

ANTI-BULLYING POLICY

AIMS:

- Malvern House is committed to the health, safety and well-being (both physical and emotional) of all of its community members, both students and staff, and will deploy stringent and active measures to safeguard these aims and provide a safe environment in which the community can develop.
- To make clear that Malvern House encourages students and staff to speak out against instances of bullying with assurances that each situation will be treated with gravity and integrity.
- To follow Malvern House's Safeguarding and Child Protection policy if bullying involves any students under the age of 18.
- To ensure that staff are vigilant in looking for signs of bullying and readily available to listen to students who feel they have been subjected to bullying
- To keep detailed records to enable patterns of behaviour to be easily identified and to prevent future instances of bullying wherever possible.
- To fulfil its responsibility relating to the legislative obligations under the following Human Rights Act 1998, Race Relations (Amendment) Act 2000.

1. DEFINITIONS:

The Office of Children and Young People's Services' Anti-Bullying Strategy defines bullying as a persistent, deliberate attempt to hurt or humiliate someone. Malvern House will adhere to this definition for the purposes of this policy, which applies to staff and students of all ages.

2. MANAGEMENT STATEMENT ON BULLYING:

Bullying will not be tolerated in any form. Students and staff are encouraged to speak out if they are being bullied or aware of someone who is being bullied. All allegations of bullying will be thoroughly investigated and the punishments will be severe and can include suspension or expulsion.

3. TYPES OF BULLYING:

There are various types of bullying, but most have three common features:

1. It is deliberately hurtful behaviour.
2. It is repeated over time.
3. There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

Bullying may take various forms, including:

- Physical: Kicking, hitting, pushing, and intimidating behaviour or interference with personal property.
- Verbal: Psychological threats, taunts, shunning/ostracism, name-calling/verbal abuse or the spreading of rumours.
- Racist: Physical, verbal, written, on-line or text abuse or ridicule based on differences of race, colour, ethnicity, nationality, culture or language.
- Faith or culture-based: Negative stereotyping, name-calling or ridiculing based on religion, faith or culture.
- Sexist: Use of sexist language or negative stereotyping based on gender.
- Sexual: Unwanted/inappropriate physical contact or sexual innuendo.
- Homophobic: Name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic language.
- Disability: Name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties.
- Gifted/Talented: Name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort.
- Cyber Bullying: Abuse online or via text message, interfering with electronic files, setting up or promoting inappropriate websites and inappropriate sharing of images from webcams/mobile phones.

4. CONSEQUENCES OF BREACH OF POLICY:

Any student or staff member found to be bullying other members of the community can be expected to face disciplinary consequences.

5. BOUNDARIES AND LIMITATIONS:

This policy is applicable within the school premises, as well as in Malvern House residential accommodation and on social programme excursions organised by Malvern House.

6. SPECIFIC AREAS OF RESPONSIBILITY:

The Principal will:

- Ensure that all staff have an opportunity to discuss strategies and review them
- Determine the strategies and procedures

- Discuss development of the strategies with the Director of Studies and Student Services Manager.
- Ensure appropriate training is available
- Ensure that the procedures are brought to the attention of all staff, students and parents/guardians

The Student Services Team will:

- Be responsible for the day-to-day management of the policy and systems
- Ensure that there are positive strategies and procedures in place to help both the bullied and bullies
- Keep the Principal informed of all incidents
- Arrange relevant staff training
- Determine how best to involve parents/guardians in the solution of individual problems for students under 18.
- Report incidents to the Principal when they arise.

All staff will:

- Be responsible for ensuring that the School's positive strategies are implemented.
- Be aware of Malvern House's policy and procedures with regards to bullying.
- Deal with any incidents by reporting them to the Student Services Team, student's class teacher and/or Principal.
- Never let any incidences of bullying pass by unreported, whether on-site or during an off-site activity

7. DEALING WITH INCIDENTS:

The incident will be investigated initially and immediately by the staff member approached. If there is a racial element to the incident or other reason for the staff to escalate the matter then the Principal will also be immediately informed.

The details of the incident will be recorded by the Principal and hard and soft copies will be stored in a secure folders.

Other class teachers that the affected student may have will be informed and encouraged to monitor the situation.

Sanctions against the perpetrator will be determined by the Principal where appropriate.

8. COUNSELLING AND SUPPORT:

If there is a perceived need for counselling and support, Malvern House will, in appropriate cases, suggest guidance, professional services and/or

counselling for both bullies and the bullied. In the first instance Malvern House's trained Welfare Officer will speak to the student and ascertain whether this is an appropriate course of action. For incidents of a serious nature, the agent will be contacted and also the parent/guardian in the case of an under 18 student.

Whilst staff members are always willing to offer sensitive advice and support to students, the affected students will be aware that any information divulged to staff about illegal activity cannot be held in confidence if there is a potential risk to others.

Bullying of staff members should be reported in the first instance to the line manager or their line manager's manager. All managers should inform the Principal of any incidents of bullying.

9. MONITORING AND EVALUATION:

The Principal will keep and consider reports on serious incidents. These reports will be discussed by Malvern House London's management team to determine what can be learned from these incidents and how they have been handled, with a view to improving the School's strategies.

APPENDIX A: ADVICE TO STUDENTS

If you are being bullied:

- Be firm and clear, make eye contact and tell the bully to stop
- Move away from the situation immediately, if possible
- Inform a member of staff as soon as possible.

After an incident of bullying:

- Tell a member of staff.
- Tell a family member if you feel able to.
- Ask a friend to accompany you if you need support in discussing the incident
- Keep on speaking up until someone listens
- Do not blame yourself for what has happened.

When discussing the incident with a responsible person be clear on:

- What has happened
- How often this has happened
- Who was involved
- Who witnessed the incident
- Where the incident happened
- What you have done about it already.

APPENDIX B: ADVICE TO STAFF

Signs of Bullying:

- A student's behaviour may change suddenly
- They may start avoiding classes for no obvious reason
- They might seem happy in the UK but miserable at school
- They may have bruises, scratches or other physical injuries.

Support for the affected student:

- Listen to them and reassure them that you believe them
- Treat their concerns and feelings seriously
- Talk through their options with them
- Support them by standing up to the bully
- Follow up claims as soon as possible
- If a parent/guardian has made contact, set a deadline for resolution and stay in regular contact with them
- If the situation cannot be resolved effectively within the existing Student Services structure, or if you feel you are unable to cope, refer the matter immediately to the Principal.
- Provide accurate records for the Principal, who will ensure that they are kept secure.
- Continue to monitor the situation.

FEEDBACK AND FURTHER INFORMATION

Malvern House welcomes all constructive feedback on this and any other school policy. If you would like further information please contact the Principal at jean@malvernhouse.com or +44 (0) 20 7520 0470.

Responsibility:	Principal
Documents:	None
Last updated:	Kris Hall – November 2017
Saved at:	P:\MH - Handbook & Minutes\Policy Handbook 2016\STAFF HANDBOOK 2016