



**The Kite  
Academy  
Trust**  
Flying high  
together

# **KITE ACADEMY TRUST**

## **ANTI-BULLYING POLICY**

P1133

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## 1 Introduction

At The Kite Academy Trust, we recognise that rights and responsibilities are equally balanced and encourage our children to take responsibility for their actions in order to develop an awareness of how they affect the rights of others. Children have the right to be protected from conflict and cruelty and they have the responsibility not to bully or harm each other. Every child has the right to feel safe in our academies and enjoy their education without the threat of bullying behaviour. Our approach is to build the children's self-esteem, trust and confidence and for this to be consistent across our Trust. We intend that the policy is clearly understood and shared by all, children, staff and parents.

Bullying is unacceptable in our academies. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a member of staff and any incident will be dealt with whenever it occurs. The behaviour and attitude of our children, staff and parents is very important. High standards of behaviour and a positive attitude lead to excellence in both relationships and standards of work. The ethos of our Trust and each of our academy is based on mutual respect and care and consideration for others.

Bullying concerns everyone, not just the bullies and the victims. It affects other pupils who watch, and pupils can be drawn in by peer-group pressure. In our academies, no one should have to accept this type of behaviour.

The Kite Academy Trust Board of Trustees has agreed this policy and as such, it applies to all academies within the Trust. All policies, procedures, practices and systems are regularly reviewed to reflect the Trust's commitment to equality.

This policy is to be read in conjunction with the following policies:

- Behaviour
- Code of Conduct for Staff & Governors
- Equality & Diversity
- Health, Safety & Environment
- Restrictive Physical Intervention
- Safeguarding & Child Protection
- Welfare
- Whistleblowing

## 2 Aims & Objectives of the Policy

- To ensure that all of our stakeholders - Trustees, Academy Council Governors, teaching and non-teaching staff, pupils, parents and carers - have an understanding of what bullying is and knowledge of this Trust-wide policy.
- To create an academy culture where bullying is unacceptable to staff, pupils, parents and carers.
- To ensure that members of the academy community have the confidence to 'speak out'; to disclose and discuss bullying if it does occur.
- To develop procedures for noting, reporting, investigating and dealing with incidents of bullying and for all stakeholders to have this knowledge.

### 3 What is bullying?

There is no legal definition of bullying; it is, however, typically defined as behaviour that is:

- Repeated;
  - Intended to hurt someone either physically or emotionally;
  - Often aimed at certain groups, for example because of race, religion, gender or sexual orientation;
- There is usually an imbalance of power between the bully/bullies and victim.

Conversely, bullying is not:

- Teasing between friends where there is no intent to cause harm or distress;
- Falling out between friends after a quarrel or disagreement;
- Behaviour that all parties have enjoyed or agreed to.

Bullying takes many forms and can include:

- Physical assault;
- Teasing;
- Making threats;
- Name calling;
- Cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger);
- Isolating an individual.

#### **What are the characteristics of bullies and their victims?**

Bullies may be:

- Aggressive;
- Lacking in attention;
- Lonely, unhappy or insecure;
- Jealous of others;
- Bullied at home, e.g. punished excessively, or spoilt;
- Crying out for help;
- Underachieving in class.

#### **What are the signs/characteristics that might indicate a child is being bullied?**

The below signs could indicate other problems, but bullying should be considered a possibility and should be investigated if a child:

- Is frightened of walking to or from school and begs to be driven;
- Is unwilling to go to school;
- Begins to underachieve;
- Becomes withdrawn, starts stammering, lacking in confidence;
- Regularly has books or clothes damaged or destroyed;
- Has unexplained cuts or bruises;
- Becomes distressed easily;
- Stops eating;

- Cries easily;
- Has regular nightmares;
- Becomes disruptive, aggressive or unreasonable;
- Has possessions 'go missing';
- Regularly feels ill in the morning;
- Is nervous or jumpy when a cyber message is received or afraid to use the internet or mobile phone.

Staff will be able to use their knowledge of pupils to identify changes in behaviour that might indicate bullying. Pupils should be encouraged to be open with parents and carers who should pass on their concerns to the academy, or the child should tell an adult in their academy.

## 4 Adult Bullying

From time to time, adults behave inappropriately towards each other. If any member of staff or parent feels that they are being treated inappropriately within an academy community, they must report this to the Academy Head Teacher immediately. If it is the Academy Head Teacher who has behaved inappropriately, the member of staff or parent should contact the Chair of the Academy Council. The matter will then be handled in accordance with The Kite Academy Grievance Procedure or Whistleblowing Policy, as appropriate.

## 5 Procedures for dealing with bullying

The following procedures for reporting and dealing with the consequences of bullying should be understood and followed by every member of our Trust:

1. Report bullying incidents to staff (this can be in person, e.g. during pick up time on the playground, or via email to the academy office).
2. In all cases of bullying, the incidents will be investigated and recorded by staff on our CPOMS system. Actions will be recorded on CPOMS and monitored by leaders to ensure behaviour has stopped. In all instances, a member of the academy senior leadership team (SLT) should be consulted.
3. Serious cases of bullying will be referred immediately to the Academy Head Teacher or designated senior leader e.g. the Designated Safeguarding Lead (DSL).
4. Parents will be informed and will be asked to attend a meeting to discuss the problem and support their child. There may be follow up meetings, as necessary.
5. The bullying behaviour, or threats of bullying, must be investigated and the bullying stopped quickly.
6. If necessary and appropriate, Police will be consulted.
7. Both the victim and bully will be supported. The victim will receive support in order to deal with their feelings and the bully in order to change their behaviour and prevent further incidents occurring.
8. Incidents of bullying will be reported termly to the Academy Council and the Board of Trustees.

**Under no circumstances should children be told to "hit back."**

If children are experiencing problems with other children, parents must not try to take matters into their own hands. Parents confronting other parents, or children, in the playground is not acceptable.

Additionally, using the internet or social media platforms such as WhatsApp to call children names is also unacceptable. The academy should be informed immediately of any concerns so we may intervene to resolve the problem; we want to ensure that our community remains a happy, safe and enjoyable place where everyone wants to be.

When analysing incidents of bullying, staff will seek answers to questions of: what, where, when, who and why. If a group is involved, each member will be spoken to separately. Other pupils may also be spoken to in order to get a clearer picture. Written records will be kept of these discussions and given to the Academy Head Teacher, or designated senior leader, and these will be recorded on CPOMS. It may also be appropriate for pupils to write down their own accounts.

## 6 Procedures for Dealing with Cyber-bullying

If a bullying incident occurs using email or mobile phone technology, either inside or outside of the school day, the following procedures will be followed:

- Advise the child not to respond to the message;
- Secure and preserve any evidence;
- Inform the sender's e-mail service provider;
- Notify parents of the children involved;
- Consider delivering a parent workshop for the academy community;
- Consider informing the police depending on the severity or repetitious nature of offence;
- Inform the academy senior leadership team.

If malicious or threatening comments are posted on the internet about a pupil or member of staff, the following procedures will apply:

- Remove the comments, or make a request for the comments be removed if site is administered externally;
- Secure and preserve any evidence;
- Notify parents/carers of the children involved;
- Endeavour to trace the origin and inform police, as appropriate;
- If it is a parent, arrange a meeting and inform police, as appropriate;
- Inform the academy senior leadership team.

Our academies raises awareness of issues relating to cyber-bullying in many ways: lessons with the children, on websites, publicising procedures in newsletters, social media accounts and parent workshops as required.

## 7 The No-blame Approach

The key to tackling bullying is trust; the bullied child should feel safe while staff work with the child who is bullying to manage the situation and recognise when more radical action needs to be taken. Developing this level of trust not only helps in tackling individual cases but ensures that children and their families believe that bullying will be dealt with properly. The bullied child should be encouraged to describe what has taken place and how they feel in private to the adult who will take on the role of facilitator. The facilitator should be sympathetic and listen carefully to the child's story, prompting the child to tell their story should be conducted through open ended questioning; avoiding putting words in the child's mouth or assuming the outcome. The facilitator should then explain what action will be taken and reassure the bullied child that they will support the child throughout the process.

The facilitator will also meet with the bully to understand the root cause for their actions. The conversation will be non-judgemental, but will aim to share an understanding of the impact of their actions on the other person. The facilitator will discuss actions that will be put in place in order to support both the bully and the person that is being bullied.

If appropriate, both the bully and the bullied will be invited to attend a meeting with the facilitator. It is essential the meeting is conducted in a calm environment and all present are listening. Pupils should be given the opportunity to take turns to explain what has happened. The victim should be encouraged to describe the behaviour and the feelings they have experienced. The bully then has an opportunity to explain their actions and discuss what they can do improve the situation.

The facilitator will identify with the children involved an agreement identifying strategies to prevent further incidents. It should be agreed between all parties present how the situation will be monitored either daily or weekly e.g. report to the facilitator each day after lunch time play. The bully and victim will meet with the facilitator to monitor the situation until such time they consider:

- The victim is no longer being bullied.
- The bully is no longer bullying.

In addition, the facilitator will identify and discuss with the victim:

- Strategies for seeking help should it happen again these may include: telling a trusted adult or a class mate who they know will help them to report it.

Parents should be informed of the academy's actions by appointment to inform them what has been done and future arrangements.

## 8 Consequences

The bully will offer an apology and other appropriate consequences may take place, e.g. lunchtime reflection. For minor offences, an official warning may be given and consequences of future bullying made clear. In severe cases, suspension will be considered. Where possible, pupils will be reconciled.

## 9 What can be done to prevent bullying?

- Anyone who knows that bullying is happening is encouraged to tell staff and know that incidents will be dealt with promptly and effectively.
- Children have a clear understanding of their rights and responsibilities.
- Behaviour, care, guidance and support: provided to promote personal development and well-being by all staff.
- Consistent whole academy approaches to bullying will be used in assemblies and in PSHE activities e.g. circle time, writing stories, poems or drawing pictures about bullying, reading stories, making up role plays, discussions about bullying.
- Proactive education on issues of diversity, e.g. race/ethnicity, gender, sexuality, to be provided as part of the academy's curriculum to develop an inclusive environment and address misconceptions or pre-existing prejudices.
- Appropriate training will be provided for staff to help them deal effectively with bullying.
- Children are made aware of the strategies to deal with low level issues and what to do in different situations including situations of cyber-bullying.
- Good quality role models (e.g. Pupil Advocates, School Councillors, Academy Head Teachers).



- Adult modelling of appropriate response to a wide range of scenarios.
- Adults to deal with a situation, even if minor. Talking to children may prevent a situation escalating.
- All staff, children and parents/carers have a good knowledge of the procedures/policy e.g. bullying is a repeating action.

## 10 Roles & Responsibilities

**All adult members of the academy community** (e.g. Academy Council Governors, staff, parents, carers and visitors) should:

- Show respect to every person within our Trust and avoid saying or doing anything which will cause hurt or offence to others.
- Report all incidents of bullying.
- Offer support to anyone they see being bullied.

**Pupils should:**

- Treat others as they would like to be treated.
- Tell an adult if they see anyone being bullied.
- Help and support their peers if they see them being bullied.

**All staff should:**

- Show by example that they are committed to stopping bullying in their academy.
- Create an atmosphere of trust and respect where pupils feel their concerns are taken seriously.
- Be vigilant and take action if any changes in a child are seen, to eliminate the cause of bullying.
- Listen to complaints and concerns about bullying and take appropriate action.
- Make sure that those who have been bullied are informed about what action has been taken.
- Develop and use a wide range of approaches when taking action against bullying.
- Record all incidents on CPOMS.

**All teachers should:**

- Be responsible for the recording of all incidents of bullying that happen in their class (or ask an adult involved to do this). This includes first meetings with parents that are not potentially bullying situations (but may become bullying if there is a repeat) and meetings where there is evidence of bullying. All meetings should be recorded on CPOMS.
- Inform the child's parents/carers and the Head Teacher.

**All parents should:**

- Expect the academy to take bullying seriously.
- Support the academy in its policy against bullying by discussing the policy with their child.
- Contact the academy (initially class teacher) with concerns if their child is being bullied. All concerns will be taken seriously, appropriate action will follow
- Support the academy in its actions against those who bully.
- Play an active part in their child's education. Ask them how their day has gone, who they have spent their time with and how lunchtime was spent.
- Not advise their child to "retaliate in kind" or "hit back". It usually makes matters worse.



- Explain to their child that speaking out against bullying should not be seen as a weakness.
- Monitor age restrictions on TV, DVDs and computer games their child watches/plays and their child's access to the internet. Consider when and if it is appropriate for their child to use the internet unsupervised, including social media such as WhatsApp, etc.

**The Kite Executive Team should:**

- Support the Academy Head Teacher in all attempts to eliminate bullying.
- Not condone any bullying at all and any incidents of bullying that do occur are taken very seriously, and dealt with appropriately.
- Monitor incidents of bullying that do occur, and reviews the effectiveness of this policy regularly.
- Require the Academy Head Teacher to keep accurate records of all incidents of bullying on CPOMS.

**The Academy Head Teacher should:**

- Implement the academy Anti-bullying Policy and ensure that all staff (both teaching and non-teaching) are aware of it and know how to identify and deal with incidents of bullying.
- Discuss effectiveness of policy with the Governor with responsibility for safeguarding.
- Ensure that all children know that bullying is unacceptable behaviour.
- Ensure that all staff, including midday supervisors, receive sufficient training to be equipped to identify and deal with all incidents of bullying.
- Lead the academy in making our vision a reality, where all members of the learning community nurture, value, respect and care for each other.

## 11 Complaint Procedures

If a parent/carers is dissatisfied with the way the academy has dealt with a bullying incident, they should follow The Kite Academy Trust's Academy Complaints Policy.

## 12 Monitoring

The effectiveness of this policy will be monitored by senior staff in a variety of ways, including analysing the recorded incidents of bullying and talking to the children. The monitoring of any incidents will be through the secure online portal CPOMS.

## 13 Resources

**Help Organisations:**

ChildLine: 0800 1111

Kidscape: 0207 730 3300

Family Lives: 0808 800 2222

Youth Access: 020 8772 9900

[www.bullying.co.uk](http://www.bullying.co.uk)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

### Guidance Documents:

[Bullying at School](#)

[Preventing and Tackling Bullying – Advice for Head Teachers, Staff and Governing Bodies \(July 2017\)](#)

[Cyberbullying – Advice for Head Teachers and School Staff \(2014\)](#)

[Advice for Parents and Carers on Cyberbullying \(2014\)](#)

## Document Management

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