St. Andrew's School.
Policies and Procedures.

Anti-Bullying Policy

This policy is applicable to all pupils, including those in the EYFS

Aim:
Purpose and Aim
This policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS). The aim of this policy is to ensure that all members of the school community understand what constitutes bullying, how it is prevented, and how incidents are managed effectively. It sets out clear procedures for reporting, responding to, and recording bullying, ensuring that pupils learn in a safe, respectful, and inclusive environment.

St. Andrew's School is committed to eliminating bullying in all its forms through a consistent, whole-school approach involving pupils, staff, parents and governors.

Key Statement:
All pupils have the right to learn and develop in a safe environment free from fear, intimidation, or harm.

Bullying is unacceptable and will not be tolerated. We take all reported incidents seriously and respond promptly, proportionately, and in line with safeguarding procedures where appropriate.

We recognise that bullying can have a significant emotional, psychological, and educational impact on pupils and may, in some cases, constitute a safeguarding concern.

Our Definition
Bullying is behaviour by an individual or a group, which may be a one-off issue as well as may be repeated over time, which, in many instances intentionally hurts another person either physically or emotionally and is often a prejudice against a particular group.

Bullying is therefore one or a combination of more than one of the following:

- Intended to hurt someone either physically or emotionally
- Hurtful
- May be repeated, over a period of time
- May be a one-off issue
- May be difficult for victims to defend themselves against.
- Sometimes aimed at specific groups, e.g. because of race, religion, gender or sexual orientation

It can take many forms but the main types are:

- Physical – hitting, pushing, punching, kicking, spitting, scratching, taking another's belongings
- Verbal – insulting, name calling, sarcasm, nasty teasing, making offensive remarks, banter
- Indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious e-mails or text messages on mobile phones/social networking sites

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. We will pay particular attention to bullying that may be related to protected characteristics:

- Race
- Gender
- Religion
- Culture

- SEN or disability
- Appearance or health condition
- Home circumstances e.g. a pupil who is adopted or who is a carer
- Sexual orientation, sexism, or sexual bullying, homophobia
- Cyber bullying (see Anti-Cyber Bullying Policy)

Where does bullying happen?
It can happen anywhere – in the classroom, in the corridor, in the toilets, in the dining hall, in the playground. Bullying may also happen on the way to and from school, on residential trips and cyberspace. It can take place in group activities and between families in the local community.

What is not bullying?

- Falling out with one's friends, this happens to most people.
- Changing friendships and establishing new best friends.
- Having a difference of opinion with someone and expressing that difference.
- Accidentally hurting someone in the course of a game.

Cyber Bullying
Cyberbullying is a serious form of bullying that may occur through:

- All areas of internet, such as email & internet chat room misuse
- Mobile threats by text messaging & calls
- Misuse of associated technology, i.e. camera & video facilities
- Social media platforms (e.g. Instagram, TikTok, Snapchat, YouTube)
- Gaming platforms
- Please see further detail in our Online Safety Policy and Anti-Cyber Bullying Policy.

What is cyber bullying?

- Cyber bullying includes sending or posting harmful or upsetting text, images or other messages, using the Internet, mobile phones or other communication technology.
- It can take many forms, but can go even further than face to face bullying by invading home and personal space and can target more than one person.
- It can take place across age groups and target pupils, staff and others.
- It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation and unauthorised publication of private information or images.
- It can include messages intended as jokes, but which have a harmful or upsetting effect.
- Cyber bullying may be carried out in many ways, including threatening, intimidating or upsetting text messages.
- Cyber bullying can include threatening or embarrassing pictures and video clips via mobile phone and cameras.
- Silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible.
- Threatening or bullying emails possibly sent using a pseudonym or someone else's name.
- Menacing or upsetting responses to someone in a chat-room.
- Unpleasant messages sent during instant messaging.
- Unpleasant or defamatory information posted to blogs, personal websites and social networking sites (e.g. Facebook)

The school addresses cyberbullying in line with its Online Safety Policy and Acceptable Use Policy, and pupils are taught safe and responsible digital behaviour.

Special Educational Needs and Disability (SEND)
Disabled children and those with SEN can be more vulnerable to experiencing bullying in school and may have difficulties telling people about bullying or reporting it. Staff are aware of the necessity to

increase vigilance when in the proximity of SEND pupils, provide extra support and carefully check this cohort of pupils' understanding of bullying.

At St. Andrew's, an awareness of our diversity and differences is promoted and celebrated using assemblies, workshops and other appropriate channels. Selecting the right approach needs sensitivity and awareness of the strengths of the individual or individuals involved.
More Able or talented pupils can also be affected by bullying. Staff will treat this type of bullying as seriously and in the same way as any other type of bullying.

Child-on-Child
Child on Child abuse can take various forms including:

- Serious bullying (including cyber bullying)
- Relationship abuse
- Domestic violence
- Child sexual exploitation
- Youth and serious youth violence (including gangs)
- Harmful sexual behaviour
- Gender/Race violence

These types of abuse rarely take place in isolation and often indicate wider safeguarding concerns. Guidance on child-on-child abuse is contained withing the school Safeguarding policy.

School procedures for dealing with bullying behaviour (including cyber bullying):
Any member of the school community can report bullying irrespective of where it occurs.

- All incidents of suspected bullying/ bullying must be reported to the staff or Designated Safeguarding Lead (DSL) as a matter of urgency
- An initial investigation will be conducted
- Parents notified of action and strategies
- The policy is readily available to parents on the school website and can also be sent out when a copy is requested from the school
- Staff will talk to and listen to the suspected victim, and any witnesses, making sure that the children feel safe to talk.
- Staff will talk to the bully about what has happened, to discover why they became involved. They will make it clear that bullying is not tolerated at St. Andrew's School.
- The problem will be identified, and possible solutions agreed.
- Sanctions from the behaviour policy will be applied.
- Parents will be updated on outcome of the investigation and their views sought and recorded.
- Incidents of bullying are recorded in the School Incident Log
- Appropriate sanctions will be taken against the bully and support given to the victim. These sanctions may include removal from areas of the school where the bullying took place, in-school or external exclusion. All sanctions will be proportionate and fair.
- If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including early help or children's social care (if a child is felt to be at risk of significant harm).
- The situation will continue to be monitored by all staff to ensure no repetition.
- The school also reserves the right to exclude children whose behaviour remains wholly unacceptable – withdrawal of playtime privileges, withholding participation in school activities (e.g. trips or sporting fixtures), fixed term or permanent exclusion.

Outcomes of school intervention will be:

- The person being bullied is kept safe.
- The person being bullied feels reassured that they are not responsible for what has happened.

- The behaviour of the perpetrator is changed and they are aware of the impact of their behaviour.
- The underlying causes of the perpetrator's behaviour are discussed and support is given.
- Skills needed to manage any further situations are developed.
- Sanctions and rewards are applied in line with the school's behaviour policy.

Procedures for parents:

- All incidents of suspected bullying/ bullying must be reported to the staff or Designated Safeguarding Lead (DSL) as a matter of urgency
- Parents should not confront the bully or their parents. This can further complicate the situation and distress the pupil.
- Make sure your child knows our policy on bullying and that they need not be afraid to ask for help.
- In cases of suspected bullying the incidents will be recorded by staff
- Parents will be informed and asked to attend a meeting to discuss the problem
- The school, the child and their parents will work together to ensure that any bullying is stopped, and that support is given where needed.
- If necessary and appropriate, police will be consulted
- The bullying behaviour, or threats of bullying must be investigated, and the bullying stopped quickly.
- An attempt will be made to support the bully (bullies) to change their behaviour
- The Principal is always informed of any bullying concerns and monitors the situation carefully.
- If parents have concerns over the way the matter has been dealt with, they should arrange an appointment to discuss their concerns with the Principal.
- If parents feel that their concern has not been dealt with sufficiently, they should follow the complaints policy, published on the school website.

Procedures for pupils:
What can you do if you are being bullied?
Wherever you are in school, you have the right to feel safe. Nobody has the right to make you feel unhappy. If you think that someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.
Below are some strategies we discuss with the children:

- Try not to let the bully know that he/she is making you feel upset.
- Try to ignore them.
- Be assertive – stand up to them, look at them directly in the eye, tell them to stop and mean it.
- Stay in a group, bullies usually pick on individuals.
- Get away as quickly as you can.
- Tell someone you can trust – it can be a teacher, a teaching assistant, a dinner lady, a parent, a friend, a brother, a sister or a relative.
- If you are scared, ask a friend to go with you when you tell someone.
- If you don't feel you can talk to someone about it, write it down and post it in the 'Worry' box.
- When you tell an adult about the bullying give them as many facts as you can (What? Who? Where? When? Why? How?).
- Keep a diary of what's been happening and refer to it when you tell someone (see Appendix 1).
- Keep on speaking out until someone listens and helps you.
- Never be afraid to do something about it and quick.
- Don't suffer in silence.
- Don't blame yourself for what is happening.
- Call a helpline. NSPCC – Childline 0800 1111

#

St. Andrew's School has a "don't stay silent" ethos – pupils are expected to inform a trusted adult if any bullying behaviour is seen or heard about.
Pupils are encouraged to ask for help from a trusted adult if bullying takes place outside school.
Pupils are encouraged to inform a trusted adult if bullying takes place on-line, via text message or any other communication technology.

What can you do if you see someone else being bullied? *(The role of the bystander)*
Ignoring bullying is unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger. Some of the strategies discussed with the children are listed below:

- Don't smile or laugh at the situation.
- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Shout for help.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and post it in the 'Worry' box.
- Call a helpline for some advice. NSPCC – Childline 0800 1111
- Never stay silent-always tell someone.

Outcomes

- The bully (bullies) may be asked to genuinely apologise
- If possible, the pupils will be reconciled
- Suspension or exclusion will be considered in serious cases and if so the Head of UKIS will be informed, prior to the action.
- Possible referral to an outside agencies
- Following the incident and subsequent handling of it, each case will be monitored to ensure there is no repetition

Teaching about bullying/prevention:

- The school creates opportunities to teach about bullying in different areas of the curriculum.
- Staff continue to familiarise themselves with the policy and any updates, creating an environment of good behaviour and respect, setting helpful examples
- Our PSCHE scheme of work has lessons focused on bullying, friendships, behaviour etc.
- We have a bullying strategy displayed in classrooms
- Computing lessons include strategies for dealing with safety when online and how to tackle cyber-bullying.
- Teachers receive online training in identifying and dealing with bullying behaviour and online safety via Educare training, training from external providers or updates in staff meetings.
- We hold an annual Anti-Bullying week and Internet Safety Day, with themed activities and events raising awareness.
- We arrange for an external provider to deliver an online safety workshop for parents and those who cannot attend are provided with support material.
- The policy is part of the requirement to be discussed during induction of new staff
- Should a major incident occur, training will be initiated as a refresher course. Staff are notified of incidents at staff briefing and meetings.
- Home/School Agreement
- Themed Assemblies/stories

Monitoring and Recording
All aspects of behaviour are documented and reviewed daily. Each half term, there is a comprehensive analysis of trends in behaviour, including any reported founded incidents of bullying. The School uses an established system called MY Concern. This analysis includes the different types of bullying and the actions taken to address any incidents.

Key outcomes of behaviour, including bullying, are shared in the termly Principal's Report to EDT. This policy and our practice are reviewed following any critical incident, as required. It is also reviewed annually by means of a survey and a pupil wellbeing survey is issued during the first term of each academic year.

Role of St. Andrew's School
We will endeavour to ensure that there is always adequate supervision. Aspects of bullying will be discussed along with the appropriate way of behaving towards each other during PSCHE times. Any concerns will be dealt with quickly, fairly and firmly. Parents will be involved as and when necessary.

The school will continue to operate its behaviour policy. We will encourage pupils to discuss how they get on with other people and to form positive attitudes towards others. This includes discussion on what friendship really is. We will encourage pupils to treat everyone with respect.

The school will adopt a **zero-tolerance approach** to any bullying issues. All staff will challenge any abusive behaviour between peers that comes to their notice and will report on to the DSL immediately any issues of this nature. Please see **Safeguarding Policy** for further details about dealing with child-on-child abuse.

We will treat bullying as a serious offence and take the opportunity to eradicate it from our school. A bullying incident should be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. When an allegation of bullying is investigated, and deemed as safeguarding, the Child Protection and Safeguarding Policy procedures will be followed. We will continue to review this policy and its degree of success.

Role of Educational Development Trust (EdDevTrust):

- The Proprietor body supports the Principal in all attempts to eliminate bullying from our school. Education Development Trust does not condone any bullying at all in our school, and any incidents of bullying that do occur will be taken very seriously and dealt with appropriately.
- The Proprietor body monitors incidents of bullying that do occur and reviews the effectiveness of this policy regularly. The governors require the Principal to keep accurate records of all incidents of bullying, and to report to the governors about the effectiveness of school's antibullying policy regularly.
- To ensure that pupil-support systems are in place to prevent and respond to bullying.
- To monitor that the school has carefully assessed the risk within the school of bullying behaviour occurring – e.g. playground duties, monitoring of lunchtimes etc. and that the school has effective strategies in place for addressing issues that arise.
- To monitor the development and implementation of a curriculum and ethos that promotes caring and cooperation as valued personal attributes and offers opportunities for the issue of bullying to be raised.
- To monitor the effective professional development for all staff in identifying and managing bullying behaviour ensuring that:
    - Principles of the policy are understood
    - Legal responsibilities are known
    - Staff have a clear understanding of processes and support available

    - Staff take necessary action to resolve and prevent problems following school procedures
- To review updates to the school Anti-bullying Policy annually and, as a result, the policy and procedures are updated as necessary.
- To review the Principal's termly report and provide challenge during the termly meetings.
- To audit incidents of bullying during the year and publish an appropriate report.
- To deal with complaints if parents feel that incidents are not dealt with adequately by the School.

This policy should be read in conjunction with the School's Behaviour and Discipline Policy, Computing Policy, Online Safety Policy, ICT Acceptable Use Policy and Anti-Cyber Bullying Policy. The Policy takes account of the following documents:

- DFE Cyberbullying: Advice for Headteachers and School Staff 2014
- DFE School Support for Children and Young People who are being Bullied 2014
- DFE Preventing and Tackling Bullying 2017
- DFE Advice for Parents and Carers on Cyberbullying 2014

Mrs F. Lakanu
Assistant Principal
St. Andrew's School

Policy Date: 1st September 2026
Review Date: September 2027