ANTI-BULLYING PROCEDURE 2025

Policy

Lancaster Academy is committed to providing a safe and happy environment where students are able to learn and fulfil their potential. We recognise that all forms of bullying, especially if left unaddressed, can both create a barrier to learning and affect a child's mental health and well-being. Our aim is to effectively prevent and tackle bullying in order to create a respectful community where students understand, respect and value others and where bullying is wholly and always unacceptable.

This policy should be read in conjunction with the Lancaster Academy Child Protection and Safeguarding Policy September 2025 and the Lancaster Academy Behaviour Policy.

A copy of this policy is available at the Academy.

Key Points

Lancaster Academy recognises that a bullying is a form of child-on-child abuse and as such it is a safeguarding issue.

- The Assistant-Principal Pastoral, will work with the Designated Safeguarding Lead, as part of the Pastoral Hub when managing bullying issues.

Objectives

The purpose of this policy is to:

- Demonstrate that Lancaster Academy takes bullying seriously.
- Ensure that there is a clear understanding that any signs of cyberbullying, discriminatory or prejudice-based bullying will not be tolerated.
- Ensure that students learn in a supportive, caring, and safe environment, without fear of being bullied.
- Ensure that there is a clear link between the understanding and promotion of anti-bullying and effective learning through Academy's Behaviour for Learning procedure
- Promote an environment where children feel they can trust and tell adults if they are being bullied or know about any bullying.

- Ensure that all staff are aware of their duty of care and the need to be alert to and recognise the signs of bullying and that they are aware of procedures through regular training.
- Prevent, de-escalate and/or stop any continuation of harmful behaviour.
- React to bullying incidents in a reasonable, proportionate, and consistent way.
- Safeguard the student who has experienced bullying and to trigger sources of support for them which will include, emotional, mental health and well-being support through the well-being curriculum, and counselling.
- Ensure that the perpetrator(s) receive support alongside any other students who may have witnessed or been impacted by an incident of bullying.
- Apply appropriate consequences to the student(s) causing the bullying and ensure they learn from the experience, in some cases through multi-agency support, and by using restorative approaches.

Statutory Guidance and Advice

- Keeping Children Safe in Education 2025
- Preventing and Tackling Bullying 2017
- Relationships Education, Relationships and Sex Education and Health Education 2019
- Behaviour in Schools 2024
- The Equality Act 2010
- The Education (Independent School Standards) Regulations 2014 (legislation.gov.uk)

Scope

This policy applies to all staff, parents or carers, students, and visitors.

Definition of Bullying

Bullying can be defined as 'behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally.'
(DfE Preventing and Tackling Bullying July 2017).

Bullying is recognised by the Academy as being a form of child-on-child abuse and includes:

- Prejudice-based and discriminatory bullying e.g., of particular groups
- Physical bullying including hitting, kicking shaking, biting, hair pulling, or otherwise causing physical harm.
- Emotional bullying, including bullying related to physical appearance, being unfriendly, taking belongings, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours.
- Verbal bullying includes name calling, taunting, mocking, and making offensive comments.
- Online or cyberbullying via text messages, social media or gaming including the consensual and non-consensual sharing of nude and semi-nude images and/or videos.
- Coercive control – having control over a relationship which may lead to physical, or psychological bullying and social isolation.

Lancaster Academy takes any form of sexual harassment or sexual violence seriously and we take a zero-tolerance approach to this issue. Please see the Lancaster Academy Child Protection and Safeguarding Policy 2025 and Part 5 of Keeping Children Safe in Education 2025 for more information.

Responsibilities

All members of the Lancaster Academy community play a part in preventing and tackling the issue of bullying.

Governors

Governors will ensure that anti-bullying policies and procedures are in place. Governors will be made aware of the Academy's anti- bullying response by:

- Being made aware of all bullying issues at the Academy on a regular basis through updates and at Governors meetings.
- Liaising with the Principal regarding anti-bullying strategies and being aware of individual cases of bullying where appropriate.
- Discussing and reviewing agreed strategies for anti-bullying with the Academy.
- Ensuring that training is in place for teachers and support staff.
- Ensuring that the Academy involves a range of outside agencies where necessary.

Principal

The Principal has ultimate responsibility for the management of this policy and ensuring that the procedures for behaviour, prevention and resolving bullying issues are in place. This includes meeting regularly with the Pastoral year teams and the Designated Safeguarding Lead to review bullying information, and ensure strategies and training are in place. In addition, the Principal will provide a report to governors regarding bullying alongside the safeguarding and child protection report on a regular basis.

Vice Principal Pastoral - Asifa Patel

Overall responsibility for this policy lies with Asifa Patel. Day to day responsibility for anti-bullying and behaviour lies with the Awal Gani and the Designated Safeguarding Lead. This includes:

- Being responsible for the day-to-day management of the policy and procedures.
- Working closely with the Pastoral Team and the wider Student Support team
- Investigating reported incidents of bullying.
- Ensuring that there are positive strategies and procedures in place to help both the victim(s) of bullying and the perpetrator(s).
- Facilitating restorative conversations to resolve the issues.
- Communicating issues and interventions with the parents of students involved.
- Referring to and liaising with multi-agency working groups if necessary.
- Ensuring that records are kept via CPOMS and having oversight of trends.
- Keeping the Principal informed of incidents.

Designated Safeguarding Lead (DSL)

In addition to the above the DSL will:

- Work closely with the wider safeguarding team regarding bullying issues.
- Provide advice and support where there are additional safeguarding issues e.g. self harm as a result of bullying.

- Work closely with outside agencies where further support is required.
- Liaise with parents and carers as required.
- Promote the prevention of bullying by working closely with the well-being lead Claire Walsh and PSHE lead, Kulsum Kasmani in the planning and delivery of the curriculum including, organising anti-bullying assembles, anti-bullying week, advice and sign posting to support students, training the Academy's Safeguarding and Cyberbullying Ambassadors and inviting specialist anti-bullying agencies into the Academy to work with students.
- The Academy ensures that messages are followed up where students use the safeguarding email or speak directly to our Anti-Bullying trained staff member, Rachel Macdonald (for students who feel uncomfortable comfortable speaking to staff directly or other means – they can email our Mental Health mentor or use our anti bullying ambassadors.

All staff

The day-to-day safety of students lies with all teaching and non-teaching staff who will:

- Promote Anti-Bullying strategies and events.
- Report all incidents of bullying to the Pastoral Team.
- Be responsible for ensuring that the Academy's behaviour and anti-bullying strategies are put into practice.
- Explore opportunities to raise awareness of Anti-Bullying through the curriculum.

Students

All students at Lancaster Academy have an important role in ensuring that this policy is effective, by following the Behaviour for Learning guidelines and reporting bullying incidents to members of staff and their year teams. Students are encouraged to support this policy by not being bystanders when they see and hear incidents of bullying of if they are aware of any online bullying. They will also know to whom they should go if they are being bullied or if they are concerned about another child. Staff will work with students to promote an anti-bullying culture through the Student Ambassadors and Safeguarding Leaders by understanding how to report incidents of bullying, through assemblies and our PSHE curriculum. Students are encouraged to speak out and feel confident that issues are dealt with efficiently.

Parents & Carers

If you are concerned about your child, please contact the Academy's reception.

Telephone:

You can find the Academy's online contact on the website at: admin@lancaster.leicester.sch.uk or safeguarding@lancaster.lwlat.org.uk

Procedures for Managing Bullying Incidents

Lancaster Academy will ensure that when incidents occur, they are dealt with as quickly as possible by the HOY/SSW/year team DSL's in the first instance. Where an additional safeguarding concern is also identified staff will contact the Designated Safeguarding Lead.

Staff will:

- Listen carefully to any complaint about bullying, reassure the student and offer support.
- Provide emotional and well-being support for both the victim and the perpetrator.
- Gather information by speaking to the perpetrator and any other students who are involved.
- Ensure parents/carers are kept informed about the concern and action taken, as appropriate and in line with child protection and confidentiality policies.
- Try to resolve issues using restorative approaches where possible and also remind students of the Academy pledge.
- Where the bullying of, or by students takes place off-site or outside of normal school hours (including cyberbullying), ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in accordance with this policy.
- Refer a student for counselling and/or to the mental health team for further support.
- Record all incidents of bullying and the actions taken to resolve the issue using our Child Protection Online Management System (CPOMS), including communication with parents/carers as appropriate and details of all the students.
- Ensure that all students have access to student friendly advice on how to manage bullying behaviour at the Academy where needed. This may include counselling, and the involvement of supportive outside agencies such as CAHMS.
- Involve external agencies e.g., Police, and Children's Social Care if appropriate.

Sanctions

Lancaster Academy recognises that a graduated response is required when dealing with bullying incidents. Our aim is to support students through preventative strategies to manage bullying and creating a positive culture and good behaviour for learning . Where bullying is in evidence the Academy will look at each case individually to determine the nature of the bullying and the necessary actions and sanctions.

This may include:

- Restorative Circles and meetings between all students involved.
- An anti-bullying contract which sets out next steps.
- Writing a letter of apology.
- Behaviour report card.
- Loss of social time (break, lunch or after school).
- Placement in isolation for an agreed period.
- Peer support e.g. a member of the Student Ambassadors.
- Working with external agencies on addressing bullying behaviour.
- Alternative educational arrangements including personalised learning plans.
- Suspension.
- Consideration of permanent exclusion for serious bullying issues.
- If the Academy considers that an offence may have been committed assistance will be sought from the police.

Prevention of Bullying

At Lancaster Academy we aim to proactively prevent incidents of bullying through early intervention and setting clear expectations of good behaviour to prevent negative behaviours escalating.

Central to our ethos is our school pledge. Students will be reminded of their obligations of being part of the Lancaster Academy community as outlined in the school pledge.

Through the curriculum we:

- Raise awareness about bullying and the anti-bullying policy through assemblies, form time activities, anti-bullying displays and enrichment days.
- Increase understanding for victims and help build an anti-bullying ethos.
- Teach students how to constructively manage their relationships.

We also explore:

- Why do people bully each other?
- Online and cyberbullying and how to keep themselves safe online.
- What are the effects of bullying on the bullied, and on bullies.
- What impact does bullying have on good progress and achievement?
- Ways to report bullying and how to get help and support.

We ensure that all students can access the curriculum and key bullying messages including students with SEN and English as an additional language by using a variety of differentiated resources and activities.

Student Voice

Lancaster Academy recognises that the opinion of students is an important part of our work. We will ensure students can express their feelings or concerns regarding bullying and anti-bullying. In order to capture their thoughts we will send a safeguarding survey to all students. The results will be analysed and staff will respond to any concerns raised.

CPD

All staff will have regular updates concerning safeguarding issues and anti-bullying procedures through weekly safeguarding meetings and briefings. Staff will also have training on wider safeguarding issues and supporting students with trauma.

Monitoring and Evaluation

Monitoring and evaluation is conducted in line with the Monitoring and Evaluation Policy and driven by the whole school evaluation schedule. Lancaster Academy ensures that all bullying incidents are monitored and reviewed as part of a wider behaviour and safeguarding monitoring system. This includes looking at trends and the subsequent provision of further training. Information is reported to the Principal who then shares it with governors termly or before as required.

Policy Review

This policy will be reviewed annually, or earlier as required.

Complaints

Information regarding the procedures for raising complaints can be found in the Learning without Limits Academy Trust (LwLAT) complaint Policy.

Impact on workload & Work-Life Balance

The implementation of this policy should have minimal impact on workload and work-life balance. However, if the reporting and recording which is necessarily associated with this policy proves to be very onerous and begins to have an impact on workload, this will be taken account of in a review.

Useful Links and Supporting Organisations

Organisation	Contact Details
Anti-Bullying Alliance	anti-bullyingalliance.org.uk
Childline	childline.org.uk
Kidscape	kidscape.org.uk
NSPCC	nspcc.org.uk
The Diana Award	diana-award.org.uk
Young Minds	youngminds.org.uk
Young Carers	youngcarers.net
ThinkuKnow	thinkuknow.co.uk
UK Safer Internet Centre	saferinternet.org.uk

Appendices – include ethos, pledge etc for your Academy.

Lancaster Pledge

I am READY for learning and ready for my future, making every effort to reach my true potential.

I embrace enterprise and EMPLOYABILITY in every aspect of my learning, always being the very best I can be for myself and for Lancaster Academy.

I am ACCOUNTABLE for everything that I do, whilst recognising and embracing the support given by the Lancaster community on my behalf.

I cherish and champion DIVERSITY, valuing care, kindness and respect for all.

As a YOUNG AMBASSADOR of Lancaster I show RESPECT at all times, am truthful to myself and others, always trying to do the right thing.

I am Lancaster. I am ready. I am READY for the future