



Anti Bullying Policy

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Lead	SLT

Statement of Intent

Clavering Primary School strongly believes that all pupils are entitled to learn in a safe and supportive environment: this means being free from all forms of bullying behaviour. We recognise that bullying, if left unaddressed, can have a devastating effect on individuals.

Bullying in any form is unacceptable at Clavering Primary School.

This policy outlines how instances of bullying are addressed with, including procedures to prevent occurrences of bullying.

It is imperative that all staff, parents and pupils work together to prevent and reduce any form of bullying.

This policy is used in conjunction with the Behaviour Expectations Policy.

Legislation and Legal Framework

All schools must have measures in place to prevent all forms of bullying. The policy has due regard to the following legislation and guidance. This list is not exhaustive.

- Education and Inspections Act 2006
- Equality Act 2010
- Education Regulations 2014
- DCMS, DSIT and UK Council for Internet Safety 2020
- DfE 2024, Keeping Children Safe in Education 2024

Definitions of Bullying

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. Bullying is generally characterised by:

- *Repetition:* Incidents that are not 'one offs' they are frequent and happen over an extended period of time.
- *Intent:* The perpetrator 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.

Types of Bullying

Many kinds of behaviour are considered to be bullying and the following list could be seen as a form of bullying. Bullying is acted out through the following mediums:

- Verbal
- Physical
- Emotional
- Online (cyber bullying)

Racist Bullying: Bullying another person based on their ethnic background or skin colour. Racist bullying may take place as taunts, graffiti or gestures.

Homophobic, Biphobic and Transphobic Bullying: Bullying another person because of their actual or perceived orientation.

Sexual Bullying: This form of bullying is directed towards another person because of their sex or gender. This behaviour can humiliate and intimidate. This behaviour is often underpinned by sexist attitudes or gender stereotypes.

Verbal Bullying: Bullying another person with repeated name calling, sarcasm, rumours, teasing, threats or by ridicule.

Physical Bullying: Use of violence and physical aggression towards an individual as a result of a perceived physical, racial, cultural, sexual, intellectual or economic difference.

Emotional Bullying: Name calling or insulting another person, making demands for money, material goods or favours by means of a threat or by force.

Online (Cyber) Bullying: All areas of the internet can be used to bully an individual. This could be through emails, chat rooms, videos, cameras, mobile text messages or phone calls.

Roles and Responsibilities

Every member of staff associated with Clavering Primary School and every pupil has a duty of care to report bullying. All staff should be vigilant around areas whereby pupils may be more likely to be picked on such as cloakrooms, toilets, corners of the yard and field. All adults should be vigilant and observant with pupils who might bully or who seem lonely.

Guidelines for Staff

1) Dealing with a pupil who is being bullied

- Take the incident seriously
- Act swiftly
- Reassure the victim
- Encourage the bully to see the situation from the victims point of view
- Inform other staff who are involved with the child
- Inform the Headteacher (or in their absence) the Deputy Headteacher
- Record the incident on CPOMS

2) Dealing with a Bully

- Take immediate short term action to stop the current situation
- Ensure the person knows that the behaviour is unacceptable
- Investigate all circumstances around which the event occurred and who may be involved
- Make a written record of what is said
- Inform the parents/carers
- Inform the Headteacher (or in their absence) the Deputy Headteacher of the outcome
- Record the incident and follow up meeting with parents on CPOMS
- Have regular check ins with the perpetrator over the next few days
- Put in place a Behaviour Support Plan (if deemed appropriate)

3) Dealing with the victim

- Reiterate that the incident is taken seriously and something will be done to address the situation
- Encourage the victim to talk to a member of staff about what occurred
- Reassure the victim that it was right to report the incident and it was not their fault.

Notifying Parents/Carers

Where a report of bullying has been made both sets of parents/carers will be informed by a member of staff (usually the member of staff who dealt with the report or the class teacher). As a school we recognise that this can be upsetting for parents and we will endeavour to work closely with them to resolve the issue in the best possible outcome for all pupils involved. We recognise and understand that pupils do fall in and out of friendships easily and sometimes their upset is because they are no longer friends. This is not bullying. Because this is sometimes the case, school will maintain an objective view and deal calmly with the issue. In situations where it is not simply a fall out from a friendship all adults must work together to resolve the matter. In the interest

of everyone involved and most importantly the pupils, it is imperative that adults do not become aggressive in their attitude as this will not help either party nor resolve the situation.

Guidelines for staff with regard to adult bullying or harassment

Adult bullying and harassment is taken extremely seriously and will not be tolerated at Clavering Primary School. This includes bullying between members of staff or parents/visitors bullying school staff. Clavering Primary School flows Extol Trust Whistleblowing Policy of which all staff have access to a copy.

A member of staff who feels that they are being bullied by another member of staff should report this to the headteacher. In instances whereby a member of staff feels that they are being bullied by the headteacher this can be reported to the Deputy head teacher or Chair of Governors.

Any member of staff who feels that they have been bullied or harassed will be offered counselling and the opportunity to speak to someone suitably qualified.

Any complaint will be taken seriously and investigated thoroughly.

A member of staff who feels that they have been bullied or harassed by a parent or visitor to the school should notify the headteacher and has the option of completing a Violence at Work form which is sent to Extol Trust. Completion of the form may result in a banning order prohibiting that person from entering school and or the school grounds.

Record Keeping

The DSL will ensure that robust records are kept with regard to reports of a pupil being bullied. They will ensure that the reports are added to CPOMS and outline the incident which occurred, the outcomes and any meetings held with regard to the incident.

The Headteacher and DSL will review records on a regular basis for the purpose of:

Identifying any patterns or behaviour with certain pupils.

Reflecting on whether the case could have been handled differently and an alternative outcome could have been sought.

Reflect whether there are wider cultural issues at play which need to be addressed within school.

Consider whether prevention strategies need to be strengthened.

Regarding complaints made against staff the headteacher will ensure that all records are kept confidentially in accordance to the Trust Whistleblowing Policy.