



# Milford School

## Anti-bullying policy

Adopted: March 2023

Review date: March 2025

### 1. Position and values

This policy will help staff to achieve the vision of the school, which is that the whole community of Milford School can “Grow, Learn, Believe and Achieve.” This will ensure that the school provides an environment where every child can feel:

- safe
- healthy
- able to enjoy and achieve
- able to contribute to future economic well-being
- able to make a positive contribution

To protect the rights of all children to have a safe and secure learning environment, Milford School will continuously work towards preventing acts of bullying, harassment, and other forms of aggression and violence as these behaviours are unacceptable and interfere with both our school’s ability to educate children and a child’s ability to learn. If such a case arises, the staff at Milford School will follow the anti-bullying guidelines laid out in this policy.

This will enable staff to:

- identify children displaying unacceptable behaviour and know how to support them in order that they develop the necessary skills to participate in the school community effectively and positively
- keep all other children safe, happy and confident
- identify signs that indicate that a pupil may be experiencing bullying but not reporting it.

### 2. Clarification of terms

#### Definition of bullying

Bullying is defined as repeated negative behaviour that is intended to make others feel upset, uncomfortable or unsafe.

#### Forms of bullying

- **Physical:** Deliberately hurting particular children on a regular basis
- **Verbal:** Deliberately hurting feelings through name-calling etc.
- **Ostracising:** Making someone feel left out and different by deliberately setting out to exclude them



There are many different kinds of bullying including:

- bullying related to race, religion or culture
- bullying related to special educational needs
- bullying related to appearance or health
- bullying related to sexual orientation
- bullying of young carers or looked after children, or related to home problems
- sexist or sexual bullying
- cyber-bullying.

### **Definition of cyber-bullying**

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Facebook and Twitter to harass, threaten, embarrass, intimidate or target a child. Unlike physical bullying, cyber-bullying can often be difficult to track as the cyber-bully (the person responsible for the acts of cyber-bullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face-to-face.

### **Types of cyber-bullying**

- **Flaming:** Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- **Denigration:** Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- **Exclusion:** Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- **Outing:** Sharing secrets about someone online including private information, pictures, and videos.
- **Trickery:** Tricking someone into revealing personal information then sharing it with others.
- **Impersonation:** Pretending to be someone else when sending or posting mean or false messages online.
- **Harassment:** Repeatedly sending malicious messages to someone online.
- **Cyber-stalking:** Continuously harassing and denigration including threats of physical harm.

### **Actions NOT considered to be bullying**

All children have upsets and squabbles; these are not classed as bullying and are dealt with through the school Behaviour Policy.

Actions not considered to be bullying are:

- not liking someone
- being excluded (unintentionally)
- accidentally bumping into someone
- making other kids play things a certain way
- a single act of telling a joke about someone
- arguments
- expression of unpleasant thoughts or feelings regarding others
- isolated acts of harassment, aggressive behaviour, intimidation, or meanness.



## Reasons for bullying

Some reasons why children might bully someone include:

- they think it's fun, or that it makes them popular or cool
- they feel more powerful or important, or they want to get their own way all the time
- they feel insecure, lack confidence or are trying to fit in with a group
- they are fearful of other children's differences
- they are jealous of another child
- they are unhappy
- they are copying what they have seen others do before, or what has been done to them.

## The effects of bullying

All forms of bullying cause psychological, emotional and physical stress. Each child's response to being bullied is unique, however some signs that may point to a bullying problem are:

- depression and anxiety
- increased feelings of sadness, helplessness, decreased self-esteem and loneliness
- loss of interest in activities they used to enjoy
- unexplainable injuries
- lost or destroyed clothing, books, electronics, or jewelry
- frequent headaches or stomach aches, feeling sick or faking illness
- changes in eating habits, like suddenly skipping meals or binge eating. Children may come home from school hungry because they did not eat lunch
- difficulty sleeping or frequent nightmares
- declining grades, loss of interest in schoolwork, or not wanting to go to school
- sudden loss of friends or avoidance of social situations
- self-destructive behaviors such as running away from home, harming themselves, or talking about suicide.

## 3. Roles and responsibilities

The Education Act 2002, Education and Inspections Act 2006 and Equalities Act 2006 all make reference to a school's legal responsibility to prevent and tackle bullying. By law, all state schools must have a behaviour policy in place and displayed on their website and must also follow anti-discrimination law. This means staff must act to prevent discrimination, harassment and victimisation within the school.

Milford School have also developed this anti-bullying policy, a copy of which is available from the school office and on the school website for parents, staff and pupils to access when and as they wish.

Schools have the legal power to make sure pupils behave and do not bully outside of school premises, for example on public transport or in nearby public communal areas. If deemed appropriate, the headteacher or staff can choose to report bullying to the police or local council. During school hours, including while pupils are taking part in school visits and after school clubs, the school has direct responsibility to ensure children feel safe and secure.



## **The role of governors**

The governing body supports the headteacher in all attempts to eliminate bullying from the school. The governing body will not condone any bullying at all, and any incidents of bullying that do occur will be taken very seriously and dealt with appropriately.

The governing body monitors incidents of bullying that do occur and reviews the effectiveness of this policy regularly. The governors require the headteacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of the school's anti-bullying strategies.

A parent/carer who is dissatisfied with the way the school has dealt with a bullying incident can make a complaint to the school. The complaint will be dealt with in accordance with the complaints policy which can be accessed from the school's website or a copy provided by the school office.

## **The role of the headteacher**

It is the responsibility of the headteacher to implement the school's anti-bullying strategy, to ensure that all stakeholders are aware of the school policy, and that they know how to identify and deal with incidents of bullying.

It is the headteacher (or designated member of staff) who must ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in school and outside of school. The headteacher will draw the attention of children to this fact at suitable moments. For example, the headteacher may decide to use an assembly as the forum in which to discuss with the children why bullying is wrong.

The headteacher will ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying.

The headteacher will set the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

## **The role of the staff**

Members of staff will do all that they can to eradicate bullying; they will ensure that they follow the school's anti-bullying policy.

All members of staff will routinely attend training that equips them to identify bullying and to follow school policy and procedures with regard to behaviour management.

Staff will use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They will use drama, role-play, stories and the school PSHE curriculum (Jigsaw), to help pupils understand the feelings of bullied children and to practise the restraint required to avoid lapsing into bullying behaviour. Ring fenced time will also be used to praise, reward and celebrate the successes of all children through visits to see the Headteacher and our weekly Star of the Week and Jigsaw assemblies, thus helping to create a positive atmosphere.

Members of staff will keep a vigilant watch on suspected 'bullies'; any incidents will be handled carefully. It is important that the child responsible for initiating the bullying is dealt with appropriately. The person dealing with the incident will need to collect all the relevant information



and then provide the headteacher with a copy in order that they can decide on an action. All cases are individual and various strategies will be employed by the headteacher and senior leadership team to address the issue.

Teachers and support staff will do all they can to support a child who is being bullied.

### **Bullying in the workplace**

Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The headteacher, with the support of the governing body, will deal with this; formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff.

In the event of the headteacher being involved in such incidents, reports will be given immediately to the chair of governors who will also take formal action where necessary.

If you are a member of staff who is experiencing bullying (by other adults or pupils), you should inform your line manager, a member of the senior leadership team or your union representative as soon as possible. You can contact the governors if you feel the situation is unresolved. For visitors to the school, any concerns should be directed to the headteacher (or other appropriate member of staff).

### **The role of parents/carers**

Parents/carers, who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately and in a calm manner. If they are not satisfied with the action taken they should contact the headteacher. If they remain dissatisfied, they should follow the school's complaints procedure. Parents/carers have a responsibility to support the school's anti-bullying policy by actively encouraging their child to be a positive member of the school and this expectation of support is outlined in the home/school agreement that is provided annually.

### **The role of pupils**

Pupils are encouraged to tell somebody they trust such as a teacher, or learning support assistant if they are being bullied, and if the bullying continues they must keep on letting people know; the children are taught several strategies to help them with this.

Pupils are also encouraged to participate fully in activities that raise their awareness about bullying in order that they clearly understand what to do if they, or another child, are being bullied.

## **4. Cyber bullying**

Milford School has a separate policy related to online safety, addressing the use of mobile technology, social media, appropriate online activity, security, access and monitoring procedures in place. Acceptable use of IT is displayed prominently in the school and is explained and discussed with pupils in assemblies, PSHE classes and Computing/IT lessons.



## 5. Reporting, sanctions and monitoring

All members of Milford School are encouraged to challenge all forms of bullying including prejudice-based bullying if they come across it.

### How to report bullying

1. An incident form can be completed either by staff or with parents, if they are reporting a concern. These are on the school server and all staff have access to them.
2. All the relevant information must be completed on the form, which can then be emailed or handed to the Headteacher or another member of the senior leadership team.
3. The Headteacher has overall day-to-day responsibility for dealing with reported incidents and will forward details to the relevant member of staff to investigate.
4. Alternatively, any member of staff can be approached to report incidents of bullying, and they in turn will report to the Headteacher.

### Procedures

The following steps must be taken when dealing with incidents of bullying:

1. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached, or who suspects/observed the bullying.
2. The Headteacher must be informed immediately.
3. A clear account of the incident will be recorded in writing either by the victim or the member of staff recording the victim's verbal statement.
4. The Headteacher will interview all concerned and will record the incident on the school's MIS (Arbor).
5. Parents will be kept informed by the Headteacher.
6. Class teachers and LSAs will be kept informed and asked to monitor the situation.
7. A range of sanctions will be used as appropriate and in consultation with all parties concerned.

These sanctions could include: verbal or written warnings, restrictions of break and lunchtime activities, fixed term and in the event of persistent bullying, permanent exclusion. Where appropriate the headteacher may inform the police.

Such incidents include:

- violence or assault,
  - theft
  - repeated harassment or intimidation, for example name calling, threats and abusive phone calls, emails or text messages
  - hate crimes.
8. There will be a biannual audit and analysis of incident logs and interventions to continually improve practice.

This school has set procedures to follow in implementing sanctions where a bullying incident has occurred and these fall under the school Behaviour Policy, which can be found on the website or provided by the school office upon request. As described above, sanctions are applied in appropriate proportion to the event.



In the event of all other avenues being exhausted, or in particularly serious cases that lead to exclusion, governors will examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour, in line with the Behaviour Policy and Exclusions Policy.

### **Monitoring, evaluation and review**

1. Governors, the headteacher and relevant staff will review this policy biannually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.
2. The school council will review the effectiveness of the policy biannually and their views given to the headteacher.
3. A record of all such incidents will be kept both centrally and on pupils' files
4. The numbers of incidents will be reported to governors annually or provided to them at any time on request
5. Bullying data will be analysed to reflect and re-design further strategies to improve procedures

### **6. Strategies to reduce bullying**

Milford School has adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour, including:

- the consistent promotion of the school's code of behaviour which requires all pupils to respect the rights of others
- the reinforcement of the clear message that violence has no place at Milford School
- consultation with the 'Pupil Voice' on appropriate action
- take part in initiatives such as Anti-Bullying Week
- training for all members of staff on anti-bullying policy and strategy
- the supervision by school staff of all play areas at lunch times and breaks
- playtime pals from Year 2 to support younger pupils on the playground
- providing information to all parents on the symptoms of bullying and the steps to take if the suspect their child is being bullied
- the celebration of all pupil's backgrounds and cultures through assemblies
- the training of a cross section of students as anti-bullying ambassadors
- during assemblies and PHSE learning sessions, discuss and explore bullying issues with the children
- raising awareness of cyber-bullying and teaching children to safely use technology (including mobile phones, email, internet)
- all websites accessed in school are screened and filtered. This software screens the language used in all documents, emails and websites. Rude or offensive emails, websites, documents are blocked and reports sent to the headteacher. Action will be taken and recorded.
- effective recording systems
- work with multi-agency teams including police and children's services as appropriate
- contact the parents of both the child being bullied and the bully
- challenge sexual content within verbal abuse especially challenging any discriminatory or derogatory language.



## 5. Useful websites

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

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

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

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

[www.each.education](http://www.each.education)

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

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

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

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

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

[www.childnet-int.org](http://www.childnet-int.org)

[www.cyberbullying.org](http://www.cyberbullying.org)

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

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

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### Signed by

\_\_\_\_\_ **Chair of governors**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Headteacher**

\_\_\_\_\_ **Date**