KINGS HILL SCHOOL
PRIMARY & NURSERY

Kings Hill School
Primary and Nursery

Anti-Bullying Policy

Date of Policy: December 2025

Date of Review: December 2026

Kings Hill School Primary and Nursery

ANTI-BULLYING POLICY

1.0 Introduction

At Kings Hill School Primary and Nursery we take all allegations and incidents of bullying and harassment seriously and all bullying and harassment of any sort is therefore unacceptable. We are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a safe environment. Pupils are encouraged to treat others as they wish to be treated themselves and to safe guard the rights of others.

Bullying and harassment of any kind is unacceptable at our school. If bullying or harassment do occur, all pupils should be able to tell and know that all incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying or harassment is happening is expected to tell the staff. If pupils see or hear about bullying or harassment taking place, they are encouraged to speak up and come forward to establish the truth.

The policy reflects the views of all the staff of the school. It has been drawn up following consultation with all staff and children and has full agreement of the Governing Body. All staff, including support staff, are fully aware of their role in its implementation.

Staff have access to the Policy on the school's server via the Teacher's Shared Drive. It is also available on the school's website for the wider school community

2.0 Aims of our Anti-Bullying Policy

To prevent and deal with any behaviour deemed as bullying or harassment, and to promote an ethos where bullying and harassment are viewed as completely unacceptable, we, as a school, aim to:

- provide a learning environment free from any threat or fear;
- strive to eradicate instances in which pupils are made to feel frightened, excluded or unhappy;
- make children aware of the differences between accidental harm and bullying;
- establish and sustain a clear and consistent procedure for dealing with bullying and provide support to pupils that have been bullied;
- ensure all staff and pupils are aware of the policy and fulfil their obligations to it;
- encourage children to report all instances of bullying.

3. 0 Links with other school policies

This policy is to be read in conjunction with the following related policies

- Behaviour policy
- Child protection policy
- Confidentiality policy
- Online safety policy
- Acceptable Use policy

4.0 Our School Values

Our whole school values underpin the basis of all our school policies including our approach to anti-bullying. These were agreed collectively by our school community. These are:

5.0 Definition of harassment and bullying

5.1 Definition of harassment

Harassment is when someone behaves in a way which offends or makes somebody feel distressed or intimidated. This could be abusive comments or jokes, graffiti or insulting gestures. It can happen on its own or alongside other forms of discrimination. Harassment is a form of discrimination under the Equality Act 2010 and children need to learn that this behaviour is not accepted. Harassment is where the behaviour is meant to or has the effect of either:

- violating dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment.

The behaviour is regarded as harassment even if the child harassing didn't mean to offend or intimidate, as long as the harassment has one of the above effects and it is considered reasonable to feel those effects as a result of the behaviour.

Harassment is unlawful under the Equality Act if it is connected to a protected characteristic:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Some children might experience this because of a protected characteristic that a parent has.

5.2 Definition of bullying

Bullying is defined as 'behaviour by an individual or group, repeated overtime, that intentionally hurts another individual or group either physically or emotionally. The behaviour is based upon an imbalance of power.'

Bullying can happen to anyone. All of the types of behaviour listed below are unacceptable and will not be tolerated at Kings Hill School Primary and Nursery. This policy covers different types of bullying including:

Physical – pushing, kicking, hitting, punching or any use of violence;

Emotional/psychological – excluding, causing humiliation, tormenting;

Verbal – name-calling, threats of physical violence, spreading rumours, constantly putting a person down, teasing;

Homophobic – insulting language/gestures based on a person's actual or perceived sexuality, name-calling, graffiti, homophobic violence.

Racist – insulting languages/gestures based on a person's actual or perceived ethnic origin or faith, name-calling, taunts, graffiti, racially motivated violence.

Sexual – sexually insulting language/gestures, name-calling, graffiti, unwanted physical contact.

Cyber – bullying by text message, bullying on the internet (in chat rooms, on bulletin boards and through instant messaging services) hate websites, misuse of camera and video facilities

Bullying related to protected characteristics

i. relating to race, religion, faith and belief and for thosw without faith
ii. bullying related to ethnicity, nationality or culture
iii. bullying related to Special Educational Needs or Disabilities (SEND)
iv. bulling related to sexual orientation (homophobic/biphobic bullying)
v. Gender based bullying, including transphobic bullying
vi. bullying against teenage parents (pregnancy and maternity under the equality Act)

Repeated harassment – repeated behaviour that is meant to or has the effect or creating an intimidating, hostile, degrading, humiliating or offensive environment and may be connected to a protected characteristic

6.0 Preventing, identifying and responding to bullying

6.1 Prevention of harassment and bullying

Prevention is key and our staff are vigilant for signs of bullying and harassment and will always take reports of harassment and bullying seriously. In order to minimise the risk of harassment or bullying, Kings Hill School implements the following:

- a robust anti-bullying policy and child protection policy;
- provides an age/ability appropriate PSHE and RSE curriculum;
- provides a range of reporting mechanisms e.g. worry boxes and online worry boxes;
- ensures all children have a named trusted adult both at home and at school.
- Vigilant staff who will look for signs of bullying and boisterous, excluding or teasing behaviour that may lead to bullying;
- All staff promote the culture in the school to talk to a trusted adult
- The curriculum, especially PSHE, English, and R.E;
- Training pupils to support with conflict resolution and support children through our wellbeing committee and anti-bullying ambassadors;
- SMSC based weekly assemblies;
- Display of information for children;
- Making parents aware of our anti-bullying policy
- Having clubs available and adults, available at lunchtimes who will be available to listen to children;
- Recognising and rewarding appropriate social behaviour through our behaviour policy, merit certificates and value tokens
- By staff training that can be disseminated to the children;
- Community involvement where appropriate, e.g. community police.

Pupils are told that they must report any incidence of bullying to an adult within school, and that when another pupil tells them that they are being bullied or if they see bullying taking

place, it is their responsibility to report their knowledge to a member of staff. Staff use the CPOMS system which also informs the Head Teacher.

6.2 Identifying harassment and bullying

A child may indicate by signs or behaviour that they are being harassed or bullied. Adults should be aware of those possible signs and that they should respond if a child:

- Is frightened of walking to or from school;
- Changes their usual routine;
- Is unwilling to go to school (school phobic);
- Begins truanting;
- Shows changes in their behaviour;
- Attempts or threatens suicide or runs away;
- Cries themselves to sleep at night or has nightmares;
- Starts wetting the bed;
- Begins to do poorly in school work;
- Has possessions go 'missing' or ruined;
- Has unexplained injuries;
- feels excluded from peers;
- Is bullying other children or siblings;
- Stops eating;

6.3 Responding to harassment and bullying

All allegations of harassment and bullying will be taken seriously. When an incident of harassment or bullying is identified, the following actions will be taken:

- All allegations of harassment or bullying will be reported to the DSL so they can have an overview of how the allegation has been responded to.

- All parties will be spoken to and incidents recorded on to CPOMs

- Staff will work with the young person who is being bullied to help them feel safe and find responses to bullying that work.

- Staff will work with the young person or people who are bullying to change the bullying behaviour.

- Wherever possible, staff will work with the parents/carers of any student who is being bullied to support and encourage that student in finding solutions to the bullying.

- Wherever possible, staff will work with the parents/carers of any student who is bullying to support and encourage that student in finding alternatives to bullying behaviour.

- Where necessary, staff will involve staff from outside agencies in supporting pupils who are experiencing bullying or who are bullying.

- Excluding pupils from school is a last resort. However, if the Head teacher considers that the bullying is severe and does not pose a safeguarding risk to the child, then this may be treated as a serious breach of the school's behaviour policy and expectations which may result in internal seclusion, fixed-term or permanent exclusion from school.

- Any case of retaliation against a person for reporting bullying will be treated seriously;

- The needs of the victim will be respected at all times;

7.0 Online bullying

Kings Hill School Primary and Nursery recognises that whilst risks can be posed by unknown individuals or adults online, learners can also abuse their peers; all online child on child abuse concerns will be responded to in line with our child protection, online safety policy, behaviour policies and this anti- bulling policy.

When responding to online bullying the school will:

- Respond as soon as an incident has been reported

- Encourage the person being bullied to provide evidence of the bullying activity to assist the school's response. e.g. screenshots

- Take all steps to identify the person responsible. This may include:
  i). looking at use of the school system
  ii). Identifying and interviewing possible witnesses;
  iii). Contacting the service provider and police, if necessary

- Provide appropriate support for the person who has been online bullied and work with the person who has carried out the cyberbullying.

- Work with individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
  i). Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or unable to delete content
  ii). Confiscating and searching pupils' electronic devices, such as mobile phones, in accordance with the schools searching, screening and confiscation at school policy.
  iii). Requesting the deletion of locally-held content and content posted online if they contravene school behaviour policies
  iv). Ensure that sanctions are applied to the person responsible for the cyberbullying; the school will take steps to change the attitude and behaviour of the perpetrator, as well as ensuring access to any additional support that they may need.

- Inform the police if a criminal offence has been committed. Provide information to staff and pupils regarding steps they can take to protect themselves online.

8.0 Responsibilities

8.1 Pupil Responsibilities

All of us find ourselves in vulnerable positions sometimes, for example, when we start a new school/job/subject or if we are having problems at home. As part of the school community, you have a responsibility to help combat bullying by supporting other pupils when they are vulnerable.

Do not gang up against another pupil in a vulnerable position; try to help him/her feel less vulnerable. Do not join in with making fun of them, even if you don't feel able to challenge the bullying behaviour yourself and don't turn a blind eye to bullying and victimisation.

Here's what to do if you know that another pupil is being bullied (this could be a friend that you know really well, someone in one of your classes, or someone that you just see around the school and have never spoken to; and the bullying could be happening at school, or on the way to and from school):

Let a member of staff know about the bullying. You can do this in lots of different ways:

- Tell an anti-bullying ambassador, who can advise you how to tell staff and support you in doing so, or tell them for you if you are unable to do so.
- Find a quiet moment to speak to a member of staff. After class can be a good time to approach teachers. You can always pretend that you need help with some work if you are worried that other pupils might hear you ask the teacher for a private word or you can use our online worry box to report a concern.

When you let staff know about bullying you can expect what you say to be taken seriously and that action will be taken to stop the bullying behaviour. If you choose to tell a member of staff about bullying staff will not name you when they investigate the bullying unless they are forced to because of Child Protection laws, but they will let you know that they have acted on your report.

If you are ever worried for your own or another pupil's physical safety (including if you are afraid that a pupil may harm himself/herself), **do not hesitate to tell a member of staff** so that they can take immediate action to keep the pupil safe with the help of other staff at the school, parents/carers.

Pupils who are being bullied

If you are being bullied, you can expect that:

- You will be listened to and taken seriously.
- Action will be taken to help you stop the bullying.
- You will be involved in the process of deciding what action to take to help stop the bullying and any worries that you may have will be listened to and respected.
- You will be given the opportunity to talk about the way the bullying has made you feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour. This means:
- Your teacher and the member of staff in charge of the anti-bullying policy will be told about your situation so that they can help support you.
- You will be given the chance to work with them to find strategies to deal with the bullying and to talk about any feelings and worries that you may have.
- You will have regular meetings with staff (e.g. every week for a month, a half-term, or a term) to make sure that the action taken to stop the bullying is really working and that you are happy with how things are going.
- If you are ever in fear for your physical safety, staff will take immediate action to keep you safe with the help of their colleagues at the school, parents/carers and outside agencies.

Pupils who are bullying

Bullying behaviour has no place at this school. If you are involved in bullying, you can expect that:

- Your bullying behaviour will be challenged.
- You will be treated fairly.

- You will be given the opportunity to change your behaviour and encouraged and supported in doing so. This means:

- You will be expected to work with staff to look at the reasons why you have been bullying and to find and put into practice other ways of behaving.

- Your teacher will let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you in changing your behaviour.

- You will have regular meetings with staff to review your behaviour.

- If you do not work at changing your behaviour then staff will have to take more serious action e.g. excluding you from school activities. At this point the school will have no choice but to involve your parent/carer.

- Our priority is to make this school a safe and positive place for the whole school community. If you take part in a serious campaign of victimisation, abuse and intimidation, or episode of physical bullying against any other person belonging to the school community, you will be instantly excluded from coming to school whilst the behaviour is investigated.

7.2 Staff Responsibilities

All staff can expect to be properly trained and supported in dealing with bullying.

All staff will be expected to:

- Promote an environment that is constructive and safe for all pupils through their own teaching and actions.

- Follow the procedures set out in this policy when they are dealing with bullying.

- Work in co-operation with colleagues, pupils, parents/carers, staff from other organisations in the local community and the school's board of governors to combat bullying.

- Report all incident of harassment or bullying on to CPOMs and alert DSL along with other members of staff that need to know

Teachers attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all pupils, we aim to prevent incidents of bullying.

We deliver teaching and learning opportunities regarding bullying appropriate to the age of our children through our PSHE and RSE curriculum and values based education. This develops children's understanding of bullying and how to deal with it effectively.

As a whole school we celebrate Anti-Bullying week and take the opportunity to dedicate assemblies and explicit lessons on the identification and prevention of bullying every year.

7.3 Responsibilities of non-teaching staff

If any member of non-teaching staff – caretaker, cleaner, admin officer, teaching assistant, student teacher or visitor suspect or see bullying in school, they should report the incident to the victim's class teacher and the perpetrator's class teacher. They should help to comfort the victim where this is appropriate, and ensure that the perpetrator is seen immediately by the class teacher and the incident is reported.

8.0 Parent/Carer Involvement

All parents and carers can expect to be kept informed of the school's anti-bullying work throughout the school year. Staff will do their best to address any concerns that you may have about bullying and you will be asked to co-operate with the school in supporting your child and promoting the message that bullying behaviour is not acceptable.

If your child is being bullied, you can expect that:

- You and your child will be listened to and believed.
- Staff will ensure that you are involved in the process of supporting your child in dealing with the bullying.
- Staff will do their best to address any concerns you may have.
- Wherever necessary, the school will put you in contact with outside agencies that can help to support you and your child in addressing his/her experience of being bullied.

If your child is bullying another pupil, you can expect that:

- You and your child will be listened to.
- Your child will be treated fairly.
- Your child will be expected to change his/her bullying behaviour and supported and encouraged in doing so by staff.
- Wherever necessary, the school will put you in contact with outside agencies that can help to support you and your child in addressing his/her bullying behaviour.

If you have any concerns that another child who attends the school (e.g. a friend of your child) may be experiencing bullying, please do not turn a blind eye but mention this to a member of staff.

If parents are aware that their child has been involved in any incidents of harassment or bullying, they should:

- Listen to their child and try to remain calm. An emotional reaction can worry the child so they will not tell of their concerns.
- Make an appointment to see the class teacher to share the concerns.
- Give the class teacher the facts.
- Reassure their child the school will deal with the incident.

The Governing Body

School Governors can expect to be kept up-to-date on the progress of the school's anti-bullying work, and to receive information on anti-bullying work through the termly Headtecher's report. School Governors will be expected to:

- Give feedback on the monitoring and evaluation of the anti-bullying policy and practices in the school;
- Publicly support the school's anti-bullying message.

Monitoring

The school will monitor incidences of bullying and check that the policy is being followed through observations and sample checks. Students will be involved in the monitoring process through consultation with others. Results of the analysis of data will inform the ongoing development of the policy.

Review

The policy will be reviewed on an annual basis to ensure it continues to meet the needs of the school and its community.

Useful Links and Supporting Organisations

General Bullying Links

• Anti-Bullying Alliance: Anti-Bullying Alliance
• Childline: Childline | Childline
• Family Lives: Parenting and Family Support - Family Lives (Parentline Plus) | Family Lives
• Kidscape: Help With Bullying (kidscape.org.uk)
• MindEd: MindEd Hub
• NSPCC: NSPCC | The UK children's charity | NSPCC
• Restorative Justice Council: Restorative Justice Council | Promoting quality restorative practice for everyone
• The Diana Award: The Diana Award (diana-award.org.uk)
• Victim Support: Home - Victim Support
• Young Minds: YoungMinds | Mental Health Charity For Children And Young People | YoungMinds
• Young Carers: Young Carers - Help & Support | Carers Trust

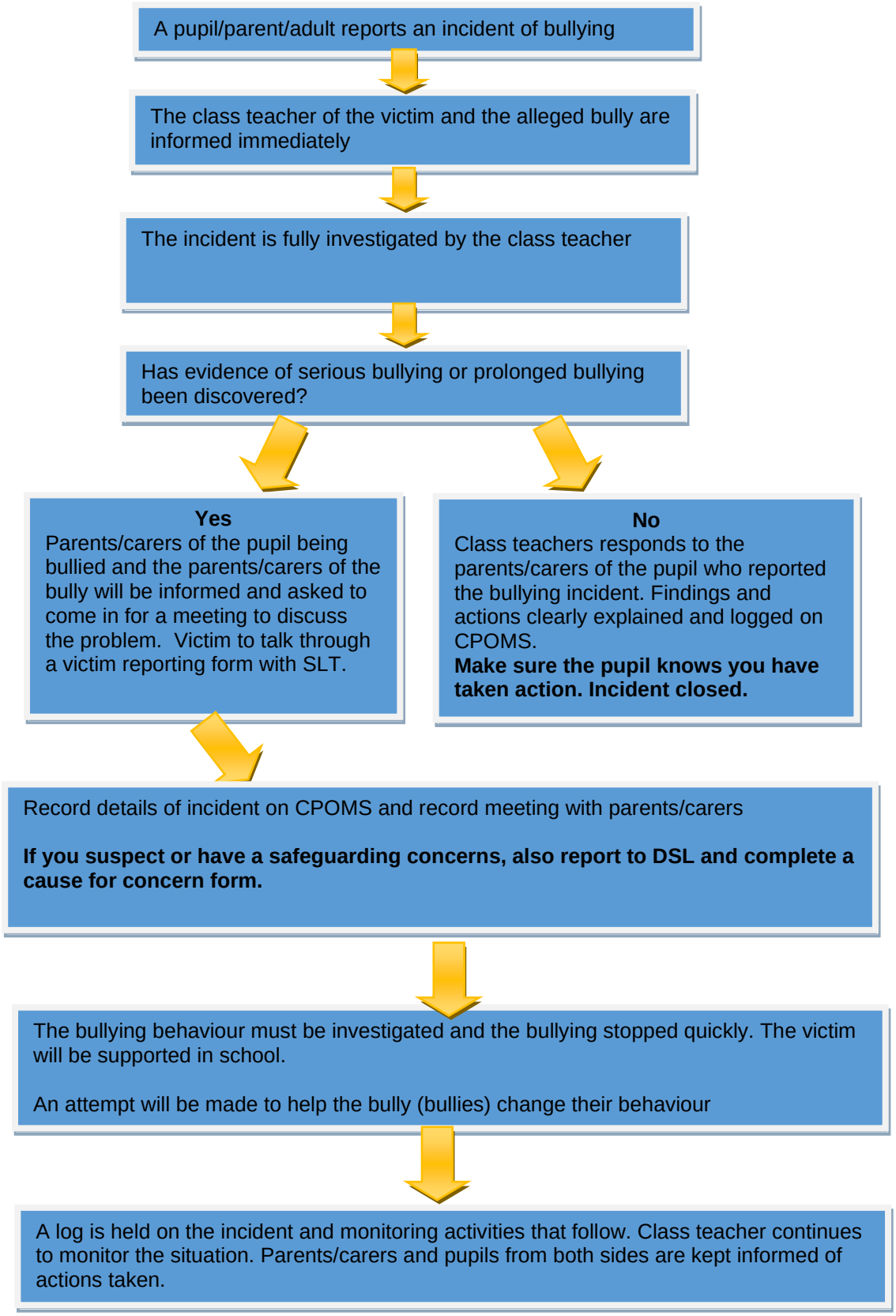
Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: https://reportharmfulcontent.com
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- Get safe Online: www.getsafeonline.org
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk
- The UK Council for Child Internet Safety (UKCCIS) www.gov.uk/government/groupsd/uk-council-for-child-internet-safety-ukccis
- DfE 'Advice for parents and carers: Advice for parents and carers on cyberbullying (publishing.service.gov.uk)

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: https://councilfordisabledchildren.org.uk
- Changing Faces: www.changingfaces.org.uk

Appendix 1: Bullying Procedures Flow Chart



Appendix 2: Request for Support Form : Key Stage One and Key Stage Two

Key Stage One

I am worried

My name is_____

I would like to speak to an adult about my worry.

Put this in the worry box

Request for Support Form

You have the right to be safe and happy at school and if you are not we want to hear about it.

Just fill in this form and put it in your class Worry Box.

Your class teacher will speak to you and help you with your worry.

Name: _____

What is your worry?

_____

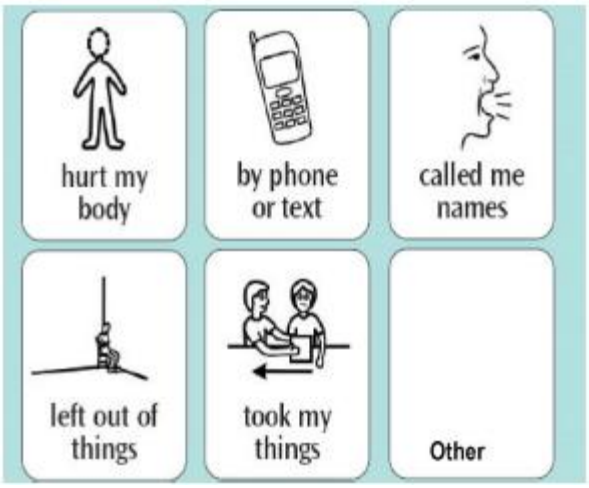
_____

_____

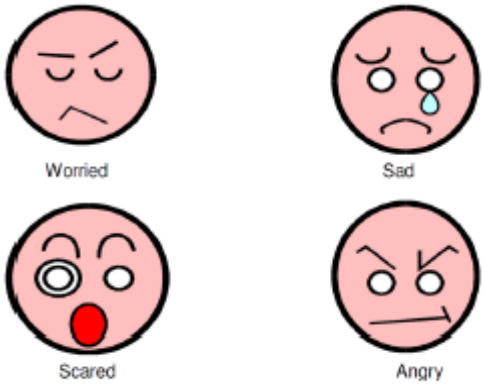
Appendix 3: Victim Reporting Form (SLT use)

Victim Reporting Form

How were you bullied?



How did you feel?



Who bullied you?

Describe what happened

When and where did this happen?