

MILL HILL SCHOOL



Anti Bullying Policy

Effective March 2017

Key Points of the Anti-Bullying Policy

Purpose	<p>The aims of this policy are:</p> <ol style="list-style-type: none"> a) To assist the School in taking all reasonable steps to prevent bullying occurring in the first place; b) To help staff and pupils to deal with bullying when it occurs. <p>The policy seeks to ensure that staff, pupils and parents understand what bullying is, know what the Schools' policy is, be aware that under no circumstances is bullying tolerated and know what to do when bullying is reported.</p> <p>As there are boarding pupils at MHS/MMHI, the requirements under Standard 12 of the Boarding Schools National Minimum Standards apply re: provision of information to parents of boarders and staff, the prohibition of initiation ceremonies, effective measures are in place to ensure that boarders feel safe and appropriate measures are taken in cases of bullying.</p>
Definition of bullying	<p>Bullying is any intentional behaviour that physically, verbally or indirectly hurts or injures another individual or group; that threatens or frightens; that is demoralising or humiliating; that psychologically hurts or injures;</p> <p>Bullying refers to behaviour that is repeated over time and is often motivated by prejudice against particular groups, for example, on the grounds of race, religion, culture, sexual orientation, gender, homophobia, special educational needs and disability or because a child is adopted or is a carer. Bullying may occur through cyber-technology (social websites, mobile 'phones, text messages, photographs and email).</p>
Responsibilities	<p>All staff have a role to play in ensuring that the anti-bullying strategy drawn up by the Governors is implemented. The Head and the Principal Deputy Head (MHS)/Deputy Head Pastoral (MMHI) are responsible for determining and implementing the strategies and for providing opportunities for staff to receive training in recognising and responding to bullying incidents.</p> <p>Staff must:</p> <ul style="list-style-type: none"> • Know and understand the policy and procedures; • Be observant and take action when they have concerns; • Never let incidences of bullying pass by unreported.
Promotion of the anti-bullying message	<p>The anti-bullying message is promoted through a variety of mechanisms, including Chapels, assemblies, taking part in national initiatives, PSHRE, training and briefing for older pupils with leadership responsibilities, School Councils and printed literature such as the School Calendar.</p>
Action to be taken when an incident is reported	<p>All reports must be investigated, however minor:</p> <ul style="list-style-type: none"> • Housemaster/mistress/House Parent will talk to the pupil to ascertain the facts; • The Principal Deputy Head (MHS)/Deputy Head Pastoral (MMHI) will co-ordinate the investigation, depending on who is involved e.g. pupils from a single House, across Houses or between MHS and MMHI. The Head(s) will be informed at an appropriate stage in the investigation, depending upon the seriousness of the case; • The investigation will be thorough, timely and pupil interviews will be conducted in accordance with the clearly set out guidelines. If, as a result of the investigation, any safeguarding issues arise, these will be reported immediately to the appropriate person; • Parents will be informed as soon as possible of their child's potential involvement; • A summary of the outcome of the investigation will be compiled by the investigator and sanctions/additional support (for the victim/bully) agreed. Parents will be informed of any action to be taken re: their child; • The incident will be recorded and a copy placed on the pupil's file; • A log of bullying incidents is held by the Principal Deputy Head/Pastoral Deputy.
Review by Governors	<p>This policy is reviewed bi-annually by Governors, although if, as a result of an incident amendments need to be made a review of policy or procedures may take place sooner. An annual report is sent to the Governors' Pastoral Committee.</p>

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy

The Mill Hill School/Mount Mill Hill International

Anti Bullying Policy

Definitions

“Foundation”: Foundation will mean the Mill Hill School Foundation which comprises the four “Schools” of Mill Hill School, Belmont Mill Hill Preparatory School, Grimsdell Mill Hill Pre-Preparatory School and The Mount Mill Hill International and which together educate girls and boys aged 3 to 18 years.

“School(s)”: School will mean Mill Hill School/Mount Mill Hill International.

Statement

The aims of this policy are:

- a) To assist the School in taking all reasonable steps to prevent bullying occurring in the first place.
- b) To help staff and pupils to deal with bullying when it occurs

This policy has regard to the DfE guidance on the prevention of bullying contained within the publication *Preventing and Tackling Bullying: Advice for head teachers, staff and governing bodies* (October 2014) and complies with the duties under the Equality Act 2010. 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.

This Policy is designed to work in conjunction with the following School policies:

- Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School
- Expectations and Standards (Mill Hill School and MMHI’s Behaviour Policy)
- Health and Safety Policy
- Email, Internet and Social Media Policy
- Relationships and Sex Education Policy
- PSHE and Citizenship Policy
- Supervision Policy

1. Aims

- Mill Hill School and MMHI aim 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 everyone feels valued and safe and where legitimate individual differences are appreciated, understood and accepted
- Mill Hill School and MMHI do not tolerate bullying or harassment of any kind; respect for others is expected at all times
- Mill Hill School and MMHI aim to comply with the Schools’ 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;
- All pupils and staff will be in no doubt that bullying will not be tolerated.

This policy will also apply to bullying behaviour outside of the School(s) of which the School(s) become aware.

3. What is bullying?

Bullying is any intentional behaviour that physically, verbally or indirectly hurts or injures another individual or group; that threatens or frightens; that is demoralising or humiliating; that psychologically hurts or injures. Bullying refers to behaviour that is repeated over time and is often motivated by prejudice against particular groups, for example, on the grounds of race, religion, culture, sexual orientation, gender, homophobia, special educational needs and disability or because a child is adopted or is a carer. It may occur through cyber-technology (social websites, mobile 'phones, text messages, photographs and email).

Examples of bullying include:

- 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 or national origin, 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

The Foundation will treat all incidents of bullying as a child protection concern where there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm. The Foundation recognises that children are capable of abusing their peers and the different gender issues that can be prevalent in peer on peer abuse, for example sexting, girls being sexually touched or boys being subjected to initiation or hazing type violence. The

Foundation does not consider abuse should ever be tolerated or passed off as ‘banter’ or ‘part of growing up’. All allegations of peer on peer abuse will be investigated and managed in accordance with Mill Hill School Foundation Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School.

Cyber-bullying

Cyber-bullying relates to 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 media platforms (such as Facebook, Myspace, Instagram, Tumblr, Snapchat, and Twitter), and other technologies and applications which may be developed and become available in the future

Cyber-bullying is not restricted by time or location. Victims may not know who the bully is and there is also a potentially large audience which can participate in the bullying.

No letters, emails, photographs, cartoons, text messages, jokes or other electronically generated documents may be generated or circulated which in the reasonable opinion of the School is considered to be offensive and/or is intended to bully, harass or intimidate any other pupil(s) or staff member(s). Failure to adhere to these expectations, will result in the School’s disciplinary procedures being applied and may lead to a serious sanction.

Posting any material e.g. written comments, photographic images, cartoons, which in the reasonable opinion of the School is considered to be offensive and/or is intended to bully, harass or intimidate others on websites such as You Tube, Facebook, Twitter etc., is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of material.

This Policy applies regardless of whether School’s electronic equipment or the pupil’s own electronic equipment or someone else’s electronic equipment is used; or whether the electronic equipment is operated elsewhere than at the School, including a pupil’s home.

In addition, pupils not necessarily engaged directly in unacceptable conduct but who are present in such situations may also be subject to a disciplinary investigation and, possibly, a subsequent disciplinary sanction.

The Foundation Policy on the Use of Email, Access to the Internet and Social Media by Mill Hill School Foundation pupils sets out the position of the School and Foundation with regard to its duty to take reasonable measures to protect the health and safety of its pupils and other members of the School and Foundation community. This Policy authorises the Head to do what is reasonable in all the circumstances to safeguard and promote the welfare of pupils and to minimise the risk of harm to the assets and reputation of the School and the Foundation, including the implementation and enforcement of procedures dealing with the supervision and appropriate monitoring of pupils' use of electronic communications.

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 can 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

The Governors have a legal duty to ensure that an effective anti-bullying strategy is drawn up and implemented. Working towards changing the attitude and behaviour of bullies plays a part in the strategies used by our school.

- **The Head will:**
 - Ensure that all staff have an opportunity of discussing strategies and reviewing them
 - Determine the strategies and procedures in conjunction with the Principal Deputy Head/Pastoral Deputy
 - 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 on the prevention of bullying and the anti-bullying strategies being followed by the School.
- **The Principal Deputy Head (MHS) or Pastoral Deputy (MMHI) 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 Head informed of incidents;
 - Liaise with the member of SMT responsible for staff development to arrange 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.
- **Other members of the Senior Management Team, together with Housemasters/mistresses/House Parent 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

- **Form Tutors will:**
 - Be responsible for liaising with Housemasters/mistresses/House Parent over all incidents involving pupils in their group;
 - Be involved in any agreed strategy to achieve a solution.

- **All Staff will:**
 - Know and understand the relevant policy and procedures;
 - Be observant and ask pupils what is happening to them if they have reason to believe that there is cause for concern;
 - 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, during off-site activities or online (see Appendix 1 for Signs and Symptoms that indicates that a child may be the victim of bullying).

6. How the School promotes the Anti-Bullying Message

The School will promote the anti-bullying message through the following mechanisms that involve all members of the School Community:

- Chapels, assemblies and participation in national anti-bullying initiatives e.g National Anti-bullying Week and Safer Internet Day;
- Pastoral care structures in House, including Housemasters/mistresses/House Parent, Tutors, House Prefects and Pupil Mentors;
- Structures in place to support academic staff in preventing incidents of bullying;
- The broader Pastoral curriculum, including modules within the PSHRE curriculum and coverage of key information/material in tutor sessions, as part of a structured programme;
- Training/briefing sessions for staff and senior pupils;
- School Councils e.g. Anti-bullying and Mentor Council (ABMC), Fourth Form Council, Full School Council, Boarders' Council;
- Information on Anti-Bullying policies and procedures contained within the School Calendar;
- All pupils have access to a "Help" sheet about access to pupil support. This includes details on internal and external communication pathways;
- External speakers on key issues e.g. Internet safety.

7. What happens when an incident is reported?

- All reports must be investigated, however minor, to ensure that a potentially serious case does not develop;
- It is likely that in the first instance, the Housemaster/mistress/House Parent will talk to the pupil concerned, giving them time to explain the situation, 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;
- The Principal Deputy Head (MHS)/Pastoral Deputy (MMHI) will normally co-ordinate an investigation and will liaise with the relevant members of the Senior Management

Team and Housemasters/mistresses/House Parent to ensure that the investigation is conducted in line with the School's protocols and procedures. In cases where both Boarding and Day pupils are equally involved, and the seriousness of the incident warrants it, the Principal Deputy Head will lead on the investigation. In this case interviews may well be conducted by several Senior Managers, e.g. the Principal Deputy Head, the Director of Boarding and the Assistant Head (Pastoral) at Mill Hill School and the Pastoral Deputy at MMHI. In such a case, each Senior Manager will collate pupil accounts and other evidence and submit these, together with summary of their interviews/findings, to the Principal Deputy Head/Pastoral Deputy for consideration by the Head;

- In serious cases the Head and the parents will be informed from the outset and if deemed necessary invited in to School to discuss the matter;
- In cases where the perpetrators/victims fall predominantly within one designation or another, i.e. either Day or Boarding pupils, the Assistant Head (Pastoral) or the Director of Boarding at Mill Hill School or the Pastoral Deputy at MMHI may be asked to collate the information relating to the investigation for discussion with the Principal Deputy Head (MHS)/Pastoral Deputy (MMHI) and/or the Head; to determine the appropriate course of action and possible sanctioning response for the perpetrator;
- When conducting an investigation, Senior Managers must make every effort to conduct the investigation in a timely fashion but without compromising the quality of the process. Regular feedback to the Principal Deputy Head (MHS)/Pastoral Deputy (MMHI) on the progress of the investigation is imperative and any potential delays in the process raised with her so that these can be communicated to Parents/Guardians, if appropriate;
- 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;
- If appropriate, all parties will be brought together to discuss the situation;
- The Investigator will ensure that an appropriate record of the incident and investigation is placed in the School file of all those pupils involved;
- The Investigator will ensure that an appropriate record of the sanction is placed in the School file of those pupils involved in the bullying.

8. Support for those involved

Both the victims of bullying and those who have been involved in bullying behaviour themselves can expect the support of the School.

- 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;
- 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 pupil who has been involved in bullying behaviour, 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 through discussion with the pupil concerned, parents, Housemaster/mistress/House Parent or Principal Deputy Head;

- For both the victims of bullying and those who have been involved in bullying behaviour, it may be appropriate for the School Counsellor and/or the School Chaplain 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 pupil who has been involved in bullying behaviour.

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

9. Sanctions

Each case will be dealt with on an individual basis and the punishment imposed will be dependent on the seriousness of the incident. The range of sanctions available to the School is set out in 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 more severe sanction may well be considered appropriate. In serious cases, bullying may 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.

10. 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:
 - Information on the School's Anti-bullying Policy and Procedures 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.

11. Additional sources of guidance and information:

Outside agencies who can offer support are:

Childline: 0800 1111 a freephone, confidential helpline for children and young people providing advice and support by phone and online 24 hours a day.

NSPCC: 0800 800 5000 a helpline for parents, adults and young persons for advice and support to report suspected or incidents of bullying.

Samaritans: 08457 90 90 90 a helpline for advice for parents, adults and young persons.

EACH: 080 8100 0143 a freephone actionline for children and young people experiencing homophobic bullying Monday to Friday 10am to 5pm.

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

Boarders can contact the Children's Rights Director on 0800 528 0731 or at 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).

Websites:

There are numerous useful sites for which updated links can be found on the DfE website at www.education.gov.uk/

ChildNet International: Specialist resources for young people to raise awareness of online safety and how to protect themselves

The Child Exploitation and Online Protection Centre (CEOP)

<http://www.thinkuknow.co.uk/>

Digizen: provides online safety information for educators, parents, carers and young people

Advice on Child Internet Safety 1.0: The UK Council for Internet Safety (UKCCIS) has produced universal guidelines for providers on keeping children safe online

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: March 2017

By resolution of the Pastoral Committee of the Court of Governors

Signed..... Date
Chairman of the Pastoral Committee

Appendix 1

Signs and Symptoms of bullying

How do cases of Bullying come to light?

- A member of staff notices that something is wrong
- The victim tells a teacher, a member of the Foundation Medical Services team or other adult
- Other pupils tell a teacher
- Parents contact the School

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Members of staff should be aware of these possible signs and alert the pupil's Housemaster/mistress, or a member of the Senior Management Team if a pupil:

- Doesn't want to go on the School/public bus
- Changes their usual routine
- Is unwilling to come to school
- Becomes withdrawn, anxious or lacks confidence
- Starts stammering
- Attempts self-harm or runs away
- Regularly says they feel ill
- Begins to perform poorly at school
- Has possessions that are damaged or "go missing"
- Has unexplained cuts and bruises
- Becomes aggressive, disruptive or unreasonable
- Is bullying others
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses for what is wrong
- Is nervous or jumpy when a cyber-message is received

Boarding staff and/or Parents may also notice the following signs and symptoms:

- Begs to be driven to school
- Is unwilling to go to school
- Cries themselves to sleep at night or has nightmares
- Feels ill in the mornings
- Comes home with torn clothes or books damaged
- Bedwetting
- Asks for money or starts stealing money
- Bullies siblings/other pupils
- Is afraid to use the internet or mobile phone
- Is nervous or jumpy when a cyber-message is received

These signs and behaviours could indicate other problems but bullying should be considered and investigated.

The worst reaction to suspecting or being told that a pupil is a victim of bullying is to do nothing.