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Millfield English Language Holiday Courses (MELHC)

Anti-Bullying Policy:

Statement of Intent:

Millfield English Language Holiday Courses (MELHC) is committed to providing its pupils with a caring and homely environment within which individuality can flourish, allowing them, without hindrance, to live their lives to the full. Everyone has the right to be treated with kindness and respect and to be properly supported. Consequently, bullying of any kind is deemed unacceptable and will always be taken seriously and acted upon.

Anti-Bullying Aims:

- To prevent all forms of bullying including verbal, physical, sexual/sexist, emotional cyber, religious, racial and cultural.
- To challenge bullying effectively.
- To improve the safety and happiness of pupils and to ensure that students and staff can work in an environment together without fear of being bullied.
- To make it clear that bullying is unacceptable.
- To take action in the event of bullying.

Objectives:

These aims will be met by:

- Clarifying what bullying is and identifying typical behavioral characteristics of the bullied and bullies.
- Giving clear procedures to follow when an alleged incident of bullying occurs.
- Reviewing and monitoring the effectiveness of this policy and its procedures.
- To confirm frequently through house and school pastoral teams that pupils will always be supported if bullying is reported.
- To ensure that whenever it becomes apparent or known that bullying is happening, someone is told about it and something is done.

Definition:

Bullying is not often described as a one-off argument with a friend and is often defined as:

- Appearing in a range of behavior including physical, verbal, emotional, sexual, racial, homophobic and cyber.



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- Relating to / appearing in racial, religious, cultural, sexual / sexist, homophobic, gender specific, special educational needs, disability and cyber areas or contexts.
- Aggressive or insulting behavior that intentionally hurts or harms.
- Taunts, graffiti or gestures which relate to the themes mentioned above.
- Persistent humiliation of others, or excluding others from groups.
- Being deliberately hurtful to others whether physically or verbally.
- Repeated over time and consistently.
- When it is difficult for the individual being bullied to defend himself/herself.
- Inciting others to join in a deliberate campaign.

Bullying can be carried out in different ways:

Emotional: Being unfriendly, not including others on purpose, tormenting others e.g. threatening others.

Physical: Pushing, kicking, hitting, punching or any use of violence.

Verbal: Name-calling, sarcasm, spreading rumours or lies about someone or teasing.

Racial: Racial name calling, skin colour, religion, fashion, graffiti, gestures.

Sexual: Unwanted physical contact or sexually abusive comments.

Homophobic: Focusing on issues relating to same sex relationships.

Cyber Bullying: Intimidation and abuse via electronic means (text, e-mail, social networking sites) as well as camera and video facilities.

The Prevention of Bullying:

MELHC will do everything within its power to ensure that bullying does not take place within any of its campuses. Bullying prevention attempts are made by:

- Encouraging tolerance and respect for cultural/racial or any other form of an individual's make up.
- Ensuring that all staff are aware of our Anti-bullying policy and know how to deal with incidents of bullying.
- Identifying causes of bullying in an attempt to reduce them.
- Reinforcing MELHC's ethos and zero tolerance approach to bullying.
- Close communication between staff to identify potential problems and to reinforce the MELHC's ethos.
- Observation of behavioral patterns.



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- Emphasising the link between behavior and consequences.
- Emphasising respect for self and others and for MELHC's Code of Conduct.
- Teaching children to take responsibility for their actions.
- Making children aware of the seriousness of bullying, including the potential of causing psychological damage and/ or inducing suicidal behaviour.
- Creating a positive ethos with high expectations of good behaviour.
- Fostering a caring atmosphere.
- Building self-esteem – thus avoiding children becoming 'victims'.
- Praising good behavior as often as possible.
- Being fair and showing an interest in all children.
- Insisting on children telling the truth.
- Talking with children about behaviour.
- Having clear classroom routines.
- Ensuring good supervision at all times.
- Ensuring that the children know that bullying will not be tolerated.
- Ensuring proper procedures are in place to deal with disputes between adult members of the school community.

Procedure for Dealing with Bullying:

MELHC has strict procedures in place to deal with bullying:

- If an allegation of bullying is made by a student, then the member of staff receiving the allegation should establish the level of anxiety. If the level of anxiety is low, then staff should restore peace through verbal communication with both the complainant and the accused.
- Students must be made aware that they will always be listened to by all members of staff.
- If the level of anxiety is significant, a written statement may be taken from the student (signed and dated) by the member of staff fielding the allegation. If suspicions are raised by staff or parents, this should also be recorded in writing
- The allegations and evidence should then pass to the House Parent or the Pastoral Manager.
- The House Parent or Pastoral Manager should then offer to conduct a full investigation into the matter. This investigation will include witness statements, and the questioning of the alleged perpetrator.
- MELHC Staff will ask the alleged perpetrator how they can put things right and encourage them to understand how the victim feels.
- If a group are involved in bullying, each member will be spoken to individually and, if appropriate, asked to write an account of their version of what happened, then they will be seen together to discuss the incident.
- The House Parent or Pastoral Manager may then wish to seek the advice and support of the Centre Manager during the investigation, and must refer all instances to the Centre



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Manager, MELHC Manager and Director of Holiday courses in the case of serious bullying being proven.

- In most cases, the House Parent, Pastoral Manager and Centre Manager will agree on the appropriate course of action.
- Support will be provided for both bullied child and bully.
- In a case of serious bullying being proven, the Centre Manager, MELHC Manager and Director of Holiday Courses will determine appropriate sanctions for the perpetrator (this is likely to be withdrawal from activities, excursions/events or in extreme cases expulsion from the language course).
- Parents will be informed and in serious cases be invited to discuss the matter and its resolution.
- All staff will make accurate records of interviews and also record the process followed in each case.
- Written records will be kept of incidents, investigations and outcomes.
- Incidents will be followed up to ensure there is no re-occurrence.

Advice to all adults and children on signs of bullying:

Changes in behaviour that may indicate that a student is being bullied include:

- Unwillingness to return to classes / activities
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work in class, or producing unusually bad work, or work that appears to have been copied, interfered with or spoiled by others
- Books, bags and other belongings suddenly go missing or are damaged
- Change to observed established habits
- Diminished levels of self-confidence
- Frequent visits to the Medical Centre with symptoms such as stomach pains, headaches etc.
- Unexplained cuts and bruises
- Frequent requests to be absent from classes / activities or late arrival to classes/activities
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares etc.



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- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by MELHC staff. Even if you are unsure, it is better to raise the issue with a responsible adult. We encourage parents /agent/Group Leaders to contact MELHC when they have concerns.

Advice to students / some things students should do if they are being bullied:

- Tell an adult you trust
- Tell yourself that you don't deserve to be bullied
- Get your friends together and say no to the bully
- Stay with groups of people, even if they are not your friends. There is safety in numbers
- Try to ignore the bullying
- Try not to show you are upset, which is difficult
- If possible, avoid being alone in a place where bullying happens
- Try being assertive - shout 'NO' loudly
- Walk quickly and confidently even if you don't feel that way inside
- If you are in danger, get away. Do not fight to keep possession
- Fighting back may make it worse
- It is good to be an individual, be proud of it. If any student has a concern over bullying, whether it is happening to them or they have witnessed something that makes them feel uncomfortable, they can speak to any member of MELHC staff



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Anti Cyber-Bullying Policy (On-line bullying)

At MELHC we believe that every single child should be taught how to protect themselves in the online world, including beyond the school environment. This policy works alongside our Acceptable Users Policy (AUP), Online Safety Policy, the Behaviour Policy and the Safeguarding Policy.

Cyber- bullying (On-line bullying) will be treated as a child protection concern when there is reasonable cause to believe that a child is suffering, or is likely to suffer, significant harm.

As a school we acknowledge that:

- Many mobile devices and games consoles offer broadband connections.
- Increasingly students have access to personal devices not covered by network protection and therefore the emphasis needs to be on educating all users as to the risks involved and their obligation to act responsibly while online.

Our aim is to:

- Safeguard students by educating them how to protect themselves in both the real and virtual world and build resilience in this area. This is everyone's responsibility and all staff should be aware of this policy and how to respond to Online Safety incidents.
- Make students aware of Millfield's Acceptable User Policy (AUP) and what to do if they have any ICT safeguarding concerns. Procedures for dealing with inappropriate or illegal internet access or material and what to do in the event of discovery of illegal material are detailed in our Safeguarding Policy.

Definition of Cyber-bullying or On-line bullying:

- Cyber-bullying by definition "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".
- It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.



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- However, it differs in several significant ways from other kinds of bullying: the invasion of home and personal space; the difficulty in controlling electronically circulated messages, the size of the audience, perceived anonymity, and even the profile of the person doing the bullying and their target.
- Cyber-bullying may take different forms, such as threats and intimidation, harassment or 'cyberstalking' (e.g. repeatedly sending unwanted texts or direct messages), vilification / defamation; exclusion or peer rejection, impersonation, unauthorised publication of private information or images and manipulation. If an image is shared / posted without someone's consent then this can be considered to be an act of bullying, especially if it is forwarded to others.
- Cyberbullying can involve social networking sites, emails and mobile phones used for SMS messages and as cameras, sexting, gaming, prank mobile calls and inappropriate use of social networking sites, which can include the use of image and video. It may occur directly, or through cyber technology wholly or partially
- Some cyber-bullying is clearly deliberate and aggressive, but it is important to recognise that some incidents of cyber-bullying are known to be unintentional and the result of simply not thinking about the consequences. In cyber-bullying, bystanders can easily become perpetrators, e.g. by passing on or showing to others images designed to humiliate, or by taking part in online polls or discussion groups. They may not recognise themselves as participating in bullying, but their involvement compounds the misery for the person targeted. It is important that students are aware that their actions have severe and distressing consequences, and that participating in such activity will not be tolerated.

Cyber-bullying (On-line bullying) and the Law:

Bullying is never acceptable and MELHC fully recognizes its duty to protect all of its students and staff and to provide a safe, healthy environment for everyone.

- There is not a specific law which makes cyber – bullying illegal but it can be considered a criminal offence under several different acts including Protection from Harassment Act (1997), Malicious Communications Act (1988), Communications Act (2003), Obscene Publications Act (1959) and Computer Misuse Act (1990)



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Prevention:

To counter cyber bullying, students must be made aware that:

- They must never share their password with anyone
- They must not send inappropriate pictures of themselves or others electronically
- No student is allowed to take pictures or video on their personal device of another student or member of staff without permission, whether on school premises or not.

Procedures for dealing with reported Cyber Bullying:

- Ensure staff can recognise non-verbal signs and indications of cyberbullying through safeguarding training.
- Publicise and promote the message that asking for help is the right thing to do and shows strength and good judgement
- Publicise to all members of the MELHC community the ways in which cyberbullying can be reported
- Provide information for all students including reassurances about 'whistleblowing' and the appropriate way of informing appropriate staff about incidents they have witnessed
- Provide information on external reporting routes e.g. mobile phone company, internet service provider, Childline, CEOP or the NCA

Most cases of cyberbullying will be dealt with through the school's existing Anti-Bullying Policy and this must remain the framework within which incidents of bullying are investigated. However, some features of cyberbullying differ from other forms of bullying and may prompt a particular response. The key differences are:

- impact: the scale and scope of cyberbullying can be greater than other forms of bullying
- targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- location: the 24/7 and anywhere nature of cyberbullying



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- anonymity: the person being bullied will not always know who is bullying them
- intent: some students may not be aware that what they are doing is bullying
- evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence. It is possible that a member of staff may be a victim and these responses apply to them too.

Support for the person being bullied

- Offer emotional support; reassure them that they have done the right thing in telling someone
- Advise the person not to retaliate or reply. Instead, keep the evidence and take it to their Houseparent or another member of staff (in the case of staff they should take it to the appropriate Line Manager.)
- Advise the person to consider what information they have in the public domain
- Unless the victim sees it as a punishment, they may be advised to change e.g. mobile phone number
- If hurtful or embarrassing content is being distributed, try to get it removed from the web. If the person who posted it is known, ensure they understand why it is wrong and ask them to remove it. Alternatively, contact the host provider and make a report to get the content taken down.
- In some cases, the person being bullied may be able to block the person bullying from their sites and services.

Investigation

- The safeguarding of the child is paramount and staff should investigate in accordance with the MELHC Safeguarding and Child Protection Policy.
- Members of staff should contact the Houseparent or Pastoral Manager for the purposes of investigation
- Interviews will be held in accordance with the MELHC Anti Bullying Policy.
- Staff and students should be advised to preserve evidence and a record of abuse; save phone messages, record or save-and-print instant messenger conversations, print or produce a screenshot of social network pages, print, save and forward to staff where appropriate



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- If images are involved, determine whether they might be illegal or raise child protection concerns. If so, contact the DSL, who may involve the LADO (Local Authority Designated Officer) and/or the local police in cases of actual/suspected illegal content.
- Identify the bully.
- Any allegations against staff should be handled as other allegations following guidance in Keeping Children Safe in Education September 2019
- Confiscate device(s) if appropriate

Working with the bully:

The aim of discussions with the bully will be:

- to help the person harmed to feel safe again and be assured that the bullying will stop
- to hold the perpetrator to account, getting them to recognise the harm caused and deter them from repeating the behaviour
- to demonstrate to the school community that cyberbullying is unacceptable and that the school has effective ways of dealing with it, so deterring others from behaving similarly
- Sanctions for any breaches of AUP or internet/mobile phone agreements will be applied
- In applying sanctions, consideration must be given to type and impact of bullying and the possibility that it was unintentional or was in retaliation
- The outcome must include helping the bully to recognise the consequence of their actions and providing support to enable the attitude and behaviour of the bully to change
- A key part of the sanction may well involve ensuring that the student deletes files.
- MELHC has a duty to protect all its members and provide a safe, healthy environment
- MELHC staff may request a student to reveal a message or other phone content and may confiscate a phone
- If they consider that a mobile phone may contain evidence of bullying or a crime, or the potential of a crime, they may investigate the specific contents relating to that act.
- Some cyberbullying activities could be criminal offences under a range of different UK laws including Protection from Harassment Act 1997. For further references, please refer to the MELHC Anti Bullying Policy and the MELHC Safeguarding and Child Protection Policy.



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APPENDIX 1

Mobile Phones- how to contact the service provider:

All UK mobile operators have nuisance call centres set up and/or procedures in place to deal with such instances. Action can be taken against the bully's phone account (e.g. blocking their account), only with police involvement.

Details of how to contact the phone operators:

O2: 0844 8090200

Vodafone: call customer services on 191 from a Vodafone phone or on any other phone call 03333040191 for Pay Monthly customers or on 03333348069 for Pay As You Go customers.

T-Mobile/EE: call customer services on 150 from your T-Mobile/EE phone or on 0845 412 5000 from a landline, or email using the 'how to contact us' section of the T-Mobile/EE website at: <http://www.tmobile.co.uk/contactus/> or <https://ee.co.uk/help/contact-us>

It is normally possible to block/ignore particular users on social networking sites, which should mean the user can stop receiving unwanted comments. The user can also set their profile to "Private", so that only those authorised by the user are able to access and see their profile. If social networking sites receive reports about cyberbullying, they will investigate and can remove content that is illegal or breaks their terms and conditions in other ways.

The Law: Has a potential criminal offence been committed? If so, the police may have a duty to investigate. Police can issue a RIPA (Regulation of Investigatory Powers Act 2000) request to a service provider, enabling them to disclose the data about a message or the person sending a message. This may help identify the bully. Relevant criminal offences here include harassment and stalking, threats of harm or violence to a person or property, any evidence of sexual exploitation (for example grooming or inappropriate sexual contact of behaviour).

The Child Exploitation and Online Protection Centre (CEOP) deals with child sexual exploitation, and it is possible to report directly to them online at <https://www.ceop.police.uk/safety-centre/>. Cyberbullying itself is not illegal but harassment or threatening behaviour is. It can be against the law for someone to threaten to share a nude or sexual photo or video without an individual's permission, even if they shared it with them themselves. Some bullying is classed as a hate crime if someone is trying to cause harm based



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on race, religion, gender, sexual identity or because they have a disability. There are lots of organisations that provide support and advice if you're worried about bullying:

Websites

Child Exploitation and Online Protection Centre (CEOP) – www.ceop.police.uk/safety-centre

www.saferinternet.org.uk

www.childnet.com

www.cyberangels.org

www.antibullyingalliance.org.uk

www.bullying.co.uk

www.childline.org.uk

www.diana-award.org.uk

www.internetmatters.org

www.kidscape.org.uk

<http://www.nspcc.org.uk/>

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

<https://www.gov.uk/.../the-use-of-social-media-for-online-radicalisation> (The use of social media for online radicalisation)

Publications DfE Teaching Online Safety in School 2019

DfE KCSIE 2019 DfE – Preventing and tackling bullying (July 2017)

DfE – Advice for parents and carers on cyber bullying (Nov 2014)

The Prevent Duty Guidance for England and Wales (2015)

The Prevent Duty: departmental advice for schools and childcare providers (2015)

The Designated Safeguarding Lead and Prevent Lead is Jane Zohoungbogbo and the Deputy Designated Leads are Tom Darke, Kate Smook and Rob Cox.



Anti-Sexual Bullying Policy

Objectives:

To uphold every child's right to protection from all forms of violence and exploitation and to a safe education, and to increase recognition that sexual bullying prevents the full enjoyment of these rights.

Definition:

Any bullying behaviour, whether physical or non-physical, that is based on a person's sexuality or gender. It is when sexuality or gender is used as a weapon by boys or girls towards other boys or girls. It can be carried out to a person's face, behind their back or through the use of technology. For example:

- Teasing or putting someone down because of:
 - their behaviour (. e.g. because they have or haven't had sex)
 - their sexuality
 - their body (e.g. the size of their breasts, bottom or muscles)

- Using words that refer to someone's sexuality in a derogatory way (like calling something 'gay' to mean that it is not very good)
- Using sexual words to put someone down
- Making threats or jokes about serious and frightening subjects like rape
- Spreading rumours about someone's sexuality and sex life – including graffiti, texts and msn
- Touching parts of someone's body that they don't want to be touched (this includes squeezing, pinching, kissing, groping)
- Putting pressure on someone to act in a sexual way
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

The NSPCC has developed a 10-point guide to support education settings in preventing and responding to sexual bullying. This is published on the NSPCC's INFORM website.

Consequences:



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Research has shown that bullying can have a negative impact on the emotional well-being of the children and young people affected, including low self-esteem and confidence, poor body image, depression and anxiety. In some cases, sexual bullying can be linked to poorer educational outcomes and increased truancy rates for the young people involved.

Children's Rights:

Children have a right to be safe from abusive and exploitative behaviour, and a right to a fulfilling education, and schools and other settings have a responsibility to protect them from such behaviour. Sexual bullying can prevent the full enjoyment of these rights, as set out in the UN Convention on the Rights of the Child (1989). These include:

- Article 19 States Parties shall take all appropriate legislative, administrative, 16 social and education measure to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
- In England, Section 61 of the Schools Standards and Framework Act 1998 introduced a legal requirement for schools to produce an anti-bullying policy (as part of a student discipline policy) from 1st September 1999. Additionally, Section 175 of the Education Act 2002 required schools and local authorities to safeguard and promote the welfare of children. Subsequent guidance set out that safeguarding the welfare of children “encompasses issues such as student health and safety and bullying”.

MELHC as part of Millfield School aims to promote a culture that promotes best practice, prevents and responds to incidences of sexual bullying and create a safe school environment. This policy works in conjunction with the Transgender Policy.

MELHC recognises that the most effective anti-bullying initiatives are those that form part of a whole school strategy. An anti-sexual bullying policy alone will not stop bullying behaviour. Bullying can only be reduced through an understanding of why it happens and a determination to foster a community in which all people are treated with respect and kindness. Alongside devising and implementing anti-bullying policies, all members of the school community, including managers, co-ordinators, teachers, activity staff, pastoral staff and students are involved in creating and maintaining a safe environment. It also requires members of the school community to uphold standards of behaviour as set out in the School's Anti-Bullying Policy, and to prevent and respond swiftly to all forms of bullying. Furthermore, sexual bullying should be clearly identified in conjunction with the School's Anti-Bullying Policy.



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