



WESTFIELD PRIMARY SCHOOL

Issue number:	001
Responsible:	Headteacher
Approved by:	Headteacher
Date:	September 2026
Review date:	September 2027

Statement of Intent

Our school believes that all Pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. This policy outlines how instances of bullying are dealt with, including the procedures to prevent occurrences of bullying, in accordance with the updated [Keeping Children Safe in Education \(KCSIE\)](#).

These strategies, e.g. learning about tolerance and difference as part of the school's curriculum, aim to promote an inclusive, tolerant, and supportive ethos at the school.

[The Education and Inspections Act 2006](#) outlines several legal obligations regarding the school's response to bullying. Under section 89, schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst Pupils. These measures are part of the school's Behaviour Policy, which is communicated to all Pupils, staff and parents/carers.

All staff, parents/carers and Pupils work together to prevent and reduce any instances of bullying at the school. There is a zero-tolerance policy for bullying at the school.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Education and Inspections Act 2006](#)
- [Equality Act 2010](#)
- [Protection from Harassment Act 1997](#)
- [Malicious Communications Act 1988](#)
- [Public Order Act 1986](#)
- [Communications Act 2003](#)
- [Human Rights Act 1998](#)
- [Crime and Disorder Act 1998](#)
- [Education Act 2011](#)
- [Preventing and tackling bullying](#)
- [Mental health and wellbeing provision in schools](#)
- [Keeping children safe in education](#)
- [DCMS, DSIT, and UK Council for Internet Safety \(2020\) 'Sharing nudes and seminudes: advice for education settings working with children and young people'](#)

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Relationships and Health Education Policy
- Suspension and Exclusion Policy

Aims and Purposes of the Policy

Bullying of any kind is unacceptable and will not be tolerated at our school. At our school the safety, welfare and well-being of all Pupils and staff is a key priority. We take all incidences of bullying seriously and it is our duty as a whole school community to take measures to prevent and tackle any bullying, harassment, or discrimination.

We actively promote values of respect and equality and work to ensure that differences and diversity is celebrated across the whole school community. We want to enable our Pupils to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our Pupils by society when they leave school and enter the world of work or further study.

We are committed to improving our school's approach to tackling bullying by regularly monitoring, reviewing, and assessing the impact of our preventative measures.

We have created an environment so that if bullying does occur, all Pupils should feel able to tell staff and should be confident that incidents will be dealt with promptly and effectively.

The responsibility for the implementation of this policy and provision rests with the Headteacher.

It is important to note that all staff have a responsibility for ensuring that this policy is fully implemented and to take any suspicion or disclosure of bullying seriously, no matter what the details or provenance, and should respond immediately. In situations not covered by this policy, staff must act in the best interests of the Pupil, as any responsible parent/carer would act.

Objectives of This Policy

We consistently seek to challenge bullying behaviour and attempt to eliminate events of bullying.

All governors, teaching and non-teaching staff should understand what bullying is:

- All governors, teaching and non-teaching staff should be aware of the School policy on bullying and should follow or refer to the policy when bullying is reported.
- All Pupils and their parents/carers should be aware of the School's anti-bullying policy and what they should do if bullying arises.
- All Pupils and their parents/carers should be assured that our school takes bullying seriously and that they will be supported when bullying is reported.
- All Pupils in our school should feel able to tell a member of staff when they have experienced or seen bullying, knowing that the actions taken will not only be prompt but sensitive to their concerns.
- All outside agencies, such as the Police, Social Services, health professionals and other organisations are consulted, and their help enlisted where and when appropriate.

As part of their induction or professional development, all staff will participate in high quality training to enable each person to consistently apply the knowledge, principles and processes outlined in this policy.

Westfield Primary has clear aims for its Anti-Bullying Policy:

- To create an inclusive environment where bullying is not tolerated, where every Pupil is recognised, welcomed, and valued.
- To ensure that all Pupils are aware of their rights and responsibilities and know how to seek help if those rights are infringed.
- To encourage Pupils to work collaboratively together, develop positive relationships and offer each other mutual support and respect.
- To encourage Pupils to always act respectfully and considerately.
- To raise awareness and provide Pupils with the skills, knowledge, and confidence to deal effectively with all instances of bullying, through a co-ordinated programme involving PSHCE, collective worship and assemblies, pastoral support and student leadership.
- To use the processes around Restorative Practice.
- To review and monitor the effectiveness of our anti-bullying policy on an annual basis.

Bullying, in whatever form, detrimentally affects the ability of Pupils to achieve and progress to the best of their ability, their well-being and will not be tolerated in any form, or to any degree.

This policy adheres to the Department for Education's anti-bullying guidelines outlined in 'Don't Suffer in Silence'. It is in compliance with the Human Rights Act 1998 and the Race Relations (Amendment) Act 2000.

This policy should be read in conjunction with the DfE guidance '[Preventing and Tackling bullying](#)'. This also links with the [SEND code of practice](#).

We will work hard to ensure that bullying plays no part in our community by proactively working with all Pupils, parents/carers, and our staff to eradicate bullying and promptly deal with all reported incidents.

This policy will provide clear guidance for staff on dealing with bullying incidents and the process by which the school will seek to eradicate this issue.

Related Policies

This policy complies with the [Equality Act 2010](#) and is part of a suite of policies which should also be referred to:

- Behaviour Policy.
- Safer Recruitment and Procedures Policy.
- Complaints Procedure.
- Equality and Diversity Policy.

- Health and Safety Policy.

Definition of Bullying

Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally. This includes but is not limited to, physical violence, verbal abuse, cyberbullying, and exclusion.

The nature of bullying can be:

Physical	Such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact towards someone
Attacking property	Such as damaging, stealing, or hiding someone's possessions
Verbal	Such as name calling, spreading rumours about someone, using derogatory or offensive language, or threatening someone
Psychological	Such as deliberately excluding or ignoring people
Online (Cyberbullying)	Such as using text, email, or other social media to write or say hurtful things about someone

Bullying behaviours are characterised by the following attributes:

- The behaviour is repeated.
- The behaviour is intentional.
- The person or group who are carrying out the bullying behaviours have more power than the victim or victims of bullying.
- The behaviour causes physical or emotional harm for the individual or group who is targeted.

Bullying is acted out through the following mediums:

- **Racist bullying:** Bullying another person based on their ethnic background or skin colour. Racist bullying is a criminal offence under the Crime and Disorder Act 1998 and Public Order Act 1986.
- **Homophobic and bi-phobic bullying:** Bullying another person because of their actual or perceived sexual orientation.
- **Transphobic bullying:** Bullying based on another person's gender identity or gender presentation, or for not conforming to dominant gender roles.
- **Sexist bullying:** Bullying based on sexist attitudes expressed in a way to demean, intimidate or harm another person because of their sex or gender. Sexist bullying may sometimes be characterised by inappropriate sexual behaviours.

- **Sexual bullying:** Bullying behaviour that has a physical, psychological, verbal or non-verbal sexual dimension or dynamic that subordinates, humiliates or intimidates stereotypes.
- **Ableist bullying:** Bullying behaviour that focusses on another person's disability or support needs; this can include mocking the individual's disability or their needs, using derogatory words or slurs in relation to an individual's disability, or deliberately excluding an individual because of their disability.
- **Prejudicial bullying:** Bullying based on prejudices directed towards specific characteristics or experiences, e.g. religion or mental health issues.
- **Relational bullying:** Bullying that primarily constitutes of excluding, isolating and ostracising someone – usually through verbal and emotional bullying.
- **Socioeconomic bullying:** Bullying based on prejudices against the perceived social status of the victim, including, but not limited to, their economic status, their parents' occupations, their health or nutrition level, or the perceived "quality" of their clothing or belongings.

No form of bullying will be tolerated and all incidents will be taken seriously.

Pupils should not take part in any form of bullying and should remain vigilant for signs of bullying among their peers. They must not be passive bystanders to such incidents. If Pupils witness bullying, they should support the victim, encourage them to report the incident and, if possible, accompany them to report it to a trusted adult.

Safeguarding and Early Help

In line with KCSIE, safeguarding is not just about protecting children from harm, but also about proactive early help to address issues as soon as they emerge. This includes addressing bullying in all its forms, including online. Early intervention can significantly reduce the impact of bullying and help children feel safe and supported.

Cyberbullying

The updated KCSIE guidance expands the focus on online safety. Our school is committed to educating Pupils about the responsible use of technology and the serious consequences of cyberbullying. We will take immediate action to support victims and address perpetrators of cyberbullying.

Reporting Incidents

All Pupils, parents/carers and staff are encouraged to report any instances of bullying. Our school has clear procedures for responding to and supporting victims of bullying, including the following steps:

- Immediate investigation of the reported incident.
- Appropriate disciplinary action against the perpetrator.
- Support for the victim, including counselling and academic support.
- Regular follow-ups to ensure the bullying does not recur.

Roles and Responsibilities

Staff: All staff, both teaching and non-teaching have a duty to report bullying, to be vigilant to the signs of bullying and to play an active role in the school's efforts to prevent bullying. If staff are aware of bullying, they should reassure the Pupils involved and inform a relevant member of the pastoral team and the Designated Safeguarding Lead.

Senior staff: The Headteacher and Senior Leadership Team have overall responsibility for ensuring that the Anti-Bullying Policy is followed by all members of staff and that the school upholds its duty to promote the safety and well-being of all young people. In addition to the Designated Safeguarding Lead, each phase has a phase leader who directly reports to the Senior Leadership Team. These are all key members of the pastoral team who will work together to investigate and resolve bullying incidents.

Parents/Carers: Parents/carers are advised to look out for potential signs of bullying such as distress, lack of concentration, feigning illness or other unusual behaviour. Parents/carers should encourage their child to report the bullying to a member of staff. We advise parents/carers to support their child and recommend they do not advise their child to retaliate; by working with the pastoral team the school can resolve issues in a safe and effective way.

Parents/carers can report an incident of bullying to the school either in person, or by telephone or emailing the school office or a member of staff.

Pupils: If a Pupil is being bullied, they are encouraged to not retaliate but to tell someone they trust about it such as a friend, family member or trusted adult. They are also encouraged to report any bullying incidents at the school to their Class Teacher, Teaching Assistant or Designated Safeguarding Lead, member of SLT, or any other member of staff.

The following organisations offer counselling and emotional support to children and young people and can be accessed as follows:

[ChildLine](#) Telephone Number: 0800 1111

If a Pupil has been a victim of sexual, online abuse or they are worried this is happening to someone they know, they can let [Child Exploitation and Online Protection Command \(CEOP\)](#) know who will make sure that appropriate help is provided.

The issue of Cyber Bullying in schools may be dealt with by schools working in partnership and incorporating in the policy the below offence:

Responding to Bullying

A person is guilty of an offence if, for causing annoyance, inconvenience, or needless anxiety to another, they:

- Send by means of a public electronic communications network, a message that they know to be false.
- Cause such a message to be sent.

- Persistently make use of a public electronic communications network.

This allows the school to manage:

- The offence with an agreed consequence that is proportionate to the offence.
- The impact it has on the injured party.
- The impact it has on the school.

The punishment could range from:

- A suspension for a fixed period/supporting expectations up to 5 days.
- A written agreement stating their remorse and acceptance of their behaviour.
- Assurance this form of conduct will not happen again with a joint agreement signed by the offender and a parent/carer.

Future conduct could result in either Police involvement/and or permanent exclusion. The meeting to sign the agreement with parent/carer and offender could be with our Police school link officer.

No matter what form bullying takes, it is all abhorrent and damages both the victim and the bully to differing extents. The school will make use of the best information and practices available to eradicate this problem.

Staff and parents/carers should be aware of when a Pupil is possibly the victim of a bully.

Symptoms may be:

- Frightened to walk to and from school.
- Is unwilling to go to school.
- Begins to truant.
- Frequently complaining of being unwell both at home and at the school.
- Becomes isolated and withdrawn.
- School work is affected.
- Has clothing and belongings that are damaged or go missing.
- Has physical bruising or other evidence of assault.
- Refuses to attend lessons.
- Wants to stay close to a particular teacher or remains in the classroom at break time, lunchtime and after school.
- Becomes aggressive or unreasonable.
- Stops eating.
- Runs away or threatens self-harm.
- Gives improbable excuses for any of the above.

These signs and behaviours could have other causes, but bullying should be considered a possibility and should be investigated.

Dealing with Bullying

Prevention and Education

All incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable.

The following strategies should be in place to ensure that the correct ethos towards bullying is established and that Pupils are prepared and can act confidently should bullying occur.

The School's policy on bullying is known to governors, parents/carers, staff, and Pupils.

All Pupils should know that bullying is totally unacceptable in school. They should also know that if they are bullied it is not their fault. Pupils should be encouraged to report any bullying incident, even if they are not personally involved.

- The PSHCE programme should include opportunities for Pupils to discuss bullying and the bully and to explore feelings and attitudes.
- Teachers should be aware of potential difficulties between Pupils and consider them in seating plans and general classroom management.
- Staff on duty and lunchtime supervisors should regularly patrol areas of the site where bullying might go on undetected.
- The school should provide 'quiet' areas that are supervised at breaks and lunchtimes so that nervous or vulnerable Pupils can go somewhere they feel completely safe.
- The school induction programme for Pupils should be used to support vulnerable Pupils and help them to settle in.

What Parents/Carers Should Do

All parents/carers should be made aware of the School's policy when their Pupil joins the school and reminded at appropriate times. In addition, parents/carers should be reminded through school communications that if they think their child is being bullied, they should:

- Reassure their child. It is not their fault, and the matter will be dealt with sensitively.
- Reassure them that they have done the correct thing in 'telling'.
- Contact the Pupil's class teacher or member of the Senior Leadership Team.

What Pupils Should Do

Pupils should be regularly reminded that the school will not tolerate bullying and that if it occurs, they should:

- Tell someone immediately, at home or at school, even if they are not personally being bullied but have seen it with others.
- Use 'safe' areas in the school during break times until the matter comes to the attention of an adult.

What Staff Should Do

- If a Pupil discloses bullying to a member of staff, they should deal with the matter immediately. The Pupil may have worried over their problem for some time and will want it to be dealt with quickly.
- Staff should take all disclosures seriously, even if, as adults, they do not think the incidents described are 'real' bullying or very serious. Staff should remember that Pupils have a very different perception of what may or may not be serious.
- Staff should be aware that insensitive handling of a bullying incident might result in more difficulty for the victim. If staff are unsure how to proceed, they should always take advice.

At all times, staff dealing with bullying incidents should ensure that:

- Parents/carers are fully involved and informed of the actions the school has taken.
- Written records are kept of meetings, decisions, and actions.
- Pupils are monitored i.e., by daily report during the reconciliation period.
- The 'victim' is never isolated from lessons because of the potential actions of others. If any Pupil needs to be withdrawn because of a potentially threatening situation it should be the aggressor.
- If there is any real and immediate threat to a Pupil's safety, senior staff are informed so that more radical, preventative action can be taken.

Different circumstances may require different approaches but usually will include the following:

- Both the victim and the bully/bullies will be interviewed and counselled by an appropriate member of staff. A phone call will be made home to the parents/carers of all parties involved.
- The victim should be given a 'safe haven' if required for break times until the matter is resolved and coping strategies for the short term.
- The consequences of further aggression by the bully, if substantiated, should be made clear and the sanctions that the school will enforce should be outlined. The 'bully' should give some undertaking of how he/she can improve the situation.
- Where appropriate the two parties should meet face to face to discuss the situation and how it may be resolved.
- Both 'victim' and 'bully' should record in writing their view of events.
- The member of staff should make a written record for the Headteacher as appropriate.

If the problem persists:

- Both sets of parents/carers should be seen in the school. A strategy to move forward will be discussed separately. At this point external support or advice may be considered.

- Contracts should be drawn up with the Pupils and parents/carers agreeing to the course of action.

If the situation is not resolved:

The matter would then become subject to more serious sanctions and if the problem persisted could lead to permanent exclusion.

If counselling and other preventative measures, such as peer support strategies fail, persistent bullying will be dealt with under the school's Behaviour Policy. The bully may for example:

- Be removed from the group.
- Be banned from a school trip or other events where these are not an essential part of the curriculum.
- Referred to the school's Police Liaison Officer.

Bullying outside of school

Bullying is unacceptable and will not be tolerated, whether it takes place inside or outside of school. Bullying can take place on the way to and from school, before or after school hours, at the weekends or during the holidays, or in the wider community. The nature of online bullying in particular means that it can impact on Pupils' well-being beyond the school day. Staff, parents/carers, and Pupils must be vigilant to bullying outside of school, and report and respond according to their responsibilities as outlined in this policy.

Derogatory language

Derogatory or offensive language is not acceptable. This type of language can take any of the forms of bullying listed in our definition of bullying. It will be challenged by staff and recorded and monitored. Follow up actions and sanctions, if appropriate, will be taken for Pupils and staff found using any such language. Staff are also encouraged to record the casual use of derogatory language using informal mechanisms such as a classroom log.

Prejudice-based incidents

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that is motivated by a prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. All prejudice-based incidents are taken seriously and recorded and monitored in the school, with the Headteacher regularly reporting incidents to the governing body. This not only ensures that all incidents are dealt with accordingly, but also helps to prevent bullying as it enables targeted anti-bullying interventions.

Performance Indicators

The school will use several performance indicators to gauge the extent of bullying:

- Pupil behaviour on the site.

- Levels of punctuality and attendance.
- Evidence of self-discipline.
- Good manners and consideration for others.
- Levels of exclusion.
- Police referrals.
- Referrals through the pastoral support programme for agency involvement.
- Feedback from Pupil councils and parental/carers questionnaires.

Training and Education

The Headteacher is responsible for ensuring that all staff are provided with regular training for staff on the latest safeguarding guidelines, including early help and the specific needs related to bullying. Pupils will also receive ongoing education about the importance of respectful behaviour and the impact of bullying.

Monitoring and Review of This Policy

The Headteacher is responsible for reporting to the governing body on how the policy is being enforced and upheld, via the termly report. The governors are in turn responsible for monitoring the effectiveness of the policy via the termly report and by in-school monitoring such as learning walks and focus groups with pupils.

This policy will be reviewed every two years to ensure it remains in line with the latest safeguarding guidelines and effective in addressing bullying within our school community.

Appendix I: Useful references

- [Bullying at School](#)
- [Peer Support and Children and Young People's Mental Health](#)
- [Stop, Speak, Support School Pack](#)
- [Child Line](#)
- [Kidscape](#)
- [Transforming Conflict](#)
- [Thinkuknow – advice from CEOP](#)