



Arnold Hill Spencer Academy

Anti Bullying Policy

2026-27

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Appendix 1 – Student Version of Policy

1. Introduction

At Arnold Hill Spencer Academy we aim to provide a safe, caring and friendly climate for learning for all our students to allow them to improve their life chances and help them maximise their potential. We expect all members of our Academy community to show **respect** for each other.

We expect students to act safely and feel safe in the Academy, including understanding the issues relating to bullying and having the confidence to seek support from school should they feel unsafe.

We also want parents and carers to feel confident that their children are safe and cared for in school and incidents, when they do arise, are dealt with promptly and effectively.

The Academy is aware of its legal obligations and role within the local community supporting parents/carers and working with other agencies outside the Academy where appropriate.

2. Policy Development

This policy was formulated in consultation with the whole Academy community with on-going input from all stakeholders including:

- Members of staff - through regular agenda items at staff meetings, consultation documents, etc.
- Governors - discussions at governors' meetings, training
- Children and young people - students contribute to the development of the policy through the school council

This policy is available:

- ✓ Online on the Arnold Hill Spencer Academy website www.arnoldhillspencer.org.uk
- ✓ From the administrative office at the Academy (by request)
- ✓ A student friendly version will be on display around the school site

3. Roles and Responsibilities

The Principal – Has overall responsibility for the policy and its implementation and liaising with the governing body, parents and carers, the Local Authority and outside agencies and, 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 **Mr S Phillips** supported by the Behaviour and Education Support Team (BEST) staff, including Heads of Year.

The responsibilities are:

- Policy development and review involving students, staff, governors, parents and carers 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 through CPOMS.
- Coordinating strategies for preventing bullying .

The nominated Governor with the responsibility for Anti-bullying (Behaviour) is: Steve McNichol.

4. Definition of Bullying

“The repetitive, intentional hurting of one person or group by another person or group, **where the relationship involves an imbalance of power**. Bullying can be physical, verbal or psychological. It can happen face-to-face or through online.” (Taken from the Anti-bullying Alliance definition of bullying)

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 target to defend themselves.
- It is usually persistent and repetitive.

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 hate crime related bullying and cyberbullying. If the target might be in danger then intervention is urgently required.

Bullying can include:

- Name calling
- Taunting
- Mocking
- Making offensive comments
- Physical assault
- Taking or damaging belongings
- Cyber bullying - inappropriate text messaging, e-mailing and other forms of messaging including IM services and use of social media; sending offensive or degrading images/media files 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’.

Specific types 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
- Cyber – such as using text, email or other social media to write or say hurtful things about someone

Bullying can be based on any of the following things:

- Race (racist bullying)
- Religion or belief
- Culture or class

- Gender (sexist bullying) - Sexual orientation (homophobic or biphobic bullying) - Gender identity (transphobic bullying) Special Educational Needs (SEN) or disability
- Appearance or health conditions
- Related to home or other personal situation – young carers, looked after children or otherwise related to home circumstances
- Related to another vulnerable group of people

All forms of bullying should be taken seriously and dealt with appropriately.

Bullying is not confined to the Academy premises. Advice for Academy leaders to help with this problem and its effects on children, acknowledges the problem also persists outside the Academy, in the local community, on the journey to and from the site and, may continue into Further Education. The increasing use of digital technology and the internet has also provided new and particularly intrusive ways for bullies to reach their victims (cyber-bullying).

Head teachers (Principals) have the legal power to make sure students behave outside of the Academy setting and have the power to discipline their students for any bullying incidents outside of school, **to such an extent that is reasonable**.

Bullying can occur between:

- Young people
- Young people and staff
- Between staff
- Individuals or groups

Bullying outside of the Academy

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

Derogatory language

Derogatory or offensive language is not acceptable and will not be tolerated. 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 may be recorded and monitored. One-off incidents of derogatory language may be recorded on Arbor (our electronic behaviour and attendance recording system) as an isolated behaviour incident and follow-up actions and sanctions, if appropriate, will be taken.

Where there are repeated incidents, or incidents related to the protected characteristics, directed at individuals (in line with our above definition of bullying behaviour), then staff will notify a member of the student's (victims) safeguarding team via the Safeguarding@arnoldhillspencer.org.uk email address. Where there are bullying behaviours identified, a record of these will be stored on our CPOMS data management system (our safeguarding recording system).

5. Reporting and Responding to Bullying

Our Academy has a clear system to report bullying, this includes those who maybe being bullied or have witnessed bullying behaviours. For students and parents/carers, the following can be done to report any form of bullying:

Urgent concerns (where a child is in immediate danger): Parents/Carers should call school – reception will share this directly with Mr S Phillips, Vice Principal, who leads on anti-bullying, as well as the child’s Head of Year. One of these people, or another member of our Safeguarding Team, will get back to you as soon as possible (wherever possible, the same working school day).

General concerns regarding bullying: email safeguarding@arnoldhillspencer.org.uk - the email goes straight to our safeguarding team who will deal with the situation.

Parents/carers and students can share concerns with the child’s tutor. If they prefer, they can share concerns with any member of staff.

Handling Students Reports of Bullying

Students can share an allegation of bullying with any member of Academy staff from their classroom teacher to the administration team. However, the student’s Tutor or Head of Year are responsible for the pastoral care of students so, where possible/practicable, we encourage students/parents/carers to report such incidents to these staff.

Staff will act on any report of bullying by:

- ✓ Reassuring the child
- ✓ Listening to them share what has happened
- ✓ Listening to how they feel about it
- ✓ Explain what will happen next:
 - A record of the initial student disclosure will be sent as soon as possible to the Safeguarding Team (including the child’s Head of Year) via email address: safeguarding@arnoldhillspencer.org.uk
 - For immediate concerns regarding a student’s safety, please follow the [Arnold Hill Spencer Academy Safeguarding Policy](#)/protocol.
 - A member of the Safeguarding Team (most likely the student’s Head of Year) will speak with the student and take a full statement.
 - Where appropriate, any urgent steps deemed necessary to ensure the safety of students will be taken
 - A full investigation will take place to ascertain what has happened.
 - The concerns will be logged on CPOMS (our electronic recording system) as a “Cause for Concern”.
 - Where bullying is deemed to have occurred, the incident will be recorded on CPOMS as an incident of “Child-on-Child Abuse/Bullying”.
 - Where bullying is identified, the Safeguarding Team (usually the student’s Head of Year) will then follow-up according to the procedure outlined below.

Following up on Bullying Incidents

- **On the day bullying behaviour is identified:** contact will be made with the identified student(s) and their parents/carers (no matter what their role). Implement appropriate sanctions in accordance with the [Arnold Hill Spencer Academy Behaviour Policy](#). Ensure that appropriate measures are in place – in agreement with the victim/victims and their parents/carers - to protect the victim(s) from further bullying. This would likely include notifying appropriate staff, ensuring that all students know how to report any further bullying behaviour, clarifying what behaviour is deemed as bullying and, that repeated behaviour will carry escalated sanctions.
- **The day after:** check-in with all identified students to ensure no further bullying behaviours have occurred. Where appropriate urgently investigate and take action if bullying behaviour persists.
- **Each day during that week:** check in with any student(s) identified as victims to ensure there have been no further bullying behaviours. Where appropriate urgently investigate and take action if bullying behaviour persists.

- **During the week after:** check in with all identified students to ensure no further incidents have occurred. Contact parents/carers of the student(s) who were subjected to the bullying to reassure and check they are happy with the actions taken by the Academy. Remind staff to report any further incidents of bullying behaviour between these students to the Safeguarding Team.

Other follow ups may include:

- ✓ Informing parents/carers of repeated bullying behaviour and escalating sanctions.
- ✓ Requesting parent meetings where bullying behaviour persists.
- ✓ Interviewing all parties, maintaining the anonymity of the victim or 'whistle-blower' when appropriate.
- ✓ Implement appropriate disciplinary sanctions in accordance with the [Arnold Hill Spencer Academy Behaviour Policy](#). These are considered according to the seriousness of the incident but should send out a message that bullying is unacceptable.
- ✓ Responses also vary according to the type of bullying and may involve other agencies where appropriate.
- ✓ Follow up with the parents/carers of the student who reported the bullying. This may include having a clear complaints procedure for parents who are not satisfied with the Academy's actions.
- ✓ A range of responses and support appropriate to the situation - solution focused, restorative approach, individual work with victim, perpetrator, and referral to outside agencies if appropriate.
- ✓ Liaising with the police and other agencies if the bullying is taking place off the school premises i.e. in the case of online bullying or hate crime.
- ✓ Using the Early Help process where appropriate to involve other agencies who may be able to support.

6. Recording Bullying and Evaluating the Policy

Bullying incidents will be recorded by the Safeguarding Team. This information will be stored in CPOMS. The information stored will be used to ensure individuals/ incidents are followed up. It will also be used to identify trends and inform preventative work in the Academy and development of the policy. This information will be discussed and evaluated by staff in meetings. This information will also be presented to the Governors as part of the annual report. The policy will be reviewed and updated annually.

7. Strategies for Preventing Bullying

As part of our ongoing commitment to the safety and welfare of our students at Arnold Hill Spencer Academy we have developed the following strategies to promote positive behaviour and discourage bullying behaviour:

- A student-friendly Safeguarding poster in all tutor rooms, ensures all students understand who they can contact if they are concerned about themselves or another student.
- The Personal Development programme of study includes opportunities for students to understand about different types of bullying and what they can do to respond and prevent bullying.
- Tutor time provides regular opportunities to discuss issues that may arise in class and for form tutors to target specific interventions.
- A number of assemblies, delivered to all students throughout the year, remind them of their rights to feel safe as well as their responsibilities to ensure that others feel safe around them.
- Difference and diversity are celebrated across the Academy through diverse displays, books, and images. The Academy participates in events including Anti-bullying week, Black History Month and LGBT History Month.
- The school values of equality and respect are embedded across the curriculum to ensure that it is as inclusive in all aspects.
- Stereotypes are challenged by staff and students across the school. Discrimination is never accepted.
- Restorative practises provide support to targets of bullying and those who show bullying behaviour.
- Students are continually involved in developing Academy-wide Anti-bullying initiatives through consultation with groups [for example through the school council].

- Working with parents and carers, and in partnership with community organisations, to tackle bullying where appropriate.
- Support for all school staff through regular whole staff meetings.
- Staff training and development for all staff including those involved in lunchtime and before and after school activities.

8. Links with other Policies and Why

POLICY	WHY
Behaviour Policy	Rewards and Sanctions
Safeguarding Policy/Child on Child Abuse Policy	Child Protection
Equalities Policies	Hate Crime (Race/Ethnicity, Religion/Belief, Sexual Orientation, Disability, Transgender identity)
Confidentiality Policy	Reporting and Recording
RSHE Policy	Strategies to Prevent Bullying
Online Safety Policy	Tackling Cyberbullying
Acceptable Use Agreements	Acceptable Online Conduct/Use of Technologies

9. Reference Documents and related Policy Documents

National

Ensuring Good Behaviour in Schools - A summary for Heads, Governing Bodies (2012)
 Behaviour and Discipline in School - Guide for Head Teachers and School Staff (Feb 14)
 Preventing and tackling Bullying - Advice for School Leader, Staff and Governing Bodies (Oct 2014)

Local

Nottinghamshire County Council Anti-bullying Policy (2011-15)
 Anti-bullying Policy Development: Guidance for schools (Oct 2013)

10. Useful Organisations

Kooth: For students to talk to online councillors, its free and can be used on the phone as an app, tablet or computer
[Home - Kooth](#)

The Anti-bullying Alliance (ABA): Founded in 2002 by NSPCC and National Children's Bureau, the Anti-bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues [Anti-Bullying Alliance](#)

Ditch the label: An international bullying prevention charity with an emphasis on working directly with children and young people [Ditch the Label | Youth Charity | Mental Health, Bullying & Relationships](#)

Young Minds: Charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it [Mental Health Support For Young People | Young Minds](#)

The Diana Award: Anti-bullying Ambassadors programme to empower young people to take responsibility for changing the attitudes and behaviour of their peers towards bullying. It will achieve this by identifying, training and supporting school Anti-bullying ambassadors [The Diana Award](#)

The BIG Award: The Bullying Intervention Group (BIG) offer a national scheme and award for schools to tackle bullying effectively [Big Award | Bullying Intervention Group](#)

Cyber-bullying

ChildNet International: Specialist resources for young people to raise awareness of online safety and how to protect themselves [Childnet — Online safety for young people](#)

Think U Know: Resources provided by Child Exploitation and Online Protection (CEOP) for children and young people, parents, carers and teachers [CEOP Education](#)

Approved by: The Principal	Date: 14/07/2026
Last reviewed on:	September 2026
Next review due by:	September 2027
Reviewed and ratified by Governors:	14/07/2026

Appendix 1 – Student Version of Policy

Our Anti-Bullying Policy

At Arnold Hill Spencer Academy we aim to provide a safe, caring and friendly climate for learning for everyone. We expect everyone in our Academy to show **respect** for each other and to act safely so that everyone feels safe. It is important to us that everyone understands issues relating to bullying and have the confidence to seek support from the Academy should they feel unsafe.

What is Bullying?

*'The **repetitive, intentional hurting** of one person or group by another person or group, **where the relationship involves an imbalance of power**. Bullying can be physical, verbal or psychological. It can happen face to face or online*

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 target to defend themselves.

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Bullying can include:

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- Producing offensive graffiti
- Gossiping and spreading hurtful and untruthful rumours
- Excluding people from groups.

What should you do if you are being bullied?

Our Academy has a clear system to report bullying this includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders).

Incidents should be reported to one of the below verbally or in writing:

- ✓ Any member of staff
- ✓ Your Head of Year
- ✓ Your Tutor
- ✓ or by emailing safeguarding@arnoldhillspencer.org.uk, the email goes straight to the safeguarding team who will deal with it.

All reported incidents will be taken seriously and investigated. The Academy will support you.

Our Anti-bullying policy is available on the Academy website.