

# Small Haven School Anti-Bullying Policy

Date	Review Date	Coordinator	Nominated Director
18/09/24	01/09/25	Principal Head	Director of Education

*This policy is based on DfE guidance “Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies” and supporting documents “Supporting children and young people who are bullied: advice for schools”, “Cyberbullying: advice for headteachers and school staff”, “Advice for parents and carers on cyberbullying” November 2014 . It also takes into account the DfE statutory guidance, “Keeping Children Safe in Education” 2016 and the Revised Guidance September 2024 [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk).*

We have a duty of care to protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children in order to protect them from those who wish to deliberately hurt them either physically or emotionally. Under no circumstances will we tolerate any form of bullying and all incidents of bullying will be dealt with promptly and effectively.

## 1) Policy objectives:

- This policy outlines what Small Haven School will do to prevent and tackle all forms of bullying including providing help and support to meet the needs of children as soon as problems emerge.
- The policy has been drawn up through the involvement of the whole school community and we are committed to developing an anti-bullying culture where no bullying of adults, children or young people will be tolerated.

## 2) Our school community:

- Discusses, monitors and reviews our anti-bullying policy and practice on a regular basis.
- Supports all members of staff to promote positive relationships to prevent bullying.
- Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils feel safe to learn; and that pupils abide by the anti-bullying policy.
- Requires all members of the community to work with the school to uphold the anti-bullying policy.
- Reports back to parents/carers regarding concerns on bullying and deals promptly with complaints.
- Seeks to learn from good anti-bullying practice elsewhere
- Utilises support from the Local Authority and other relevant organisations when appropriate.

## 3) Definition of bullying

- Bullying is “Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE “Preventing and Tackling Bullying”, November 2014)
- Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.
- This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through websites, social media sites and apps, and sending offensive or degrading imagery by mobile phone or via the internet.

## 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 SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Bullying related to sexual orientation (homophobic bullying).
- Bullying of young carers, children in care or otherwise related to home circumstances.
- Sexist, sexual and transphobic bullying.
- Bullying via technology, known as online or cyberbullying.

## 5) Preventing, identifying and responding to bullying

### ➤ The school community will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all.
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience.
- Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse).
- Provide a range of approaches for pupils, staff and parents/carers to access support and report concerns.
- Challenge practice which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Consider all opportunities for addressing bullying in all forms throughout the curriculum and supported with a range of approaches such as through displays, assemblies, peer support and the school/student council.
- Regularly update and evaluate our approaches to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
- Train all staff including teaching staff, support staff including administration staff to identify all forms of bullying, follow the school policy and procedures (including recording and reporting incidents).
- Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring.
- Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying brought to the school's attention which involves or affects pupils even when they are not on school premises, for example when using school transport or online etc.
- Actively create "safe spaces" for vulnerable children and young people.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Work with other agencies and the wider school community to prevent and tackle concerns.
- Celebrate success and achievements to promote and build a positive school ethos.
- Be encouraged to use technology, especially mobile phones and social media positively and responsibly.

## 6) Involvement of pupils

### ➤ We will:

Regularly canvas children and young people's views on the extent and nature of bullying.

Ensure that all pupils know how to express worries and anxieties about bullying.

Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.

Involve pupils in anti-bullying campaigns in schools and embedded messages in the wider school curriculum.

Publicise the details of help lines and websites.

Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.

## **7) Liaison with parents and carers**

- We will:
- Make sure that key information (including policies and named points of contact) about bullying is available to parents/carers in a variety of formats.
- Ensure that all parents/carers know who to contact if they are worried about bullying.
- Ensure all parents/carers know about our complaints procedure and how to use it effectively to raise concerns in an appropriate manner.
- Ensure all parents/carers know where to access independent advice about bullying.
- Work with all parents/carers and the local community to address issues beyond the school gates that give rise to bullying.
- Ensure that parents work with the school to role model positive behaviour for pupils, both on and offline.

## **8) Links with other school policies and practices**

- This Policy links with a number of other school policies, practices and action plans including:
  - Behaviour and discipline policy
  - Complaints policy
  - Safeguarding and child protection policies
  - Confidentiality policy
  - Online Safety and Acceptable Use Policies (AUPs)
  - Curriculum Policies such as PSHE and citizenship and computing
  - Mobile phone and social media policies
  - Searching and confiscation

## **9) Links to legislation**

- There are a number of pieces of legislation which set out measures and actions for schools in response to bullying as well as criminal and civil law. These may include (but are not limited to):
  - The Education and Inspection Act 2006, 2011
  - The Equality Act 2010
  - The Children Act 1989
  - Protection from Harassment Act 1997
  - The Malicious Communications Act 1988
  - Public Order Act 1986
  - The Computer Misuse Act 1990

## **10) Responsibilities**

- It is the responsibility of:
  - The Principal Head to communicate the policy to the school community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
  - School Directors to take a lead role in monitoring and reviewing this policy.

- Directors, the Principal Head, Middle Managers, Teaching and Non- Teaching staff to be aware of this policy and implement it accordingly.
- Staff to support and uphold the policy.
- Parents/carers to support their children and work in partnership with the school.
- Pupils to abide by the policy.

## **Dealing with Bullying Incidents**

The following steps may be taken when dealing with all incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear and precise account of the incident will be recorded and given to the principal head (designated safeguarding lead).
- The principal head will interview all parties involved and will record the incident in accordance with school procedures.
- Teachers and other relevant members of staff will be kept informed as appropriate.
- When responding to cyberbullying concerns the school will take all available steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
  - If content posted online is offensive or inappropriate, and the person or people responsible are known, then the school will ensure that they understand why the material is unacceptable or offensive and will request that they remove it.
  - If a criminal offence has been committed then the police may need to be involved to enable the service provider to look into the data of another user or to respond to credible threats of harm.
- Where the bullying takes place outside of the school site (including cyberbullying) then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the school's behaviour and discipline policy.
- Parents/carers of all children involved will be kept informed.
- Sanctions will be used as appropriate and in consultation with all parties concerned.
- If necessary and appropriate, the police (if a criminal offence has been committed) or other local services (including children's social care where a child is felt to be at risk of significant harm) will be consulted or involved.

## **Supporting Pupils**

*Pupils who have been bullied will be supported by:*

- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Reassuring the pupil and providing continuous support.
- Restoring self-esteem and confidence.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

***Pupils who have bullied will be helped by:***

- Discussing what happened and establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the child.
- Providing appropriate education and support.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning in line with school behaviour/discipline policy. This may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), fixed-term and/or permanent exclusions.
- Speaking with police or local services.

**Supporting Adults**

*Adults (staff and parents) who have been bullied or affected will be supported by:*

- Offering an immediate opportunity to discuss the concern with the designated Principal Head (safeguarding lead).
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Where the bullying takes place outside of the school site (including online) then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools behaviour and discipline policy.
- If the bullying takes place online, supported those affected by reporting content and/or accounts to the service provider as appropriate.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

***Adults (staff and parents) who have bullied will be helped by:***

- Discussing what happened with a senior member of staff and establishing the concern.
- Clarifying the schools official procedures for complaints or concerns.
- If online, requesting that content be removed.
- Instigating disciplinary, civil or legal action.

**11) Monitoring and review, putting policy into practice:**

- The Principal Head will report on a regular basis to the Directors on incidents of bullying and outcomes.
- The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the school's action planning.

## Supporting Organisations and Guidance

- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- DfE: “Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies”, and “Supporting children and young people who are bullied: advice for schools” November 2014:  
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- DfE: “No health without mental health”:  
<https://www.gov.uk/government/publications/no-health-without-mental-health-a-cross-government-outcomes-strategy>
- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- MindEd: [www.minded.org.uk](http://www.minded.org.uk)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- PSHE Association: [www.pshe-association.org.uk](http://www.pshe-association.org.uk)
- Restorative Justice Council: [www.restorativejustice.org.uk](http://www.restorativejustice.org.uk)
- The Diana Award: [www.diana-award.org.uk](http://www.diana-award.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- Young Carers: [www.youngcarers.net](http://www.youngcarers.net)

### Cyberbullying

- Childnet International: [www.childnet.com](http://www.childnet.com)
- Digizen: [www.digizen.org](http://www.digizen.org)
- Internet Watch Foundation: [www.iwf.org.uk](http://www.iwf.org.uk)
- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

### LGBT

- EACH: [www.eachaction.org.uk](http://www.eachaction.org.uk)
- Pace: [www.pacehealth.org.uk](http://www.pacehealth.org.uk)
- Schools Out: [www.schools-out.org.uk](http://www.schools-out.org.uk)
- Stonewall: [www.stonewall.org.uk](http://www.stonewall.org.uk)

### SEND

- Changing Faces: [www.changingfaces.org.uk](http://www.changingfaces.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
- DfE: SEND code of practice: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

### Racism and Hate

- Anne Frank Trust: [www.annefrank.org.uk](http://www.annefrank.org.uk)

- Kick it Out: [www.kickitout.org](http://www.kickitout.org)
- Report it: [www.report-it.org.uk](http://www.report-it.org.uk)
- Stop Hate: [www.stophateuk.org](http://www.stophateuk.org)
- Educate against Hate: [www.educateagainsthate.com/](http://www.educateagainsthate.com/)
- Show Racism the Red Card: [www.srtrc.org/educational](http://www.srtrc.org/educational)

# Small Haven School

## Alleged Bullying Incident Report

Not all incidents of deliberately hurtful behaviour can be defined as bullying. We do not use the word “bullying” for the general rough and tumble of school life. It is only bullying if it goes on and on.

Date of Report:	Reported by:	Reported to:
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### SECTION 1: DETAILS OF THOSE INVOLVED IN THE BULLYING

Record details of each perpetrator and victim (if more than one).

VICTIM	PERPETRATOR
Name:	Name:
Class:	Class:
Ethnicity:	Ethnicity:
LAC:            Yes            No	LAC:            Yes            No
Gender:        Male            Female	Gender:        Male            Female
Repeat Victim:	Involved in Previous incidents?    Yes    No

### SECTION 2: TYPE OF BULLYING

Location:

*What type of bullying occurred?*

<p><b>Physical:</b> (hitting, kicking, taking belongings, damaging personal property, intimidation, serious fighting)</p>	<p><b>Verbal:</b> (name calling, insulting, making offensive remarks, writing offensive graffiti)</p>
<p><b>Indirect:</b> (cyberbullying, spreading nasty rumours, exclusion from social group)</p>	<p><b>Other:</b> (please detail</p>



What was the focus of the bullying?

<b>Racist</b>	<b>Bullying due to disability or SEN</b>
<b>Based on appearance</b>	<b>Gender (sexual harassment)</b>
<b>Not known</b>	<b>Other (please specify)</b>

<b>When is the bullying taking place? (time, days)</b>
<b>Where is the bullying taking place (e.g. playground, classroom)</b>
<b>How often is the bullying taking place? / Patterns?</b>

**SECTION 3: ACTION**

ACTION TO BE TAKEN TO DEAL WITH THE BULLYING AND DETAILS OF SUPPORT OFFERED TO VICTIM AND PERPETRATOR

What action(s) was/were taken to deal with the incident? (please highlight all that apply)

<b>VICTIM</b>	<b>PERPETRATOR</b>
Discussion with victim's parent/guardian/carer Counselling Curriculum change or addition No action Other action (please specify)	Discussion with perpetrator Discussion with perpetrator's parent/guardian/carer Warning to the perpetrator Counselling Curriculum change or addition Student sent home Isolation for set time Exclusion Referral to other agency No action
Other action:	

If no action was taken, why was that? (e.g allegations unsubstantiated)

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Signed.....