



Anti-Bullying Procedure 2026-27

Purpose

- To provide a **safe** environment in which children are able to learn.

Procedure aims “What will success look like”

- Zero leavers citing ‘Bullying’ as a cause
- Minimal escalations to SLT level
- Pupil voice surveys reflecting that students feel ‘Bullying’ is being **dealt** with **effectively**.
- A culture where all students are promoting kindness around the academy.

Staff ‘what we do’ procedures

All Staff –

[Follow the ‘Dealing with Actual/Potential Bullying Flowchart to determine who deals with the incident you have been disclosed.](#)

- **Challenge** unkindness if witnessed inside or outside of the classroom and **sanction** using Arbor.
- Record incidences of suspected bullying or unkindness on ‘**My Concern**’ so that they can be dealt with and logs can be made and actioned, **delegated effectively to the appropriate team**.
- Follow the **bullying flowcharts**: Dealing with Suspected/Actual Bullying and determine the team to inform about the incidents. Record all on ‘My Concern’ at any level.

Cyber bullying advice for students – **Block, report and delete**. Parents and carers can also be advised to contact the police. To also reminded parents as the bill payer they are responsible.

Support for students experiencing unkindness –

- Form tutor check in
- **Haven** placements
- Class moves/population moves/form changes
- **Buddying System** with Ambassadors - Checkers will replace the Anti bullying role and will be responsible for supporting students dealing with bullying issues.
- **Faculty Support** if in lessons
- **Self Esteem** support from Safeguarding Team



- Breaktime and Lunchtime provision in **The Safe Haven and/or Library or other safe spaces round the academy.**
- Passes for early/delayed leave/break/lunch to alleviate issues in unstructured times.
- Charly's 's Check in - an area where students can visit during dinner times with safe members of staff.
- The Behavior curriculum - Students during form will be given information and support on the types of bullying and what to do if someone is getting bullied.

POLICY LINKS

Anti-Bullying Policy

1. Initial Warning issued by Form Tutors/Class Teacher/members of staff to be recorded.
2. Mediation between pupils between Teachers/Faculties/Form Teachers/Pastoral Assistants (if required)
3. 15-minute Detention after first warning has been given. To be recorded on Arbor Bullying Tab
4. If the student continues the bullying, they will be given a reeducation so that the perpetrator knows what they are doing wrong.
5. Reflect placement, at this point there will have been several warnings given. To be recorded on arbor and 'My Concern'.
6. Meeting with parents.
6. Reflect at an external school.
7. SLT involvement
8. Governor's meeting.

Form Tutors/Class Teachers:

- Issue first time perpetrators with initial warning encouraging empathy for others.
- Record incident on 'My Concern' With a clear update that warning has been issued.
- Email FTs of the alleged victims and perpetrators (all involved) to ask them to issue warnings too.
- Email class teachers if this is an issue in a lesson(s) to request seat moves etc. Request support in faculty if required.
- Mediate or have a restorative conversation between students if they are both/all in your lesson/form (email PA to request this if you cannot).
- Check in regularly with students experiencing unkindness, offering support.



- Contact home to offer support/issue warnings that this will escalate if needed/inform parents of incident.
- Report any incidences of unkindness disclosed by members of your form or lesson on 'My Concern' allowing Anti Bullying Coordinator to determine the relevant team to delegate cases to – please include the actions taken by yourself so far.
- Escalate to faculty if this is an ongoing issue in YOUR SPECIFIC LESSON and all above steps have been taken. E.g. This issue is always in English – escalate to HOF of English.
- If a FT and this is an issue in more than one lesson/set/break/lunch/outside school, 'My Concern' it and inform PA and HOY who may delegate it back to faculties if needed. E.g. "I am having ongoing issues with a lot of students in 7G3 –Math's, English, Science, Humanities..." (HOY may offer class moves/advice/population change etc.)
- Form tutors will also be given Anti Bullying feed back forms for students to fill out after the event if bullying is demonstrated has happened this is to ensure students have been checked up on.
- Examples of incidents that FT or Class Teacher manages: (this also includes duty staff should a disclosure be made or you witness unkindness) SEEK ADVICE FROM ABR VIA EMAIL IF YOU ARE UNSURE ON A CASE.
- Name calling/unkindness/nastiness on the first occasions.
- Falling out with friends/groups.
- Arguing with students.
- Upset about being stared at/looked at/anxious.
- Been nudged/pushed on the corridor.
- Text/sent horrible things.
- Minor physical incidents (hair pulling, throwing things at students, tripping, pushed in lesson prep etc.)
- An unkind comment made about student's religion/ skin color/ sexuality/ body.
- Rumors spreading.
- An anxious feeling about school and lessons/students.
- Peer pressure.
- Anxiety/Worry/Withdrawal
- Issues in lesson(s) including throwing things at students, unkindness, bickering, cruelty, purposeful goading, pushing, shoving, moving someone's chair, minor physical incidents, argument, photos taken in lessons.



- Squabbling.
- He said/she said incidents.
- Poor mental health due to perceived bullying (mental health screener)

Faculties:

If you receive an escalation in faculty, please sanction according to your behavior system.

- If a member of your faculty has issues of alleged/actual bullying in lessons, please ask class teacher to sanction 1st/2nd time and then offer Faculty Isolation to support HOY/PA with caseload.
- Fill in 'My Concern' with the actions you have taken in faculty.
- Record the isolation on Class Charts on the Bullying Tab.

Monitor in faculty – if the situation is not resolved – escalate to HOY/PA. Pastoral Assistants:

Mediate between pupils within your year group that have fallen out/displayed unkindness.

- Inform ABC of any issues so they can be recorded on the central incident spreadsheet.
- Investigate any concerns/incidents that are central to your year group and put onto 'My Concern', gather statements and include any details which are pertinent to the case to make the ABC aware of past issues.
- Contact home to make parents/carers aware of incidences and inform that if the ABC needs to be involved it will have escalated to a serious level.
- Update ABC that mediation has occurred and the successfulness of it or any sanctions in place – at HOY/PA escalation, two corrections should have already taken place before getting to you. The next step is FT isolation and then IEU. At the point of IEU placement, the ABC needs information about the case.
- Report any incidences of alleged bullying disclosed by members of your year group on 'My Concern' allowing ABC to involve FT's and Class teachers if needed or take further if needed.

HOY Teams:

Issue appropriate sanctions to repeat perpetrators determined by severity of incident – Detention and a warning should already be in place at class teacher/FT level before you need to sanction.

- Contact home to make parents/carers aware of incidence and inform that if the ABC needs to be involved it will have escalated to a serious level. ABC can support with this.
- Update using the bullying tab on Class Charts that a sanction has been issued and record on My Concern (or email ABC to update) Investigate Cyber bullying, Prejudice-based, violence and

Discriminatory bullying thoroughly to ensure appropriate support/sanction is put into place and immediately 'My Concern' this – Involve ABR if needed.



- Delegate back to Faculty or FT/Class Teacher should the procedures outlined not have taken place or if you think this could be resolved in faculty /form/class.
- Report any incidences of alleged bullying disclosed by members of your year group on 'My Concern' allowing ABC to involve FT's and Class teachers if needed, or take further if needed.
- Escalate to ABR

Examples of incidents that HOY Teams manage:

- Physical assault.
- Social media incidents (Encourage to BLOCK REPORT DELETE and if continues, parents to involve police) Parents to be contacted to ensure that they are aware.
- Racial or prejudicial incidents.
- Multiple unkind comments made about student's religion/ skin colour/ sexuality/body
- Incidents outside the academy.
- Fall outs with friends that are now getting out of hand.
- Repeated unkindness (3/ 4 times or more)
- Intimidation in year group.
- Consistent bickering/arguing after initial mediation with teachers/FTs.
- Repeated events that now need escalating as per the flowchart.
- Dangerous, serious, and threatening incidents.
- Receiving hateful messages/comments.
- *Sexual bullying incidents (*record on My Concern as Safeguarding will mostly pick this up)

Anti-Bullying Coordinator (ABR):

- Update and monitor 'Anti-Bullying' using my concern patterns and create logs of incidences for governors.
- Support HOY teams regarding appropriate sanctions for repeat perpetrators/isolations/investigation of incidences particularly Repeated, Physical, Prejudice -based and Discriminatory bullying
- Cyber bullying should be encouraged to 'BLOCK REPORT & DELETE' and parents advised to contact police if necessary.
- Delegate 'My Concern' and email reports to relevant teams' dependant on the type of incident.
- Escalate to SLT level if exclusion/Governors/Principal meetings are necessary.
- Contact home and conduct parent meetings to support victims and for perpetrators at the higher levels (HOY and



above).



- Meet with Anti-bullying Ambassadors regularly and organise events throughout the academic year.
- Deliver assemblies/intervention to target year groups dependent on trends/types of incidents.
- Offer student support and manage safe spaces in the academy for victims.
- To analyse data and identify trends to determine year group issues or targeted groups.
- Gather data to present to SLT, Governors, and OFSTED when requested.
- Escalate to SLT or delegate back to HOY/PA/FT/Class Teacher/Faculty Examples of incidents that the Anti Bullying

Coordinator manages:

- All bullying and potential bullying cases will be recorded on the master spreadsheet for records.
- Parental complaints/disclosure/intentions to take further.
- Persistent bullying of any category once it has reached the relevant point on the flow chart and/or has reached HOY.
- Concerns involving a child's mental/physical health through My Concern disclosures.
- Any incident that requires a larger team approach to tackle/undertake
- Parental meetings with repeat offenders/victims
- OFSTED inspections/Governor figure requests.
- Delegations to the relevant teams.
- Any other bullying incidents not picked up by the net above.

SLT:

- Conduct SLT isolations for repeat offenders.
- Conduct parent meetings and escalate as per academy guidelines on exclusions
- Exclusions and permanent exclusion of proved repeated offenders.
- Principle/SLT/Governor meetings with parents and student
- Decisions regarding student's future at the academy if repeated over time and unresolved.



Anti-Bullying Ambassadors –

- Attend meetings.
- Be a presence on the ground within classrooms and during social time to support vulnerable students.
- Help in the running of The Safe Haven and other safe spaces in the academy. Monitoring and Evaluation “How will leaders ensure what we do are consistent and effective”
- Pupil voice surveys for students analyses to determine how safe students feel in the academy and whether they believe bullying is being dealt with effectively.
- Principle to monitor whether ‘Bullying’ is cited as a cause for leaving the Academy and to follow up when this is the case to determine the steps that have been taken to support students.
- Anti-Bullying Coordinator to run regular reports on number of incidents and types of incidents and identify repeat perpetrators.
- Help to organise ‘Anti Bullying’ events to raise awareness of the importance of Kindness.
- Promote STOP – ‘Several Times on Purpose’ and promote what Bullying IS and ISN’T in the academy.