



# Malton School

A Specialist Science School

SUPPORT INSPIRE THRIVE

## Bullying and Harassment Policy

Document Status		Staff Responsible	Committee
Date of review	20/06/22	Assistant Head (Pastoral)	Student Matters
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### Aims

- All governors, teaching and non-teaching staff, students and parents should understand what bullying and harassment is.
- All governors and teaching and non-teaching staff should know what the school policy is on both behaviours and follow it when bullying is reported.
- All pupils and parents should know what the school policy is and what they should do if bullying and/or harassment arises.
- As a school we take both bullying and harassment seriously. Pupils and parents should be assured that they will be supported when reporting incidents of either or both. Bullying and harassment will not be tolerated.

### Rationale

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.

### What is bullying?

Bullying is defined as behaviour that is repeated, intended to hurt someone either physically or emotionally and/or often aimed at certain groups. Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can be verbal, physical, or psychological and it can happen online or face to face.

The main types of bullying are:

- **Emotional** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Verbal** name-calling, teasing, inappropriate comments, taunting, threatening to cause harm
- **Social** Leaving someone out on purpose, telling others not to be friends with someone, spreading rumours, embarrassing someone in public
- **Physical** pushing, kicking, hitting, punching, spitting 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 & social media 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 is when people behave or speak in a way which makes someone feel bullied because of their actual or perceived sexuality. People may be a target of this type of bullying because of their appearance, behaviour, physical traits or because they have friends or family who are lesbian, gay, bisexual, transgender, or questioning or possibly just because they are seen as being different.

### What is cyberbullying?

Cyberbullying is bullying that takes place over digital devices including smart phones, computer, laptop, tablet, and online gaming platforms. Cyberbullying can occur on a range of online or mobile services, such as text, email, social networking sites, video-hosting sites, messenger, photo sharing services, chat, webcams, visual learning environments and online games.

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, abusive or cause upset.
- **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 on others.
- **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/social media bullying** -involves sending menacing or upsetting responses to young people when they are in a web- based chat room or on a social media site.
- **Bullying via websites-** includes making up 'hate sites' or groups about a particular person, creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name, making comments about others on social networking sites and personal websites.

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

## Signs of bullying

No single sign will indicate bullying for certain, things to watch out for include:

- Belongings getting lost or damaged
- Physical injuries, such as unexplained bruises
- Being afraid to go to school, feigning illness so they don't have to attend school or truanting from school
- Loss of confidence, being distressed or becoming withdrawn
- Eating or sleeping issues
- Bullying others
- Lacking concentration

(See Advice for Staff for further signs)

## The law and bullying

Under the Equality Act 2010 it is against the law to discriminate against anyone because of what are called the 'protected characteristics'

- Age
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief, or lack of religion/belief
- Sexual orientation

It is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the protection from the **Protection from Harassment Act 1997**, the **Malicious Communications Act 1988** and the **Communications Act 2003** and the **Public Order Act 1986** may be used to combat cyberbullying. People may be fined or sent to prison for up to six months.

What is Harassment?

Harassment is defined as an act or instance of harassing, torment, vexation, or intimidation. This could be daily harassment by peers at school, the harassments of daily life. the condition or fact of being harassed: the stress of harassment and discrimination.

It can be physical, verbal or non-verbal conduct which is used for the purpose of violating a person's dignity or creating an environment which is seen as hostile, humiliating or offensive to the individual concerned.

It can include treating someone less favourably due to perception or previous behaviour/s seen by the alleged. Harassment can also involve conduct of a sexual nature. Harassment can be related to age, gender or gender reassignment, marital/civil partner status, race, colour, nationality, ethnic and/or national origin, religion or belief, sex or sexual orientation. Harassment can also be related to disability.

Harassment is unacceptable in any form.

Signs of Harassment:

1. Unwanted physical contact including touching, pinching, pushing and grabbing
2. Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
3. Offensive e-mails, text messages or social media content

4. Mocking, mimicking, or belittling a person. A person may be harassed even if they were not the perceived target.

### **Procedures for reporting**

Any student who feels that they are being bullied or harassed or witnesses either/both behaviours 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 and harrassment?**

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 or harrassment incidents can be reported to any member of staff or via the school anti-bullying email address.
2. In all cases of bullying and harrassment, the incident will be recorded by staff and logged centrally on the Malton School Bullying and Harrassment Log. This records the name of the student/s and the date and nature of the incident. This allows any patterns of bullying behaviour to be analysed and dealt with effectively.
3. Staff will investigate the incident(s), ensuring that the individual student's feelings are considered. The bullying needs to be stopped quickly.
4. The victim will be supported by the Pastoral Team including their Form Tutor.
5. Once bullying/harrassment behaviours 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 individual/s concerned change their behaviour.
7. Wherever possible the students will be reconciled.
8. Outside agencies may be involved e.g. Early help, Wellbeing in Mind Team (WIMT), or there may be a referral to the school based Learning Mentor to provide additional support.
9. The student/s 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 student/s responsible may be asked to sign a contract.
11. Individual students 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, suspension 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 targeting of individuals does not take place.

### **Methods of Prevention**

- Annual Anti-Bullying Week.
- Anti-Bullying/Harrassment posters in classrooms, corridors and pastoral offices.
- 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.

## **Advice for staff**

### **Signs and Symptoms**

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

- is frightened of walking to or from school
- does not 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 schoolwork
- 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 and/or harassment should be considered a possibility and should be investigated

## **Action against bullying and harassment**

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

### **Stage 1 - Report of the bullying and/or harassment**

Listen to the report of the bullying and/or harassment from the student, parent, or friend. Use the school witness statement form to record the information. Report the situation to the relevant head of year and Form Tutor.

### **Stage 2 - Interview with the student reporting behaviours**

The member of staff will start by talking to the student about the incident(s) and their feelings/concerns. The staff member will discuss the possible options of how to proceed. They will record the content of the discussion.

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

The member of staff will speak with the individual(s) involved, which may include witnesses. The impact and consequences of bullying and harassment 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 staff members, Form Tutor and head of year.

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

One week later the teacher will meet individually with all those concerned. All will be encouraged to discuss their perceptions of how the situation is developing. This will allow staff 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 relevant head of year or the director of pastoral care and safeguarding.

## **Advice given to students-**

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

- Tell an adult you trust.
- Tell yourself that you do not deserve to be treated in this way.
- Say "NO".
- Look at the individual/s concerned and tell them that you do not like what they are doing. Look at them 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 those concerned.
- 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 and Harassment is too serious not to report.**

### **Advice for students on cyber- bullying/harassment (To be shared in form times/assemblies/electronic planners)**

#### **Text/video messaging**

- You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days or blocking the number in your phone.
- If the behaviours 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 inappropriate materials. Visit their website for details.
- Don't delete messages. 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, head of year, support 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**

It is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the protection from the **Protection from Harassment Act 1997**, the **Malicious Communications Act 1988**, the **Communications Act 2003**, the **Public Order Act 1986** and the **Equality Act 2010** may be used to combat cyberbullying and harassment. People may be fined or sent to prison for up to six months.

### **Important Organisations offering help and support:**

**Childline: 0800 1111 (free and confidential)**

**Kidscape: 0845 120 5204**

**National Bullying Helpline: 0300 323 0169 (Helpline)  
0845 225 5787 (Telephone)**

### **Websites offering help and advice:**

[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.antibullyingalliance.org.uk](http://www.antibullyingalliance.org.uk)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.actionagainstbullying.org.uk](http://www.actionagainstbullying.org.uk)



