

Anti- Bullying Policy

Approved by:		Date: June 2026
Last reviewed on:	June 2026	
Next review due by:	June 2028	

Litcham School has a zero-tolerance approach to bullying. Every pupil has the right to learn in a safe environment and to have any concerns dealt with quickly and robustly. This policy has been written in accordance to the Department for Education's (DfE) document: [Preventing and Tackling Bullying](#).

Policy Development

This policy was formulated in consultation with the whole school community with input from:

- Members of staff through meetings
- Children and young people through School Council. The School Council have also developed a pupil friendly version to be displayed around the school and in pupil planners.

This policy is available:

- Online through the school website
- From the school office
- Child friendly versions have been developed by the School Council and are displayed around the school, in pupil planners and in welcome packs for new pupils.

Roles and responsibilities

The Headteacher has overall responsibility for the policy and its implementation and liaising with the Governing Body, parents, carers, the Local Authority and outside agencies. The Senior Leader's for behaviour and safeguarding have the following responsibilities:

- Policy development and review involving pupils, staff, governors, parents/carers and relevant local agencies
- Implementing the policy
- Monitoring and assessing the policy's effectiveness in practice
- Ensuring evaluation takes place and that this informs policy review
- Managing bullying incidents in conjunction with the Pastoral and safeguarding team/s
- Managing the reporting and recording of bullying incidents
- Assessing and co-ordinating training and support for staff and parents/carers where appropriate.
- Co-ordinating strategies for preventing bullying behaviour.

Definition of Bullying Behaviour by an individual or group, repeated over time, that intentionally hurts, threatens, or frightens another individual or group either physically or emotionally. Bullying is differentiated from a friendship issue by:

- A deliberate intention to hurt, threaten, frighten or humiliate
- Repetition
- There is a power imbalance that makes it hard for the victim to defend themselves. This power imbalance can be present amongst friends

There is no specific guidance around how long the behaviour has to be repeated for it to be classed as bullying but we would work on anything that had happened more than “once or twice over a period of a week”. One off incidents (especially physical incidents or those classed as hate crime) will be dealt with robustly however the incident is categorised. Deliberately harming someone online is always classed as cyber-bullying.

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’. We encourage ALL students to be ‘active bystanders’ by reporting any incidents of bullying or unkindness via the appropriate channels.

Bullying can be:

- a) Physical (pushing, kicking, hitting, punching or other violence)
- b) Emotional (unfriendly, excluding or tormenting)
- c) Verbal (name-calling, sarcasm, spreading rumours or teasing)
- d) Cyber (all areas of internet or electronic communication)

Or involve one of the nine characteristics protected by the Equality Act 2010, for example:

- a) Racist (racist taunts, graffiti or gestures)
- b) Sexual (unwanted physical contact or abusive comments) g. LGBT+ phobic (focusing on the issues of sexuality and gender)

What could bullying look like?

- Name calling
- Taunting
- Mocking
- Making offensive comments
- Physical assault, taking or damaging belongings
- Offensive graffiti
- Gossiping and spreading hurtful and untruthful rumours.
- Excluding people from groups with intent.

- Unwanted physical contact
- Following/intimidating

This is a non-exhaustive list and cases that fall outside these categories will be dealt with by the Pastoral Team in the spirit of this policy.

Staring at someone or giving them “evil/ bad/nasty looks/smirks” is often subjective and hard to prove but can be considered bullying if accompanied by other actions and where there is clear evidence.

Bullying can affect both pupils and staff. This policy and procedure applies to the bullying of pupils by pupils inside and outside of school. Allegations about the bullying of pupils by staff will be dealt with under the school’s Safeguarding and Disciplinary procedures and should be reported directly to the Head teacher. Allegations of bullying of staff by pupils should be reported to the relevant Line Manager. They will then discuss this with the Headteacher.

Why are children and young people bullied?

Specific types of bullying include:

- Prejudice crime related to bullying of children with special educational needs or disabilities, homophobic and transphobic bullying or related to race, religion or culture
- bullying related to appearance or health
- bullying of young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying.

There is no hierarchy of bullying: all forms should be taken equally seriously and dealt with appropriately.

Homophobic bullying and using homophobic language:

Homophobic language is terms of abuse used towards LGBTQ people or those thought to be LGB. It is also used to refer to something or someone as inferior. This may also be used to taunt young people who are different in some way or have gay friends, family members or their parents/carers are gay.

Dismissing it as banter is not helpful as even if these terms are not referring to a persons sexuality they are using the terms to mean inferior, bad, broken or wrong. We will challenge the use of homophobic language in our school even if it appears to be being used without any homophobic intent. Persistent use of homophobic language or homophobic bullying will be dealt with as with any other form of bullying.

Where does bullying take place?

Bullying is not confined to the school premises. Advice for school leaders to help with this problem and its affects on children acknowledges that it may also persist outside school, in the local community, on the journey to and from school and may continue into Further Education.

Reporting and responding to bullying

Our school has clear and well publicised systems to report bullying for the whole school community (including staff, parents/carers, children and young people). This includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders).

How can bullying be reported?

Students can report by:

- Informing the form tutor/ class teacher – during form time or when convenient to do so
- Informing a student manager , designated safeguarding lead or pastoral worker at an appropriate time.
- The ‘Report Button’ on the intranet
- At Reception – Before school, after school, at break and lunchtime
- To Anti-bullying ambassadors (PALS)– break time and lunchtimes (Secondary)
- Tell an adult or ask an older student for help

Parents/carers can report by:

- Primary – Contacting Primary Reception for a message to be passed on to class teachers. Alternatively, speaking to members of staff at drop-off.
- Secondary - Emailing the form tutor in the first instance. Where parents do not have the form tutors email address, please email: office@litchamschool.org.uk or reception@litchamschool.org.uk who will be able to direct the email to the pastoral team. Please give full details of the incident and any names of pupils.
- Phoning the school – Call [01328 701265](tel:01328701265) and ask to speak to the pastoral team
- Importantly, parents/carers are reminded that they can speak to **any** member of staff in school regarding this. Staff will pass this on to the Pastoral Team.

Staff can report by:

- Informing the Pastoral Team or /and the designated safeguarding leads who will investigate and arrange appropriate support
- Reporting on CPOMS regarding a safeguarding concern

LITCHAM SCHOOL IS ANTI- BULLYING



HOW WOULD
FEEL? YOU
MAKE YOUR FRIENDSHIPS
BIGGER & BETTER

BulliesOut®

Think how you would

Report the bullying



What should a student do if he/she is being bullied?

Tell yourself that you do not deserve to be bullied.

Remember it's good to be an individual

- **TRY NOT** to show that you are upset.
- **TRY TO STAY** with a group of people —there is safety in numbers - or in an open public place.
- **TRY** to be assertive - say **NO** - walk away confidently.
- **DON'T FIGHT BACK** - generally this makes things worse.
- **TALK TO AN ADULT / PAL**
- **MAKE A NOTE** of **WHO** is involved, **WHAT** happened, **WHERE** it happened and **WHEN**.
- **IF CYBER-BULLIED** a) block b) report c) give evidence (print page)

NEVER REMAIN SILENT - THIS IS THE BULLY'S GREATEST WEAPON

What should other students do if they are aware the bullying is happening?

Bystanders - **REPORT IT**

If you cannot, or do not wish to be involved, **TELL AN ADULT YOU TRUST, IMMEDIATELY**. You will not be named and the bully or bullies will have no knowledge of your involvement.

Bullying does occur and is part of growing up, but unfortunately rarely sorts itself out.

Many children bully or are bullied at some point. If you or the school have reason to suspect your child is involved we will need to support each other to overcome the problem.

REMEMBER WE CANNOT STOP BULLYING IF WE DO NOT KNOW ABOUT IT.

Together we can make our
anti-bullying policy successful

www.stopcyberbullying.org/
www.childline.org.uk/cyberbullying
www.beatbullying.org

Guidance for Students:

If you are being bullied or harassed:

- Remember it is not your fault
- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel.

After you have been bullied or harassed:

- All bullying and harassment is wrong and you do not have to stay silent about it
- Tell an adult or somebody you trust about what has happened straight away. Adults in school have a responsibility to give you help and support around bullying
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you
- Keep on speaking until someone listens and does something to stop the bullying.
- You can report bullying through the anonymous chat function on the school website.

When you are talking to an adult about bullying be clear about:

- what has happened to you
- how often it has happened
- who was involved
- who saw what was happening
- where it happened
- what you have done about it already.

If you experience bullying or harassment by mobile phone, text messages or e-mail:

- don't retaliate or reply
- save the evidence - do not delete anything
- make sure you tell an adult who you trust
- contact your service provider or look at their website to see where to report incidents
- be careful who you give your mobile phone number or e-mail address to
- make a note of exactly when a threatening message was sent.

Guidance for parents and carers

If your child has been bullied or harassed:

- Calmly talk with your child about their experiences: approach with curiosity

- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened
- Reassure your child that he/she has done the right thing to tell you about the bullying
- Explain to your child that should any further incidents occur he/she should report them to an adult in school immediately
- Make an appointment to see your child's tutor or Head of Year
- Explain to the teacher the problems your child is experiencing.

When talking with members of staff about bullying or harassment:

- Try to stay calm and bear in mind that the staff member may have no idea that your child is being bullied or may have heard conflicting accounts of an incident
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school and let them know if things improve as well as if problems continue.

If you are not satisfied:

- Check with the school anti-bullying policy to see if agreed procedures are being followed
- Make an appointment to discuss the matter with the Pastoral Team a Designated Safeguarding Lead or the Senior Leader responsible for behaviour.
- If this does not help, make an appointment to discuss the matter with the Headteacher
- If this does not help, write to the Chair of Governors explaining your concerns and what you would like to see happening

If your child is displaying bullying behaviour towards others:

- Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how he/she can join in with other children without bullying
- Make an appointment to see a member of the Pastoral Team and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when he/ she is co-operative or kind to other people.

If your child is experiencing any form of cyber bullying:

- Ensure your child is careful whom they give their mobile phone number and e-mail address to
- Check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages. Screenshot messages.

- If the bullying involves a student from Litcham School, contact the school to report this
- Contact the service provider to report the incidents
- If the cyber bullying is serious and a potential criminal offence has been committed, you should consider contacting the police (101).

Guidance for adults experiencing bullying or harassment

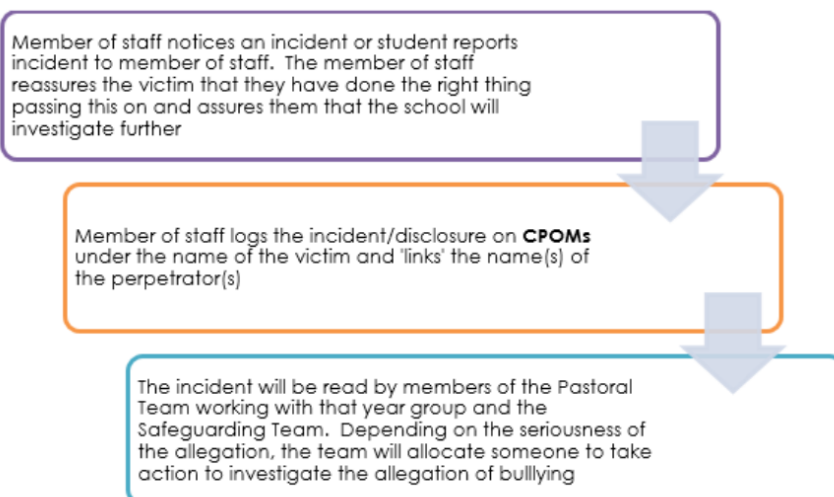
The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied.

If you are experiencing bullying as an adult:

- Share your concerns with a trusted colleague
- Seek advice and information from your union or professional association
- Make a record of all incidents and date them
- If you feel your situation is not being resolved then you should follow the school's formal procedures as adopted by the Governing Body. This initially involves speaking to a Deputy Headteacher, or if the incident involves a Deputy Headteacher, the Headteacher
- If the incident involves the Headteacher, staff should contact the Chair of Governors

Procedures

All reported incidents will be taken seriously and investigated.



Investigation

The investigation into the bullying incident(s) will be conducted by the most appropriate member of staff, depending on the severity of the allegation. This may include the Pastoral Student Managers, Safeguarding Team, Assistant Headteacher, SLT at Primary Phase or it may include external agencies such as the Police.

Any investigation into alleged bullying will be separately, discreet, sensitive, timely and thorough. The exact timeline of investigations will vary depending on the scenario but will usually include:

- The victims will be talked to along with other witnesses and statements will be taken
- The accused will be talked to, to get their version of events
- Other staff, students and parents will be contacted, where needed
- Parents/carers will be kept fully aware
- A record will be placed in all the involved students' files
- All students will be made aware that such behaviour will not be tolerated

Outcomes

- The student who has been bullied will be offered support if they feel they need it. This may depend on the nature and severity of the incident and may include pastoral support by our pastoral student manager or in more extreme cases, referral to external agencies such as CAMHS.
- Students who have displayed bullying behaviour will be issued sanctions in line with the school behaviour policy. These sanctions range from detentions and re-education to suspension and even permanent exclusion where it is deemed bullying has been extreme and particularly damaging.
- Parents of those bullied and bullying will be notified of the outcomes of the investigation.
- If appropriate, a 'Repair and Restore' meeting will be set up to take place as soon as possible. This is the process where both parties get an opportunity to achieve closure through mediation by trained staff and/or students.

Outline of the steps the school will take in the event of a bullying incident occurring:

- Interviewing all parties to ascertain all sides of the situation
- Informing parents of the situation
- Implementing appropriate disciplinary sanctions in accordance with the school's behaviour policy
- Implementing appropriate actions and support - Solution focused, restorative approach, circle of friends, individual work with victim or perpetrator (will vary, depending on each scenario)
- If appropriate, external agencies may be used, for example police, school nurse or Early Help
- Liaising with the wider community if the bullying is taking place off the school premises e.g. in the case of cyberbullying or hate crime
- Following up the incident, especially keeping in touch with the person who reported the situation, parents/carers. This will include referring to the school's complaints procedure for parents who are not satisfied with the schools actions.

Recording bullying and evaluating the policy

Bullying incidents will be recorded by the member of staff who deals with the incident on CPOMS and Arbor and this will be accessed by the Senior Leader/s responsible for behaviour and safeguarding and added to the CPOMS log. This is reviewed weekly by the safeguarding and pastoral team. Incidents are recorded as unkindness and when a third incident is logged, this is then formally logged as Bullying.

The information stored will be used to ensure individual incidents are followed up. It will also be used to identify trends and inform preventative work in school and development of the policy. This information will be discussed by the pastoral team in regular meetings.

What else do we do to prevent bullying?

- We celebrate Anti-Bullying Week through form-time activities and assemblies.
- Pupil voice meetings are regularly completed to hear pupils' views
- Anti-bullying ambassadors (PALs) pupils trained in supporting pupils with friendship issues and cases of bullying. Allows pupils to speak to their peers rather than an adult. Ambassadors work closely with the pastoral team to ensure cases of bullying are addressed in the correct manner according to this policy.
- Clear procedures for reporting and identifying bullying. All staff in school should be vigilant to the signs of bullying. These can include being unwilling or frightened to go to school (drop in attendance) or use the bus/bus waiting area, becoming withdrawn or anxious, feigning illness, marks and grades dropping, asking for money to replace "lost" money, changing eating habits, excessive spending in the canteen, no longer using the canteen, becoming aggressive or bullying others, making improbable excuses or having unexplained marks, bruises or injuries.
- All concerns about bullying, whether reported by pupils, parents or suspected by staff will be taken seriously, investigated thoroughly and appropriate action taken.
- Pupils are encouraged to talk to any member of staff they feel comfortable with such as their form tutor. There are also local and national support agencies, such as Childline, that can also offer advice and support.
- Create a safe and secure environment. Any pupil should be confident that they can discuss their feelings of being bullied and expect to be listened to and helped to resolve the problems. Incidents should be reported immediately. Staff should treat pupils' feelings with respect and follow the procedures to help resolve the situation swiftly and positively. Pupils should be able to travel to and from school and move around the school, without fear of abuse, intimidation or bullying. We will continuously seek to make the school a physically and emotionally safe place.
- We create safe places for groups of students with dedicated staff e.g. LGBTQ+ group
- We will mark Black History Month, LGBT Week and International Women's Day.
- We have a form time programme which tackles these themes throughout the year and encourages both empathy and how pupils can take the role of an upstander.
- We celebrate every pupil being themselves
- We purposefully look out for pupils whom we deem "vulnerable" to Hate Crime and build strong relationships of trust

Links to other Policies:

- Relationship and Behaviour policy
- Equality information and objectives statement
- Anti-bullying policy
- Complaints policy
- Safeguarding Policy