



**MALTMAN'S GREEN**  
SCHOOL

# Anti-Bullying Policy

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**This policy also applies to the EYFS**

## **Related documents**

Behaviour Policy  
E-Safety Policy  
Exclusions Policy  
Safeguarding and Child Protection Policy and Procedures  
Spiritual, Moral, Social and Cultural Development Policy

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**Headmistress. Mrs Jill Walker** BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)  
Tel. 01753 883022 Fax. 01753 891237 Email. [office@maltmansgreen.com](mailto:office@maltmansgreen.com) [www.maltmansgreen.com](http://www.maltmansgreen.com)

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## 1 Statement of Intent

This policy has been compiled with due regard to the DfE guidelines “Preventing and Tackling Bullying” July 2017, “Behaviour and Discipline in Schools” January 2016, “The Equality Act” 2010 “The Independent School Standards: Guidance for Independent Schools” 2019 and the Behaviour in Schools: advice for headteachers and school staff, February 2024. This policy also addresses the legislation given in “Keeping Children Safe in Education” September 2025.

Our aim is to nurture an ethos of good behaviour where the girls treat one another with the Maltman’s Mindsets of respect and empathy. This policy outlines that bullying, in any form, is unacceptable behaviour. Any reported incident is taken seriously and is investigated and escalated, as appropriate. Emphasis is placed on understanding and tackling issues at the root of the problem.

This policy should be read in conjunction with the Behaviour Policy along with the Safeguarding and Child Protection Policy and Procedures.

We are committed to providing a caring, friendly, respectful and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying or harassment of any kind is unacceptable at our School. If bullying does occur, pupils should be able to report it in the knowledge that incidents will be dealt with promptly and effectively. We are a ‘telling’ School; this means that anyone who knows that bullying is happening to themselves or anyone else, should feel confident that they can tell a member of staff or use one of the other channels detailed in this policy.

To protect the rights of all children to have a safe and secure learning environment Maltman’s Green School will continuously work towards preventing acts of bullying, harassment, and other forms of aggression and violence as these behaviours are unacceptable and interfere with both our School’s ability to educate children and a child’s ability to learn. If such a case arises, staff will follow the anti-bullying guidelines laid out in this policy. This will enable staff to:

- identify and provide support for vulnerable members of the School community at the earliest opportunity;
- identify children displaying unacceptable behaviour and know how to support them in order that they develop the necessary skills to participate in the School community effectively and positively;
- prevent, recognise and respond effectively to bullying behaviour within the School environment, which will include communication with parents;
- keep all other children safe, happy and confident.

## 2 What is Bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or mentally. It is often motivated by prejudice against particular groups, for example, on grounds of race, religion, gender, sexual orientation including homophobia or transgender, special educational needs and/or disability, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Any prejudice-based language is unacceptable. Bullying may occur directly or through cyber technology (social websites, mobile phones, text messages, photographs and email).

It should be noted that although the above definition refers to bullying as behaviour which may be repeated over time, this does not mean that the school will not make an appropriate record and take action in response to a single incident, appreciating the harm and impact such an event may have on an individual pupil or pupils. This approach will also assist the school to spot patterns and to ensure a single incident does not become the first of a series.

Bullying can take different forms and can range from blatant to exceptionally subtle. Bullying can be:

- **Emotional and psychological** - being intentionally unfriendly, excluding, tormenting looks, spreading rumours;
- **Physical** - pushing, kicking, hitting, punching or any use of aggression and intimidation, taking or hiding belongings;
- **Racist, Cultural or Religious**—cultural, racist or religious taunts, symbols, graffiti or gestures;
- **Sexual** - unwanted physical contact, sexually abusive comments including homophobic comments and graffiti;
- **Verbal** - name-calling, insulting, teasing;
- **Extortion** - money, gifts, doing homework.

#### **Types of cyber-bullying can include:**

- **Flaming:** Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- **Denigration:** Putting unpleasant or malicious online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- **Exclusion:** Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- **Outing:** Sharing secrets about someone online including private information, pictures, and videos.
- **Trickery:** Tricking someone into revealing personal information then sharing it with others.
- **Impersonation:** Pretending to be someone else when sending or posting unpleasant, malicious or false messages online.
- **Harassment:** Repeatedly sending malicious messages to someone online.
- **Cyber-stalking:** Continuously harassing and denigration including threats of physical harm.

Pupils at Maltman's Green are not permitted to have mobile phones or other electronic devices in their possession whilst on the School premises. The exception is Year 6 children who have permission to walk to or from School. Should their parents wish them to have a mobile phone, they must hand their device in at main Reception upon their arrival at School, and collect it at the end of the School day. It is always possible that a pupil may bring in a device without permission, therefore, staff and pupils should remain vigilant.

All pupils at Maltman's Green are required to agree to the Student Acceptable User Policy relating to computers. Any pupil found to have used Information Technology to write and / or distribute offensive material about another pupil will be considered to have broken the Student Acceptable User Policy and will be subject to appropriate sanctions.

Cyber-bullying by children, via texts, social media and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

### 3 Raising Awareness of Bullying

The School is pro-active in implementing intervention and preventative systems. Strategies include:

- actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience;
- consider all opportunities for addressing bullying including through the curriculum, PSHE/PSED sessions, displays, peer support and whole School activities including Friendship Week which the School promotes during National Anti-Bullying Week with a focus on being friendly and kind;
- regularly train all staff, teaching assistants and non-teaching staff to identify bullying and follow School policy and procedures on bullying;
- discuss, monitor and review our Anti-Bullying Policy on a regular basis;
- prevention, de-escalation and stopping any continuation of harmful behaviour;
- reaction to alleged and proven incidents of bullying in a prompt, reasonable, proportionate and consistent way;
- safeguarding the person who has experienced bullying and to seek additional support from outside agencies, as appropriate;
- the application of disciplinary sanctions to the person causing the bullying and to ensure that they learn from the experience;
- an ethos that makes it clear that bullying will not be tolerated;
- School Council to raise issues troubling the pupils;
- strong communication and relationships with parents;
- celebration of diversity;
- actively encouraging the understanding and implementation of Maltman's Mindsets;
- promoting strategies to protect and support pupils and make children aware of where they might find help.

### 4 Why is it important to respond to bullying?

Bullying hurts. Everybody has the right to be treated with respect. Pupils who feel they have experienced such negative behaviour need to feel safe, secure and confident enough to inform someone; they need to be aware of how to report and respond to bullying. Bullying can result in long-term psychological damage and, in extreme cases, suicide.

Pupils who are bullying others need to learn different ways of behaving and may themselves need help and guidance in this area. Most importantly, they need to understand and recognise that bullying is not acceptable in any context. The School has a responsibility to respond promptly and effectively to issues of bullying. Girls and parents are actively encouraged to report swiftly to the form teacher in the first instance or any other appropriate member of staff any concerns regarding alleged bullying. All matters relating to bullying will be treated sensitively and with the needs of pupils being paramount.

Our Communications Guidance is sent out to all parents and covers the 'inappropriate use of social media outside of School'. Since the School cannot monitor social media outside of School hours, parents will need to take responsibility for their daughter's use of social media in the family home. Where this use encroaches on school life, then the School will intervene as appropriate in line with this policy.

## 5 Signs and Symptoms

A pupil may indicate by signs or behaviour that they are being bullied. Adults should be aware of possible signs that could indicate a reaction to bullying:

- does not want to go on the School;
- change in usual routine;
- difficulty sleeping or frequent nightmares;
- feels ill in the morning – headaches, stomach aches;
- becomes withdrawn, anxious, or lacking in confidence;
- starts stammering;
- attempts or threatens running away or self-harm;
- comes home with clothes torn or books damaged;
- has possessions which are damaged or "go missing";
- asks for money or starts stealing money;
- has unexplained cuts or bruises;
- becomes aggressive, disruptive or unreasonable;
- sudden loss of friends or avoidance of social situations;
- bullying other children or siblings;
- changes in eating habits – skipping meals, binge eating or coming home hungry because they have not eaten lunch;
- frightened to say what is wrong;
- gives improbable excuses for any of the above;
- loss of interest in activities they used to enjoy;
- afraid to use the internet or mobile phone;
- nervous or jumpy when a message on social media/text is received.

### **In-School behaviour signs:**

- finds it difficult to join a group during class work and discussion;
- reluctant to answer questions in class or approach staff for academic help;
- signs or spoken language which imply an unusual lack of self-esteem;
- disengagement during tutor activities;
- isolated or alone at lunch or break time;
- standard of work declines;
- unusual lack of care or engagement in class work and homework.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and if it is felt appropriate, should be investigated.

## 6 Roles and Responsibilities

The Education Act 2002 and The Independent School Standards: Guidance for Independent Schools 2019 both make reference to a school's legal responsibility to prevent and tackle bullying. By law, all schools must have a behaviour policy in place and displayed on their website and must also follow anti-discrimination law. This means staff must act to prevent discrimination, harassment and victimisation within the school. In addition, Maltman's Green School has developed this Anti-Bullying Policy, a copy of which is available on the School website for parents, staff and pupils to access as and when they wish.

Schools have the legal power to make sure pupils behave and do not bully outside of school premises. If seen as appropriate, the Headmistress or Deputy Head Pastoral can choose to

report bullying to the police or local council, by considering whether the incident meets the Threshold set out by Buckinghamshire Safeguarding Children's Partnership. In borderline cases the DSL may wish to consult with children's social care and/or any other external agencies on a no-names basis to determine the most appropriate response. During School hours, including while pupils are taking part in School visits and after School clubs, the School has direct responsibility to ensure children feel safe and secure.

**The Governing Body will:**

- Review in consultation with the Headmistress/Deputy Head Pastoral, staff and parents the anti-bullying policy
- ensure that it is communicated to pupils and parents, is non-discriminatory and the expectations are clear;
- monitor incidents of bullying that occur;
- require the Headmistress/Deputy Head Pastoral to keep accurate records of all incidents of bullying, and report to the governors on request about the effectiveness of the School's anti-bullying strategies;
- support the School in striving to ensure a zero tolerance policy towards all forms of bullying.

**The Headmistress/Deputy Head Pastoral and Head of Pre-prep will:**

- be responsible for the implementation and day-to-day management of the policy and procedures;
- ensure all stakeholders are aware of the policy and that they know how to identify and deal with incidents of bullying;
- report to the Governing Body about the effectiveness of the Anti-Bullying Policy on request;
- ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in School;
- ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying;
- set the School climate of Respect and Empathy (Maltman's Mindset), so making bullying less likely.

**Staff, including teachers, support staff and volunteers, will:**

- be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied;
- Ensure that Phase Leaders review the 'Anti-bullying Log' and 'Behaviour Log' in monthly phase meetings with form tutors in order to identify any patterns or trends that may be emerging and follow up with pupils and the SLT accordingly
- advise the Headmistress on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Headmistress, for taking shared responsibility in highlighting and reporting incidences of bullying and implementing the agreed policy and procedures consistently;
- do all that they can to eradicate bullying;
- attend training that equips them to identify bullying and to follow School policy and procedures with regard to behaviour management;
- use a range of methods to help prevent bullying and to establish a positive climate of trust and respect for all;
- keep a vigilant watch on suspected 'bullies' - any incidents will be handled carefully;
- do all they can to support a child who is being bullied.

**Bullying in the workplace:**

- Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The Headmistress, with the support of the Governing Body, will deal with this; formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff;
- In the event of the Headmistress being involved in such incidents, reports will be given immediately to the Chair of Governors who will also take formal action where necessary.

**Parents and carers will:**

- support the School by not accepting any form of bullying behaviour and by reporting any bullying incidents that they are aware of;
- be encouraged to work in partnership with the School to assist it in maintaining the policy and will have the opportunity to raise any issues arising from the operation of the policy by contacting the Headmistress/Deputy Head Pastoral or Head of Pre-prep;
- encourage their child to be a positive member of the School community by following the Maltman's Mindsets of Respect and Empathy

**Pupils will:**

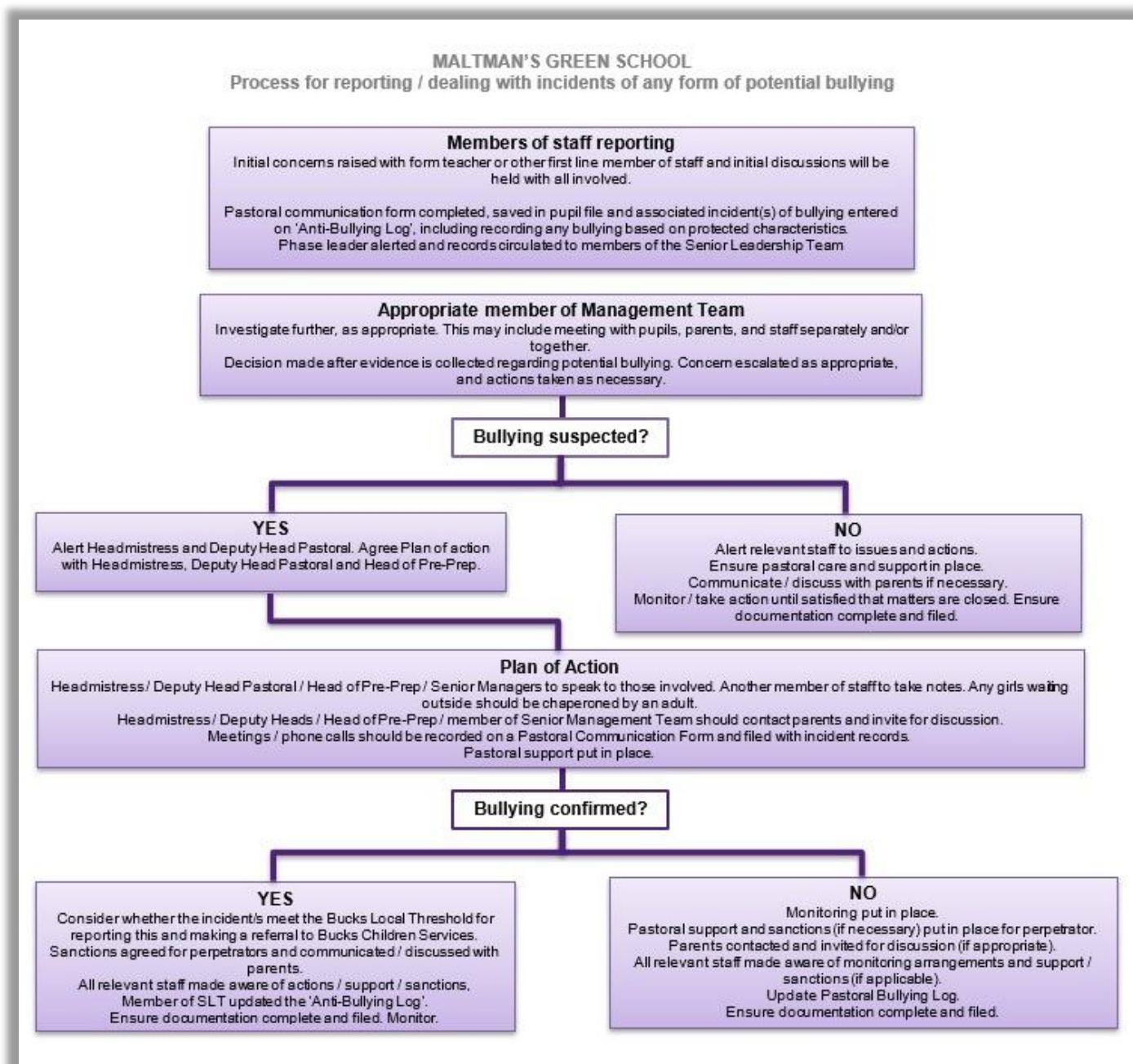
- be encouraged to tell somebody they trust if they are being bullied, and if the bullying continues they must keep letting people know;
- be expected to tell somebody if they see someone else being bullied;
- be made fully aware of the School policy, procedures and expectations;
- be encouraged to participate fully in activities that raise their awareness about bullying, in order that they clearly understand what to do if they, or another child, are being bullied.

## 7 Dealing with Bullying

Preventing bullying is everyone's responsibility and all staff actively challenge and investigate the above examples. Staff are responsible for the enforcement of School rules and the implementation of the Anti-Bullying Policy. All members of staff set an example of respect, kindness, courtesy and good manners to all. We aim to use restorative approaches in school which focus on reconciliation with those who have been harmed. This enables all those affected by any incident to play a part in repairing the harm and finding a positive way forward, enabling everyone to prevent conflict and build relationships.

The School investigates each accusation of Bullying on a case-by-case basis, involving the relevant staff, pupils and parents, when deemed appropriate. A bullying incident will be addressed as a child protection concern when there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this is the case, staff will deal with the concern in line with the school's Safeguarding and Child Protection Policy and Procedures. The support of external services may be accessed to tackle any underlying issues which have contributed to a child engaging in bullying. Bullying is not a criminal offence. However, there are criminal laws in the UK which apply to harassment and threatening behaviour. If we feel that an offence may have been committed our staff will seek assistance from the police.

The flowchart below outlines the process at Maltman's Green School for dealing with allegations of bullying.



## 8 Sanctions

Disciplinary penalties are intended to impress upon the perpetrator that what they have done is unacceptable and is intended to act as a deterrent and clear signal to others. Bullying by a member of staff will be dealt with by the staff disciplinary procedures.

A pupil who has been displaying bullying behaviours will be given the opportunity to apologise and, where possible, make restitution. Pastoral support, which may include putting in place a pastoral plan, will be put in place for all pupils involved.

If the behaviour continues, or is repeated, the pupil will attend a disciplinary meeting with the Headmistress.

### Sanctions include:

- A temporary restriction on movement/playtimes
- A weekly behaviour report, along with specific targets, to be filled in daily by Form Tutor and reviewed by the Deputy Head Pastoral or Head of Pre-Prep
- Attendance at a before or after school detention supervised by the Headmistress or Deputy Head, during which the perpetrator will have time to reflect upon their behaviour, the impact it has had on the victim and how to move forwards positively
- A written letter of apology by the perpetrator(s) to the individual pupil who has been bullied, with assurance that the incidents will now stop immediately and there will be no negative repercussions
- *In extreme cases, temporary or permanent exclusion as deemed appropriate by the Headmistress*

## 9 Supporting the Victim/s

The staff member must ensure that the victim feels confident that they know who to approach should further incidents arise. Suitable support, monitoring and, where appropriate, a pastoral support plan will be drawn up and put in place for as long as the staff involved deem appropriate.

## 10 Monitoring

Any incidents of potential bullying are recorded in our bullying log and are reviewed by our pastoral team during their regular meetings, allowing next steps and actions to be discussed, and patterns and trends to be examined.

The implementation and effectiveness of this policy will be monitored by the Headmistress, Deputy Head Pastoral and Head of the Pre-Prep after discussions with staff. The Headmistress, Deputy Head Pastoral and Head of Pre-prep will provide the relevant governors' committee with regular feedback.

## 11 External Agencies and Organisations

NAME OF ORGANISATION	CONTACT
<b>Advisory Centre for Education (ACE)</b> - registered charity independent of central or local government giving free advice and support to parents of children	<a href="http://www.ace-ed.org.uk/advice-about-education-for-parents/tackling-bullying?57eca35e-e777-40da-ae35-6ddf5f75583b">http://www.ace-ed.org.uk/advice-about-education-for-parents/tackling-bullying?57eca35e-e777-40da-ae35-6ddf5f75583b</a> Tel: 0300 0115 142
<b>KIDSCAPE</b> Parents Helpline (Mon-Fri, 10-4) - provides free literature for parents, victims and Schools	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a> Tel: 0845 1 205 204
<b>Bullying UK</b> – offering advice and support	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a> Tel: 0808 800 2222
<b>Get Connected</b> - free confidential helpline for young people that will help them get in touch with the right people to help them	<a href="http://www.getconnected.org.uk">www.getconnected.org.uk</a> Tel: 0808 808 4994
<b>The Samaritans</b> - the helpline is freely available to all age groups	Tel: 020 7734 2800 or 0345909090 <a href="http://www.samaritans.org">www.samaritans.org</a>
<b>ChildLine</b>	0800 11 11 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
<b>Youth Access</b> – for young people’s information advice and counselling	<a href="http://www.youthaccess.org.uk">www.youthaccess.org.uk</a> Tel: 020 8772 9900
<b>Children’s Legal Centre</b> - promoting children's rights in the UK and worldwide and providing free legal information, advice and representation to children, young people, their families, carers and professionals, as well as training and consultancy on child law and children’s rights.	<a href="http://www.childrenslegalcentre.com/">http://www.childrenslegalcentre.com/</a> 0845 345 4345
<b>Anti-bullying alliance</b>	<a href="http://www.anti-bullyingalliance.org.uk/">www.anti-bullyingalliance.org.uk/</a>
<b>Educational Action Challenging Homophobia</b>	<a href="http://www.each.education/">www.each.education/</a>
<b>Young Stonewall</b> - supporting and empowering <b>young</b> lesbian, gay, bi and trans people to live their lives free from discrimination and fulfill their potential	<a href="http://www.youngstonewall.org.uk/">www.youngstonewall.org.uk/</a>
<b>NSPCC</b>	<a href="http://www.nspcc.org.uk/">www.nspcc.org.uk/</a>
<b>Stoptextbully</b> - a website offering advice and information on tackling mobile phone and internet bullying	<a href="http://www.stoptextbully.com/">www.stoptextbully.com/</a>
<b>Beyond bullying</b> - an online information service for young people, parents and professionals seeking guidance on bullying	<a href="http://www.beyondbullying.com/">www.beyondbullying.com/</a>
<b>Thinkuknow</b> – part of the Child Exploitation and Online Protection Centre (CEOP), providing advice and guidance about online activity	<a href="http://www.thinkuknow.co.uk/">www.thinkuknow.co.uk/</a>
<b>Childnet International</b> - non-profit organisation working with others to help make the internet a great and safe place for children.	<a href="http://www.childnet-int.org/">www.childnet-int.org/</a>