Anti-Bullying Policy

Responsible Officer:	**Head Teacher**
LGB Approval Date:	**24th March 2026**
Policy Type:	**Trust Mandated**
Publication:	**Website**
Review Cycle:	**Every 2 Years**
Next Review Date:	**Spring 2028**

Headteacher: Mrs Kate Collins

a member of

Learning Partners

academy trust

We seek to be a network of schools where every pupil receives the best possible education

INTRODUCTION

Everyone at Sandfield Primary School has the right to feel welcome, feel they belong and feel important.

We aim to provide a safe, caring and friendly climate for learning for all our pupils to allow them to improve their life chances and help them maximise their potential. We aim to produce an inclusive environment for all pupils which openly discusses differences between people and celebrates diversity.

We expect pupils to act safely and feel safe in school, including that they understand the issues relating to bullying and that they feel confident to seek support from school should they feel unsafe. We also want parents to feel confident that their children are safe and cared for in school and incidents when they do arise are dealt with promptly and well.

The school is aware of its legal obligations, including the Equalities Act 2010. We are aware of our role within the local community supporting parents/carers and working with other agencies outside the school where appropriate.

AIMS

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

Through raising awareness about bullying behaviour we aim to prevent bullying.

We aim, as a school, to produce a safe and secure environment where all can learn without anxiety.

This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

What is bullying?

Bullying may be defined as the intentional hurting, harming or humiliating of another person or persons by physical, verbal and emotional means. Bullying results in pain and distress to the victim; it can make them feel unwelcome, marginalised and excluded, powerless or worthless. Definitions are different and individuals have different experiences but in summary it is:

- Repetitive, wilful or persistent
- Intentionally harmful, carried out by an individual or a group
- An imbalance of power leaving the victim feeling defenceless
- Prejudice based behaviours which include homophobic, transphobic, religion, gender and disabilities

Bullying can be, but not limited to:

- **Emotional**: Derogatory name calling of an insulting and/or personal nature. Demanding money, material goods or favours by means of threat or force.
- **Physica**l: Pushing, kicking, hitting, punching or any use of violence because of some perceived physical, economic, sexual, intellectual, cultural or racial difference.
- **Racist**: racial taunts, graffiti, gestures

- **Sexual**: Unwanted physical contact or sexually abusive comments

- **Homophobic**: because of, or focussing on the issue of sexuality. Homophobic, biphobic and transphobic (HBT) bullying is unacceptable
- **Verbal**: name-calling, sarcasm, spreading rumours, teasing, abuse and threats. Ridiculing an individual.
- **Cyber:** 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. Cyberbullying can and does happen outside school.

Behaviour often Associated with Bullying

Baiting
Baiting can be used in bullying both on and offline. It can be used to bully someone to get 'a rise' out of them and it can be used to antagonize those who might be bullying others to get them to bully. Sometimes baiting is used secretively to try and get a person to explode in a rage or react negatively/loudly so that they get in to trouble.

Banter
The dictionary describes banter as: 'the playful and friendly exchange of teasing remarks'. Bullying is often justified as being just banter. It may start as banter, but some types of banter are bullying and need to be addressed as bullying.
Types of Banter:

- Friendly Banter- There's no intention to hurt and everyone knows its limits
- Ignorant Banter- crosses the line with no intention to hurt, will often say sorry.
- Malicious Banter- Done to humiliate a person-often in public

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of hate crime related bullying and cyberbullying. If the victim might be in danger then intervention is urgently required.

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the 'bystanders' or 'accessories'.

<u>At Sandfield we support the Anti-bullying Charter Principles:</u>

For pupils that experience bullying,
we ensure:

- They are heard
- They know how to report bullying and get help
- They are confident in the school's ability to deal with the bullying
- Steps are taken to help them feel safe again
- They are helped to rebuild confidence and resilience
- They know they can get support from others

For pupils who engage in bullying behaviour:

- Sanctions and restorative practice to hold them to account for their behaviour and help them to face up to the harm they have caused, e.g. use of choices think sheets, to support the pupil's reflection on their behaviour
- They learn to behave in ways which do not cause harm in the future, because they have developed their emotional skills and knowledge
- They learn how they can take steps to repair the harm they have caused

Our school community:

- Is clear about the anti-bullying stance the school takes
- Discusses, monitors and reviews our anti-bullying policy on a regular basis
- Raises awareness of bullying and ensures pupils are clear about the roles they can take in preventing bullying, including the role of bystander
- Addresses site issues and promotes a safe environment
- Supports staff to identify and tackle bullying appropriately
- Ensures that pupils are aware that all bullying concerns will be dealt with sensitively and effectively, that bullying is not tolerated and that there are effective outcomes

- Works in partnership with parents/carers and reports back quickly to them regarding their concerns on bullying
- Seeks to learn from anti-bullying good practice elsewhere and utilises the support of the LEA (Local Education Authority), Learning Partners and relevant statutory/voluntary organisations when appropriate

Parents and Carers:

- Are clear that Sandfield does not tolerate bullying
- Know how to report and get help if they are concerned that their child is being bullied or does not feel safe to learn and are clear about the complaints procedure
- Have confidence that the school will take any complaint about bullying seriously and investigate/resolve as necessary and that school systems will deal with bullying in a way that protects their child
- Are clear about the ways in which they can work with the school to support anti-bullying policy and procedures

PURPOSE

The purpose of this document is to inform all those involved in the education of children at this school of the aims and practice of dealing with bullying incidents and anti-bullying education. This provides consistent expectations for all and ensures continuity and progression from Early Years to Year 6.

PRACTICE

- Through the use of circle time, weekly PSHE, sharing times, assemblies; positive relationships between adults and children are built and there are opportunities to explore these issues.
- The junior leadership team are able to support children and monitor any arising problems.

During assemblies, the Sandfield Gates, (school values and skills) our behaviour code; Ready, Respectful and Safe are regularly referred to, so all children are clear on our behaviour expectations.

INCIDENT MANAGEMENT

Bullying of any kind is unacceptable at Sandfield. Bullying can happen anywhere and at any time and we

always treat it very seriously. All bullying allegations are to be reported to and investigated by the Headteacher.
We recognise a bully and victim have considerable needs and in all situations the needs of both will be addressed. The following are guides to the conduct and process:

1. Children are to be listened to - facts are explored as the child perceives them to ensure all aspects of the incident have been discussed.
2. Reassure the child that you take this matter seriously - recognise the hurt and pain that the victim feels and inform them that you will investigate this thoroughly.
3. Investigate it thoroughly – explore all sides.
4. Identify what needs to change – actions and attitudes.
5. Work with all involved to change – using internal and external agencies where possible
6. Keep everyone involved informed – children, parents and staff.
7. Monitor progress and issues arising.
8. Record explicit concerns that are factual on CPOMS and share information with DSLs, classteachers and phase leader.
9. Take action to ensure a clear zero-tolerance message is given.

For the purpose of this document the following terminology is used:

Alleged bully – a person allegedly causing physical or emotional intentional harm to another.

Alleged victim – a person who is allegedly being bullied by an individual or group.

Staff Action: if a staff member suspects a child is being bullied, through observation or allegation

Action

Gather all the information you can regarding times, dates, actions and consequences.

1. Complete a CPOMS entry to bring it to the attention of the DSLs, classteacher and phase leader.
2. Do not discuss the matter with any other child allegedly involved.
3. Do not discuss the matter with any other parents allegedly involved.
4. Do not discuss the matter with other staff/parents in the community.
5. Continue to monitor the child's behaviour.
6. Re-raise the issue at any time.
7. If you are not satisfied with the outcome discuss it with the DSLs and inclusion team, if you are still not satisfied make a complaint to the Governors Local Academy Committee.

Expectations

1. Expect it will be taken seriously.
2. Expect it will be investigated.
3. Expect to be informed of the outcome.

Child Action: if a child suspects another child is being bullied, through incident, observation or allegation.

Action

1. Gather all the information you can regarding times, dates, actions and consequences.
2. Complete a CPOMS entry to bring it to the attention of the DSLs, classteacher and phase leader.
3. Do not discuss the matter with any other child allegedly involved.
4. Keep an eye on the child.
5. Re-raise the issue at any time.

Expectations

1. Expect it will be taken seriously.
2. Expect it will be investigated and dealt with.
3. Expect no one will know you are involved unless you are told beforehand.

Child Action: if you are a child who is being bullied

Action

1. Inform any adult in the school that you trust
2. Do not discuss the matter with any other child allegedly involved

Expectations

1. Expect it will be taken seriously.

2. The Headteacher/DSLs will listen and talk to you.
3. The matter will be investigated and dealt with.
4. Expect the alleged bully to be confronted.
5. When you are ready, expect to meet with the Headteacher/DSL and the alleged bully to agree next steps and expected behaviour. Use of restorative practice – Choices Think Sheet

Parental Action: if a parent suspects their child is being bullied

Action

1. You should talk calmly with your child about his or her experiences and help him or her understand that there are some things that can be done to try to stop the bullying.
2. Make a note of what your child says – particularly who was involved, how often the bullying has occurred, where it happened and what has happened.
3. Reassure your child that he or she has done the right thing in telling you about the bullying.
4. Explain to your child that, should any further incident occur, he/she should report it to a teacher straightaway and tell you about it.
5. Make an appointment to see your child's class teacher, phase leader or Headteacher.
6. Explain to the teacher the problems your child is experiencing.
7. Be realistic when talking to the teacher – the school will need to investigate the matter before action can be taken. However, the school will take reasonable steps to protect your child.
8. Make a note of what the teacher has said and the action that he or she intends to take.
9. Obtain a copy of the school's anti-bullying policy, so that you are aware of the action the school should take on being notified of a bullying incident. You should also request a copy of the school's behaviour/discipline policy, as this will set out sanctions for certain types of behaviour. Both policies can be obtained from the school website.
10. Stay in touch with the school after this meeting (let them know if things improve as well as if problems continue). Keeping the channels of communication open is essential if the problem is to be resolved.
11. If the Headteacher does not resolve your complaint, or you feel that the action taken to stop the bullying is insufficient, you may need to take matters further by making a formal complaint (see complaints procedure policy)
12. Do not discuss the matter with any other child allegedly involved.
13. Do not discuss the matter with any other parents allegedly involved.
14. Do not discuss the matter with other parents in the community.
15. Continue to monitor your child's behaviour.
16. Explore support groups/websites listed in appendix 1.

Expectations

1. Expect it will be taken seriously.
2. Expect it will be investigated.
3. Expect to be informed of the outcome.
4. Expect to have the situation monitored in the future.

Staff Action: if a staff member suspects another member of staff is being bullied.

Action

1. Gather all the information you can regarding times, dates, actions and consequences.
2. Inform the Headteacher, if Headteacher is alleged to be involved, inform the Chair of the Local Academy Committee.
3. Do not discuss the matter with any other adult involved.
4. Monitor the situation.
5. Re-raise the issue at any time.

Expectations

1. Expect it will be taken seriously.
2. Expect it will be investigated and dealt with.
3. Expect no one will know you are involved unless you are told beforehand.

Staff Action: if you as a staff member are being bullied

Action

1. Gather all the information you can regarding times, dates, actions and consequences.
2. Inform the Headteacher, if the Headteacher is alleged to be involved, inform the Chair of Governors.
3. Do not discuss the matter with any other adult involved.
4. Monitor the situation.
5. Re-raise the issue at any time.

Expectations

1. Expect it will be taken seriously.
2. Expect it will be investigated and dealt with, if proven it will come under the Complaints Procedures.
3. Expect no one will know you are involved unless you are told beforehand.

Criminal Behaviour Orders (CBOs)

The Local Authority can apply for a Criminal Behaviour Order provided the bully is over 10 years of age. Such an Order can be applied for against a young person who is behaving in a manner that causes distress or harassment to someone who does not live in their own household. The Order stops the young person from going to particular places or doing particular things. A failure to comply with the Order can result in prosecution.

Involvement of the Police

If the bullied child is physically or sexually assaulted, the bullies may have committed the criminal offence of common assault or indecent assault. Both offences can be committed without actually touching the victim. However, in practice, the police are unlikely to act unless physical contact has been made.
Children under the age of 10 cannot be prosecuted for a criminal offence. This means that the police cannot charge a child under the age of 10, no matter what he or she does.
Any child over 10 can be charged with committing a criminal offence. The police cannot charge a bully with committing a criminal offence unless they have evidence that the incident occurred.
In the case of bullying at the school involving anyone of the age of 10+ parents will always be questioned as to whether they want the matter reported to the police. If this is decided the police will then handle the assault charge. The school will still be responsible for educating and protecting those involved.

RELATED POLICIES:

The following documents are available to all members of the school community. They can be found on the school website www.sandfield.surrey.sch.uk

BEHAVIOUR POLICY

All children are entitled to the best teaching and learning opportunities possible at Sandfield and no child's behaviour will be tolerated that detrimentally affects this. The learning of appropriate behaviour is a fundamental part of education. We expect Sandfield children to take responsibility for their actions and choices, in order to develop wholesome attitudes to themselves, their peers and those in authority. All sanctions are consistent and fairly implemented to all children. The whole school community have agreed the clear and consistent principles of behaviour.

HOME/SCHOOL PARTNERSHIP

The relationship between home and school is one of trust and action. Everyone must recognise the emotions involved in this area and that it is vital to keep children safe and informed. We will always work with parents and families to ensure children receive the support needed.

PARENTAL CONCERNS AND COMPLAINTS POLICY

The school has systems in place to bring about a consistent and effective response to incidents of bullying. It aims for parents to be confident that any complaint about bullying will be taken seriously and investigated/resolved as necessary, in a way that protects their child. If parents have a query, concern or complaint about the way in which a bullying incident has been handled, this can be addressed in accordance with the procedures set out in the Parental Concerns and Complaints Policy.

CHILD PROTECTION POLICY

A child's welfare is our paramount concern. All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. We operate a culture of vigilance to safeguard the children, staff and families of Sandfield. Some forms of bullying may lead to consideration under child protection procedures.

EQUAL OPPORTUNITIES

Everyone is respected and treated equally, no one has the right to victimise another person on the basis of race, colour, ethnicity, culture or religion. All allegations of bullying are investigated.

Appendix 1
USEFUL CONTACTS

Anti-Bullying Alliance (ABA)
The revision of this guide was commissioned by the Anti-Bullying Alliance. The Anti-Bullying Alliance is an independent body, made up of over 50 organisations, involved with the development of anti-bullying policies and practice in order to support the learning, development and emotional well-being of children and young people. All member organisations work together to reduce bullying and create safer environments for children and young people, free from bullying, violence and aggression. The Anti-Bullying Alliance is based at the National Children's Bureau.

Website: https://www.ncb.org.uk/

ABA members include:

Bullying UK: https://www.bullying.co.uk/

ChildLine: https://www.childline.org.uk/

Children's Legal Centre: https://www.childrenslegalcentre.com/

Kidscape: https://www.kidscape.org.uk/about-kidscape/contact-us/

National Children's Bureau: https://www.ncb.org.uk/

NSPCC: https://www.nspcc.org.uk/

Family Lives: https://www.familylives.org.uk/

Save the Children: https://www.savethechildren.org.uk/

SCOPE: https://www.scope.org.uk/

The Children's Society: https://www.childrenssociety.org.uk/

Young Minds: https://youngminds.org.uk/

Youth Justice Board for England and Wales: https://www.gov.uk/government/organisations/youth-justice-board-for-england-and-wales

The Anti-Bullying Charter: www.dcsf.gov.uk/