

# PRIOR HEATH INFANT SCHOOL POLICY AND PROCEDURES STATEMENT

**TITLE:** Prior Heath Anti-Bullying Policy

**DATE:** November 2025

**REVIEW:** November 2026

**MONITORED BY:** Attendance and Behaviour Designated Governor  
**AGREED BY:** WHOLE SCHOOL STAFF and GOVERNORS

At Prior Heath Infant School, we aim to provide a safe, caring and friendly environment for all our pupils to allow them to learn effectively, improve their life chances and help them maximise their potential.

We would expect pupils to feel safe in school, including an understanding of the issues relating to safety, such as bullying. We also want children to feel confident to seek support should they feel unsafe. Our Positive Behaviour Policy provides the school approach to behaviour and forms the underpinning behind this policy.

## **Policy Development**

This policy was formulated in consultation with the whole school community with input from members of staff, governors, parents and children.

Pupils contribute to the development of the policy through the School Council, circle time discussions, etc. Parents will be encouraged to provide feedback by responding to parent surveys and contributing to parent meetings.

## **Definition of Bullying**

Our school definition of bullying is as follows,

**‘Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying is often aimed at certain groups, for example because of race, religion, gender or sexual orientation.’**

How does bullying differ from teasing / falling out between friends or other types of aggressive behaviour?

- There is a deliberate intention to hurt or humiliate.
- There is a power imbalance that makes it hard for the victim to defend themselves.
- It is usually persistent.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of sexual, sexist, racist or homophobic bullying and when children with disabilities are involved. If the victim might be in danger then intervention is urgently required.

What does bullying look like?

Bullying can include:

- name calling
- taunting
- mocking
- making offensive comments
- physical assault
- taking or damaging belongings
- cyber bullying - inappropriate text messaging and e mailing; sending offensive or degrading images by phone or via the internet
- producing offensive graffiti
- gossiping and spreading hurtful and untruthful rumours
- excluding people from groups

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the 'bystanders' or 'accessories'.

Why are children and young people bullied?

Specific types of bullying include:

- bullying related to race, religion or culture
- bullying related to special educational needs or disabilities
- bullying related to appearance or health
- bullying relating to sexual orientation
- bullying of young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying

There is no hierarchy of bullying – all forms should be taken equally seriously and dealt with appropriately.

Bullying can take place between:

- young people
- young people and staff
- between staff
- individuals or groups
- certain groups of pupils are known to be particularly vulnerable to bullying by others: these may include pupils with special educational needs such as learning or physical disabilities; young carers, Looked After children, those from ethnic and racial minority groups and those young people who may be perceived as lesbian, gay, bi-sexual, transgender or questioning their gender role.

At Prior Heath, children are not allowed access to mobile phones in school. If a mobile phone is brought in to school by a child, it will be kept safe during the school day and delivered into the hands of the parent or carer.

### **Roles and Responsibilities**

The Headteacher has overall responsibility for the policy and its implementation and liaising with the governing body, parents, LA and outside agencies. The Headteacher is also responsible for appointing an Anti-bullying Coordinator who will have general responsibility for handling the implementation of this policy. The Anti –bullying Coordinator in our school is: Lindsey Chivers (Headteacher).

Their responsibilities are:

- Policy review involving pupils, staff, governors, parents and relevant local agencies.
- Implementing the policy and monitoring and assessing its effectiveness in practice.
- Ensuring evaluation takes place and that this informs policy review.
- Managing bullying incidents.
- Managing the reporting and recording of bullying incidents.
- Assessing and coordinating training and support for staff and parents, where appropriate.
- Coordinating strategies for preventing bullying behaviour.

### **Reporting and Responding to Bullying**

Our school has clear and well publicised systems to report bullying for the whole school community (including staff, parents and children) this includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders). Encouragement is given to all children to confide in someone they trust should they feel that bullying is taking place. (e.g. parent, friend, class teacher or another member of staff working within the school.)

Systems of reporting for:

- Children: If children report a suspected case of bullying to a staff member, this is recorded on CPOMs which the class teacher and Headteacher are automatically alerted to.
- Parents: If parents report a suspected case of bullying involving their child or other children to a member of staff, this is recorded as an incident on CPOMs and the class teacher and Headteacher are automatically alerted. In the first instance, the class teacher will ask the parent to provide detailed information directly to them.
- Staff and visitors: Staff and visitors report any bullying incidents which they have been the victim or bystander of, directly to the Headteacher.
- Bystanders: Children inform the class teacher and information is recorded on CPOMs which the class teacher and Headteacher are automatically alerted to.

If any report of bullying involves the Headteacher, the Chair of Governors, Paul Heagren, should be informed [chair@prior-heath.surrey.sch.uk](mailto:chair@prior-heath.surrey.sch.uk).

## **Procedures**

All reported incidents will be taken seriously and investigated involving all parties. If the incidents involve a child:

- The incidents will be investigated without apportioning any blame at the time and parents informed (see modes of inquiry below). Support as appropriate will be put in place.
- The class teacher will involve a member of the Senior Leadership Team who will complete a report after further investigation.
- The children involved and their parents will be informed as to what immediate action is being taken.
- If incidents continue, the Headteacher will be involved.
- Where a report is completed, it is to be uploaded onto CPOMs.
- Patterns of behaviour will be monitored.

A range of responses appropriate to the situation may be used including: solution focused, restorative approach, involvement / support of parents, circle of friends, individual work with victim, perpetrator, referral to outside agencies if appropriate, adherence to the Positive Behaviour Policy guidelines and school sanctions. Where the incident is prejudice related, parents will always be informed. Follow up work will involve keeping in touch with the person who reported the situation, communication with parents and support for the victim and the perpetrator.

## **Modes of Inquiry**

(Where the words 'victim' or 'perpetrator' are used it should be understood that, in this document, the words refer to the alleged victim or perpetrator.)

- Where possible, the victim and perpetrator(s) will be seen separately.
- No blame will be apportioned during the initial stages of the investigation e.g. "A seems upset. Can you think of any reason why?"
- If the perpetrator(s) admit to upsetting another child they should be asked how the victim might be feeling as a consequence of their action. They should also be asked how the perpetrator(s) could make the victim feel better about it.
- If the perpetrator(s) do not admit to anything being wrong they can be asked to help suggest ideas as to how to deal with the situation so the victim can feel safe and happy at school.
- If the victim agrees to it, a joint meeting might be arranged in which all parties can express their views and a positive way forward agreed.
- The situation will be monitored by the staff concerned.
- In serious or persistent cases, parents of all pupils involved will be informed.

- If a parent of a victim has brought the initial allegation of bullying to the attention of the school, that parent will be kept informed of developments.

#### Any incident involving bullying of an adult / member of staff

This will be reported to the Headteacher. The incident(s) will be investigated without apportioning any blame at the time. Support as appropriate will be put in place.

- A report is completed by the Headteacher and kept in the Headteacher's office.
- Patterns of behaviour will be monitored.
- Follow up will involve keeping in touch with the person who reported the situation and support for the victim and the perpetrator.

#### **Recording Bullying and Evaluating the Policy**

Incidents in school are recorded using CPOMs. Bullying incidents will be recorded by the member of staff who deals with the incident and the Anti-Bullying coordinator Mrs Chivers, Headteacher, will be notified.

Information about what action is being taken will also be recorded via CPOMs.

Parents will be informed of the incident and will meet with staff to discuss the incident and the support to be put in place.

We acknowledge that repeated racist incidents or a single serious racist incident may lead to consideration under child protection procedures. We keep a record of racist incidents using CPOMs.

The information we hold will be used to ensure individual incidents are followed up. It will also be used to identify trends and inform preventative work in school and development of the policy.

This information will be presented to the governors in an anonymous format as part of termly Headteacher's report and reported to Surrey on a termly basis via the Safeguarding Data Collection audit.

The policy will be reviewed and updated annually and, where necessary, may be linked to the School Development Plan.

#### **Strategies for Preventing Bullying**

As part of our ongoing commitment to the safety and welfare of our pupils we at Prior Heath Infant School have developed the following strategies to promote positive behaviour and discourage bullying behaviour:

- Holding an annual friendship week.

- Including content about bullying and friendship within our PSHE curriculum.
- Including bullying and friendship related content in our assemblies.
- Planning curriculum input on specific areas of concern such as online safety.
- Promoting student voice e.g. through the school council.
- Having a playtime buddy system (Playtime Pals).
- Signposting information to parents through newsletters and information events.
- Ensuring staff receive appropriate training and development.

### **Links with other policies**

Accessibility Policy

Positive Behaviour Policy

Child Protection and Safeguarding Policy

Complaints Policy

Looked After and Previously Looked After Children Policy

Online Safety Policy

PSHE Policy

SEND and Inclusion Policy

Single Equality Scheme

### **Related Documents**

Keeping Children safe in Education 2025

The DfE preventing and tackling bullying guidance (which includes cyberbullying) can be found here.

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

The Anti-Bullying Alliance has also put together a fact sheet outlining the range of support that is available to schools and young people from the anti-bullying sector which can be accessed here:

<https://www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying>