



ANTI-BULLYING POLICY

Policy adopted by the Governing Body of The Wordsley School	
Date adopted by the Governing Body	25 th June 2025
Signed by the Chair of Governors	N Cooper

THE WORDSLEY SCHOOL

ANTI-BULLYING POLICY

Philosophy:

All pupils have the right to be taught in a safe, caring atmosphere. This atmosphere should provide non-threatening challenges, encourage pupils to feel secure and value all opinions, differences and needs.

Principles:

The Wordsley School believe that bullying is always unacceptable because of the short and long term distress that it causes, both emotionally and physically.

We aim to:

- effectively address incidents of bullying in a timely manner.
- provide support for victims, perpetrators and parents/carers; we recognise that it takes all parties involved to stop and prevent bullying.
- ensure that a common understanding of what is meant by bullying is held by all users of the school.
- support victims of bullying by creating an environment where it is safe to talk about their concerns.
- understand the motivation behind each bullying incident; behaviours are often learnt, and vigilance is essential. Safeguarding/other concerns about the perpetrator may be identified as part of the investigation process.

Implementation:

Bullying takes many forms of which all staff and pupils should be aware:

Emotional bullying

- manipulating, excluding or ignoring somebody
- gesture bullying i.e. using non-verbal threatening gestures meant to intimidate
- spreading false information about someone to harm their reputation

Verbal bullying

- name calling, insults and teasing
- spreading rumours, lies or gossip
- threatening language

Physical bullying

- any physical act where the aim is to cause physical harm
- damaging a person's belongings
- threatening physical harm

Extortion bullying

- taking money, food, clothes and/or personal belongings

Cyber bullying

- using email, mobile telephones, messaging systems and all forms of social media to bully an individual

Exclusion bullying

- ignoring someone or excluding them intentionally to cause distress

Prejudicial bullying (relating to protected characteristics under the Equality act 2010)

- **Racial bullying** – targeting someone based on their race, ethnicity or nationality
- **Homophobic/biphobic bullying** – harassing someone due to their sexual orientation
- **Transphobic bullying** – mocking or excluding transgender pupils
- **Disability-related bullying** – teasing or excluding someone with disabilities or additional needs
- **Religious bullying** – mocking or discriminating against religious beliefs.

In conclusion, when someone is being repeatedly kicked, hit, threatened, humiliated, excluded, called names, taunted or having their possessions interfered with, he or she is being bullied. It is important to seek an understanding that there is a difference between conflict (frequent in schools where there are often disputes/disagreements between pupils), mutual harassment (where both parties must accept responsibility for their actions) and bullying behaviour.

Procedures:

Pupils will be taught that bullying is not tolerated and that the school is a listening, responsible school with strategies in place for preventing and dealing with bullying.

There is a whole school approach to promoting a positive learning environment, through positive role models, Relationships and Sex Education (RSE), assemblies, tutor time and the curriculum.

Staff have a responsibility to challenge any communication between pupils which may involve seemingly 'throw away' remarks but, in remaining unchallenged, undermine acceptance of others both in their school environment and the wider community.

Pupils are encouraged to report all concerns to staff and prefects. The pastoral team (Heads of House and Pastoral Support Leaders) will provide additional support.

Strategies for dealing with bullying:

All pupils should be made aware that when they report an incident of bullying that **both** the **perpetrator(s)** and the **victim** will be listened to and their report taken seriously. When an incident of bullying is reported the following steps are in place for dealing with it:

- The victim will be encouraged to talk about it with someone in authority whom he/she has chosen and this person will liaise with the appropriate Head of Year.
- If a pupil feels victimised, they may be provided with a book to record any future incidents or be given a designated member of staff that they will 'check in' with on a daily basis.
- The perpetrator(s) will be interviewed and written statements asked for. The perpetrator(s), the victim, any witnesses and anyone else who can contribute will be asked to provide written statements.
- A meeting may be arranged between the victim and the perpetrator(s) to make sure that both parties are aware of the facts and so that the perpetrator(s) knows how the victim feels. This will only take place if the victim feels comfortable and is happy to do this.
- The member of staff dealing with the incident should ensure that the appropriate information is recorded on the school system/added to the pupil's confidential file. Evidence and record keeping is vital in the instance of future allegations of bullying behaviour.

- A sanction or support will be actioned depending on the evidence of the event in line with the school's behaviour policy.
- Parents/Carers to be informed as appropriate.
- Bystanders or those who have witnessed the bullying will also be supported. It is important that they have a space to voice what they have witnessed and how they feel about the incident. Support will be provided to ensure all involved can continue to function and contribute in the community without fear of further issues.

Staff will help the perpetrator(s) to recognise the unacceptable and anti-social nature of their behaviour and suggest strategies to change their behaviour. The victim will be supported to develop skills to combat the situation. Such support may involve peers, staff or outside agencies depending on the circumstances.

Performance:

At The Wordsley School the Anti-Bullying policy will be evaluated by the following:

- Staff evaluation.
- SLT regular review.
- Pastoral team evaluation at Pastoral, Attendance and Safeguarding Team meetings.
- The number of reported incidents of bullying.
- The RSE programme.
- Pupil voice activities to gauge perceptions in relation to bullying and potential solutions.
- Governor's Discipline Committee
- Ofsted
- Parent Surveys

A review of the policy should take place biannually to see how well it is being implemented and findings will be acted upon.

Appendices.

1. Referral system.
2. Incident report sheet (blue sheet for pupils)

Appendix 1

The Wordsley School's Structure for dealing with reports of bullying.

<u>Step</u>	<u>Possible action</u>	<u>Staff involved</u>
One	Victim/parents/carers to report incidents of bullying. Member of staff to then report directly to Head of Year or Pastoral Support Leader.	Any
Two	Victim, perpetrator(s), any witnesses and anyone else who can contribute will be interviewed. Written statements taken and investigated.	HoY, PSL or SLT
Three	Discussion with the victim and perpetrator(s) to take place either formally or informally.	HoY/PSL
Four	Parents/Carers of both parties contacted where appropriate.	HoY/PSL
Five	Depending on severity, a sanction will be issued.	HoY/PSL/SLT
Six	Record incidents and actions on the school system (ClassCharts Incident Form)	Staff
	HoY/PSL to add notes to My Concern with link to all pupils involved to support monitoring	HoY/PSL/SLT
	Monitoring the situation	
	Persistent perpetrator(s) will receive further disciplinary action e.g. SLT detention/isolation/suspension.	

Incident report sheet (blue for pupils)

Write your full name clearly: _____

Form: _____ **Today's Date:** _____

Please describe what happened, what you saw, what you heard, what you did and give the names of anyone else who might have seen or heard what happened.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature: _____ **Date:** _____

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