



## **ANTI BULLYING POLICY**

**This Policy includes EYFS,  
the Junior School and Senior School, including Boarders**

Moorland 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. 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 our website and on request.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all of our pupils and their parents fairly and with consideration and we expect them to reciprocate 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 setting.

This Policy should be read in conjunction with

- Safeguarding & Child Protection Policy
- Keeping Children Safe in Education, DFE, 2019
- Suspension, Expulsion & Removal Policy
- Building Better Behaviour Policy
- Equal Opportunities Policy
- Pupil Welfare & PHSE Policy
- ICT & Acceptable Use Policy
- Staff Code of Conduct
- Prevent Duty Departmental Advice for Schools and Childcare Providers, June 2015

## Introduction

This anti-bullying document is also compliant with:

- National Minimum Standards for Boarding School (2015), Standard 12: Promoting Positive Behaviour and Relationships
- Equality Act, 2010.
- SEND Code of Practice 2014: 0 to 25 years
- Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies, October 2014

This policy is integral to the Spiritual, Moral, Social and Cultural development of children.

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 secure 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 Headteacher and the Senior Leadership Team 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 School accepts a pupil onto the roll, it takes responsibility for his or 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

The School aims to:

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

## WHAT IS BULLYING? DEFINITION OF BULLYING

Bullying may be defined as: *Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally*". Guidance on Preventing and Tackling Bullying: Advice for school leaders, Staff and Governing Bodies DfE.

Bullying is the victimisation of one person by another or by others. It suggests deliberately hurtful, humiliating or aggressive behaviour repeated over a period of time. There will usually be an imbalance in the bully/victim

relationship, such as the victim will have difficulty defending him or herself. It can be carried out by an individual or a group. Bullying results in pain and distress to the victim. Bullying is often hidden and subtle. It can also be overt and intimidating.

Bullying can happen anywhere and at any time and can involve anyone - pupils; other young people staff and parents.

Bullying may include:

- 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, disability or physical attributes, such as hair colour or body shape.
- other unkind behaviour (such as the spreading of stories, exclusion)
- 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 texts or calls
- 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

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 potentially bigger audience.

The School has a separate E-Safety 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 School's Acceptable Use 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.

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

At Moorland School, 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.

Bullying which occurs on School trips or outside of the School's premises, will not be tolerated.

### **Signs of Bullying**

Teachers need to be alert to the following signs that bullying may be taking place. Changes in behaviour that may indicate a pupil is being bullied include:

- Unwillingness to return to school
- 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 spoiled 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
- Frequent visits to the Health 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
- 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 suicide, self-harming or running away from home or school

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 counselled and offered support through the School's pastoral system; similarly, for pupils who are aggressive towards others, either physically or verbally. The School's pastoral system encompasses the Headteacher, Proprietors, SLT, Pastoral Manager and Houseparents.

### **Preventative Measures Pupils**

- All KS3 pupils receive a presentation on the Anti-Bullying Policy during the Autumn term, which is tailored to their age group. They are told what to do if they encounter bullying. We guarantee those who report bullying in good faith will be supported.
- Page 10 of the Senior School homework planner outlines the School's Anti-bullying policy for pupils.
- The Duke of Edinburgh programme also delivers elements of Anti-bullying to include Cyber-bullying and appropriate cyber behaviour.
- If incidents of bullying are experienced, or suspected, pupils are encouraged to tell a member of staff immediately.
- We use appropriate assemblies to explain the school policy on bullying. Our PSHE 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.
- 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.

- All pupils are encouraged to tell a member of staff or school prefect/buddy at once 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 boardinghouses.
- Details of confidential helplines and websites connecting to external specialists, such as Childline can be found on Year Group 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.
- 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.

## **Staff**

- 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 School 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
- Staff must make girls aware of whom they can talk to in confidence (a member of staff whom they trust, Form Tutor, school prefect/buddy, Houseparent) and that information will be acted upon discreetly and sensitively.
- Opportunities should be taken in the delivery of PSHE, and as appropriate in assemblies, to explain the School Anti-bullying policy. Staff may also make use of opportune moments in lessons and activities to reinforce this message.
- Members of staff should be on the alert for any changes in a pupil's behaviour that indicate he or she may be being bullied.
- Staff are always on duty at times when pupils are not in lessons and are vigilant about their responsibility to ensure a safe environment for them.
- All reported incidents must be recorded and they will be investigated at once. Records of any incidents are kept securely, in order that patterns of behaviour can be identified and monitored.
- In boarding Houses, the informal environment is important in reinforcing standards and values, whilst providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom.
- We provide leadership training to our Prefect Team which includes the importance of offering support and assistance to the School community.
- We take account of developments in technology, by annually evaluating and reviewing the 'Acceptable Use' Policy.

We celebrate success, as we strongly believe this is an important way of creating a positive school ethos around the issue.

The School's Building Better Behaviour 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 close contact between the School and parents/guardians/carers and we will always make contact if we have concerns about a pupil's well-being.

Parents of affected pupils can rightly become upset and protective on behalf of their child. Parents often do not know and also feel very 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. It is important to be fully open with parents.

- Staff should 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 urge parents to contact us immediately if they have any suspicion of bullying; sometimes schools may be unaware of a problem.
- 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/carers 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, Moorland School:

- Expects all pupils to adhere to the school's ICT and Acceptable Use policy.
- May impose disciplinary sanctions for the misuse or attempted misuse of the internet.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE 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 classrooms only with permission of the teacher.
- Does not allow mobile phone use in the public areas of the school or where they may cause annoyance to others.

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

The Headteacher and Senior Leadership Team have a legal duty to:

- encourage within the School community good behaviour and respect for others

- and to prevent all forms of bullying among pupils, this includes outside of school when reported.

When a school accepts a pupil onto the roll it takes responsibility for his or her physiological 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.

The School has a clear behavioural policy in which intolerance of bullying and harassment is promoted. In addition, it has a clear Anti-Bullying Policy (regularly reviewed by the School Council) clearly 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, on school visits and trips. The School has the right to take disciplinary measures in respect of such acts.

### **EYFS Children**

At Moorland School even our youngest children 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 should 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 IF BULLYING IS REPORTED.**

All instances of reported bullying are to be taken seriously at Moorland School. Each case must be responded to appropriately and speedily. Pupils must be confident that reported bullying will be investigated and taken seriously. Pupils may see failure to respond to incidents or allegations, as toleration of bullying. It is vital that we act promptly and firmly to combat it whenever and wherever it occurs.

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

- Head Teacher
- Head of Juniors
- EYFS Area Manager
- Boarding Managers
- Pastoral Manager

The Pastoral Manager/Head Teacher/Head of Juniors/EYFS Area Manager/Boarding Manager will investigate the suspected bullying and aim to establish the facts. A written report of the incident/s will be taken. The report is then kept in a central bullying file.

Facts required in the report must include:

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

All cases of bullying must be reported; this allows patterns to be identified. When a pupil moves from one Key Stage to another any relevant information will be transferred.

For all incidents of bullying:

- The Headteacher must be informed.
- The Pastoral Manager/Head of Juniors/EYFS Area Manager/Headteacher or Boarding Manager will speak to all pupils concerned.
- Reassurance, support and strategies will be put in place to help all involved, working towards reconciliation where possible.
- All parties will be interviewed individually and asked to write an account of events.
- Bully and victim must understand each other's feelings and points of view. The bully should be counselled to understand the effects of their actions
- The incident must be recorded on the Schools' Anti Bullying Record.
- Pastoral staff have an important part to play. Pupils may be unaware of the effect of their actions or may be experiencing difficulties which may manifest themselves in aggressive behaviour. Corrective measures can be talked through with an individual.
- The parents/guardians of all parties should be informed and invited into school to discuss the matter. Where appropriate, bullies will be punished through withdrawal of privileges. Temporary exclusion may be implemented and in extreme cases they may be asked to remove their child from the School
- Incidents of suspected bullying may be brought to the attention of the staff by parents. Staff should refer the appropriate Relevant Person, who will put in motion the steps outlined above and will keep in contact with parents at all stages.
- Our aim is a successful outcome for all parties concerned.



## **INFORMAL DISCIPLINE**

It is important to talk and listen to pupils and take considerable time in fact-finding and reaching a resolution. Unless there is imminent danger to a pupil, in which case instant action will need to be taken.

### **Specialist organisations**

*The Anti-Bullying Alliance (ABA): The Anti-Bullying Alliance was established by the NSPCC and NCB in 2002 and is hosted by leading children's charity, the National Children's Bureau.*  
[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

### **Bibliography:**

Cyberbullying: Advice for head teachers and school staff, DfE, 2014

DfE Preventing and Tackling bullying – advice for head teachers, staff and governing bodies, November 2014

The Early Years Foundation Stage Statutory Framework

DfE Behaviour and Discipline in Schools - Advice for head teachers and school staff, February 2014

Schools' duty to promote good behaviour (Education and Inspections Act 2006 Section 89)

Power to tackle poor behaviour outside school (Education and Inspections Act 2006 Section 89(5))

The Equality Act 2010



## MOORLAND SCHOOL

### ANTI BULLYING POLICY

#### Record of Complaints Form

Date:	Staff reporting:
Name:	Form:
Names of those involved:	
Description of incident:	
Action and follow-up:	



## **MOORLAND SCHOOL**

### **ANTI BULLYING POLICY**

#### **Information 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 secure learning environment, free from the stresses of bullying.

Bullying is the victimisation of one person by another or by others. It suggests deliberately hurtful or aggressive behaviour repeated over a period of time. Bullying results in pain and distress to the victim.

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);
- other unkind behaviour (such as the spreading of stories, exclusion);
- cyberbullying (such as the sending of malicious or humiliating texts, photographs, emails or social website 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 girls

- 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 are being bullied, the following responses should help you.**

1. Try to be assertive. Explain to the bully that their words /actions are upsetting; they 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 they think that they 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 school prefect, or get your friends to tell them on your behalf. Do not be afraid to do this.
4. Be proud to be different, if that is why you are being bullied.
5. Tell your parents.

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

1. If you know that someone is being bullied, show that you and your friends disapprove.
2. If the pupil being bullied is in danger, get help. If they aren't, stay with them. Your presence may ease the situation.
3. 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.
4. Be careful about teasing people or making personal remarks. If you think that they might not find your comments funny, don't say them.

### **Never join in with the bully.**

If you know of any serious bullying, tell someone. Do not feel too scared or lonely to tell someone.

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

At Moorland School 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 Form Teacher
- Pastoral Manager, Miss McConnell
- Head of Juniors, Miss Jacks
- Head Teacher, Mr Harrison
- Deputy Head Teacher, Mrs Harrison
- Business Manager, Mrs Frost

You can also talk to:

- All Prefects
- Head /Deputy Head Boy or Girl

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

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

Remember that there are people to whom you can talk in confidence. You donot have to suffer in silence.

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

## Independent Agencies

### Childline

Freepost 1111, London, N1 OBR

**Telephone: Freephone 0800 1111**

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

### The Samaritans

105 New Park Street, Blackburn, Lancashire, BB2 1DF

**Telephone: 01254 662424 (local call charges apply)**

E-mail: [jo@samaritans.org](mailto:jo@samaritans.org)

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

*Reviewed and updated by Mrs Deborah Frost, September 2019*

**Next Review Date: September 2020**