



Anti-Bullying Policy

Last Reviewed	February 2022
Next Review Date	March 2028
Ratified by the Headteacher	February 2025

I Aims and Objectives

Horsforth School aims to establish a tolerant, bully-free environment for all its students; if all students are to achieve their true potential they must feel safe at school. The school works hard to ensure that all pupils know the difference between bullying and simply “falling out”. Friendship fallouts occur at times and occasionally there will be inevitable conflict between teenagers and students as they grow, develop and change. Bullying is where this is an imbalance of power, it is also sustained and a targeted act which is deliberate and meant to cause emotional, mental or physical harm, hurt, stress, embarrassment and seclusion.

Bullying can occur face to face, on school site, off site, online and offline. All forms of bullying and cyber- bullying are now part of the wider ‘peer or peer abuse’ safeguarding concern and definition (KCSiE) as such it could be linked to wider safeguarding issues and concerns. Each case will as therefore consider contextualised safeguarding for both victim and perpetrator.

If bullying does occur, we will:

- Reassure and support the victim
- Deploy the Pastoral Team to investigate/report/set action/monitor/support
- Interview alleged instigator, intervene appropriately, sanction and provide support if required
- Work with parents/carers and external agencies to help the victim and, if necessary, the instigator
- Record and monitor incidents to avoid re-occurrence
- Support staff and parents/carers to ensure that our response to incidents is prompt and consistent

Objectives and Purpose

- All Trustees, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All Trustees, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students, Parents/Carers should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students, Parents/Carers should be assured that they will be supported when bullying is reported. We acknowledge some incidents occur out of school, but when they have a direct link or impact to school and student safety or wellbeing, we will get involved
- Bullying will not be tolerated towards any member of the school community be they a child or adult
- We aim to create an environment where students can grow and flourish without fear; each student has the right to be safe in and out of school and to be protected when they are feeling vulnerable.
- We aim to ensure that children learn in a supportive, caring and safe environment, without fear of being bullied.
- To take measures to prevent all forms of bullying in the school and during off- site activities, such as via cyber-bullying.
- To support everyone in actions to identify and protect those who might be bullied.
- To clarify for all students and staff that bullying is wholly and always unacceptable.

- To promote an environment where children feel they can trust and tell adults if they are being bullied or know about any bullying.
- To promote positive attitudes in students and to ensure that all staff are aware of their duty of care over those in their charge and the need to be alert to signs of bullying.

2 Context

Horsforth School operates within guidance and procedures set out by the Department for Education (DfE).

3 Evaluation

This policy will be evaluated every three years by the Headteacher to ensure it is still fit for purpose. The DSL, PSHCE lead, Pastoral team and school parliament views will be sought when reviewing this Policy. Circumstances may require more frequent modifications. On 8th May 2019, the Trustee Board delegated responsibility to evaluate and ratify this policy/procedure to the Headteacher.

4 Authors

This policy has been reviewed and updated by SAN in February 2025

5 Procedures

This policy is seen as an integral part of our Safeguarding process and should be read in conjunction with our Child Protection policy, PSHCE Policy, Equality and Diversity Policy and Online Safety Policy.

Procedures and supplementary information to support this policy are appended as follows:

Appendix 1 Rationale, Prevention, Definition

Appendix 2 Anti-Bullying Procedures

Appendix 3 Anti-Bullying Contract

Appendix I Rationale, Prevention and Definition Rationale

Bullying occurs in most schools and often there is no straightforward way to resolve the problem. Addressing the issue involves a range of staff and sometimes other peers, and as such investigating individual incidents of bullying can take time. However, it is essential that we will respond promptly to a student or parent who complains of being bullied. Through our pastoral messages and Tutor time we ask that all students report incidents as soon or as close to as they occur and on the same day. Students can report it to any member of staff. There are anonymous ways of reporting too. The most effective action is swift action and school needs to know about it before it can act. As the long-term effects of bullying can be devastating e.g. poor academic achievement, non-attendance, low self-esteem, effects on physical and mental health and impact on family unit, it is essential that parents also report this as soon as this are made aware. Parents must call the school and speak with the pastoral team or email the school.

Prevention

We actively promote a zero-tolerance attitude towards all forms of bullying including cyber bullying within school through PSHCE, assemblies, the wider curriculum and in particular through Anti Bullying Week, Safeguarding Week and through our student parliament. We have a student led team of diverse alliance ambassadors who raise awareness of the harmful consequences of bullying and raise awareness of its seriousness. Students are encouraged to talk to the ambassadors and any member of staff in School if they feel they are being bullied. We have an online reporting tool should students prefer to not talk to staff directly or remain anonymous. All pupils should be able to report incidents in school, we stress the importance of not being a bystander, we stress the importance that incidents will be dealt with promptly and effectively, but discreetly and to not worry about being 'found out'. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell staff. Bystanders have a responsibility to tell an adult in school or an ambassador if they are concerned that bullying is occurring.

Horsforth School Definition

Bullying is when an individual or group intentionally make someone upset or hurt their feelings through unwanted and repeated physical or verbal abuse in person or online. Different forms vary from verbal, social, physical, emotional/psychological, racist, homophobic, transphobic, sexual, and cyber bullying. It can be bullying related to race, religion or culture, special educational needs, disability, appearance or health.

- I. Procedure to be followed by staff when dealing with an incident of bullying
 - I.1 In investigating any incident of bullying it is important that a member of staff interviews the victim, the instigator and any possible witnesses of the bullying, taking written statements. The victim must be immediately supported and re-assured that threatening, aggressive or anti-social behaviour is unacceptable. The victim should be clear about the action to be taken by the member of staff (e.g. to inform the Behaviour Support Team and speak with the instigator of bullying). The victim may also need to be supported in adopting “coping” strategies. Finally, it is important that the victim knows that the bullying incident[s] is/are recorded and will be investigated. (See Appendix I for details).
 - I.2 It is important that the instigator is allowed to give her/his version of events. After investigation and if appropriate, the instigator must be given an appropriate sanction in line with our PB system and must be informed that the incident is being monitored and recorded. Although the victim may need support, it is important wherever appropriate, that the instigator and victim are brought together so that reassurances can be given by the instigator that no further incidents will occur. It is important that the instigator is made to recognise their inappropriate / anti-social behaviour, understands its consequences of it and agrees to stop the offensive actions.
 - I.3 It is important to recognise that occasionally bullying may be falsely alleged, where it is absolutely clear that a false allegation has been made the school will also take this very seriously and provide support to the person about whom the allegation has been made
 - I.4 The instigator may also need support/counselling.
 - I.5 Incidents of bullying must be recorded and monitored to ensure that the issue is appropriately addressed. It is important that the Behaviour and Intervention Database is updated and notes are maintained in students’ files so that staff can have a complete overview of a student at any given time but it is also necessary to have an overview of the incidence of bullying in school. With incidents of racial bullying, staff should also refer to the procedures for dealing with Racial Harassment.
 - I.6 However, Parents/Carers will usually be contacted. Before contacting parents/carers, it is important that the incident[s] has been investigated and that the victim, instigator and any possible witnesses have been interviewed. If there are serious concerns or if the instigator of bullying refuses to accept s/he has been in the wrong, parents/carers should be invited into school to discuss the matter fully. The school reserves the right to contact the police in the investigation of any incident of bullying.
 - I.7 Where appropriate, external agencies and organisations may be involved in a supportive / counselling role (e.g. Kidscope, Children’s Adolescent and Mental Health Service, Horsforth Children’s Services).
 - I.8 The Student’s PBO or member of Leadership Team will be informed or involved as appropriate.
 - I.9 A follow up of the incident will take place between 2-4 weeks later, by the PBO. The victim will be interviewed; this is to ensure that the incident was isolated and to check that the victim is happy and safe. A follow up form will be completed by PBO and stored centrally.

Procedures for dealing with Bullying at Horsforth School: A tiered Response

1 Friendship Fallout or Isolated Incident between Students – Not Bullying

- Restorative conversation / apology actioned by PBO - logged on intervention record as: “Restorative meeting”
- Logged on School records “friendship fallout”
- PBO to monitor the student/s involved
- Parents/carers may be contacted if deemed appropriate

2 Repetition of choice towards same student/s or new student/s which causes upset or distress – Potential Bullying Behaviour

- Restorative meeting / Restorative log completed / apology actioned by PBO – logged on intervention record as: 1.) Restorative meeting and attach log 2.) Caution for potential bullying
- Restate expectations about acceptable behaviour towards others (Tolerance and Respect)
- Logged on school records “potential bullying”
- PBO to monitor the student/s involved – support for victim
- PBO to set appropriate school based sanction
- Parents /carers informed

3 Continuation of choices towards others which fit the Horsforth definition of Bullying – Bullying Behaviour

- Parent/carer meeting at school – actioned by PBO in conjunction with LT/PL - actions agreed to support bully in changing behaviours – anti bully contract to support this / contract signed by student
- Regular follow up and review of behaviour/contract by PBO
- Restorative meeting and log completed if appropriate
- logged on intervention record as: anti bully contract
- Logged on school records “bullying” and then enter type
- PBO to set school based sanction as appropriate in liaison with LT
- PBO to inform victim’s parent/carers of appropriate actions and have a regular follow up with victim/ provide a support package as appropriate
- Complete the “How did we do” log.

4 Persistent choices towards others which fit the Horsforth definition of Bullying – Bullying Behaviour

- Pastoral Panel Meeting at school – actioned by LT – Trustees maybe present. Actions/Support agreed.
- Potential restriction on unstructured time /movement in the building / removal from lessons. or if deemed appropriate, the use of an Off Site Direction, Managed Move, or Connect.
- Red report to LT
- Sanctions - inclusion, partner school exclusion and fixed term exclusion.
- In school support and support from outside agencies which may include: police / Horsforth Children’s Services, NVAIP,
- logged on intervention record as: pastoral panel: bullying
- Logged on school records, “bullying” and then enter type
- Victims parent/carers informed and maybe invited to school for a meeting if appropriate.
- PBO/PL/LT have a regular follow up with victim/ provide a support package as appropriate
- Complete the “How did we do” log.

Anti-Bullying Contract

This contract is drawn up between the school, the young person and the Parent/Carer.

As a school we will:

- Take bullying seriously and act upon it when it is reported
- Support the victims of bullying and help them to feel safe within school
- Take action against the bully/s and support them in changing their behaviour
- Work with parents/carers of any student who is involved in bullying to support and encourage the student/s in finding solutions

As a student I will:

- Stop causing upset and distress to other students
- I will show respect and tolerance to all of my peers
- I will not join in other situations of bullying behaviour
- I will not turn a blind eye or be a bystander to victimisation or bullying, I will tell someone
- I will use acceptable language with my peers
- I will not use social media to bully my peers

Specific things I will refrain from:

-
-
-

Specific things I will do to change my behaviour:

-
-
-
-

As a parent/carers I will:

- I will support the schools actions and strategies to help modify my child's behaviour
- I will encourage my child to change their behaviour

I will sign the contract to show that I support and will adhere to Horsforth School Anti-Bullying policy.

Student _____
Parent/carers _____
Date _____
Contract review date _____