



Oakwood Primary Academy

Anti-Bullying Policy

Published: September, 2026

Review date: September, 2027

Anti-Bullying Policy Aims

Through our whole school policy on behaviour we aim at all times to provide a happy, secure and well-managed environment which fosters positive relations between children and staff. In addition to this we aim to:

- Raise awareness and develop understanding of what bullying is
- Promote ways in which pupils and parents can disclose concerns about bullying in a climate of trust
- Create opportunities within the curriculum which enable children to develop skills to protect and assert themselves without resorting to aggression.

Clarification of terms Definition of bullying

The Department for Education (DfE) defines bullying as: **“Behaviour by an individual or group, usually repeated over a period of time that intentionally hurts another individual or group either physically or emotionally.”** It is often aimed at certain groups, for example because of race, religion, gender or sexual orientation. It can include physical assault, making threats, name calling and cyber-bullying.

Definition of cyber-bullying

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Instagram or Snapchat to harass, threaten, embarrass, intimidate or target a child. Unlike physical bullying, cyber-bullying can often be difficult to track as the cyber-bully (the person responsible for the acts of cyberbullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face-to-face.

Types of bullying:

- Physical: Deliberately hurting particular children on a regular basis. This may include hitting, punching, finger jabbing, inappropriate touching, pinching, jostling, breaking or taking property.
- Verbal: Deliberately hurting feelings through name-calling etc. May include name calling, put downs, teasing, ridiculing, belittling, name-calling, excessive criticism or sarcasm.
- Cyber-bullying: Sending nasty phone calls, text messages or emails, messages in chat rooms.
- Ostracising: Making someone feel left out and different by deliberately setting out to exclude them
- Types of cyber-bullying
- Flaming: Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.

- Denigration: Putting unkind online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- Impersonation: Pretending to be someone else when sending or posting mean or false messages online.
- Harassment: Repeatedly sending malicious messages to someone online.
- Cyber-stalking: Continuously harassing and denigration including threats of physical harm.
- Exclusion: Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- Outing: Sharing secrets about someone online including private information, pictures, and videos.
- Trickery: Tricking someone into revealing personal information then sharing it with others.

Actions NOT considered to be bullying:

- Not liking someone
- Being excluded (one-off / in a friendship falling out situation)
- Accidentally bumping into someone
- Making other children play things a certain way
- A single act of telling a joke about someone
- Arguments
- Isolated expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behaviour, intimidation, or meanness

Reasons for bullying:

Some reasons why children might bully someone include:

- They think it's fun, or that it makes them popular or cool
- They feel more powerful or important, or they want to get their own way all the time
- They feel insecure or lack confidence or are trying to fit in with a group
- They are fearful of other children's differences
- They are jealous of another child
- They are unhappy
- They are copying what they have seen others do before, or what has been done to them.

The effects of bullying:

All forms of bullying can cause psychological, emotional and physical stress. Each child's response to being bullied is unique, however some signs that may point to a bullying problem are:

- depression and anxiety
- increased feelings of sadness, helplessness, decreased self-esteem and loneliness
- loss of interest in activities they used to enjoy
- unexplainable injuries
- lost or destroyed clothing, books, electronics, or jewellery
- frequent headaches or stomach aches, feeling sick or faking illness
- changes in eating habits, like suddenly skipping meals or binge eating. Children may come home from school hungry because they did not eat lunch
- difficulty sleeping or frequent nightmares
- declining standards, loss of interest in schoolwork, or not wanting to go to school
- sudden loss of friends or avoidance of social situations
- self-destructive behaviours such as running away from home, harming themselves, or talking about suicide.

Roles and Responsibilities:

The Education Act 2002, Education and Inspections Act and Equalities Act 2006 all make reference to a school's legal responsibility to prevent and tackle bullying. By law, all state schools must have a behaviour policy in place and displayed on their website and must also follow anti-discrimination law. This means staff must act to prevent discrimination, harassment and victimisation within the school. Additionally, Oakwood Primary Academy has developed this anti-bullying policy; a copy of which is available from the school office and on the school website for parents, staff and pupils to access when and as they wish. Schools have the legal power to make sure pupils behave and do not bully outside of school premises, for example on public transport or in nearby public communal areas. If seen as appropriate the Headteacher or staff can choose to report bullying to the police or local council. During school hours, including while pupils are taking part in school visits and attending after school clubs, the school has direct responsibility to ensure children feel safe and secure.

The role of The Local Academy Board (LAB):

The LAB supports the Headteacher in all attempts to eliminate bullying from the school. The LAB will not condone any bullying at all, and any incidents of bullying that do occur will be taken very seriously and dealt with appropriately. The LAB monitors incidents of bullying that do occur and reviews the effectiveness of this policy regularly. The LAB requires the Headteacher to keep accurate records of all incidents of bullying and to report to the members on request about the effectiveness of the school's anti-bullying strategies. A parent/carer who is

dissatisfied with the way the school has dealt with a bullying incident can make a complaint to the chair of the LAB. The complaint will be dealt with in accordance with the complaints policy, which can be accessed from the school's website.

The Role of the Headteacher:

It is the responsibility of the Headteacher to ensure that all stakeholders are aware of the school policy, and that they know how to identify and deal with incidents of bullying. The Headteacher will report to the LAB about the effectiveness of the anti-bullying policy on request. It is the Headteacher and the school staff who must ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in school. The Headteacher and school staff will draw the attention of children to this fact at suitable moments. For example, the Headteacher may decide to use an assembly as the forum in which to discuss with the children why bullying is wrong or class teachers may address this through the use of the school's behaviour curriculum and rich-text resources. The Headteacher will ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying. The Headteacher and school staff will set the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour. The Headteacher will build a culture whereby there is opportunities to frequently celebrate diversity and promote inclusivity.

The Role of the Staff:

Members of staff will be vigilant to patterns of behaviour which may constitute bullying and will proactively log and raise concerns about bullying behaviours via our school safeguarding platform. Staff will ensure that they follow the school's anti-bullying policy. All members of staff will routinely attend training that equips them to identify bullying and to follow school policy and procedures with regard to behaviour management. Staff will use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They will use drama, role-play, stories etc. within the curriculum, to help pupils understand the feelings of bullied children and to practise the restraint required to avoid lapsing.

Ring-fenced time will also be used to praise, reward and celebrate the successes of all children, and thus to help create a positive atmosphere. Members of staff will keep a vigilant watch on suspected 'bullies'; any incidents will be handled carefully. It is important that the child responsible for initiating the bullying is dealt with appropriately.

The person dealing with the incident will need to collect all the relevant information on an Oakwood 'Bullying Investigation Form' and then provide the Headteacher with a copy in order that he/she can decide on or verify an action. All cases are individual and various strategies will be employed by the Headteacher to address the issue. Teachers and support staff will do all they can to support a child who is being bullied.

Bullying is also tackled through our curriculum, both in wellbeing lessons, and, where appropriate, as part of our behaviour curriculum in which values such as managing disagreements, pro-social behaviours and personal & collective responsibility are explored.

Bullying in the Workplace:

Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The Headteacher, with the support of the LAB, will deal with this; formal action will be taken where necessary.

Such action will also be taken if it is deemed that a member of staff is bullying other members of staff. In the event of the Headteacher being involved in such incidents, reports will be given immediately to the chair of the LAB who will also take formal action where necessary.

The Role of Parents/Carers:

Parents/carers, who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately in a calm manner. All reports of bullying will be investigated by a senior member of the leadership team, and an investigation carried out. Parents/carers have a responsibility to support the school's anti bullying policy by actively encouraging their child to be a positive member of the school and this expectation of support is outlined in the home/school agreement.

The Role of Pupils:

Pupils are encouraged to tell somebody they trust if they are being bullied, and if the bullying continues, they must keep on letting people know. Pupils are also encouraged to participate fully in activities that raise their awareness about bullying in order that they clearly understand what to do if they, or another child, are being bullied.

Managing a Bullying Incident:

Everybody in school, regardless of role, has a responsibility to listen. The person to whom the incident is reported should always listen to any concerns raised by a child/ren and ensure that they are aware that information shared may need to be shared with other adults in the school to ensure that action is taken where safety is a concern.

It should be made clear to the pupil that revenge is not appropriate and to the bully that their behaviour is not acceptable. Every effort will be made to resolve the problem involving both parties. We will apply our behaviour policy to pupils who bully, in order to show clearly that behaviour is wrong. Consequences are applied fairly, consistently and reasonably taking account of any special educational needs that a pupil may have and taking into account the needs of vulnerable pupils. We also consider the motivations behind bullying behaviour and whether it reveals any concerns for the safety of the perpetrator. Any concerns will always be discussed with our Designated Safeguarding Lead (DSL) or their deputies.

Incidents of suspected bullying (note this is different to a one off incident which should be logged under 'child on child' categories) should be logged on CPOMs using the 'bullying allegation' category, with clear details of incidents/concerns.

Following investigation by an assigned member of the Senior Leadership Team, these will be investigated and deemed 'founded' or 'unfounded'. Investigations are likely to involve liaising with teachers, children and scrutinising behaviour logs on CPOMs.

Where an incident or concern is considered 'founded' support will be put in place for all children involved, with clear communication of actions taken provided to parent/carers.

Support put in place may involve:

- Antibullying/friendship intervention via our Hive Provision
- Mediation/informal meeting between pupils
- 123 report card to monitor behaviour
- Parent meetings
- Alternative lunchtime arrangements for a fixed period of time
- Change of seating arrangements in class (as needed)
- Assigned 'trusted adult' should the bullying re-occur

Where a case of bullying is considered 'unfounded' any further incidents logged, will be considered carefully should a pattern of bullying behaviour emerge. Any future concerns of bullying will be reported in the same way on CPOMs.

Suspected bullying incidents out of school:

Teachers have the power to discipline pupils for misbehaving outside of school premises to such an extent as is deemed 'reasonable'. This can relate to bullying incidents (including cyber-bullying) occurring anywhere off the school premises in the local area.

Where bullying outside school is reported to school staff, it should be reported (incident logged on CPOMs under 'bullying allegation' tab), investigated by an assigned member of staff and acted on. This may involve liaising directly with parents about behaviours reported about their children.

The Headteacher or Deputy Headteacher will also consider whether it is appropriate to notify the police of any incidents occurring outside of school that could be criminal or pose a threat to individual children and/or their families.

Support that may be put in place:

- Investigation of any report received
- Encouragement of parents to report incidents to the local police and highlight any 'trouble spots' (local park etc)
- Provide support as appropriate within the school (this may involve Hive Intervention work for example)
- Talk to children about how to avoid or deal with bullying incidents outside the school premises.

Useful Websites:

www.bullying.co.uk	www.anti-bullyingalliance.org.uk	www.childline.org.uk
www.kidscape.org.uk	www.each.education	www.youngminds.org.uk
www.youngstonewall.org.uk	www.nspcc.org.uk	www.stoptextbully.com
www.beyondbullying.com	www.childnet-int.org	www.cyberbullying.org
www.chatdanger.com	www.thinkuknow.co.uk	https://www.nationalbullyinghelpline.co.uk/

Appendix i: Bullying Investigation Form



Bullying Investigation Form

Name of alleged victim	
Name of alleged bully(ies)	
Investigated by	
Reported by	
Date of allegation	

Definition of Bullying

	The Department for Education (DfE) defines bullying as: “Behaviour by an individual or group, usually repeated over a period of time that intentionally hurts another individual or group either physically or emotionally. It is often aimed at certain groups, for example because of race, religion, gender or sexual orientation.” It can include physical assault, making threats, name calling and cyber-bullying.
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Bullying is likely to be considered ' Founded ' if the following statements are true	
	Harm has been deliberately/knowingly caused (physically or emotionally).
	It is a repeated incident or experience e.g. multiple incidents/cyber bullying or the involvement of a group.

	Involves an imbalance of power: • Target feels he/she cannot defend himself/herself OR • Aggressor/s exploiting their power (size/age/popularity/coolness/abusive language/labelling/name calling, etc)
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Bullying is likely to be considered as ‘Unfounded’ on this occasion if the following statements are true	
	The first or an isolated harmful incident between these children
	Teasing/banter between friends without causing intention to hurt (it should not happen again)
	Falling out between friends after a quarrel, disagreement/misunderstanding
	Conflict that got out of hand (it is not likely to happen again)
	Unintentionally causing harm by a single act of telling a joke about someone
	Expression of unpleasant thoughts or feelings regarding others (it should not happen again)
	Not liking someone and articulating this without intention to upset
	Accidentally causing physical harm i.e. bumping in to someone or accidentally tripping (for example, during football or a playground game)
	Making other children play things a certain way
	Isolated acts of harassment, aggressive behaviour, intimidation or meanness
	Activities that all parties have consented to and enjoyed (check for subtle coercion or SEND needs): • got out of hand • parental concern
	Other:

FORM A: Initial Reporting Form & pupil voice for victim

(Check CPOMs for any previous incidents/concerns raised)

Nature of allegation:

*Where did it happen? Who was involved? What happened? Do you think anyone else saw it or heard it? Has anything like this happened before? If it has were the same people involved?
Information may be taken from initial CPOM log*

Pupil account:

Where did it happen? Who was involved? What happened? Do you think anyone else saw it or heard it? Has anything like this happened before? If it has, were the same people involved?

What do you want to happen now?

Is there someone in school you feel comfortable to talk to and be supported by?

Next Steps: Please share what you plan to do next as part of the investigation:

FORM B: Investigating the allegation of bullying: perpetrator(s)

(Check CPOMs for any previous incidents/concerns raised)

Date		Time	
Name of adult speaking to pupil			

Set out nature of the allegation made:

Pupil account/report:

Where did it happen? Who was involved? What happened? Do you think anyone else saw it or heard it? Has anything like this happened before? If it has, were the same people involved?

What do you want to happen now?

Is there someone in school you feel comfortable to talk to and be supported by?

FORM C: Witness Reports (if applicable)

Witness spoken to: Please detail who and information gained from each one

Pupil name

Date

Time

Details

Pupil name

Date

Time

Details

Pupil name

Date

Time

Details

Final Outcome of Investigation

Was this bullying?	Yes (Founded)	No (Unfounded)
Types of bullying (see appendix A)		
Reasons/rationale for decision		

ACTIONS

Actions/Support to be taken for the perpetrator:

Facilitated by:

Actions/Support to be taken for the victim:

Facilitated by:

Communication with parents of victim**Date****Time****Communication with parents of perpetrator****Date****Time**

Follow up: Pupil voice of victim
Outcome meeting with pupil

Date**Have you shared investigation, actions taken and outcome with the victim?****YES****NO**

Set date for check in 1 _____ add to calendar

Check in 1**Date****Time****Any further concerns**

Set date for check in 2 _____ add to calendar

Check in 2

Date

Time

Any further concerns

Were you happy with the support provided

YES

NO

What did you find the most helpful?

Was there anything you found unhelpful which we could improve?

Follow up: Pupil voice of perpetrator
Outcome meeting with pupil

Date

Have you shared investigation, actions taken and outcome with the perpetrator?

YES

NO

Set date for check in 1 _____ add to calendar

Check in 1

Date		Time	
Any further concerns			

Type of bullying identified

Type of bullying behaviour - rag relevant box/es

Physical: hitting, punching, finger jabbing, inappropriate touching, pinching, jostling, breaking or taking property	Cyber-bullying: Sending nasty phone calls, text messages or emails/chat rooms
Verbal: name calling, put downs, threats, teasing, ridiculing, belittling, name calling, excessive criticism, sarcasm	Indirect: Rumours or stories, exclusion from a group, shunning, graffiti designed to embarrass, withholding friendship or affection, coercion
Other: specify	

Types of cyber bullying - rag relevant box/es:

Flaming: online fights through emails, instant messages or chat rooms where angry or rude comments are made	Denigration: putting mean online messages through email, instant messaging, chat rooms or websites to make fun of someone	Exclusion: intentionally leaving someone out of a group such as instant messaging, friends sites, or other online group activities	Outing: Sharing secrets about someone including private information, pictures, videos
Trickery: tricking someone into revealing personal information and sharing it with others	Impersonation: pretending to be someone else when sending or posting	Harassment: repeatedly sending malicious	Cyber stalking: continuously harassing and denigration

	mean or false messages online	messages to someone online	including threats of physical harm
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**Where behaviour is regarded as identity-based bullying, discriminatory or prejudicial
rage the relevant category:**

Homophobic	Disability/SEND related	Racist	Faith
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