

**MAIDEN ERLEGH TRUST**  
**ANTI-BULLYING PROCEDURES**  
**STATUTORY**  
**Including local arrangements for**  
**Maiden Erlegh Chiltern Edge School**  
**(in annex)**

INITIAL APPROVAL	June 2012
REVIEW FREQUENCY	Governing body free to determine.
REVIEW DATE	May 2010, May 2011, Updated 2014, May 2017



## Definition

Bullying is any act carried out by a group or individual, repeatedly over time against a target who cannot defend themselves, that intentionally causes harm, either physically or emotionally.

Bullying behaviour may be direct or indirect. Direct forms include physical violence and threats; verbal assaults and taunts; the destruction of property; extortion; unwanted sexual interest or contact. Examples of indirect forms of bullying include ignoring and the withdrawal of friendship; excluding; malicious gossip and spreading rumour; abusive or oppressive graffiti (this includes cyber-bullying and sexting).

Maiden Erlegh Trust takes all forms of bullying seriously and is particularly concerned to take action in relation to any incidents which involve race, culture, country of origin, sexism, disability, giftedness, homophobia or circumstance (eg Young Carer, Adopted, LAC). In such cases these issues will be specifically addressed with the bully (and his/her parents where appropriate) in the course of post incident management.

The Anti-Bullying Procedures have been drawn up with reference to Preventing and Tackling Bullying Guidance DFE 2014.

## Rationale

There is no justification whatsoever for bullying behaviour and it will not be tolerated in any form. Prejudice of any sort is absolutely repudiated as a reason for bullying.

Bullying behaviour is a problem for both the bully and the target and is addressed in positive and constructive ways which provide opportunities for growth and development for the bully and target alike.

We believe that taking proactive, preventative action is key. This is best done through the development of a school ethos based on mutual respect, dignity of the individual, inclusion, fairness and equality.

Effective management of bullying is a shared responsibility and strategies involve school staff and parents working together (sometimes with other professionals) with students who are the targets or perpetrators of bullying behaviour.

## Principles

All members of staff and all students have a right to carry out their work in a supportive, safe and positive environment.

Every student has the right to learn, to experience success and fulfil his/her potential.

Every teacher has the right to teach, to experience success and fulfil his/her potential.

Every member of the school community has the right:

- To feel valued
- To feel supported
- To feel safe and secure and protected from harm, humiliation and abuse
- To a healthy, pleasant environment



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- To be treated with respect
- To be treated with dignity
- To be treated fairly

## Aims

- To promote an atmosphere in which there is a respect for others, recognition of others' achievements and differences are valued.
- To promote an atmosphere which is conducive to learning.
- To promote behaviour which is in the best interests of all members of the school.
- To promote good manners towards all members of the school community, to visitors and to members of the community outside the school.
- To eliminate intimidating and aggressive behaviour in line with our ethos of providing a secure, caring community where bullying is not tolerated in any form.
- To clarify to stakeholders our methods for responding to incidents of bullying behaviour and for fulfilling our statutory responsibility to respect the rights of students and to safeguard and promote their welfare.

## Scope

This policy applies to incidents of bullying which take place on school premises, on the journey to and from school (while students are in uniform), on off-site activities organised by school and while using school equipment.

The School is not **legally** responsible for bullying which takes place elsewhere. (L.B.S.v Sussex C.C.)

Maiden Erlegh Trust will, however, respond positively to any information it receives about bullying outside school thus:

1. If a student is responsible for bullying other students outside school, including cyber-bullying, then this matter will be investigated. The bully's parents will be informed so they can take appropriate action. The school will consider whether it is appropriate to notify the police.
2. If a student is found to be the target of bullying outside school then help and support will be offered and advice given on how to avoid further incidents in future. The target's parents will be informed so they can take appropriate action.
3. If there are more general concerns about student safety outside school then the local police will be contacted and their help sought in making the area around the school premises more secure.
4. If information is received that a student is being bullied by a sibling outside school this will usually initially be discussed with the parents. If concerns persist then the matter will be referred to the Children's Services.
5. If a student is being bullied by students of another school the Headteacher of that school will be informed and asked to deal with the matter.

## Monitoring and evaluating

Each incident of bullying falling within the school definition will be recorded. Any incidents involving race, culture, country of origin, sexism, disability, giftedness or homophobia will be identified.

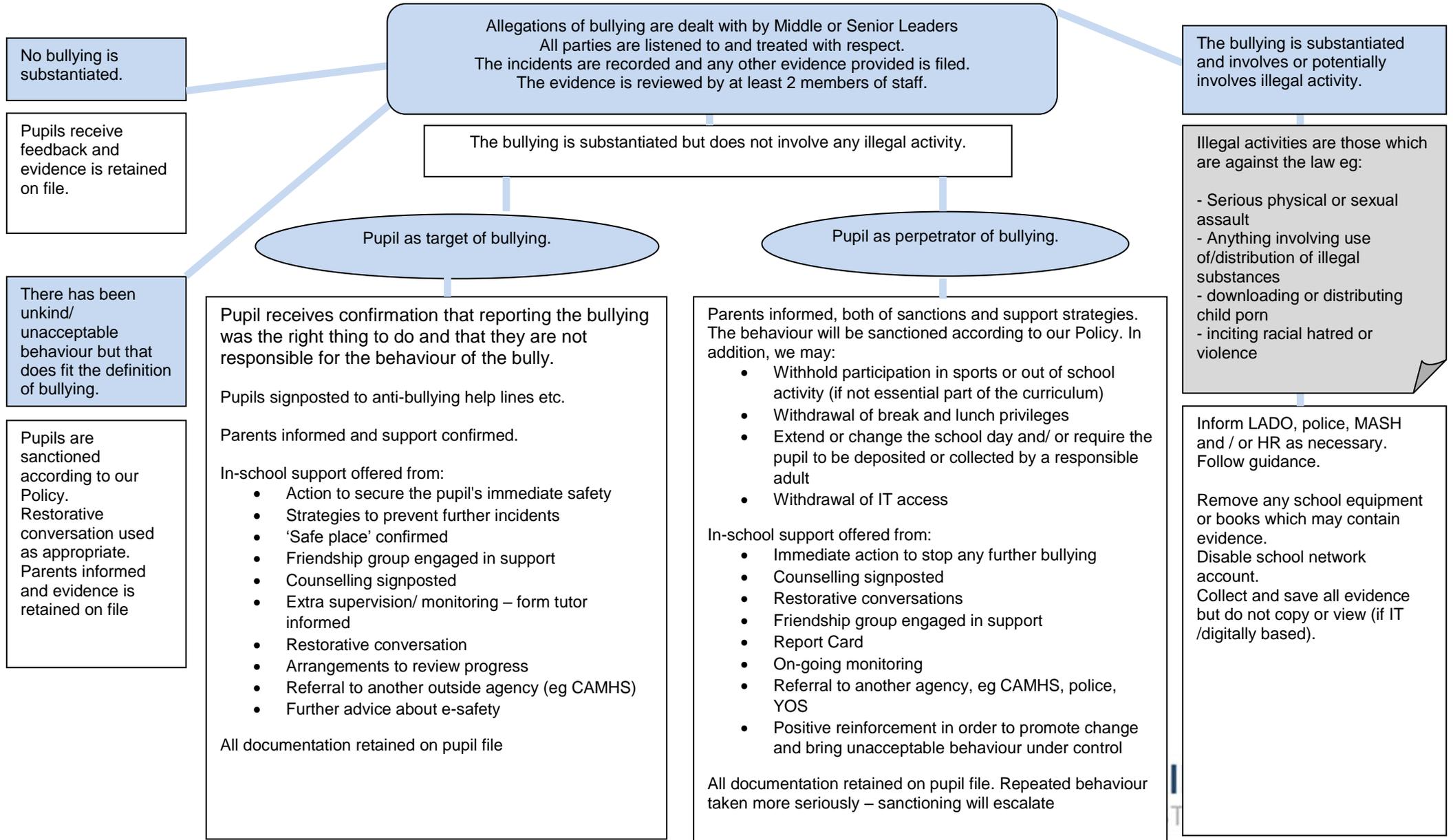
A termly report will be made to the Headteacher and an annual one to the Governing Body indicating the numbers of bullying incidents and any trends which may emerge. Senior staff



and Governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any ongoing concerns. These will be shared with staff, parents and students.

**ANNEX 1: Maiden Erlegh Chiltern Edge School**

**ACTIONS FOLLOWING A REPORT OF A SUSPECTED BULLYING INCIDENT.**



## **Annex 2**

Anonymous referrals can be made to the school via [anti-bullying@maidenerleghchilternedge.co.uk](mailto:anti-bullying@maidenerleghchilternedge.co.uk)

They can also be made via the self-help form in Annex 3.



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**Annex 3**

**Maiden Erlegh Chiltern Edge**

Self-Help Form

If you have been **bullied** by anyone or would like to **talk to someone**, fill in this form and return to Pupil Services.

What you write will be confidential and shared only with appropriate staff.

Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

Indicate the nature of your concerns:

<input type="radio"/> I am worried about something to do with my lessons	<input type="radio"/> I want to discuss bullying	<input type="radio"/> I have a concern about my or someone else's safety
<input type="radio"/> I have some questions...	<input type="radio"/> I have fallen out with my friends	<input type="radio"/> Other

If you are reporting an incident please give the following information...

Where did it happen? \_\_\_\_\_

When did it happen? Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_

Details of what happened?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which member of staff would you like to talk to about this? (List **up to 3** staff)

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

How are you feeling now?

\_\_\_\_\_

What would you like to happen now?

\_\_\_\_\_

Student Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF TO COMPLETE**

Name:

Date:

Actions taken:

(Continue on reverse if additional space required)

