



Heartwood CE VC Primary and Nursery School

Anti-Bullying Policy

Signed:

Chair of Governors

Date: November 2025

Review Date: November 2026

Statement of intent

Heartwood CE VC Primary School believes that all pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. This policy outlines how instances of bullying are dealt with, including the procedures to prevent occurrences of bullying.

These strategies, such as learning about tolerance and difference as part of the school's curriculum, aim to promote an inclusive, tolerant and supportive ethos at the school.

The Education and Inspections Act 2006 outlines several legal obligations regarding the school's response to bullying. Under section 89, schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures are part of the school's Teaching Behaviour Policy, which is communicated to all pupils, school staff and parents.

All staff, parents and pupils work together to prevent and reduce any instances of bullying at the school. There is a zero-tolerance policy for bullying at the school.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Equality Act 2010
- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Public Order Act 1986
- Communications Act 2003
- Human Rights Act 1998
- Crime and Disorder Act 1998
- Education Act 2011

1.2. This policy has been written in accordance with guidance, including, but not limited to:

- DfE (2017) 'Preventing and tackling bullying'
- DfE (2018) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and wellbeing provision in schools'

1.3. This policy operates in conjunction with the following school policies:

- Relationships and Behaviour Policy
- Safeguarding Policy

2. Definition

2.1. For the purpose of this policy, "bullying" is defined as persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group.

2.2. Bullying is generally characterised by:

- **Repetition:** Incidents are not one-offs; they are frequent and happen over a period of time.
- **Intent:** The perpetrator(s) means to cause verbal, physical or emotional harm; it is not accidental.
- **Targeting:** Bullying is generally targeted at a specific individual or group.
- **Power imbalance:** Whether real or perceived, bullying is generally based on unequal power relations.

3. Types of bullying

3.1. Many kinds of behaviour can be considered bullying and can be related to almost anything.

Physical Bullying

- **Definition:** Intentional use of physical force to harm someone.
- **Examples:**
 - Hitting, punching, kicking
 - Tripping or pushing
 - Taking or damaging belongings
 - Threatening physical harm

Verbal Bullying

- **Definition:** Using words to hurt or intimidate someone.
- **Examples:**
 - Name-calling
 - Insults or put-downs
 - Racist or homophobic remarks
 - Threats of violence

Social (Relational) Bullying

- **Definition:** Hurting someone's reputation or relationships.
- **Examples:**
 - Spreading rumors
 - Excluding others on purpose
 - Publicly embarrassing someone
 - Manipulating friendships

Cyberbullying

- **Definition:** Bullying through digital devices or online platforms.
- **Examples:**
 - Sending threatening or mean messages
 - Sharing private or embarrassing images
 - Posting hurtful comments on social media
 - Impersonating someone online

5. Prejudicial Bullying

- **Definition:** Bullying based on personal characteristics such as race, religion, gender, sexual orientation, or disability.
- **Examples:**
 - Racial slurs or jokes
 - Mocking religious clothing or practices
 - Anti-LGBTQ+ remarks
 - Making fun of someone's disability

Sexual Bullying

- **Definition:** Unwanted sexual comments, gestures, or actions.
- **Examples:**
 - Sexual jokes or name-calling
 - Unwanted touching
 - Sharing sexual rumors
 - Pressure for sexual activity

Indirect Bullying

- **Definition:** Bullying that is less obvious but still harmful.
- **Examples:**
 - Whispering about someone
 - Making someone feel invisible
 - Using others to deliver hurtful messages

4. Roles and responsibilities

4.1. The governing board is responsible for:

- Evaluating and reviewing this policy to ensure that it is not discriminatory.
- The overall implementation of this policy.
- Ensuring that the school adopts a tolerant and open-minded policy towards difference.
- Ensuring the school is inclusive.
- Analysing any bullying data to establish patterns and reviewing this policy in light of these.

4.2. The headteacher is responsible for:

- Reviewing and amending this policy, accounting for new legislation and government guidance, and using staff experience of dealing with bullying incidents in previous years to improve procedures.
- Keeping a bullying report log of all reported incidents, including which type of bullying has occurred, to allow for proper analysis of the data collected.
- Analysing the data in the bullying record at termly intervals to identify trends, so that appropriate measures to tackle them can be implemented.
- Arranging appropriate training for staff members.

4.3. Senior leaders are responsible for:

- Corresponding and meeting with parents where necessary.
- Providing a point of contact for pupils and parents, when more serious bullying incidents occur.

4.4. Teachers are responsible for:

- Being alert to social dynamics in their class.
- Being available for pupils who wish to report bullying.
- Providing follow-up support after bullying incidents.
- Being alert to possible bullying situations, particularly exclusion from friendship groups, and that they inform the pupil's head of key stage of such observations.
- Refraining from gender stereotyping when dealing with bullying.
- Understanding the composition of pupil groups, showing sensitivity to those who have been the victims of bullying.

- Reporting any instances of bullying once they have been approached by a pupil for support.
- 4.5. Parents are responsible for:
- Informing their child's class teacher if they have any concerns that their child is the victim of bullying or involving in bullying in anyway.
 - Being watchful of their child's behaviour, attitude and characteristics and informing the relevant staff members of any changes.
- 4.6. Pupils are responsible for:
- Informing a member of staff if they witness bullying or are a victim of bullying.
 - Not making counter-threats if they are victims of bullying.
 - Walking away from dangerous situations and avoiding involving other pupils in incidents.
 - Keeping evidence of cyber bullying and informing a member of staff should they fall victim to cyber bullying.

5. Statutory implications

- 5.1. The school understands that, under the Equality Act 2010, it has a responsibility to:
- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act.
 - Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
 - Foster good relations between people who share a protected characteristic and people who do not share it.
- 5.2. The school understands that, under the Human Rights Act (HRA) 1998, it could have charges brought against it if it allows the rights of children and young people at the school to be breached by failing to take bullying seriously.
- 5.3. The headteacher will ensure that this policy complies with the HRA; the headteacher understands that they cannot do this without fully involving their teaching staff.
- 5.4. Although bullying itself is not a criminal offence, some types of harassment, threatening behaviour and/or communications may be considered criminal offences:
- Under the Malicious Communications Act 1988, it is an offence for a person to electronically communicate with another person with the intent to cause distress or anxiety, or in a way which conveys a

message which is indecent or grossly offensive, a threat, or contains information which is false and known or believed to be false by the sender.

- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.
- Section 127 of the Communications Act 2003 makes it an offence to send, by means of a public electronic communications network, a message, or other matter, that is grossly offensive or of an indecent, obscene or menacing character. It is unlawful to disseminate defamatory information through any media, including internet sites.
- Other forms of bullying which are illegal and should be reported to the police include: violence or assault, theft, repeated harassment or intimidation and hate crimes.

6. Prevention

- 6.1. The school clearly communicates a whole-school commitment to addressing bullying in the form of a written statement which is regularly promoted across the whole school.
- 6.2. All reported or investigated instances of bullying will be investigated by a member of staff.
- 6.3. Staff will encourage pupil cooperation and the development of interpersonal skills using group and pair work.
- 6.4. All types of bullying will be discussed as part of the curriculum and restorative approaches will be modelled and practice as a way of school life.
- 6.5. Diversity, difference and respect for others is promoted and celebrated through various lessons.
- 6.6. Seating plans will be organised and altered in a way that prevents instances of bullying.
- 6.7. Potential victims of bullying are placed in working groups with other pupils who do not abuse or take advantage of others.
- 6.8. Opportunities to extend friendship groups and interactive skills are provided through participation in special events, for example, drama productions, sporting activities and cultural groups.
- 6.9. All members of the school are made aware of this policy and their responsibilities in relation to it.

- 6.10. All staff members receive training on identifying and dealing with the different types of bullying.
- 6.11. Teachers will also offer an 'open door' policy allowing pupils to discuss any bullying, whether they are victims or have witnessed an incident.
- 6.12. Before a vulnerable pupil joins the school, the pupil's teacher and the DSL will develop a strategy to prevent bullying from happening – this will include giving the pupil a buddy to help integrate them into the school.
- 6.13. The school will be alert to, and address, any mental health and wellbeing issues amongst pupils, as these can be a cause of bullying behaviour.
- 6.14. The school will ensure potential perpetrators are given support as required, so their educational, emotional and social development isn't negatively influenced by outside factors, e.g. mental health issues.

7. Signs of bullying

Staff will be alert to any changes in children including their behaviour and appearance and they will be offered time to talk with an adult to determine the underlying issue.

8. Staff principles

- 8.1. The school will ensure that prevention is a prominent aspect of its anti-bullying vision.
- 8.2. Staff will treat reports of bullying seriously and they will not ignore signs of suspected bullying.
- 8.3. Unpleasantness from one pupil towards another is always challenged and never ignored.
- 8.4. Staff act immediately when they become aware of a bullying incident; this applies to all staff, not solely teaching staff.
- 8.5. Staff always respect pupils' privacy, and information about specific instances of bullying are not discussed with others, unless it is in a setting that the victim has given consent to, or there is a safeguarding concern.
- 8.6. If a member of staff believes a pupil is in danger, e.g. of being hurt, they will inform the DSL immediately.
- 8.7. Follow-up support is given to both the victim and bully in the months following any incidents, to ensure all bullying has stopped.

9. Preventing child-on-child sexual abuse

- 9.1. The school has a zero-tolerance approach to all forms of child-on-child sexual abuse, including sexual harassment and sexual violence.
- 9.2. Sexual harassment refers to unwanted conduct of a sexual nature that occurs online or offline.

- 9.3. Sexual harassment violates a child's dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or offensive environment. If left unchallenged, sexual harassment can create an atmosphere that normalises inappropriate behaviour and may lead to sexual violence.
- 9.4. The school's Safeguarding Policy outlines our stance on addressing peer-on-peer sexual abuse, and the procedures in place will be adhered to if any instances of sexual harassment or sexual violence be uncovered.
- 9.5. To prevent child-on-child abuse and address the wider societal factors that can influence behaviour, the school will educate pupils about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE lessons.
- 9.6. The school will also ensure that pupils are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in Life skills lessons (RSHE) and group sessions. Such content will be age and stage of development specific, and tackle issues such as the following:
 - Healthy relationships
 - Respectful behaviour
 - Gender roles, stereotyping and equality
 - Body confidence and self-esteem
 - Prejudiced behaviour
 - That sexual violence and sexual harassment is always wrong
 - Addressing cultures of sexual harassment
- 9.7. All staff will be aware that pupils of any age and sex are capable of abusing their peers and will never tolerate abuse as "banter" or "part of growing up".
- 9.8. All staff will be aware that child-on-child abuse can be manifested in many ways, including sexting and gender issues, such as girls being sexually touched or assaulted, and boys being subjected to hazing/initiation type of violence which aims to cause physical, emotional or psychological harm.
- 9.9. All staff will be made aware of the heightened vulnerability of pupils with SEND, who are three times more likely to be abused than their peers.
- 9.10. Staff will not assume that possible indicators of abuse relate to the pupil's SEND and will always explore indicators further.
- 9.11. LGBTQIA+ children can be targeted by their peers. In some cases, children who are perceived to be LGBTQIA+, whether they are or not, can be just as vulnerable to abuse as LGBTQIA+ children.

- 9.12. The school's response to boy-on-boy and girl-on-girl sexual violence and sexual harassment will be equally as robust as it is for incidents between children of the opposite sex.
- 9.13. Pupils will be made aware of how to raise concerns or make a report and how any reports will be handled – this includes the process for reporting concerns about friends or peers.
- 9.14. If a child has been harmed, is in immediate danger or is at risk of harm, a referral will be made to Children's Advice and Duty Service (CADS)

Managing disclosures

- 9.15. Victims will always be taken seriously, reassured, supported and kept safe.
- 9.16. Victims will never be made to feel like they are causing a problem or made to feel ashamed.
- 9.17. If a friend of a victim makes a report or a member of staff overhears a conversation, staff will act – they will never assume that someone else will deal with it. The basic principles remain the same as when a victim reports an incident; however, staff will consider why the victim has not chosen to make a report themselves and the discussion will be handled sensitively and with the help of CADS where necessary. If staff are in any doubt, they will speak to the DSL.
- 9.18. The DSL will be informed of any allegations of abuse against pupils with SEND. They will record the incident in writing and, working with the SENCO, decide what course of action is necessary, with the best interests of the pupil in mind at all times.

Confidentiality

- 9.19. The school will only engage with staff and agencies required to support the victim and/or be involved in any investigation.
- 9.20. If a victim asks the school not to tell anyone about the disclosure, the school will not make this promise.
- 9.21. Even without the victim's consent, the information may still be lawfully shared if it is in the public interest and protects children from harm.
- 9.22. The DSL will consider the following when making confidentiality decisions:
 - Parents will be informed unless it will place the victim at greater risk.
 - If a child is at risk of harm, is in immediate danger or has been harmed, a referral will be made to CADS.

9.23. More information regarding the school's stance on preventing peer-on-peer sexual abuse is available in our Safeguarding Policy.

10. Cyber bullying

10.1. The school has a Cyber Bullying Policy in place, which outlines the school's zero-tolerance approach to cyber bullying.

10.2. The school views cyber bullying in the same light as any other form of bullying and will follow the sanctions set out in [section 12](#) this policy if they become aware of any incidents.

10.3. The school will support pupils who have been victims of cyber bullying by holding formal and informal discussions with the pupil about their feelings and whether the bullying has stopped, in accordance with [section 13](#) and [section 14](#) of this policy.

10.4. In accordance with the Education Act 2011, the school has the right to examine and delete files from pupils' personal devices, e.g. mobiles phones, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.

10.5. If an electronic device is seized by a member of staff, and there is reasonable ground to suspect that it contains evidence in relation to an offence, the device must be given to the police as soon as it is reasonably practicable.

10.6. If a staff member finds material that they do not suspect contains evidence in relation to an offence, the headteacher will decide whether it is appropriate to delete or retain the material as evidence of a breach of the relevant policies.

11. Procedures

11.1. Minor incidents are reported to the victim's teacher, who investigates the incident, sets appropriate sanctions for the perpetrator and informs the headteacher in writing of the incident and outcome.

11.2. When investigating a bullying incident, the following procedures are adopted:

- The victim, alleged bully and witnesses are all interviewed separately

- Members of staff ensure that there is no possibility of contact between the pupils being interviewed, including electronic communication
- If a pupil is injured, members of staff take the pupil immediately to a first aider for a medical opinion on the extent of their injuries
- A room is used that allows for privacy during interviews
- A witness is used for serious incidents
- If appropriate, the alleged bully, the victim and witnesses, are asked to write down details of the incident; this may need prompting with questions from the member of staff to obtain the full picture
- Premature assumptions are not made, as it is important not to be judgemental at this stage
- Members of staff listen carefully to all accounts, being non-confrontational and not attaching blame until the investigation is complete
- All concerned pupils are informed that they must not discuss the interview with other pupils

11.3. Due to the potential for sexist, transphobic, sexual, etc bullying to be characterised by inappropriate sexual behaviour, staff members involved in dealing with the incident are required to consider whether there is a need for safeguarding processes to be implemented.

12. Sanctions

- 12.1. If the headteacher is satisfied that bullying did take place, the pupil will be helped to understand the consequences of their actions and warned that there must be no further incidents.
- 12.2. The headteacher informs the pupil of the type of sanction to be used in this instance and future sanctions if the bullying continues.
- 12.3. At all times, the headteacher will uphold restorative approaches and make every effort to reconcile the situation. This will involve obtaining a genuine apology from the perpetrator either in writing to the victim (and/or witnesses if appropriate), or face-to-face, but only with the victim's full consent. Discretion is used here; victims will never feel pressured into a face-to-face meeting with the bully.
- 12.4. Parents of the victim and perpetrator are informed of bullying incidents and what action is being taken.
- 12.5. A 'Child Action Plan' is written by a member of staff with the victim. This is then shared with the victim's parents/carers and all staff.

13. Support

- 13.1. For a month after the initial complaint of bullying, the class teacher holds an informal discussion, on a weekly basis, to check whether the bullying has stopped.
- 13.2. A review of the 'Child Action Plan' is held every 4 weeks until the victim and the class teacher are confident the bullying has stopped.
- 13.3. If necessary, group dynamics are broken up by members of staff by assigning places in classes.
- 13.4. The victim is encouraged to tell a trusted adult in school if bullying is repeated.
- 13.5. The victim is encouraged to broaden their friendship groups by joining lunchtime or after-school club or activity.
- 13.6. The school, particularly the DSL, will work with the victim to build resilience, e.g. by offering emotional therapy.
- 13.7. The school will work with the perpetrator regarding any underlying mental health or emotional wellbeing problems and appropriate external support may be sought for them.

14. Follow-up support

- 14.1. The progress of both the bully and the victim are monitored by their class teachers.
- 14.2. One-on-one sessions to discuss how the victim and bully are progressing may be appropriate.
- 14.3. If appropriate, follow-up correspondence is arranged with parents one month after the incident.
- 14.4. Pupils who have been bullied are supported in the following ways:
 - Being listened to
 - Being reassured
 - Being offered continued support
 - Being offered counselling, where appropriate
- 14.5. Pupils who have bullied others are supported in the following ways:
 - Receiving a consequence for their actions
 - Being able to discuss what happened
 - Being helped to reflect on why they became involved
 - Being helped to understand what they did wrong and why they need to change their behaviour

- Appropriate assistance from parents

14.6. Pupils who have been bullied will be assessed on a case-by-case basis and the DSL will, if necessary, make referrals for additional support.

15. Bullying outside of school

15.1. The headteacher has a specific statutory power to discipline pupils for poor behaviour outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives the headteacher the power to regulate pupils' conduct when they are not on school premises, and therefore, not under the lawful charge of a school staff member.

15.2. Teachers have the power to discipline pupils for misbehaving outside of the school premises but should only intervene when it is safe to do so. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

15.3. Where bullying outside school is reported to school staff, it is investigated and acted on.

15.4. In all cases of misbehaviour or bullying, members of staff can only discipline the pupil on school premises, or elsewhere when the pupil is under the lawful control of the member of staff, e.g. on a school trip.

15.5. The headteacher is responsible for determining whether it is appropriate to notify the police, or the anti-social behaviour coordinator, of the action taken against a pupil.

15.6. If the misbehaviour could be of a criminal nature, or poses a serious threat to a member of the public, the police are always informed.

16. Monitoring and review

This policy is reviewed every two years by SLT and DSLs

The scheduled review date for this policy is November 2026.

