

ANTI-BULLYING POLICY

Date policy reviewed:	1 May 2025
Date of next review:	1 May 2026
Person(s) responsible for review:	SLT (DH Pastoral)

The Manor's Anti-Bullying Policy should be read in conjunction with the Behaviour, Discipline and Exclusion Policy.

AIMS AND OBJECTIVES

The School aims to teach the value of integrity, morality and a concern for others, and to develop pupils' self-confidence and independence so that they are well-equipped to play an active role in society. Pupils are expected to show courtesy, respect and consideration for others. All members of the school community, pupils, staff or Governors should be free from the fear of bullying. Everyone should feel able to speak out and report any concerns about bullying in the knowledge that they will be listened to and that the matter will be investigated. Bullying has not been and will not be tolerated at The Manor.

For advice on procedures to follow in the case of staff or Governors experiencing bullying behaviour, please refer to the following policies:

- Whistleblowing Policy, contained within the Safeguarding Policy
- Dignity at Work Policy
- Grievance Procedure for Staff

DfE GUIDANCE: BEHAVIOUR IN SCHOOLS (2024)

The school has regard to the [above guidance](#).

This guidance notes that "All headteachers should take responsibility for implementing measures to secure acceptable standards of behaviour. They should ensure (...) all members of the school community create a positive, safe environment in which bullying, physical threats or abuse and intimidation are not tolerated, in which pupils are safe and feel safe and everyone is treated respectfully; and any incidents of bullying, discrimination, aggression, and derogatory language (including name calling) are dealt with quickly and effectively."

DUTIES UNDER THE EQUALITY ACT (2010)

The school is aware of and compliant with its duties under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

Bullying on the basis of protected characteristics is taken particularly seriously and The Manor distinguishes incidents of this type of bullying in our records. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Act also makes it unlawful for the responsible body of a school to discriminate against, harass or victimise a pupil or potential pupil in relation to admissions, the way it provides education for pupils, provision of pupil access to any benefit, facility or service, or by excluding a pupil or subjecting them to any other detriment.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, the school staff should report their concerns to the Designated Safeguarding Lead (DSL) or a Deputy DSL, in line with The Manor's Safeguarding Policy. Even when safeguarding is not considered to be an issue, The Manor may need to draw on a range of external services to support the pupil who is experiencing bullying, or tackle any underlying issue which has contributed to a child engaging in bullying.

CRIMINAL LAW

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1996, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986.

If school staff feel that an offence may have been committed or if the behaviour poses a serious threat to a member of the public, we shall seek assistance from police.

BULLYING OUTSIDE SCHOOL PREMISES

Where bullying outside school is reported to school staff, it is investigated and acted on. The Head and/or Deputy Head Pastoral will also consider whether it is appropriate to notify the police or MASH of the action taken against a pupil.

DEFINITION OF BULLYING

Bullying is defined by the DfE as "Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally". The

Manor recognises that bullying behaviour does not need to be repeated over time for schools to take action. Bullying can be physical, verbal, direct or indirect, for example, spreading unpleasant stories about someone and exclusion from social groups. Name calling is the most common direct form. This may be because of individual characteristics, or pupils can be called unpleasant names because of prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, sexual orientation, or because a child is adopted or is a carer. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory. It may occur directly or through cyber-technology (for example, via mobile phones, social websites, text messages, sexting, photographs and email). The Manor is also aware of the possibility of child-on-child abuse and sexting: information on how we deal with these is made explicit in our Safeguarding Policy.

Bullying may include the following:

Physical Bullying	Kicking, hitting, pushing and physically intimidating behaviour or interference with personal property.
Verbal Bullying	Teasing, name calling, mockery, insults, use of discriminatory language. This can be online, in person, or both.
Psychological Bullying	Excluding someone from a group, activity or place, spreading rumours, humiliating someone. This can be online, in person, or both.
Cyber-bullying	Using digital technologies to scare, anger or shame those targeted. It can take place on social media, messaging platforms, gaming platforms and mobile phones. Examples include spreading lies about or posting embarrassing photos or videos of someone on social media, sending hurtful, abusive or threatening messages, images or videos via messaging platforms or impersonating someone and sending mean messages to others on their behalf. Please refer to The Manor's Cyber-Bullying Policy for further information.
Sexual Harassment	This may include making inappropriate comments about appearance and attractiveness, uninvited propositions, uninvited touching and using innuendo or inappropriate imagery (e.g. showing pornographic material). This can be online, in person or both.
Racist Bullying	Where bullying behaviour focuses on race, ethnicity, nationality or culture. This can be online, in person, or both. Please refer to The Manor's Racial Equality and Cultural Diversity Policy for further information.
Religious Bullying	Where bullying may involve references to a person's religion in a way that upsets the person and belittles them.

Sexual/Sexist Bullying, including Sexting	<p>Sexist bullying can be defined as seeking to belittle the victim in some way because of their gender.</p> <p>Sexual bullying may be characterised by name-calling, comments and overt 'looks' about appearance, attractiveness and emerging puberty. In addition, uninvited touching, innuendos and offensive imagery or graffiti may be used.</p> <p>Please see the relevant sections of the Safeguarding Policy and Cyber-bullying Policy. (On the issue of sexting, sharing nudes and semi-nudes, please also see 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'.)</p>
Homophobic Bullying	<p>Bullying directed at someone who is perceived to be lesbian, gay, bisexual or transgender (LGBT). This can be online, in person, or both. Further guidance from Oxfordshire County Council can be read here.</p>

VULNERABLE CHILDREN, INCLUDING THOSE WITH SEND

Children with SEND and disabilities are often more vulnerable and more at risk of bullying than their peers. The Manor realises its responsibility to promote equality of opportunity and to eliminate disability-related harassment.

Where children with SEND and disabilities are themselves found to be bullying, in most cases (except those related to specific conditions) The Manor expects the same standards of behaviour as apply to the rest of the school community, having made the reasonable adjustments necessary and having made the special allowances required by the Equality Act 2010.

A child who is adopted or who is a carer may also be more vulnerable to bullying. The Manor realises its responsibility to be particularly vigilant and supportive in these circumstances.

SIGNS OF BULLYING

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags and other belongings suddenly go missing, or are damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self confidence
- Frequent visits to the School Nurse with symptoms such as stomach pains, headaches

- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiences nightmares
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

PREVENTING BULLYING

The Manor has numerous strategies in place to help prevent bullying:

- The general ethos of the school, the role models of the staff, the principles of care and thoughtfulness are central to the school and help minimise bullying.
- The staff and SLT help the pupils to create an Anti-Bullying Charter, which reinforces the school's commitment to oppose bullying in all its forms and remind children of what to do if they experience or witness bullying. The charter is reinforced in Learning for Life (PSHEE/PSED) lessons and circle times, and is displayed around The Manor. The pupils' voice about bullying may also be heard through
 - Learning for Life lessons
 - Carpet times and worry boxes
 - Annual Anti-Bullying Week activities
 - The completion of an annual questionnaire appropriate to their age
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place.
- Worry boxes play an important role in the prevention of bullying in Year 3-6. They provide a way for pupils to share their worries with teachers and, depending on the nature of the worry, with the rest of the class during Learning for Life and Circle Time. Each form room has its own worry box.
- We use appropriate assemblies to explain the school policy on bullying. Our Learning for Life programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other. Regular circle times are also used as and when needed, to support the children with talking through and learning from any issues which have arisen.
- Other lessons, particularly RE, English and Drama, teach moral and spiritual values and highlight that bullying behaviour is unacceptable.

- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Bullying on the basis of protected characteristics is taken particularly seriously and we distinguish incidents of this type of bullying in our records.
- Heads of Section and the Deputy Head Pastoral support the Head and handle any potential bullying incidents as an immediate priority.
- Our Senior Leadership Team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.
- Throughout the school, we display advice on where pupils can seek help, both within school and externally, such as through Childline.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

PROCEDURES FOR DEALING WITH BULLYING AT THE MANOR

a) General Guidelines

Pupils

If a child is being bullied, or suspects someone else is being bullied, he or she needs to tell someone who may be able to help. This may be a family member, the Form Teacher, the Head, Deputy Head Pastoral, Head of Section, or anyone else the child feels happy to confide in. It is very important that children share with another person any concern about bullying which is worrying them.

Staff and Governors

Staff and Governors who have concerns about any bullying in The Manor community must tell the Head of Section, Deputy Head Pastoral or Head in the first instance.

Parents

Parents who have concerns about bullying should tell an appropriate person at the School. Concerns should be reported to the Form Teacher and Head of Section in the first instance but, where there is cause for serious concern, or if the problem continues, the Deputy Head Pastoral and/or Head must be informed without delay.

The school will take any complaint about bullying seriously and resolve the issue in a way that protects the child, and we ask the parents to reinforce the value of good behaviour at home.

Our policy is to involve parents to encourage them to emphasise to their children the key elements of this policy, including the fact that they must report to staff any bullying that they witness as bystanders. We communicate closely with parents on all matters relating to bullying.

BULLYING OF CHILDREN BY STAFF

If a child feels that they are being bullied or victimised by a member of staff, they should tell their parents who should inform the Head without delay; the child may also approach the Head or a trusted member of staff directly. The situation will be fairly investigated in line with The Manor's policy on 'Allegations made against/concerns raised in relation to teachers (including the DSL, supply teachers, other staff, volunteers and contractors)', found within Section 8 of our Safeguarding Policy.

ACTIONS IN CASES OF SUSPECTED BULLYING

Cases of suspected bullying will be investigated thoroughly and carefully. All those involved will be given the opportunity to talk about the matter with an appropriate person who will then take the necessary and appropriate action. A record of the investigation and its outcome will be kept on The Manor's online monitoring system, 'CPOMS'. The member of staff who first witnessed/dealt with the incident should create a CPOMS log, which will be added to with actions by those staff involved in the next steps. The Form Teacher will monitor the situation.

The Anti-Bullying Policy serves the needs of bullies as well as the bullied. Support from the Class Teacher, Head of Section, Head of Learning Support, Deputy Head Pastoral or Head may be necessary, as well as parental involvement to reinforce the school's message that any bullying must cease. Bullies are also made aware of the sanctions available to the school to ensure that it ceases.

The action will normally follow this stage-by-stage process up to the required stage to ensure the bullying ceases.

1. Reassurance and support for the bullied.
2. Guidance for the bully. In some cases, the 'bully' has said or done something which is thoughtless – not malicious - or was intended misguidedly as a 'joke': often all that is needed in these cases is guidance to explain to them that their remarks or actions have caused distress. The relevant member of staff explains to the 'bully' that it is essential that there is no 'come-back' on the 'bullied', otherwise the further sanctions outlined below may follow.
3. Inform one or both sets of parents and, if necessary, invite them in to discuss the situation with the Head of Section, Deputy Head Pastoral or Head.

4. Monitoring of the situation.
5. In the very rare case of persistent bullying, sanctions could include detentions, loss of privileges and a further meeting with parents, with the Deputy Head Pastoral and/or the Head. Further information can be found in the Behaviour, Discipline and Exclusion Policy.
6. Ultimately, if no other measures were successful, the sanction of suspension or permanent exclusion may be an option that the School would use. In very serious instances, it may be necessary to report the matter to the Police or Social Services.

EYFS CHILDREN

EYFS children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect each other's possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. The Head of Pre-Prep is in day-to-day charge of the management of behaviour in the EYFS.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions. Occasionally, a child may be sent to see the Head of Pre-Prep, who will explain the inappropriateness of a particular action but such instances are rare. Parents are always informed via a note in the homework diary when any sanction or reproof is needed and, in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's teacher and the Head of Pre-Prep, Mrs Pippa McConnell. Please refer to the Behaviour, Discipline and Exclusion Policy for further information

LINKS TO OTHER POLICIES AND CURRICULUM

The Anti-Bullying Policy forms part of and dovetails with the School's Behaviour, Discipline and Exclusion Policy, which follows the General Principles on Behaviour laid down and reviewed by the Governors. It offers support for both the victim and the bully and makes clear what the sanctions are for bullying.

The Anti-Bullying Policy is either explicitly/implicitly part of all the school's activities – please also see

- Racial Equality and Cultural Diversity Policy
- Learning for Life (PSHEE/PSED) Policy
- Relationships, Sex and Health Education (RSHE) Policy
- Disability Policy
- Equal Opportunities Policy
- Pastoral Care Policy
- Safeguarding Policy (including The Manor's policy on Sexting and Child-on-Child abuse)
- E-Safety and Acceptable Use Policy (including Cyber-Bullying)

STAFF TRAINING / PROFESSIONAL DEVELOPMENT

Staff Professional Development includes, at least annually, a refresher/review of the school's Anti-Bullying Policy at a staff meeting or specific training session. Staff are made aware of the need to look out for possible bullying at times and in places where children are particularly vulnerable. The school ensures that the principles of the school policy are understood, legal responsibilities are known, action is defined to resolve and prevent problems, and sources of support are made available. Particular attention is given to the prevention and tackling of specific types of bullying. There is a considerable focus on training staff about what to teach the pupils in relation to cyber-bullying and about online safety. Please see the E-Safety and Acceptable Use Policy (including Cyber-Bullying).

The Deputy Head Pastoral monitors and evaluates the school's Anti-Bullying Policy in consultation with the Senior Leadership Team, Governing Board and the wider school community, including pupils.

LIAISON WITH THE WIDER COMMUNITY SUCH AS THE POLICE AND CHILDREN'S SERVICES, AND THE THRESHOLD FOR REPORTING A BULLYING ISSUE

The school will liaise with outside agencies where bullying is particularly serious or persistent and where a criminal offence may have been committed.

Where a child is suffering significant harm, or is at risk of suffering significant harm, the School has a positive duty to consult external agencies. Cases of bullying that are particularly serious or persistent are reported to external agencies such as the police or Children's Social Care.

AUDIT AND EVALUATION

- The Head, Deputy Head Pastoral and Heads of Section keep records of all cases of suspected and actual bullying, arranged by the type of bullying, so that any patterns may be identified.
- The Head, Deputy Head Pastoral and Heads of Section also ensure that the impact of bullying on individual children is being monitored.
- The Governing Body and the SLT annually review the effectiveness of our policy by asking the key questions
 - Do the data and views of people show that we have achieved what we set out to do?
 - What have we learned about how to develop anti-bullying work in the school?
 - What is our next development priority in anti-bullying work and how will that development be undertaken?

- Pupils complete an age-appropriate questionnaire about bullying and the results are audited.
- Parents' questionnaires ensure parents are given the opportunity to express their views on the treatment of any bullying.

COMPLAINTS PROCEDURE

Parents are encouraged to use our complaints procedure (which is published on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly.