



MAYFIELD GRAMMAR SCHOOL
GRAVESEND

ANTI-BULLYING POLICY

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ANTI-BULLYING POLICY

1. Objectives

The school's Anti-Bullying Policy outlines what the school will do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community. The school believes that everyone has a right to attend school without fear of being intimidated, either on the premises, between sites, on school trips or on the way to and from school.

2. The school community

- Discusses, monitors and reviews the school's anti-bullying policy on a regular basis.
- Supports staff to promote positive relationships and identify and tackle bullying appropriately.
- Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from the Local Authority and other relevant organisations when appropriate.

3. Definition of bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Homophobic and transphobic	Homophobic taunts, graffiti, gestures Transphobic taunts, graffiti, gestures
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

4. Forms of bullying covered by this policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to special educational needs, learning difficulties or disability.
- Bullying related to appearance or health conditions.
- Bullying related to gender
- Bullying related to sexual orientation.
- Bullying of young carers or looked after children or otherwise related to home circumstances.
- Sexist or sexual bullying.
- Cyberbullying.

5. Preventing, identifying, and responding to bullying

The school will:

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop students' social and emotional skills, including their resilience.
- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support and through the School Council.
- Train all staff to identify bullying and follow school policy and procedures on bullying.
- Our school site is a safe space for all students. The school actively create "safe spaces" to support vulnerable students as required.

6. Involvement of students

The school will:

- Regularly canvas children and young people's views on the extent and nature of bullying.
- Ensure students know how to express worries and anxieties about bullying.
- Ensure all students are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve students in anti-bullying campaigns in schools, e.g. Anti-bullying week (November).
- Publicise the details of *Mayfield's Expectations* (our school anti-bullying code developed by School Council), helplines, speakout@msgg.kent.sch.uk and the student support system.
- Offer support to students who have been bullied.
- Work with students who have been bullying in order to address any identified issues/concerns.

7. Liaison with parents and carers

The school will:

- Ensure that parents/carers know whom to contact if they are worried about bullying.
- Ensure parents/carers know about our complaints procedure and how to use it effectively.
- Ensure parents/carers know where to access independent advice about bullying.
- Work with parents/carers and the local community to address issues beyond the school gates that give rise to bullying.

8. Links with other school policies and practices

This Policy links with a number of other school policies, including:

- Behaviour Policy
- Citizenship Policy
- Confidentiality Policy
- Curriculum Policy
- Equality Scheme
- Inclusion Statement
- Acceptable Use of ICT Policy
- Online Safety Policy
- PSHE Policy
- Race Equality Policy
- Code of Conduct
- Complaints Policy

9. Monitoring and review, policy into practice

The school will review this Policy at least once every two years but more frequently if incidents occur that suggest the need for review.

10. Responsibilities

The success of this policy is underpinned by the whole school community understanding that bullying is not tolerated and understanding the steps that will be taken to both prevent and respond to bullying.

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Headteacher, Senior and Middle Managers, Teaching and Non-Teaching staff to be aware of this policy and implement it accordingly.
- The Headteacher to communicate the policy to the school community.
- Students to abide by the policy, Mayfield's Expectations and our Student Code of Conduct

Procedures, guidance and review

1. To reduce bullying

- All staff will be vigilant in identifying signs of bullying. These signs may include deterioration of work, spurious illness, the desire to remain with an adult or erratic attendance at school or some lessons.
- All members of our school community will share the responsibility for reporting suspected bullying.
- If a problem is encountered, it must be reported via email to speakout@msg.kent.sch.uk or to a member of staff, Peer Mentor, Student Support or Sixth Form Prefect.
- The grounds and buildings will be regularly visited by staff and Sixth Form Prefects during the day. The Midday Supervisor team support during lunch and break periods.
- Student support system led by Senior Officials who work with a team of peer mentors from Years 10-13 and the Senior Form Prefects.
- Buddy System whereby Year 8 pupils support Year 7 pupils.
- Mayfield's Expectations is the school's anti-bullying code and this was updated and reviewed by School Council and is displayed in every teaching room, Student Support noticeboard, regular input by Student Support in assemblies.
- Proactive Pastoral team led by Learning Leaders and their teams of tutors.
- Assertiveness sessions in the PSHE programme, together with other topics that raise awareness of bullying in PSHE and in other areas of the curriculum.
- Use of restorative justice. Plans to train "Anti-Bullying Ambassadors" in 2022/2023 academic year.

2. For dealing with a bullying incident

- Incidents may be reported via email to speakout@msgg.kent.sch.uk or to Student Support or to a member of staff. These should be referred to the tutor, Pastoral Support Manager or Learning Leader who will decide on the most appropriate way forward, depending on the severity of the incident. If it is purely a friendship problem and not deemed to be bullying as defined in the policy, it is dealt with initially by Student Support. If it is more serious, it is dealt with by the tutor, Pastoral Support Manager or Learning Leader, depending on the matter raised.
- Situations which must be reported to staff include:
 - physical bullying
 - racist bullying
 - disability bullying
 - cyber-bullying of any kind
 - bullying related to sexual orientation (prejudice against lesbian, gay, bisexual, transgender)
 - persistent unkind and hurtful messages, e.g. on computers, mobile phones, notes
 - behaviour that is really frightening to a student and making them dread coming to school or going to certain areas of the school etc
 - same students being identified as bullies from different sources
 - damage to property, use of inappropriate or derogatory language.
- Learning Leader/Tutor/Pastoral Support Manager investigates the circumstances with all students involved (victim, bully, witnesses) separately
 - date and sign written record.
- Victim, bully, witnesses record their statements separately, and sign and date them.
- Victim receives reassurance, support, help and advice to raise their self-esteem, initially from Tutor, Learning Leader or Pastoral Support Manager.
- Bully needs to realise that their behaviour is unacceptable and to see the victim's point of view. Support is needed to establish why they are behaving in this way and to draw up an action plan to prevent this type of behaviour in the future. This can be provided by tutor, Learning Leader, Pastoral Support Manager or Student Support, as appropriate.
- Ideally the victim and the bully should be brought together to resolve their differences, although this is not always possible immediately.
- Parents/carers of both parties are informed of an incident, initially by telephone but also by letter. If the situation warrants it, parents/carers are invited into school to discuss the situation and ways of moving forward with the Learning Leader initially, and also Lower, Upper or Sixth Form Co-ordinator, depending on the severity and frequency of the occurrence.
- The written records of the incidents are placed in the students' files but once the situation has been dealt with, it is not raised again, unless the students are involved in further incidents.
- Other staff who teach the students are informed where necessary.

- Sanctions adopted to resolve the situation vary depending on the nature of the incident and frequency of occurrence, but they include:
 - avoiding contact wherever possible for a period of time, creating “safe” spaces as appropriate for both parties
 - only speaking to each other where necessary but remaining polite at all times, for a period of time
 - taking “time-out” of the tutor group for a “cooling-off” period
 - being put on behaviour report
 - a period of internal suspension in school
 - a period of suspension from school
- Racial incidents are reported to Mrs Campbell-Dunlop who will follow the agreed procedures of such incidents.
- All serious incidents are automatically reported to Lower, Upper or Sixth Form Assistant Headteachers and to the Deputy Headteacher and/or the Headteacher, who will become involved as appropriate.
- The Behaviour Policy details these sanctions in more detail.

3. Guidance for students

- Take action when you see or learn about any incidents as bullying thrives on secrecy. Report it to speakout@mgsg.kent.sch.uk or to your Tutor or Learning Leader or to Student Support, whichever you feel most comfortable with.
- Do not accept bullies in your group of friends.
- Try to talk to the bullies if you know them well to make them realise that this is unacceptable behaviour.
- If you are a victim, talk to someone about it – parents, Student Support, staff, friends – so that you access help and support. If there is a problem, share it. Do not suffer in silence.
- If you feel you are in immediate danger, when outside of school, report the bullying to the police.
- Read the posters, around the school, to see where you can access support and advice, such as The Gr@nd (and their Active Listening Service), Northfleet Youth Centre, Childline, Anti-Bullying Alliance, Bullying UK, Bullies Out, Think U Know, Childnet International and CEOP (for sexual abuse online),

4. Guidance for parents/carers

- Report any concerns to the school
- Teach your child about bullying and what behaviour the school expects from your child.
- Make sure your child understands the anti-bullying policies and practices of the school.
- Be open and available to talk to the school if the school needs to resolve any issues.
- Support the school to stop bullying.
- Speak to your child about their use of social media and the impact of negative use.

5. Review Procedures

- Student Support Officials together with the Peer Mentors monitor the use of the system to establish the type and frequency of bullying incidents and why they occur.
- Student Support Officials have regular meetings with the Assistant Headteacher in charge of the system to monitor the use of the system and make any necessary changes.
- All serious incidents dealt with by staff are logged on Myconcern. A Behaviour Log is also kept by the Pastoral Support Managers who produce regular reports (3 per year) for the Pastoral Group.
- Pastoral Group reviews the procedures annually.
- The policy is reviewed at least once every two years by the Pastoral Team and the School Council. Changes are made as needed.
- Assistant Headteacher monitors the pattern and frequency of racist incidents and reports as needed to the Governing Body and to KCC on an annual basis.
- Parents/carers and students participate in a whole-school questionnaire as to whether students feel safe at school and how effectively to school deals with bullying incidents.

Useful support sites

- Anti-Bullying Alliance
<https://anti-bullyingalliance.org.uk/tools-information/advice-and-support>
- Diana Memorial Trust
<https://www.antibullyingpro.com/support>
- Bullying UK
<https://www.bullying.co.uk/general-advice/>
- Bullies out
<https://bulliesout.com/need-support/>
- Thinkuknow
<https://www.thinkuknow.co.uk/>
- Childline
<https://www.childline.org.uk/info-advice/bullying-abuse-safety/#explore>
- CEOP (for online sexual abuse)
<https://www.ceop.police.uk/Safety-Centre/>
- Childnet International (for online bullying)
<https://www.childnet.com/young-people/secondary/bullying>

Publications used to inform this policy

- Bullying – A Charter for Action, DCSF (2015)
- Safe to Learn, Embedding anti-bullying work in schools, DCSF, 2007
- Gravesham Youth Council, Working Together to Stop Bullying, 2021 and the Report It video produced which can be viewed here <https://vimeo.com/677970600/a57609e169>
- DCSF Guidance “Safe to Learn: Embedding anti-bullying work in schools”
https://dera.ioe.ac.uk/8125/7/SAFE%20TO%20LEARN_Redacted.pdf
- DfE Preventing and Tackling Bullying – advice for Headteachers, Staff and Governing Bodies
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf

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Mayfield's Expectations

At Mayfield, these are the expectations that all members of our community are committed to following:

- ✓ We will treat everyone equally and with respect and will be considerate to others and their feelings.
- ✓ We will think carefully about the language we use in all situations, including our body language.
- ✓ We commit to not intentionally causing harm to others, whether physical or emotional. Bullying can be verbal, physical or emotional. It may not upset you, but it could hurt others and the impact may last a long time.
- ✓ Phones should never be used in school without permission and sharing photos or posts concerning any members of our school community without their permission on any social networking site is not permitted.
- ✓ We do not tolerate any breach of our School Code of Conduct and those who do will face consequences, in line with our school policies, and those who do not uphold our expectations must accept responsibility for their actions.
- ✓ We recognise that everyone is different and we will respect and celebrate those differences.
- ✓ At this school we are a community. We have a responsibility to work together to tackle behaviours and attitudes that are not supportive, tolerant, or compassionate for one another.

