Anti-Bullying Policy

Policy area

Students

Statutory regulation

N/A

SLT Lead
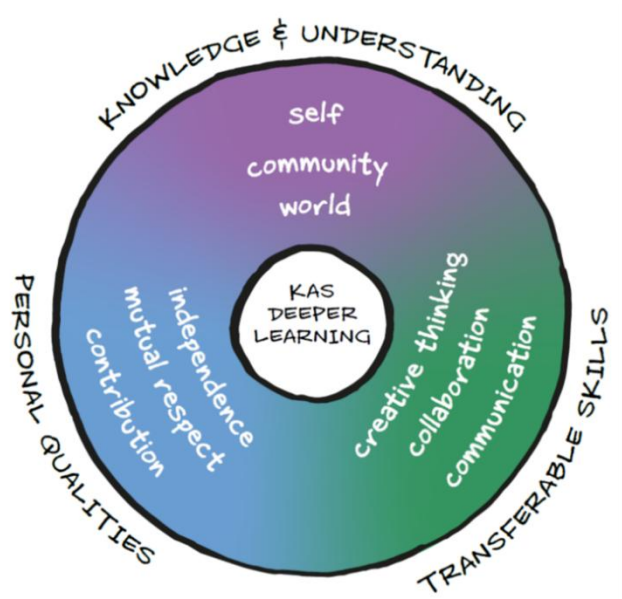
Head – Robert Lobatto

Last Updated

November 2025

Last Approved

December 2025 (by Full Council)

Next review

November 2026

The KAS Deeper Learning Wheel

All King Alfred policies relating to students are informed by our vision of a holistic education, which is represented by the graphic above. The Anti-Bullying Policy connects to each of the three sections:

In **Knowledge and Understanding**, we aim for all our students to develop a strong understanding of themselves as learners and successful members of the school community.

In **Personal Qualities**, we aim to support students to make wise and sensible decisions about their own behaviour (independence), to understand the importance of operating within school and community boundaries (mutual respect), and to appreciate their role in creating a safe and supportive environment (contribution).

In **Transferable Skills**, we aim to support students to develop as excellent communicators and collaborators; to recognise others' opinions and value their contribution; to communicate effectively and respectfully with others.

1. INTRODUCTION

Bullying behaviour contradicts our principles and is not tolerated at King Alfred School.

King Alfred School believes that everyone in the community has the right to learn and to teach in a supportive and caring environment without fear of being bullied. Bullying is defined as behaviour that deliberately sets out to hurt another person on more than one occasion. All children have upsets and squabbles; these are not classed as bullying and are dealt with through the Behaviour Policy.

When bullying happens, our first priorities are to (1) end the bullying and (2) support the person or people who has been impacted by this. Our next and subsequent priority is to put in place support for the person or people who have engaged in bullying behaviour so that the deeper reasons driving this can be addressed.

For more information on general behaviour expectations please see the Behaviour Policy.

2. SCOPE OF POLICY

This policy is relevant to all members of the school community – pupils, staff and parents/carers.

It applies during the school day, and during any school-related activities outside of normal school hours (e.g. after-school clubs, trips, events).

It also applies outside the school premisses, such as during trips, on public transport and in nearby communal areas.

Bullying between adults and children, and adults and adults, are dealt with under other policies, primarily the Disciplinary Policy.

For more information on bullying between staff and students, or between staff, please see the Staff Guidelines and Disciplinary Policy.

3. EXPECTATIONS

Bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated. Incidents of bullying will be dealt with swiftly and parents will be informed.

Bullying, or peer on peer abuse, can take many forms – see Appendix 3. It can be verbal, physical or social, in person or by electronic, on-line or written means and can be directed at both staff and students. The school practises preventative strategies to reduce the chances of bullying. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in an appropriate sanction.

Please see the schools Child on Child Abuse Policy for more information.

4. EDUCATION

King Alfred School adopts a range of strategies and systems to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour, including:

- using Callovers, Crew, Form Hour, Circle Time and PSHE lessons to educate children about bullying.
- the consistent promotion of the school's behaviour expectations which involves all pupils respecting the rights of others (Mutual Respect document)
- involvement of pupils and students in preventing and addressing bullying e.g. through consultation with the relevant Pupil Councils
- the promotion of appropriate behaviour through our 'Kind Aware Safe' initiative in Lower School and other initiatives such as Anti-Bullying Week and E-Safety Week

- training for staff on anti-bullying policy and strategy
- the supervision by school staff of play areas at lunch times and breaks
- Upper School mentors for younger students and Lower School buddies (KPLs)
- providing information to all parents on the symptoms of bullying and the steps to take if they suspect their child is being bullied
- a clear policy of mobile phone use
- the celebration of cultural diversity through Form Times, Awareness days and in Callovers
- raising awareness of cyber bullying and teaching children to safely use technology (including mobile phones, email, internet)
- screening all websites accessed in school, or on school devices used at home. This includes Software screens, the language used in all documents, emails and websites. Rude or offensive emails, websites, documents are sent to the headteacher. Action will be taken and recorded
- challenging sexual content within verbal abuse especially challenging the word 'gay' and other homophobic or transphobic language

5. RESPONSIBILITIES

Students

If a student is being bullied they are encouraged not to 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 even if something has happened out of school, e.g. cyberbullying.

Students can:

• Report to a teacher – such as a class teacher or Head/Deputy Head in LS, form tutor, Head of Year, Assistant Head Personal development and well-being or any other teacher in US or Designated Safeguarding Lead

• Report to a peer mentor/buddy /KPL

• Report bullying by emailing reportanincident@kingalfred.org.uk

• Using the online anonymous school bullying reporting via the post-box system and Canvas

Pupils are also encouraged to participate fully in activities that raise their awareness about bullying so that they clearly understand what to do if they, or another child, are being bullied. For example, PSHE lessons and Anti-Bullying Week.

Staff

Staff members are responsible for logging bullying incidents onto CPOMs in order to notify the relevant staff. All the relevant information must be supplied with training on how to effectively log incidents.

All incidents classified as bullying kept on file and made available to the Head and relevant SLT members by the Pastoral team (Assistant Head Personal Development and Well-Being and Heads of Year in Upper School via SIMS, the Head or Deputy Head of Lower School).

Parents

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 to follow the mutual respect policy.

If a parent is concerned about a bullying incident, then they should inform the school as soon as possible so that it can investigate further. In the Lower school, the contact can be with either the class teacher, or the Head / Deputy Head. In the Upper School, the contact should normally be with either the form Tutor or the Head of Year. However, if the concern is very high, or there is concern of a repeated incident, then contact should be with a member of the Senior team: either the Assistant Head, Personal Development and Well-Being, the Head Deputy of the Upper School, or the Head.

Head

It is the responsibility of the Head to implement the school's anti-bullying strategy. They will
- set the school climate of mutual support and respect, so making bullying less likely
- ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying.
- report to the governing body about the effectiveness of the Anti-Bullying Policy

Council

The role of Council is to support the Head in addressing bullying. Council requires the Head to keep accurate records of all incidents of bullying and to report to Council on the effectiveness of the school's anti-bullying strategies.

6. RESPONSE

The following approach should be adopted:

- gathering of facts
- consideration of intent
- decision making on course of action
- clear record keeping throughout the process

The steps below must be taken when dealing with incidents of bullying:

If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached, or who suspects/observed the bullying.

The Pastoral team (LS – Deputy Head/Head; US – Head of Year and Assistant Head Personal Development and well-being) must be informed immediately.

A clear account of the incident will be recorded in writing either by the victim or by the member of staff recording the victim's verbal statement.

The relevant member of the Pastoral team will investigate the incident and interview all concerned and then record the incident on CPOMS.

Parents will be kept informed by the relevant member of the Pastoral team or Head.

Subject teachers will be kept informed and asked to monitor the situation.

A range of sanctions will be used as appropriate and in consultation with all parties concerned. These sanctions could include: verbal or written warnings, restrictions of break and lunchtime activities, internal suspension, external suspension, and in the event of persistent bullying, permanent exclusion. Where appropriate the Head may inform the police and children's social services.

As a school, we acknowledge that both the recipient and the person exhibiting bullying behaviour need support before and after the sanctions being applied. We consider each individual involved and put in place appropriate measures to reintegrate both into day-to-day school life, which may include working with external multi-agency teams.

Please read the Child on Child Abuse Policy for more information.

Special Educational Needs

We recognise that where individual students engage in problematic behaviour this can be a result of specific needs or circumstances. If such needs are identified, we will do all we can to ensure that the student receives appropriate support. We recognise our legal duties under the Equality Act in respect of students with SEN and/or disabilities. While all students identified with SEN and/or disabilities are covered under this policy, we recognise these students often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all students. An individual behaviour plan will be developed for students whose SEN and/or disabilities cause them to display challenging behaviour. Advice will be sought from the school counsellor and/or external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed.

Please read the school's Equal Opportunities Policy for more information.

6. MONITORING

A central record of behavioural issues is kept on CPOMS in order for the relevant Senior Leadership Team (SLT) members and the Heads of Year in the Upper School to identify trends and respond appropriately. Behavioural issues are discussed weekly in SLT meetings and in Heads of Year meetings in the Upper School. The numbers of incidents will be reported to Council through the regular Annex to the Head's Report. Bullying data will be analysed by the Pastoral team to reflect and re-design further strategies to improve procedures.

7. REVIEW

Relevant staff and members of SLT will review this policy and assess its implementation and effectiveness. The pupils will be included in the review of the policy via appropriate lessons/sessions and their views given to the headteacher.

8. OTHER

Complaints

The school has a standard complaints procedure. We encourage parents to take any concerns to the appropriate member of staff through an informal process in the first instance. If the concern is then not resolved to the complainant's satisfaction, the formal part of the process should then be invoked.

For details of the full complaints procedure see our Complaints Procedure.

Links to official guidance

This policy has also been written with regard to:

- ISI Commentary on the Regulatory Requirement
- Preventing bullying - GOV.UK (www.gov.uk)
- Keeping children safe in education - GOV.UK (www.gov.uk)
- Working together to safeguard children - GOV.UK (www.gov.uk)
- Equality Act 2010: advice for schools - GOV.UK (www.gov.uk)
- Children Act 1989 (legislation.gov.uk)
- Children Act 2004 (legislation.gov.uk)

Link to other school policies

- [Acceptable IT Use policy](#)
- [Attendance Policy](#)
- [Behaviour Policy](#)
- [Child on Child Abuse policy](#)
- [Complaints Procedure](#)
- [KAS against Racism Policy](#)
- Mutual Respect document
- [Removal of a Pupil procedure](#)
- [Safeguarding Policy](#)