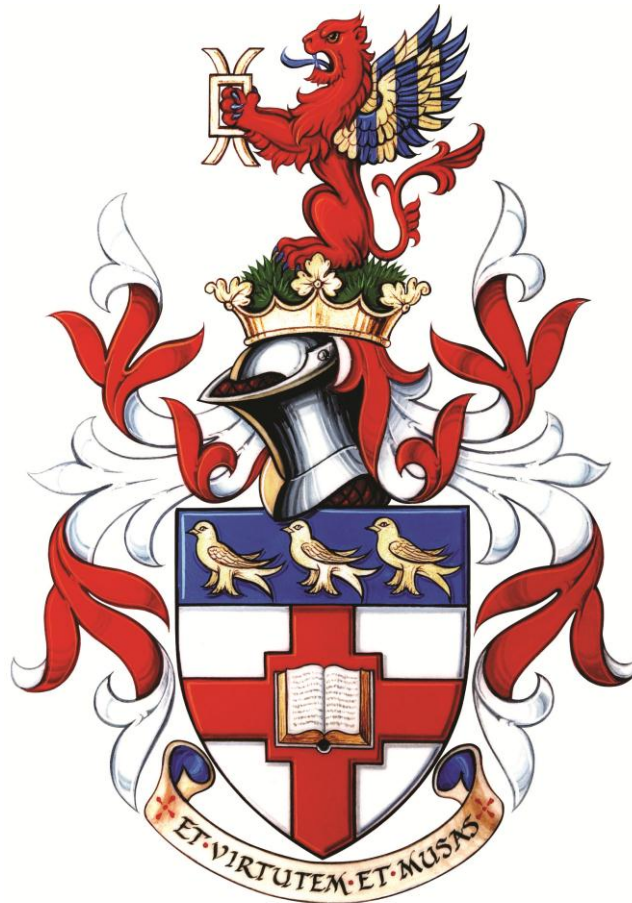


# MILL HILL SCHOOL



## Anti Bullying Policy

Effective November 2011

# The Mill Hill School

## Anti Bullying Policy

### Statement

The aims of this policy are:

- a. To help staff and pupils to deal with bullying when it occurs
- b. To assist the School in taking all reasonable steps to prevent bullying occurring in the first place. It is this second aim which we consider to be the of utmost importance.

This policy has regard to the DfE guidance on the prevention of bullying which is contained within the publication *Preventing and Tackling Bullying* (DfE-00062-2011). The School's Anti-Bullying policy is sent to parents of all pupils and prospective pupils and is additionally available on the School's website. The policy is also available in hard copy, upon request to the School Office. In addition, a copy of the policy may be inspected at any point in the School day in the School Office. This policy can be made available in large print or other accessible format if required.

### 1. Aims

- Mill Hill School aims to provide an environment in which each pupil is personally involved and in which they can develop as a young person of integrity, social conscience and confidence.
- We aim to establish a community in which everybody feels valued and safe and where individual differences are appreciated, understood and accepted.
- Mill Hill School does not tolerate bullying or harassment of any kind; respect for others is expected at all times.
- Mill Hill School aims to comply with the School's duties under the Equality Act 2010.

### 2. Objectives of this Policy:

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what school policy is, 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.
- All pupils will be made aware of the consequence of bullying others.
- Bullying will not be tolerated.

This policy will also apply to bullying behaviour outside of the School of which the School becomes aware.

### 3. What is bullying?

Bullying is any intentional behaviour that physically, verbally or indirectly hurts or injures another individual; that threatens or frightens; that is demoralising or humiliating; that psychologically hurts or injures. It includes:-

- Using demeaning, racial, religious, cultural, sexual, sexist and homophobic names or language, or that related to special educational needs and disability, which may cause upset to others
- Making intentionally hurtful, upsetting or distressing comments about another individual's or group's racial, ethnic, cultural or linguistic background, religious beliefs, sexual orientation, home circumstances, or that related to a person's gender or gender reassignment, or pregnancy or maternity
- Making intentionally hurtful, upsetting or distressing comments about one or more individuals with a special educational need or disability or learning difficulty or health or appearance
- Picking on an individual or group
- Pushing, punching, hitting or any physical violence
- Talking to or touching someone in a sexually inappropriate way
- Teasing or mocking
- Spreading rumours
- Deliberately ignoring or avoiding and/or encouraging others to do the same; exclusion
- Repeatedly putting an individual/or group down
- Threatening behaviour
- Taking and/or damaging property
- Placing a victim in a position where they cannot defend themselves
- Cyber bullying – malicious, upsetting, repeated emails, photographs, texts and/or other messages or postings sent direct to, or about, an individual. Cyber bullying may involve the use of mobile telephones, email, internet messaging services (such as MSN), social websites (such as FaceBook, My Space, and Bebo), and other technologies and applications which may be developed and become available in the future.

#### **4. Why is it important to respond to Bullying?**

- Bullying hurts and it inevitably results in pain and distress. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Pupils who are bullying need to understand and acknowledge the negative impact of their actions.
- Whilst bullying can take many forms, all bullying must be viewed as very serious, not least because bullying has the potential to cause psychological damage and even suicide.
- Bullying is not, in itself, a specific criminal offence. However, there are criminal laws which apply to harassment and threatening behaviour. In addition, a person who makes a physical or sexual assault on another or who steals or causes damage to the property of another commits a criminal offence and also a civil wrong known as a "tort" for which there can be legal consequences outside the School. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message or email) to another person with the intent to cause distress or anxiety.

- For all of these reasons, bullying is something which cannot and will not be tolerated within the School community and the School is firmly committed to preventing all forms of bullying.

## 5. Responsibilities:

Working towards changing the attitude and behaviour of bullies plays a part in the strategies used by our school.

### • **The Headmaster**

The Headmaster has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils.

#### **The Headmaster will:**

- Ensure that all staff have an opportunity of discussing strategies and reviewing them
- Determine the strategies and procedures
- Discuss development of the strategies with the Senior Management Team and other members of staff
- Ensure appropriate training is available in order to raise among staff their awareness of bullying, including the signs of potential bullying, the procedures to be followed in the event of actual or potential bullying incidents, and strategies to be put in place in order to prevent bullying taking place.
- Ensure that the procedures are brought to the attention of all staff, parents and pupils
- Report annually to the governing body (through the Governors' Pastoral Committee)

### • **The Deputy Head (Pastoral) will:**

- Be responsible for the day-to-day management of the policy and systems to prevent bullying and deal with incidents of bullying should they occur
- Ensure that there are positive strategies and procedures in place to help both the bullied and bullies
- Keep the Headmaster informed of incidents
- Liaise with the Assistant Head (Academic) to arrange staff training
- Ensure that records of bullying incidents are kept in order that patterns may be identified (and the causes of any such patterns addressed) and to evaluate the effectiveness of the School's approach
- Determine how best to involve parents in the solution of individual problems

### • **The Housemasters/mistresses will:**

- Be responsible for ensuring that the school's positive strategies are put into practice
- Know the school's procedure and deal with any incidents that are reported

### • **The Tutors will:**

- Be responsible for liaising with Housemasters/mistresses over all incidents involving pupils in their group
- Be involved in any agreed strategy to achieve a solution

### • **All Staff will:**

- Know the policy and procedures
- Be observant and ask pupils what is happening to them

- Take action to reduce the risk of bullying at times and in places where it is most likely
- Deal with incidents according to this policy
- Never let any incidences of bullying pass by unreported, whether on-site, off-site or during off-site activities

## **6. How the School promotes the Anti-Bullying Message:**

The school will promote anti-bullying in assembly through the PSHRE programme, collective worship, House Focus Weeks and projects. Role play and case studies help pupils to know how to prevent bullying and how to reinforce the anti-bullying approach. There is an Anti-Bullying and Mentor Council which is an elected group of pupils from all years under the supervision of the Assistant Head (Pastoral). The aim of the council is to meet to discuss issues that have arisen relating to the general welfare of pupils within House as well as in and around the school and to develop effective promotion of the anti-bullying ethos of the school. Members of the ABMC play a significant role in inducting new pupils into the school. An Incident book/record will be kept to survey and monitor incidents of bullying. The SEN/Pupils with learning difficulties and/or disabilities policy will be observed recognising that pupils with special education needs or learning difficulties and disabilities may not be able to articulate their experiences as well as other pupils. The needs of these pupils and other vulnerable pupils will be taken into account when dealing with bullying incidents.

Other support systems that may be used to prevent bullying include:

- School Staff duties
- Chapels
- Participation in the National Anti-bullying week initiative
- Involvement of all members of the school community
- School council booklets, produced by the pupils
- Teachers in classrooms before pupils arrive
- INSET on bullying
- Guest speakers to talk to parents/pupils
- Assertiveness training to pupils
- Awareness of areas around the school where bullying may occur

## **7. Who should I tell if I am being bullied, or if I think someone else is suffering from bullying?**

If you feel you are being bullied, or if you think that a friend or another pupil is the victim of bullying, you should discuss your worries with your parents or with another person that you trust. This may be your Housemaster or Housemistress as they have the main responsibility for your pastoral care, but others can also help:

- Close friends
- School mentor
- Senior pupil
- Tutor
- Favoured teacher
- House matron
- Chaplain
- Members of the Anti-Bullying Mentor Council
- School doctor(s)
- School medical staff

- Deputy Heads or Headmaster
- Professional counsellor

The most important thing is that you do not allow yourself, or someone else, to suffer in silence. Your parents and all the staff at the School are there to listen to you and to help you.

## **8. As a Parent what should you look for?**

It is not always easy to identify that your child is being bullied but there are some indicators to look out for:

- Changes to usual routine
- Unwillingness to go to school
- Reluctance to travel on public transport/school bus
- Pleading to be driven to school
- Becomes withdrawn, anxious or lacking in confidence
- Becomes aggressive, disruptive and/or unreasonable
- Are themselves bullying siblings and/or other children
- Stops eating
- Claims to feel ill on school mornings
- Has nightmares and/or cries themselves to sleep
- Bedwetting
- Personal possessions and/or clothes are damaged or missing
- School possessions are damaged or missing
- Requests for unusual amounts of money
- Stealing money
- Attempts to self harm and/or running away from home
- Is afraid to use internet and/or mobile phone
- Nervous when a text message is received
- Will not discuss behaviour/frightened
- Gives improbable excuses for any/all of the above
- Be aware of signs if you suspect your child of bullying others

The above types of behaviour could indicate other problems but bullying should be considered and investigated.

## **9. What happens when an incident is reported:**

All reports must be investigated, however minor, to ensure that a potentially serious case does not develop.

- The Housemaster/mistress will talk to the pupil concerned, giving them time to explain, reassuring them that their allegation will be taken seriously and investigated. There may be a clash between the wishes of the pupil and the needs of the school with regard to confidentiality. However, from the outset, staff will make it clear that others may need to be consulted.
- All pupils involved, including witnesses if any, will be interviewed, as soon as possible.
- Housemasters/mistresses will check any relevant history and/or background to the incident.

- In serious cases the Headmaster and the parents will be informed and if deemed necessary invited in to school to discuss the matter.
- If appropriate, all parties will be brought together to discuss the situation.
- An appropriate member of the Senior Management Team will be appointed to investigate the incident [the 'Investigator']. The Investigator will consult with the Housemaster/mistress and other persons as appropriate and in serious cases with the Headmaster. As a result of the investigation and discussions the Investigator will decide on the appropriate sanction unless the incident is deemed to be serious when the sanction will be determined by the Headmaster.
- The motivation behind the bullying behaviour will be considered. If these considerations lead to concerns that the bully may be at risk of harm, the School's Safeguarding and child protection procedures will be followed.
- An attempt will be made to help the bully (bullies) to change their behaviour. This will be through discussion with the pupil concerned, parents, Housemaster/mistress or Deputy Head (Pastoral).
- The Investigator will ensure that an appropriate record of the incident, the investigation and sanction is placed in the pupil's school file.

#### **10. Support for victims and for bullies:**

Both the victims of bullying and bullies themselves can expect the support of the School.

- For the victim, this support will seek to help them recover from the unpleasant and upsetting effects of bullying and to begin once more to enjoy their experience of being a member of the School.
- For the bully, efforts will be made to help them change their behaviour and, other than in the cases of those required to leave the School (including those who have been permanently excluded as a result of their bullying), this will be likely to involve the Housemaster/mistress and other staff helping identify means of changing their behaviour so that they avoid bullying in the future.
- For both the victims of bullying and bullies, it may be appropriate for the School Counsellor to become involved.

Support from external services will also be sought if appropriate, in particular where it would assist in tackling any underlying issues of the bully which contributed to the bullying behaviour.

Whilst the School recognises the need to support bullies in changing their behaviour, it also accepts that sanctions will often be necessary and appropriate as part of its response to bullying incidents.

#### **11. Sanctions:**

Each case will be dealt with on an individual basis and the punishment imposed will be dependant on the seriousness of the incident. The range of sanctions available to the School is set out the *Expectations and Standards* document, which is regularly reviewed and updated,

and copies of which are given to all pupils and their parents. This document is also available on the School website. Pupils who are found to have been involved in bullying others can expect, as a minimum, a School Detention although a stronger sanction may well be considered appropriate. In the worst case scenario, bullying could lead to permanent exclusion from the School. Disciplinary sanctions will be fairly, consistently and reasonably applied, taking into account any special educational needs or disabilities of the pupil and the needs of vulnerable pupils.

## 12. Boarding Pupils

- As there are boarding pupils at Mill Hill School, the requirements under Standard 12 of the Boarding Schools National Minimum Standards apply to this policy. The School will ensure that:
  - The Anti-bullying Policy is provided to parents of boarders as well as being available and known to staff, including junior and recently appointed staff, as well as being available and known to boarders themselves.
  - No 'initiation' ceremonies' intended to cause pain, anxiety or humiliation to pupils are allowed, with all pupils and staff being made aware of the fact that such ceremonies are strictly and absolutely forbidden
  - Effective measures are in place to prevent bullying and to deal effectively with bullying should it arise, in order that pupils feel safe and do not identify bullying as a problem in the School
  - Appropriate measures are in place to ensure that any pupil who is being bullied is suitably supported and that pupils who may bully others are given appropriate help, support and guidance.

## 13. Additional sources of guidance and information:

### *Outside agencies who can offer support are:*

Childline: 0800 1111

NSPCC: 0800 800 5000

Samaritans: 08457 90 90 90

Connexions: 080 8001 3219

Map safe routes to school (software available from MAP IT Ltd 01487 813745)

### **Ofsted**

Parents and boarders are aware of the possibility of reporting concerns or allegations to Ofsted. Anyone wishing to do this should contact the Ofsted helpline on 0300 1231231, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk). Ofsted have produced a leaflet that gives information about how to raise concerns about schools; how to raise concerns with Ofsted; what Ofsted can and will do when they receive complaints; and Ofsted's enforcement and other powers. The leaflet, 'Concerns and complaints about childminders and childcare providers' can be found at <http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Factsheet-childcare-Concerns-and-complaints-about-childminders-and-childcare-providers>.

Boarders can also contact the Children's Rights Director on 0800 528 0731 or at [www.rights4me.org](http://www.rights4me.org)

### **Advisory Centre for Education**

LC Aberdeen Studios, 22 Highbury Grove, London N5 2DQ.

Tel: 0207 704 9822 Tel helpline: 0207 354 8321 (Mon-Fri 2-5 pm).

Advice line for parents on all matters concerning schools

**Anti Bullying Campaign**

185 Tower Bridge Road, London SE1 2UF.  
Tel: 0207 378 1446 (9.30 am - 5.00 pm).  
Advice line for parents and children.

**Children's Legal Centre**

Tel: 01206 873 820  
(Mon-Fri: 10 am - 12.30 pm and 2 pm - 4.30 pm).  
Publications and free advice line on legal issues.

**Kidscape**

2 Grosvenor Gardens, London, SW1W 0DH.  
Tel: 0207 730 3300 Fax: 0207 730 7081  
Has a wide range of publications for young people, parents and teachers.  
Bullying counsellor available Monday to Friday, 10-4.

**Parentline Plus**

520 Highgate Studios, 53-79 Highgate Road, Kentish Town,  
London, NW5 1TL.  
Tel: 0808 800 2222.  
National helpline for parents: (Mon-Fri 9-9; Sat 9.30-5; Sun 10-3).

**Website:**

There are numerous useful sites for which updated links can be found on the DfE website at [www.education.gov.uk/](http://www.education.gov.uk/) or [www.dontsufferinsilence.com](http://www.dontsufferinsilence.com)

**Useful reading:**

- 'Bullying; Wise Guide' by Michele Elliott
- 'Don't Pick on Me: How to Handle Bullying' by Rosemary Stone
- 'Your child bullying' by J Alexander
- '101 Ways to deal with bullying' – a guide for parents, by M Elliott
- 'Keeping Safe: A practical guide to talking with children, by Kidscape
- 'Helping children cope with bullying' by S Lawson
- 'Confident children: a parents' guide to helping children feel good', G Lindenfield
- 'Bullying and how to fight it: A Guide for families', by A Mellor
- 'Fighting, teasing and bullying: Simple and effective ways to help your child', by J Pearce
- 'The bullying problem: How to deal with difficult children, by A Train

Last review: November 2011

---

By resolution of the Pastoral Committee of the Court of Governors

Signed .....  
Chairman of the Pastoral Committee of the Court of Governors

Date .....