



MALVERN ST JAMES  
Girls' School

## Anti-Bullying Policy

This Policy is the responsibility of the Director of Pastoral Care and it will be reviewed biennially.

### Scope

The School expects all members of the School community to treat each other with courtesy, respect and mutual tolerance. Everyone has the right to be safe and secure, whether at school or elsewhere and to be protected when vulnerable, so that all may flourish without fear of unfair treatment or harassment. We expect our pupils to treat members of staff with courtesy and co-operation so they can learn in a relaxed, but orderly atmosphere. We also expect staff to treat our pupils with courtesy and respect. All pupils should care for and support each other.

Parents/guardians have an important role in supporting the School by maintaining high standards of behaviour. This policy is available to parents of pupils and prospective pupils on the website

Bullying, harassment, victimisation and discrimination will not be tolerated. When looking at bullying it can include all these elements but they can also be individual acts. We treat all of our pupils and their parents fairly and with consideration and we expect them to reciprocate similarly towards each other, the staff and the School community. This policy applies to all Day and Boarding pupils in the School, including those in the Early Years Foundation Stage.

### This Policy should be read in conjunction with

- Safeguarding (inc. Child Protection) Policy
- Keeping Children Safe in Education, DFE, 2021
- Exclusion, Removal and Review Policy
- Rewards and Sanctions Policy
- Equal Opportunities Policy
- Personal, Social, Health Education and Citizenship (PSHEEC) Policy and Scheme of Work
- E-Safety and Acceptable Use Policy
- Code of Conduct
- Spiritual, Moral, Social and Cultural
- Social, Emotional and Mental Health
- Pupils Complaints Guide
- Pastoral Care Policy
- Pupil Supervision Policy
- Mental Health and Wellbeing Policy

### This anti-bullying document is compliant with:

- National Minimum Standards for Boarding School (2015), Standard 12: Promoting Positive Behaviour and Relationships

- Equality Act, 2010.
- SEND Code of Practice 2014
- DfE Preventing and Tackling bullying – advice for Headteachers, staff and governing bodies July 2017

This policy is available on both the School website and Anti-bullying Information for pupils can be found on Teams. It is integral to the Spiritual, Moral, Social and Cultural development of the pupils and the school environment.

The policy of the School is that the bullying of one member of the School by another represents behaviour which is unacceptable, and which will not be tolerated.

The ethos of the School is that all pupils have a right to a safe and nurturing learning environment, free from the stresses of bullying.

It is hoped that incidences of bullying will be minimised by the ethos of mutual support which exists within the School.

The Headmistress and the School Council have a legal duty to encourage within the School community good behaviour and respect for others and to prevent all forms of bullying.

When a new pupil starts at the School, while at the school or a school activity, we take responsibility for her physical, psychological and educational welfare. The focus should not just be on the pupils' educational attainment, but on nurturing their emotional growth and making sure they are safe and that they thrive in a culture of listening and encouragement to a spirit of openness and discussion.

### **Aims and Objectives**

In line with the DfE Policy, the School Code of Conduct and the Pupil Anti-Bullying Policy, the School aims to:

- ensure that all governors, members of staff, pupils and parents understand what bullying is, what the school policy on bullying is and follow it up when a suspected case of bullying is reported
- raise the awareness of all members of the community to the nature and impact of bullying
- promote a consistent approach towards identifying, challenging and responding to bullying
- educate pupils in range of ways to equip them with social and emotional skills in order to reduce bullying and to be able to counter and deal with incidents
- produce a safe and secure environment where pupils can flourish, where bullying is unacceptable and measures are put in place to reduce its likelihood
- promote an awareness of 'What is Bullying?' and to encourage debate and discussion amongst staff and pupils

- promote an open atmosphere in which victims and witnesses know it is right 'to tell' and feel safe to do so
- ensure pupils are aware that any concerns they have about bullying will be dealt with sensitively and effectively
- help staff, pupils and parents deal with bullying when it occurs.

## **What do we mean by Bullying?**

### **Definition of Bullying**

The Department of Education defines bullying as "Behaviour by an individual or group, repeated over time or one significant episode of bullying, that intentionally hurts another individual or group, either physically or emotionally".

### **Bullying;**

- is deliberate
- is hurtful
- can be repeated
- takes advantage of an imbalance of power
- it can be hidden and subtle
- it results in pain and distress to the victim

### **Types of bullying:**

- Physical - such as hitting, kicking, pushing, humiliating another person, the taking or damaging of another's belongings
- Verbal - such as name-calling, put-downs, teasing, cruel comments, writing unkind notes or unpleasant remarks related to race, gender, sexual orientation, disability, intellect or family situation.
- Indirect - Emotional manipulation, such as spreading malicious rumours, excluding someone, building negative alliances based on gossip, or deliberately betraying former confidences to humiliate or isolate another pupil
- Prejudice-based bullying - bullying behaviour motivated by prejudice based on an individual's actual or perceived identity; it can be based on characteristics unique to a child or young person's identity or circumstance
- Cyberbullying – Definition; "Cyber bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others" (Belsey, creator of the website: [www.cyberbullying.org](http://www.cyberbullying.org)). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend herself.

Cyberbullying could involve communications by various electronic media, including:

- the sending of malicious text messages or calls and of nude or semi nude images
- using mobile phones camera images to cause distress, fear or humiliation
- posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube)
- persistent, unwelcome comments, sent via text or email, calculated to embarrass or upset the victim
- hijacking/cloning e-mail accounts
- deliberate exclusion from online groups or chats

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside of school. Cyber bullying is a different form of bullying and can happen at all times of the day, with a potentiality bigger audience.

The School has a separate E-Safety and Acceptable Use Policy which deals with cyberbullying. Cyberbullying is the use of information and communications technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else. This issue is covered in more detail in the Policy. It should be noted that cyberbullying that takes place outside school (i.e. not using the school's IT network) will still be subject to this Policy and the School's disciplinary policy where appropriate.

Bullying is not a specific criminal offence but there are criminal laws that apply to harassment and threatening behaviour. Misuse of electronic communications could be a criminal offence, for example it is an offence to send an electronic communication to another person with the intent to cause distress or anxiety, from the school's perspective this would generally be seen as bullying.

Any behaviour that a reasonable bystander would say was intended to hurt or upset the victim is wrong and could constitute bullying, including complicity that may fall short of participating directly in the bullying. It is no justification that the perpetrator says or believes that the victim is not upset or hurt by his or her actions or words.

Much bullying is performed in subtle ways, which are not easy to detect; a bully can use a simple look, word or gesture to a victim to signal an intended threat or insult. Some pupils are adept at changing a bullying situation into an apparently harmless one when an adult approaches. This makes it all the more important for the victim or another pupil to be able to come forward to report bullying, and for staff and parents to be alert to symptoms of bullying.

Bullying is always hurtful to the victim and damaging to the whole school community. Anyone and everyone who is involved in or witnesses bullying is affected by it. It can cause great distress, unhappiness and psychological damage and at its worst lead to suicide. It can also be a criminal offence, for example if the behaviour amounts to harassment or threatening behaviour.

How does bullying differ from teasing or friendship difficulties?

Sometimes pupils can feel hurt or upset because they have been teased or have fallen out with a friend. This could be considered as unkind or thoughtless but is not the same as bullying.

Staff are ready to help and support pupils who have fallen out with friends, but such situations will not be treated in the same way as a case of bullying. However, the strategies we use may be similar because we acknowledge that over a period of time the impact on the pupil may be the same, and the situation could become bullying if it escalates.

### **Peer on Peer Abuse**

Children can abuse other children, which is referred to as peer-on-peer abuse and can take many forms which include, but is not limited to, bullying (including cyber bullying; 'banter'; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; the sending of nude or semi-nude images and initiating/hazing (initiation ceremonies) type violence and rituals.

### **The School's Response to Bullying**

At Malvern St James, we always treat bullying very seriously. It conflicts sharply with the School's social and moral principles and potentially with its policy on equal opportunities and it will not be tolerated.

We endeavour to create an ethos of good behaviour where pupils treat one another and the School staff with respect because they know this is the correct way to behave. Values of respect for staff and other pupils, an understanding of the value of education, and a clear understanding of how our actions affect others permeate the whole school environment and are reinforced by staff and older pupils.

Bullying is serious. It can cause psychological damage and even lead to suicide. Although bullying is not a specific criminal offence, it may be covered by criminal laws which apply to harassment and threatening behaviour. We recognise that bullying can become a safeguarding issue if not dealt with effectively.

Bullying wherever it occurs, whether within the school or outside the school's premises, will not be tolerated.

### **Signs of Bullying**

Staff need to be alert to the signs that bullying may be taking place.

Changes in behaviour that may indicate a pupil is being bullied include:

- displays of excessive anxiety, becoming withdrawn or unusually quiet
- failure to produce work or producing unusually bad work or work that appears to have been copied, interfered with, or spoilt by others

- bags, books, money and belongings suddenly go “missing”, or are damaged;
- being laughed at by others or appearing embarrassed when asked a question in class, or awkward when working in small groups in class
- displaying repressed body language and poor eye contact
- inability to concentrate
- frequent visits to the Health Centre and Wellbeing Centre with symptoms which may relate to stress or anxiety such as stomach pains or headaches
- difficulty in sleeping or experiencing nightmares
- frequent absence, erratic attendance, late arrival to class, staying behind after lessons
- unwillingness to attend school
- clinging to adults, reluctance to go into the playground or to go home
- unexplained cuts and bruises
- diminished levels of self-confidence
- change to established habits e.g. giving up Music lessons, change to vocabulary
- talking of self-harming, running away from home or school or suicide

On their own, any of the above may be caused by another reason, trivial or serious, and not indicate bullying, but repetition or a combination of even a few of these signs might be a reason to suspect it and should be investigated.

Any pupils who are involved in an incident of bullying should be supported through the School’s pastoral system; similarly, pupils who are aggressive towards others, either physically or verbally should receive targeted support to address their behaviours. The School’s pastoral system encompasses the Designated Safeguarding Lead, Director of Boarding, Heads of Year, Form Tutors, House Staff, Medical Staff, the Chaplain, the Director of Pastoral Care and the Headmistress.

### **Preventative Measures**

We aim to prevent bullying by fostering a whole school ethos of good behaviour, mutual respect, and consideration. We aim to create a safe, happy, and inclusive environment for learning, and encourage pupils to value diversity and difference, protect the vulnerable, and appreciate how their actions might affect others

### **Pupils**

- Being bullied is not your fault – nobody ever deserves to be bullied

- Making it clear to all that there are effective procedures for reporting, investigating and tackling bullying
- Making it clear to all that incidents of cyberbullying or bullying of any kind that occur off the school premises but have an impact on the classroom environment or relationships between pupils will be pursued with the same seriousness as bullying occurring within school
- All pupils receive a presentation on the Anti-Bullying Policy at the start of the academic year, which is tailored to their age group. These presentations can be found on Firefly. Information on anti-bullying is also included in the 'Welcome Guide'. They are told what to do if they encounter bullying. Pupils are made aware that bullying is viewed by the school, as a serious offence and that sanctions of appropriate severity will be imposed on those who bully.
- A team of trained Anti-Bullying Ambassadors are available for pupils to talk to about bullying issues. Training takes place biennially.
- Making pupils aware that by being a by-stander and watching bullying take place and not acting on it by informing an adult can also be treated in the same way as bullying and a sanction may be actioned.
- Pupils have worked together to produce an Anti-Bullying Charter which can be found on Firefly.
- All pupils are encouraged to tell a member of staff if they know or suspect bullying is taking place. Advice on where pupils can seek help is displayed around the school on the noticeboards and in the boarding houses.
- Developing pupils' social skills, confidence, resilience and self-esteem; and defining the value of assertiveness in relationships as opposed to aggression, whether direct or indirect.
- 'Pupil voice' is very important to us. Pupils have the opportunity to have their say in the Pupil Council, Boarding Council and the International Council meetings and the Anti-Bullying Ambassadors.
- Making it as easy as possible for pupils who are being bullied to talk to someone they trust and get help confidentially.
- We use assemblies to explain the School's Anti-Bullying Policy. Our PSHEEC programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce messages about community involvement and taking care of each other.
- The School celebrates Anti-Bullying Week to raise awareness of bullying issues, facilitating whole school and form time activities.
- Other lessons, particularly RS, English and Drama highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable.

- Details of confidential helplines and websites connecting to external specialists, such as Childline 0800 1111, Samaritans: 08457 909090 Kidscape: 20 7730 3300 can be found on Year Group and House noticeboards.
- We provide leadership training to our Prefect Team which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.
- Ensuring all pupils sign up to the school's Acceptable Use agreements, which make it clear that cyberbullying is unacceptable. This message is regularly reinforced in lessons, assemblies and form time. The school also makes more detailed information on how to deal with cyberbullying available to pupils and parents.

## **Staff**

- Form a strong pastoral team dedicated to pupil welfare and experienced in dealing with bullying issues. All our staff are trained in recognising and responding to bullying and staff awareness is raised through regular discussion of pupil issues in pastoral meetings. Action is taken to reduce the risk of bullying where and when it is known to be most likely to occur. The member of staff with overall responsibility for anti-bullying work is the Director of Pastoral Care.
- Staff are made aware of the School's Anti-Bullying Policy and procedures through training and induction programme. All staff must be aware of the principles of the Policy, their legal responsibilities, actions to be taken to resolve and to prevent problems and sources for further support.
- Staff need to be aware of areas of the School where bullying might take place, be sensitive to the times and situations when it might occur, and always keep a watchful eye.
- Bullying can take place discreetly in classroom situations, teachers should be observant and act firmly and swiftly if they suspect or find evidence of bullying. Staff should be punctual and keep to published lesson times.
- Family-style dining at mealtimes necessitates an active staff presence and engagement to foster an inclusive community.
- Staff must make pupils aware of whom they can talk to in confidence and that information will be acted upon discreetly and sensitively.
- Opportunities should be taken in the delivery of PSHEEC, and as appropriate in assemblies, to explain the School's Anti-bullying policy. Staff may also make use of opportune moments in lessons and activities to reinforce this message.
- Staff should be on the alert for any changes in a girl's behaviour that indicate she may be being bullied.



- Staff are always on duty at times when the pupils are not in lessons and must be proactive and vigilant about their responsibility to ensure a safe environment for the pupils.
- All reported incidents must be recorded on CPOMS, all details must be included.
- The homely environment of the boarding houses fosters positive relationships and enables, friendly discussion of matters of concern to the individual girl. We encourage good communication between the House Staff and parents/guardians.
- We conduct an annual online anonymous anti-bullying questionnaire. This enables us to assess how effectively our policies and procedures are working. Results are discussed with pupils and conveyed back to the staff and actions are put into place, as a result of the findings.
- We take account of developments in technology, by annually evaluating and reviewing the 'Acceptable Use' Policy.
- Anti-Bullying Week leads to heightened consciousness of pupils and staff through posters, discussions in form time and assemblies.
- Working in line with national guidance, and the requirements of our regulatory bodies.

The School's Rewards, Behaviour and Sanctions and Exclusion, Removal and Review policies recognise bullying as a serious offence and make provision for the application of strong sanctions.

### **Working with Parents**

Throughout a case of reported bullying, good communication is vital. We encourage good communication between staff and parents / guardians and we will always make contact if we have concerns about a pupil's well-being.

Parents of affected pupils may become upset and protective on behalf of their child. They may feel vulnerable and defensive when they find out.

All forms of bullying should normally be reported to parents, even if it is to inform them of what has happened and that we have taken action.

- Staff must make clear to parents of affected pupils, the actions we are taking, why we are taking them and what they can do to help to re-enforce our actions.
- We encourage parents to contact us immediately if they have any suspicion of bullying either on behalf of their own children or because of rumours about others.
- Parents and pupils are made aware of our Complaints procedure, if they feel their concerns about bullying are not being addressed properly.

We welcome feedback from parents/guardians on the effectiveness of our preventative measures and all other aspects and results of this Anti-Bullying Policy.

## **Cyberbullying – Preventative Measures**

For the prevention of cyberbullying, in addition to the measures described above, Malvern St James:

- Expects all pupils to adhere to the School's Acceptable Use and E-Safety policies. Certain sites are blocked by our filtering system and our IT Department monitors pupil usage.
- May impose disciplinary sanctions for the misuse or attempted misuse of the internet.
- Issues all pupils with their own personal school email address. Access to all social media and personal email sites is not allowed from school computers or using the school Wi-Fi network.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHEEC and ICT lessons, which covers blocking, removing contacts from 'friend' lists and sharing personal data.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Allows mobile phones to be used in lessons, only with the permission of the teacher and only for subject-related internet search. Please refer to mobile phone policy on Firefly.

## **The Duties and Responsibilities of the School**

The Headmistress, all staff, volunteers and School Council Members have a duty to:

- Encourage good behaviour and respect for others within the School community.
- Aim to prevent bullying within the community, this also includes outside of school when reported.

When a new pupil starts at the School, it takes responsibility for her physiological and educational welfare. The focus should not just be on the pupil's educational attainment but on nurturing their emotional growth and making sure they are safe.

The School has a clear Rewards and Sanctions Policy in which intolerance of bullying and harassment is promoted. In addition, it has a clear Anti-Bullying Policy (biennially reviewed by the School Council) understood by staff and pupils and available to parents.

The School has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, including school visits and trips. The School has the right to take disciplinary measures in respect of such acts.

## **EYFS Children**

At Malvern St James, our youngest pupils are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful and polite, and to work hard

and to listen to others. They are taught to respect everyone and learn to value differences and diversity.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We manage the situation by talking to the pupil and explaining the inappropriateness of a particular action; in some cases, a sanction may be imposed.

Parents are always informed when any sanction is imposed. In cases of repeated incidences of hurtful or inappropriate behaviour parents will be invited into the School to discuss the situation.

### **Safeguarding Children and Young People**

Under the Children Act 1989 a bullying incident should be addressed as a child protection concern where there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, the School Designated Safeguarding person should report their concerns to their local authority children's social care. Even where safeguarding is not considered to be an issue, schools may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying.

### **Criminal Law**

Although bullying in itself is not a specific criminal offence in the UK, 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 Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003 and the Public Order Act 1986.

### **Procedures for Staff when dealing with alleged bullying**

All instances of reported bullying are taken seriously. Each case must be responded to swiftly, efficiently and appropriately. Pupils must be confident that reported bullying will be investigated and taken seriously.

If bullying of one pupil by another is suspected, the member of staff must inform the relevant people:

- Head of Year
- Designated Safeguarding Lead
- Director of Pastoral Care
- House Staff
- Director of Boarding

The Head of Year (HOY)/ Housemistress / Director of Boarding will work with the Director of Pastoral Care, and where necessary the Designated Safeguarding Lead, to investigate the suspected bullying and aim to establish the facts. A written report of the incident/s will be taken and recorded on CPOMS.

**The report must include:**

- who is being bullied and by whom
- exactly what has happened
- all the people who are involved – victim, bully and bystanders
- how often this has happened
- where and when it happened
- any action which has been taken already
- further action to be taken.

It is important to talk and listen to all of the pupils involved in the incident and take considerable time in fact-finding and reaching a resolution. If there is imminent danger to a girl, instant action must be taken.

For all incidents of alleged bullying:

- The relevant member of staff will speak to all pupils concerned. They will be interviewed individually and may be asked to write an account of events or notes will be taken during the meeting by the member of staff. This meeting is informal and parents are not invited to attend.
- The Headmistress must be informed.

If bullying is confirmed, the following steps are actioned

- Reassurance, support and strategies will be put in place to help all involved, working towards reconciliation where possible.
- Bully and victim will be encouraged to understand each other's feelings and points of view in order to take a solution focused approach.
- Guidance is given to the bully so that they understand the effects of their actions
- The incident must be recorded on CPOMS by the member of staff who has investigated the incident, and in the Bullying Log by the Director of Pastoral Care.
- Pupils may be unaware of the effect of their actions or may be experiencing difficulties which may manifest themselves in aggressive behaviour. Corrective measures will be talked through with an individual.
- The parents/guardians of all parties must be informed and invited into school to discuss the matter. Where appropriate, bullies will be sanctioned through withdrawal of privileges and possible participation in Community Service, if appropriate. Temporary exclusion may be implemented and in extreme cases they may be asked to remove their daughter from the School
- Incidents of suspected bullying may be brought to the attention of the staff by parents. Staff should refer this to the HOY as appropriate who will put in motion the steps outlined above and will keep in contact with parents at all stages, either personally or through the relevant Tutor or Housemistress.

- A bullying incident will be regarded as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' (Children Act 1989). Where this is the case, after the Headmistress has been involved, it should be necessary to make a report to the Social Services and in certain cases the police.

Our aim is a successful outcome for all concerned.

### **Sanctions**

Where pupils do not respond to the measures put in place to resolve the issue it will be necessary to use the sanctions outlined in the school's behaviour policy. Any sanctions imposed will be fair, proportionate and reasonable, take account of any special educational needs or disabilities that pupils may have, and consider the needs of vulnerable pupils.

If there is a disclosure about peer on peer abuse all of the pupils involved, whether perpetrator or victim, will be treated as being 'at risk'.

In serious cases it may be necessary to make a report to the Police or Social Services. However, it is the policy of the School to attempt to resolve such issues internally, unless the matter is of such gravity that a criminal prosecution is likely.

Cases of severe or persistent bullying may lead to fixed term or permanent exclusion.



# **MSJ's Anti-Bullying Charter**

At MSJ we ...

- are approachable ...we aim to foster a friendly environment where we all feel safe
- build confidence and resilience ... we should all be proud of who we are
- do not discriminate ... we embrace who we are, our different cultures and backgrounds
- listen to and respect each other
- speak up when we feel something is wrong
- support every member of our community
- we report bullying when we see it or know about it





## Anti-Bullying Policy: Information for Pupils

This information can be found on Firefly. It is also in the Welcome Guides for pupils.

The policy of the School is that the bullying of one member of the school by another represents behaviour which is unacceptable and which will not be tolerated. The ethos of the School is that individuals have a right to a safe and nurturing learning environment, free from the stresses of bullying.

### Bullying;

- is deliberate
- is hurtful
- can be repeated
- takes advantage of an imbalance of power

Bullying may take several forms:

- physical acts (such as hitting, kicking, the taking or damaging of another's belongings);
- verbal abuse (such as name calling, offensive remarks including any of a sexual or homophobic nature and any made regarding race, religion, culture, sex, sexual orientation or disability);
- indirect -such as the spreading of stories, exclusion;
- cyberbullying (such as the sending of malicious or humiliating texts, photographs, emails or social media comment).

### Aims and Objectives

The aim of the School is to:

- raise the awareness of all members of the community to the various forms, nature and impact of bullying
- promote a consistent approach towards identifying, challenging and responding to bullying
- educate pupils in ways of preventing, identifying and dealing with incidents
- produce a safe and secure environment where pupils can flourish, where bullying is unacceptable and measures are put in place to reduce its likelihood.
- promote an awareness of 'What is Bullying?' and to encourage debate and discussion amongst staff and pupils



- to listen to pupils and to take seriously what they tell us about bullying
- to ensure pupils are aware that any concerns they have about bullying will be dealt with sensitively and effectively

### **Who Are Bullies? Who Are Victims?**

Anyone can be a bully or a victim.

If you are being bullied you need help.

If you are a bully you need help.

### **If you feel you are being bullied, the following strategies could help you.**

1. Try to be assertive. Explain to the bully that her words /actions are upsetting; she may not be aware of this. However, if the bullying continues, try not to show your feelings.
2. Walk away quickly and confidently, even if you do not feel that way inside. Do not become involved in arguing.
3. The bully will not stop if she thinks that she can get away with such behaviour. Discuss the problem with your friends, and if you think it is serious, tell a member of staff, a senior girl, or get your friends to tell them on your behalf. Do not be afraid to do this.
4. Be proud of who you are.
5. Tell your parents.

### **What will happen once you have spoken to a member of staff?**

1. You, as the victim will be interviewed by the appropriate member of staff, this could be your Form Tutor, your HOY or a member of your House staff. You will be asked to describe and write an immediate account of events. The process for dealing with bullying will be clearly explained to you.
2. You will be given the opportunity to discuss your own reactions and behaviour towards the bully.
3. The relevant member of staff will then interview the alleged bully and any other pupils involved, either as bystanders or participators, individually. They will also be asked to write an immediate account of events. The process of dealing with bullying will be clearly explained to them.
4. Support and advice will be given to all pupils involved.
5. Details of the incident will be recorded on the School system CPOMS and then archived, until those involved reach the age of 25 years old.

6. Parents of all pupils involved will be contacted and a meeting may be arranged if deemed appropriate by the HOY and the Director of Pastoral Care.
7. If it is decided that it is not to be labelled a bullying incident, the matter will be dealt with under the School's Behaviour and Sanctions Policy
8. The Form Tutor/HOY/Director of Pastoral Care will continue to monitor the situation.

### **You can help to stop bullying**

- Talk to a member of staff, so that the school can take steps to help the victim
- Stand up for them – studies show that one of the most effective ways of stopping bullying is for fellow pupils to show their support for the victim
- Be sceptical about rumours concerning other pupils. Don't add to them. Put yourself in the position of the person targeted
- Don't be drawn into simply standing by. Many perpetrators will not persist in bullying unless they have an audience to play to, and by not taking action it could be argued you are condoning what is happening
- If you think that someone is being bullied, offer support to the person and make it clear that you do not accept the bully's actions.
- If the girl being bullied is in danger, get help. If she isn't, stay with her. Your presence may help the situation.
- Give sympathy and support to pupils who are being bullied. Treat them as you would like to be treated, if you were in the same situation.
- Be careful about teasing people or making personal remarks, they might not find your comments funny.
- If you see someone by themselves and they look unhappy then try to include them in what you are doing.
- Never join in with behaviour you consider to be bullying.
- Do not be a by-stander and fail to report bullying, this can be just as bad as being the bully, always take action.

## **Who can I talk to?**

At MSJ there are lots of people you can go to if you are finding something difficult and feel you would like someone to talk to.

### **You can talk to your:**

- Anti-Bullying Ambassadors
- Form Tutor / Assistant Form Tutor
- Head of Year / Director of Sixth Form
- House Staff/ Director of Boarding
- Health and Wellbeing Centre Staff
- The School Chaplain
- Director of Pastoral Care
- Director of Teaching and Learning
- Deputy Head
- Headmistress
- Anyone else you feel comfortable talking to

### **You can also talk to your:**

- Anti-bullying Ambassadors
- Form Ambassadors
- House Ambassadors
- Prefects

### **When you are talking about bullying with an adult, be clear about**

- what has happened;
- how often it this has happened;
- who was involved;
- who saw what was happening;
- where it happened;
- what you have done about it already.

**YOU can help to stop bullying by making sure that you treat people in the way that you would wish to be treated yourself. Within our community the principle of mutual respect and support can help to prevent bullying.**

### **Independent Agencies:**

**MSJ's Independent Listener:** mobile number 07342 947932

### **Childline**

Freepost 1111  
London

N1 OBR

Freephone: 0800 1111

24-hour help-line for children and young people in danger or distress or with any problem.

**Youthline: 0800 096 1425**

Free (apart from mobiles) confidential helpline for young people, the number will not show up on your parent's phone bill.

Mon – Thursday 4pm – 10pm

Friday 4pm-7pm

<http://www.youthlineuk.com/>

BBC website 'Bullying' has links to other sources of help and information and interactive sites for children.

[www.bbc.co.uk/schools/bullying](http://www.bbc.co.uk/schools/bullying)

**Bully Online**

<http://Bullyonline.org>

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.beatbullying.co.uk](http://www.beatbullying.co.uk)

**Anti-Bullying Pro** has information and advice for young people about bullying.

[www.antibullyingpro.com](http://www.antibullyingpro.com)

@antibullyingpro

**Children's Legal Centre**

Telephone: 01206 873 820 (10am-noon 2-5pm Mon-Fri)

[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Kidscape**

[www.kidscape.org.uk/advice/advice-for-parents-and-carers/anti-bullying-parent-advice-line/](http://www.kidscape.org.uk/advice/advice-for-parents-and-carers/anti-bullying-parent-advice-line/)

Advice line for parents and children

**National Child Protection Helpline (NSPCC)**

Free phone: 0800 800 500

A 24-hour helpline for anyone concerned about a child at risk of abuse (including bullying), including children themselves.

**Open Door Youth Counselling**

Offers free short and long term counselling to people under the age of 26 on a range of issues including: relationships, anxiety or depression, bereavement, abuse, self-confidence and other topics.

Telephone: 0121 472 2071

<https://www.opendoorcounselling.org.uk>


**The Samaritans**

Telephone: 08457 909090

<http://www.samaritans.org.uk>

**Young Minds**

<https://youngminds.org.uk/find-help/>

<b>Authorised by</b>	Resolution of the School Council
<b>Signature</b>	
<b>Date</b>	26 June 2020    amended 29 September 2021

<b>Effective date of the Policy</b>	26 June 2020
<b>Review date</b>	April 2022
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