Anti-Bullying Policy

Date of document: February 2026

Date for review: February 2027

Lead reviewer: Greg McGill (Deputy Headteacher)

Approval by: Andrew Güntert (Chair of the Governing Body)

Objectives of this Policy

This policy outlines what Swallowfield Primary will do to prevent and tackle bullying. We are committed to providing a caring, friendly and safe environment for all our children so that they can learn in a relaxed and secure atmosphere. We are committed to developing an anti-bullying culture whereby absolutely no bullying will be tolerated.

This policy is closely linked with our Behaviour Policy, our Safeguarding Policy, our School Code of Conduct and the School's Vision, Aims and Values.

Definition of Bullying

Bullying is *'behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally'.* (DfE "Preventing and Tackling Bullying", October 2014) Bullying can take many forms and is often motivated by prejudice against particular groups. It might be motivated by actual differences between children, or perceived differences.

Bullying can include physical and emotional abuse such as name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, producing offensive graffiti, gossiping, peer isolation (e.g. excluding people from groups) and spreading hurtful and untruthful rumours.

The same unacceptable behaviours can be expressed online; this is sometimes called online bullying or cyberbullying. Specifically, this can include sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

Swallowfield Primary recognises that bullying can be emotionally abusive and can cause severe and adverse effects on children's emotional development.

Bullying is recognised by Swallowfield Primary as being a form of child on child abuse; children can abuse other children.

- Abuse is abuse and it should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up".
- We recognise that even if there are no reports of bullying, it does not mean it is not happening and it may be the case that it is just not being reported.

- All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

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 and children in care.
-Sexist, sexual and transphobic bullying.
-Bullying via technology – for instance, cyber-bullying via text or the internet.

Preventing, Identifying and Responding to Bullying

As a Values School we have created an ethos of good behaviour where pupils treat one another and the school staff with respect because they know that this is the right way to behave. Values of respect for staff and other pupils, an understanding of the value of education, and a clear understanding of how our actions affect others permeate the whole school environment and are reinforced by staff and older pupils who set a good example to the rest.

Our school's response to bullying does not start at the point at which a child has been bullied. Our staff act proactively to gather any information about issues between pupils which might provoke conflict, and develop strategies to prevent bullying occurring in the first place. This might involve talking to pupils about issues of difference, perhaps in lessons, through dedicated events or projects, or through assemblies. Swallowfield Primary recognises that schools are institutions where bullying may occur and seeks to address this problem in a positive way by helping the bully and the victim.

Schools have a responsibility to create a secure and caring environment for pupils who are in their care so that parents may send their children to school in the confident knowledge that they will be protected from bullies. Bullying happens when a person is subjected to repeated aggressive acts over a period of time by another person or persons. Bullying can involve physical or verbal attacks, name-calling, malicious gossip, damaging or stealing property or coercing the victim into acts that they do not wish to do. In short it is the wilful conscious desire to hurt anyone.

Name calling, teasing, taunting are emotionally bruising and can include both racial and sexual harassment. Equally to be too quick to label someone a bully may also be damaging. Other forms of bullying include rude gestures, intimidation and extortion.

Cyberbullying

When responding to cyberbullying concerns, the we will:
- Act as soon as an incident has been reported or identified.
- Provide appropriate support for the person who has been cyberbullied, and work with the person who has carried out the bullying to ensure that it does not happen again.

- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
- Take all available steps where possible to identify the person responsible. This may include:
    - looking at use of the school systems
    - identifying and interviewing possible witnesses
    - Contacting the service provider, families and the police, if necessary.
- Work with the individuals to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
    - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
    - Searching pupils' electronic devices, such as mobile phones, in accordance with the law and the school searching and confiscation policy. (We will access the DfE 'Searching, screening and confiscation at school' and Childnet cyberbullying guidance to ensure that the school's powers are used proportionately and lawfully).
    - Requesting the deletion of content posted online if they contravene school behaviour policies.
- Where an individual can be identified, the school will ensure that appropriate sanctions are implemented to change the attitude and behaviour of the bully, as well as ensuring access to any additional help or support they may need.
- Inform the police if a criminal offence has been committed.
- Provide information to staff and pupils regarding steps they can take to protect themselves online. This may include:
    - advising those targeted not to retaliate or reply.
    - providing advice on blocking or removing people from contact lists.
    - helping those involved to consider and manage any private information they may have in the public domain.

Bullying Prevention

Preventing and raising awareness of bullying is essential in keeping incidents in our school to a minimum. Through our Values based Education, assemblies, as well as our PSHE lessons delivered through 'Jigsaw', pupils are given regular opportunities to discuss what bullying is, as well as incidents we would not describe as bullying, such as two friends falling out, or a one-off argument. An annual 'Anti-bullying Week' is held to further raise awareness. E-safety is an important part of the Curriculum and information for parents is included in newsletters and on the School's website. Pupils are taught to tell an adult in school if they are concerned that someone is being bullied.

Dealing with Incidents

Parent Communication – 'All Eyes on Bullying'

1. **Intervene** immediately when bullying is reported.
2. **Investigate** and record the incident - listen to all children involved.
3. **Inform** the parents - separate meetings are held with the parents of all parties involved.
4. **Implement** a sanction to modify or change the bullying behaviour.

5. **Involve** staff to monitor the behaviour of all parties to watch out for further occurrence.

Communicating with Pupils – 'All Eyes on Bullying'
1. **I** will tell a teacher or a grown up I trust.
2. **I** will be listened to - ALWAYS!
3. **I** will be looked after and supported.
4. **I** will feel my worry is dealt with.
5. **I** will be happy again.

When bullying is suspected or reported:

- Staff will intervene immediately when bullying is reported;
- Staff will investigate – listen to all parties and witnesses;
- The incident will be recorded and given to the Headteacher or a member of the Senior Leadership Team, who will interview the children concerned;
- The child being bullied will be made aware that the incident will be dealt with;
- Parents/carers of the child/children doing the bullying will be asked to attend a meeting to discuss their child's behaviour;
- Parents/carers of the child being bullied will be informed and invited to meet with an appropriate member of staff;
- A suitable sanction will be implemented for the child doing the bullying in order to modify or change the behaviour;
- Staff will monitor the behaviour of both "bully" and "victim", and all staff will be alerted to watch out for further occurrence.
- Any incident of a racial nature will be reported and recorded in CPOMS and reported to the Governing Body.
- Any incident of a bullying nature will be reported and recorded in CPOMS and reported to the Governing Body.

Supporting Pupils

The first priority will be to support the victim. 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;
- Reassuring the pupil and providing continuous support;
- Helped to develop strategies to prevent re-occurrence;
- Restoring self-esteem and confidence.

Sanctions will be applied to those children who are bullying as appropriate. This may be a removal of privileges or removal from the playground for a period of time in order that the victim may play safely in the knowledge that the bully is not present.

Pupils who have bullied will be helped by:

- Discussing what happened and establishing the concern, developing an understanding of the impact of their actions on the victim, and helping them understand that what they have done is wrong and that they need to change their behaviour;
- Informing parents/carers to help change the attitude and behaviour of the child;

- Providing appropriate education.
- Sanctioning in line with school behaviour policy of Ready, Respect, safe. For example, removal of the bully from the playground or classroom, time out in another class or with a senior teacher, or exclusion from playtime or lunchtime. In extreme cases, the parent may be asked to take the child home at lunch time, or as a final resort, a formal suspension process may be instigated.

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 a senior member of staff/Headteacher;
- Being advised to keep a record of the bullying as evidence;
- Where the bullying takes place outside of the school site 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 or staff code of conduct;
- Reassuring and offering appropriate support;
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Strategies to help prevent the occurrence of bullying behaviour

At Swallowfield Primary we will:

- Ensure all staff are aware of and follow the school behaviour policy;
- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all;
- Actively provide opportunities (through PSHE activities / Values based Education) to develop pupils' social and emotional skills, including their resilience;
- Provide an 'open door' approach for pupils, staff and parents/carers to access support and report concerns;
- Challenge practice which does not uphold the school's values for example, tolerance, non-discrimination and respect towards others;
- Consider all opportunities for addressing bullying in all forms throughout the curriculum (stories, drama and role play) including a range of additional approaches such as through displays, assemblies, events, and the School Parliament;
- Regularly update and evaluate our approaches to consider 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 to identify all forms of bullying and to follow the school policy and procedures (including recording and reporting incidents);
- Proactively gather and record concerns and information about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring;
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied;
- Celebrate success and achievements to promote and build a positive school ethos.

Our school community will:

- Monitor and review our anti-bullying policy and practice on a regular basis, ensuring that all governors and staff know what the school policy is on bullying, and follow it should bullying be reported;
- Support all staff to promote positive relationships to prevent bullying, and identify and tackle any bullying behaviour appropriately and promptly;
- Ensure that all pupils and parents know what the school policy is on bullying, and what they should do if bullying arises;
- Reassure parents and pupils that they will be supported if bullying is reported. As a school we take bullying very seriously.
- Report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/ carers in turn will work with the school to uphold the anti-bullying policy.
- Ensure that pupils are aware that all bullying concerns will be dealt with sensitively and effectively so that they feel safe to learn;
- Support all pupils through encouraging them to develop positive social skills and attitudes by learning how to relate to and respect each other.

Involvement of pupils

We will:

- Regularly gather the children'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 (appropriate to their age);
- Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.

Links with other school policies and practices

This Policy links with a number of other school policies, practices and action plans including:

- Positive Behaviour Policy
- Complaints Policy
- Safeguarding Policy (This includes KCSIE updates every year)
- E-Safety (Online Safety) and Acceptable Use policies
- Curriculum policies such as PSHE and Computing
- Use of mobile phone and social media policies

Conclusion

It would be naïve to believe that following this policy will eliminate all incidents of bullying in school. What we do hope to achieve is a raised awareness amongst us all so that we can reduce the incidence of bullying and provide all children with both the strategies and confidence for dealing with the problem as and when they arise.

Supporting Organisations and Guidance

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Beat Bullying: www.beatbullying.org
- Childline: www.childline.org.uk
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net

Cyberbullying

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

LGBTQ+ (lesbian, gay, bisexual, transgender, questioning and others)

- EACH: www.eachaction.org.uk
- Pace: www.pacehealth.org.uk
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk

SEND

- Changing Faces: www.changingfaces.org.uk
- Mencap: 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
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
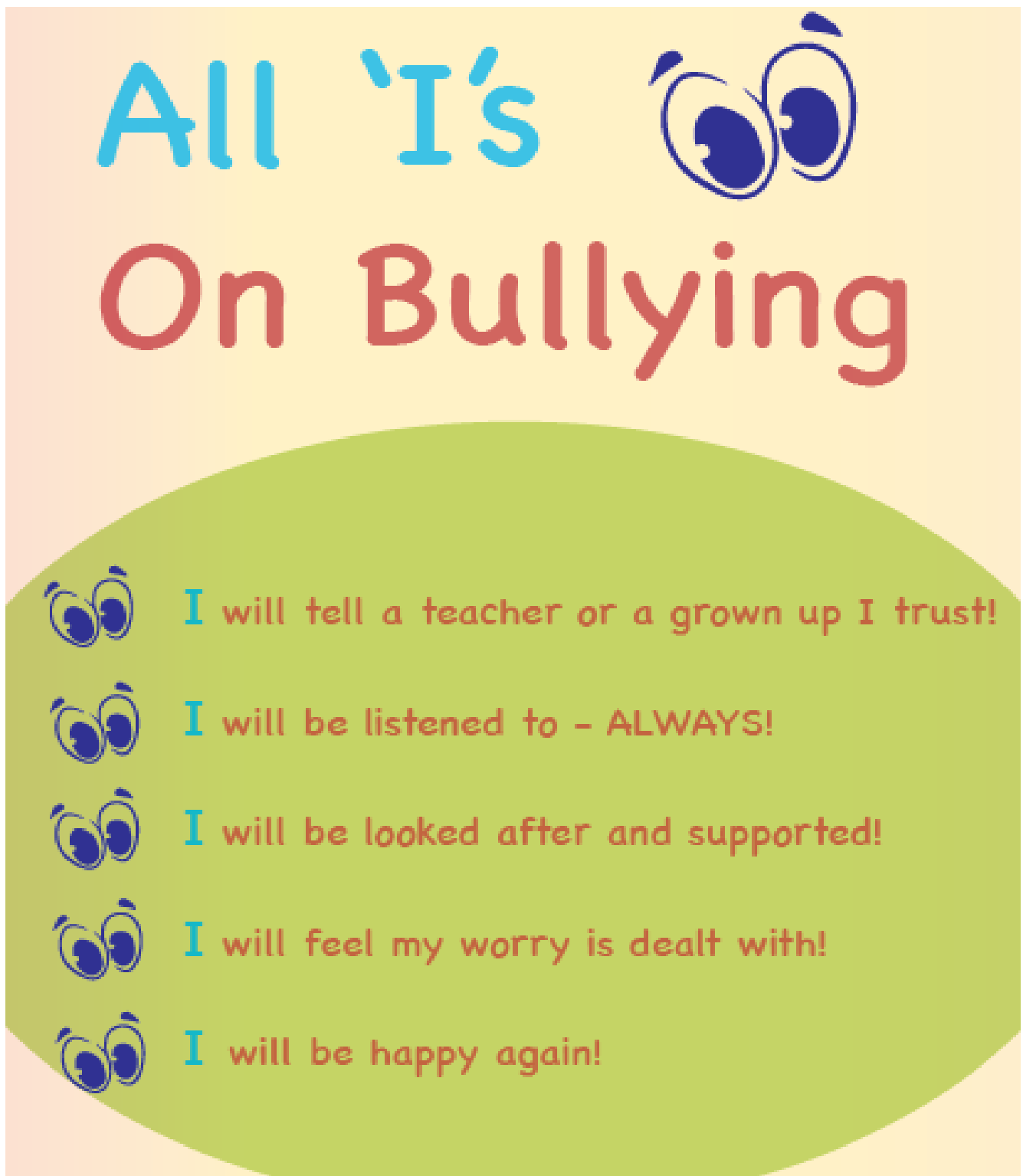- Show Racism the Red Card: www.srtrc.org/educational

Monitoring & review

The head teacher will report on a regular basis to the governing body on incidents of bullying and outcomes.

Date: February 2026

The school will ensure that the policy is consistently applied and that any issues identified will be incorporated into the school's action planning.

This policy will be monitored and reviewed in February 2027.

Appendix 1
Child Posters displayed around School

All 'I's On Bullying

I will tell a teacher or a grown up I trust!

I will be listened to – ALWAYS!

I will be looked after and supported!

I will feel my worry is dealt with!

I will be happy again!

Appendix 2
Parent and Carer Image sent out to all families

All 'I's 👀 On Bullying

👀 Intervene immediately when bullying is reported.

👀 Investigate and record the incident - listen to all children involved.

👀 Inform the parents - separate meetings are held with the parents of all parties involved.

👀 Implement a sanction to modify or change the bullying behaviour.

👀 Involve staff to monitor the behaviour of all parties to watch out for further occurrence.

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