GREENWOOD ACADEMIES TRUST

KINGSWOOD PRIMARY ACADEMY

Anti-Bullying Policy

Reviewed: November 2026

Next Review: November 2028

Values and ethos of the academy

Kingswood Primary Academy fully supports the government view that "Every child should be able to learn in a school environment free from bullying of any kind and in which they feel safe and supported". We are committed to providing a caring, friendly and safe learning experience for all our pupils. Bullying of any kind is unacceptable at the Kingswood Primary Academy.

Pupils should be in an environment where they know that bullying is taken seriously. They should feel confident and comfortable in the knowledge that any reported incidents will be taken seriously and will be dealt with promptly and sensitively.

Objectives of this policy

- To consult with staff, pupils and parents to inform and review practice and policy
- To ensure that staff, pupils and parents are aware of the issues connected with bullying and are fully aware of the procedures for dealing with it.
- To enable staff, pupils and parents to deal with bullying confidently and effectively
- To create a whole school ethos in which pupils feel confident to raise their concerns about bullying both in and out of school.

Roles and Responsibilities

It is the responsibility of all adults and pupils in the academy to take ownership of any issues related to bullying. There are specific responsibilities related to the adults and pupils of the academy.

- The lead teacher and member of the leadership team who has oversight of bullying issues within the school is the Principal.
- It is the responsibility of the Key Stage Leaders, class teachers and other staff members to have oversight of all issues relating to bullying in his/her year group.
- It is the responsibility of each member of staff to familiarise themselves with the relevant procedures (reviewed every 2 years) on bullying and ensure that they follow the guidelines when dealing with bullying issues.
- It is the responsibility of class teachers to respond effectively to situations involving bullying following this policy.
- It is the responsibility the Principal, Assistant Principal and SENDCo to ensure appropriate training is provided to staff if appropriate.
- It is the responsibility of the Principal to make sure that pupils and parents are aware of the procedures.
- It is the responsibility of all staff dealing with an incident of bullying to record it on CPOMs and ensure they follow it up by notifying the leadership team.

Definition of Bullying

The government defines bullying as "Behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally" Kingswood Primary Academy supports this definition.

Types of Bullying

Bullying can present itself in a variety of ways. It can be:-

- Physical
- Direct verbal
- Indirect verbal
- Cyber bullying
- Emotional
- Bullying relating to race, religion and culture
- Bullying related to appearance or health conditions
- Bullying related to Special Educational Needs or disability
- Bullying related to sexual orientation
- Bullying related to sexist or sexual bullying
- Bullying related to home circumstances or of looked after children.

Procedures

- This policy will be reviewed every 2 years.
- The procedures in the related documents for staff, pupils and parents should be known, shared and understood by the relevant group.
- All staff, pupils and parents should be aware of the types of bullying and how they may be recognised.
- All staff, pupils and parents should be aware of the main symptoms exhibited by a victim of bullying and how they may be identified.
- All staff should be aware of his/her responsibility to deal initially with an incident of bullying reported to them by either a pupil or a parent and record it. The details of the incident and how it was dealt with/action taken. This will be followed up by the leadership team.
- Reflection time, assemblies and PSHE lessons and home/school communication should raise awareness of issues connected to bullying on a regular basis, across all year groups.

Proactive strategies

- Units of work in the PSHE curriculum
- Anti-bullying week – special lessons and assemblies, displays, plays to the whole school
- Staff training where appropriate
- Circle time
- Sharing of pupil guidelines with the Academy Pupil Council and then with their respective classes
- Other curriculum opportunities – for example, in English lessons
- Assemblies
- Special events – Children's Mental Health Week

Reactive strategies

- Thorough investigation of incidents with appropriate sanctions and relevant feedback
- Working with and supporting parents and victims
- Learning programmes/intervention to rehabilitate the perpetrator, where appropriate
- Circle time

Who is this policy for?

This policy is for pupils, staff and parents who need to be familiar with the procedures explained here. The procedures in this policy can also be applied when an adult is bullied by another adult or a pupil. When this is the case, any relevant incidents should be recorded in writing and reported directly to the Principal.

KINGSWOOD
PRIMARY ACADEMY

Kingswood Primary Academy
Information and guidelines for staff on how to manage incidents of bullying

Kingswood Primary Academy fully supports the government view that "Every child should be able to learn in a school environment free from bullying of any kind and in which they feel safe and supported".

The Government defines bullying as:- "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally" (Safe to Learn Document - 2007)

This information should be read alongside the whole school Anti Bullying Policy and the guidance documents for pupils and parents. The full "Safe to Learn" document is available online from the department for school, families and children.

It is the responsibility of the member of staff to whom an incident is first reported to, to deal with the issue initially. The minimum action after the initial report should be that the pupil should be able to write down or discuss their concerns fully.

In the event of a pupil disclosing a bullying incident, the following is advisable:-

- Listen carefully to what you are told, making sure that you ask for exact details of what was said and done, where and when the bullying took place and the names of any witnesses. Ask the victim to write/discuss a brief record of events and any witnesses to do the same.
- It is important that the reaction of the member of staff is calm and objective and that the pupil is reassured that the situation will be dealt with. The victim might also need to talk to you about any possible retaliation.
- Impress upon the victim that he/she should report any further incidents if they occur.
- See the perpetrator as soon as possible and explain what the victim has told you. You might want to seek advice from the class teacher or before you do this. It is important to allow the perpetrator an opportunity to explain or present their side of the story and this should all be recorded on CPOMs.
- Explain that everyone has the right to come to school in the knowledge that they will be safe and that bullying takes away that right.
- If you are convinced that this is a genuine example of bullying, try to get the perpetrator to see the victim's point of view.
- If the matter can be resolved through a meeting with you and the people involved, arrange this at an appropriate time and consider the situation together.
- Ensure that you follow up the meeting to make sure that all is well.
- If the matter cannot be resolved, refer the matter senior leadership team, especially if this is an incident of serious bullying and especially if the victim has been attacked/hurt.
- The Principal and SLT will give advice to staff, if needed, with regard to more serious/delicate situations.
- It is important that parents of both parties are informed of what has happened and the action that has been taken, as appropriate in the event of the incident being proved as genuine bullying. It may be appropriate to invite parents in to discuss what has happened.

Note – if the pupil reporting the bullying is a friend of the victim, go through the same process of asking him/her to write down/discuss what has happened. You need to make it clear that you will have to deal with anything that he/she has told you so cannot keep it in confidence. The friend might need to be reassured that they have done the right thing and kept informed once you have begun to deal with the issue.

In the event of a parent reporting an incident of bullying, the following is advisable:-

- It is important that any complaint made by a parent is followed up and that appropriate feedback is given to the parent as soon as possible.
- Listen carefully and take detailed notes of dates, times, incidents and people involved. It is advisable to keep calm and objective. Parents can be understandably upset and do not always understand the need for such matters to be investigated properly. They may, for example, expect the school to exclude the alleged perpetrator and staff will need to explain that the system is not as simple as that. It is also possible that the incident is not straightforward and it is important to record the events and outcomes of any investigations that you have done before feedback to parents.
- Advise the parent on the action you intend to take and when you will be able to speak to the parent again, if this is possible.
- Inform the parents of the outcomes.

Please note. Bullying is a difficult issue to resolve. Unfortunately, the word is often misused to describe the usual ups and downs of friendships and fallouts which have nothing to do with real bullying. However, should you encounter a genuine bullying issue, you should be aware that the solution is not always easy and may take some time to resolve. If you have any doubts, please refer to SLT or in extreme circumstances, the Principal.

Worry Boxes

Worry Boxes are in place around the school and are regularly checked by the class teachers and Family Support Worker. This approach is re-launched in line with anti-bullying week each year.

Bullying may manifest itself in the following ways:

- Verbal or physical threats by individuals or groups
- Actual physical assault
- Name calling
- Stealing from the victim persistently
- Offensive remarks about personal appearance, hygiene, ethnic background, religious beliefs or sexuality
- Offensive remarks about ability whether high or low or within a subject
- Preventing access to resources, rooms, corridors etc
- Exhorting money, sweets or other items
- Writing graffiti about someone or passing notes around
- Using text email or web space to write/say hurtful things (cyber bullying)
- Spreading malicious rumours
- Social exclusion
- Making unreasonable demands on another person

Bullying might occur:

- at break or lunchtime where there is less formal supervision.
- in form rooms, toilets or other quiet areas of the school
- in lessons, bullying is often more subtle – passing of notes, whispering messages, spoiling work, sarcastic comments when answering questions
- on the way to/from school, walking or on the school bus
- at home through text messages/telephone calls/emails/web space or social exclusion

It is important to remember that parents bully children and children bully parents so anyone can become the victim or the perpetrator of bullying.

Symptoms that could indicate that a pupil is being bullied might be:

- persistent absence from school with either real or imagined illness such as sickness, headache, stomach pains breathlessness, poor sleep patterns
- becoming withdrawn or anxious, taking refuge in places of safety
- work/concentration may deteriorate, behaviour might become tentative or out of character and there could be a change in personality
- lack of interest in social situations or a change in normal routine

Kingswood Primary Academy Anti-Bullying leaflet for pupils, parents and carers

The Academy Pupil Council designed and wrote a leaflet for pupils, parents and carers to help them understand about anti-bullying. A copy of this is available from the academy reception and around the academy.