, if felt appropriate by the Pastoral Head.

## **Advice given to students- To be included in students planners.**

### **10 THINGS TO DO IF YOU ARE BEING BULLIED**

- Tell an adult you trust.
- Tell yourself that you don't deserve to be bullied.
- Say "NO" to the bully.
- Look at the bully and tell him/her that you don't like what they are doing. Look at him/her and tell them to stop.
- Stay with groups of people. There is safety in numbers.
- Try not to show you are upset, which is difficult.
- Walk away from the bully.
- Walk quickly and confidently even if you don't feel that way inside. Practise!
- If you are in danger, get away. Fighting back may make it worse.
- If you are different in some way, be proud of it. It's good to be an individual.

**Malton School is a "Telling" School.  
Bullying is too serious not to report.**

## **Advice for students on cyber- bullying** **(To be included in student planners from September 2014)**

### **Text/video messaging**

- You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days.
- If the bullying persists, you can change your phone number.
- Don't reply to abusive or worrying text or video messages. Your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.
- Don't delete messages from cyber bullies. You don't have to read them, but you should keep them as evidence.
- Text harassment is a crime. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you've received.

### **Phone calls**

- If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off.
- Always tell someone else: a teacher, youth worker, mum or dad, or carer. Get them to support you and monitor what's going on.
- Don't give out personal details such as your phone number to just anyone.
- You could get an adult to record your greeting. Their voice might stop the caller ringing again.
- If you receive calls that scare or trouble you, make a note of the times and dates and report them to the police. If your mobile can record calls, take the recording too.

### **Emails and web bullying**

- Never reply to unpleasant or unwanted messages — the sender wants a response, so don't give them that satisfaction. Keep the emails as evidence and tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider.
- Never reply to someone you don't know, even if there's an option to 'unsubscribe'. Replying simply confirms your email address as a real one.

### **Chat rooms and instant messaging**

- Never give out your name, address, phone number, school name or password online. It's a good idea to use a nickname. And don't give out photos of yourself.
- Remember it might not just be people your own age in a chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents or carers or someone from school if you feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what you write; don't leave yourself open to bullying.

### **Three steps to stay out of harm's way**

1. Respect other people - online and off. Don't spread rumours about people or share their secrets, including their phone numbers and passwords.
2. If someone insults you online or by phone, stay calm – and ignore them.
3. 'Do as you would be done by.' Think how you would feel if you were bullied. You're responsible for your own behaviour – make sure you don't distress other people or cause them to be bullied by someone else.

### **The law is on your side**

The **Protection from Harassment Act**, the **Malicious Communications Act 1988** and Section 43 of the **Telecommunications Act** may be used to combat cyberbullying. People may be fined or sent to prison for up to six months.