Outcomes First Group.

OptionsAutism

Orchard Manor SCHOOL

School Anti-bullying Policy

Orchard Manor School

Anti-bullying Policy

Contents

1.0 Aim ..... Error! Bookmark not defined.
2.0 Definitions ..... Error! Bookmark not defined.
3.0 Forms of bullying covered by this policy ..... Error! Bookmark not defined.
4.0 Prevention **3**
5.0 Challenge **4**
6.0 Procedures **4**
7.0 Cyberbullying **4**
8.0 Supporting pupils **5**
9.0 Pupils who have perpetrated the bullying will be helped by: **5**
10.0 Supporting adults **5**
11.0 Adults (staff and parents) who have perpetrated the bullying will be helped by: **6**
12.0 Environment **6**
13.0 Education and training **6**
14.0 Advice to parents **6**

Orchard Manor School

This policy is based on DfE guidance "Preventing and Tackling Bullying" July 2017 and supporting documents. It also considers the DfE statutory guidance "Keeping Children Safe in Education" 2026. The school has read Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Schools".

1.0 Aim

At Orchard Manor School, our aim is to create an atmosphere which is caring, protective, and supportive where no one feels humiliated, intimidated or abused. Recognising bullying in all its forms is a vital part of this process.

2.0 Definitions

- Bullying is "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). KCSIE 2025 identifies "serious bullying (including cyberbullying)" as Emotional Abuse.
- Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups, spreading hurtful and untruthful rumours, prejudice-based and discriminatory bullying.
- This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Bullying can be a form of peer on peer abuse and can be emotionally abusive; it can cause severe and adverse effects on children's emotional development. Accepting and complying with bullying is the same as bullying itself.

3.0 Forms of bullying covered by this policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion, nationality or culture
- Bullying related to SEND (Special Educational Needs or Disability)
- Bullying related to appearance or physical/mental health conditions
- Bullying related to sexual orientation (homophobic, biphobic or transphobic bullying)
- Bullying of young carers, children in care or otherwise related to home circumstances
- Sexist, sexual, homophobic, biphobic or transphobic bullying
- Bullying via technology, known as online or cyberbullying

Staff must remain vigilant about bullying behaviours and approach this in the same way as any other category of Child Abuse; that is, do not wait to be told before you raise concerns or deal directly with the matter. Children may not be aware that they are being bullied especially in our school where all students have Special Educational Needs which means that they may be unable to realise what others may be doing to them.
Staff must also be aware of those children who may be vulnerable pupils; those coming from troubled families, or those responding to emotional problems or mental health issues which may bring about a propensity to be unkind to others, or may make them more likely to fall victim to the behaviour of others.

4.0 Prevention

The ethos and working philosophy of Orchard Manor School means that all staff actively encourage children to have respect for each other and for other people's property. Good and kind/polite behaviour is expected, regularly acknowledged and rewarded.
Staff will regularly discuss positive expected behaviours; this will inform children that we are serious about dealing with unexpected bullying behaviours and lead to open conversations and increased confidence to report any incidents and concerns about children's behaviour (at a developmental stage that is appropriate to the child).
Staff will reinforce expectations of behaviour as a regular theme in line with our vision and our learning behaviours expectations.

5.0 Challenge

- By challenging unacceptable behaviours, we will help reduce the incidence of bullying and will help create an atmosphere of tolerance and acceptance.
- We need to support pupils in their response to bullying.
- Papworth Hall School will operate a simple recording and reporting procedure.
- We will take an account of any evidence and all points of view.
- We will offer support to the victim and will be mindful of the fact that many of our pupils may be vulnerable to bullying behaviours.
- We will offer support and advice to the person exhibiting bullying behaviours.
- We will ensure that all parties are kept informed.
- We will operate a system of rewards and sanctions in line with the school policy on behaviour and discipline (Positive Behaviour Policy).

6.0 Procedures

- At the first report of an incident, the persons directly involved will be debriefed by class staff (all staff should be made aware of what is happening). The class teacher should then investigate to determine the facts behind any arising issue.
- Any bullying behaviours should be written up on a behaviour or safeguarding form and handed to the Headteacher, who will ensure Behavioural recording is entered into the behaviour analysis reporting system.
- It should be made clear that behaviours described as bullying are unacceptable. Follow up actions should be devised, recorded and aimed at addressing bullying behaviours.
- Victims of bullying behaviour will be supported by the class teacher in the immediacy to assess for any levels of distress, and as appropriate take positive action to ensure the child/young person feels safe in the short term. Further support, guidance and interventions will be put in place by the Headteacher to ensure the victim has full access to strategies that can support them following any incidents of bullying that they experience.
- In serious cases the parents or carers will be informed and asked to come into school to discuss the situation. If necessary and appropriate, police will be consulted.
- A strategy will be developed with the consent of all parties.
- Any agreed strategy will be shared with all staff. It is expected, through the behaviour support systems, that the Headteacher would be kept informed of bullying-related issues.
- External support may be sought if the behaviour continues.
- In extreme cases, exclusion will be considered.
- Incidents of bullying will be discussed with the School's Chair of Governors and the Head of Service.
- Where the bullying takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in school in accordance with the school's behaviour policy.
- A clear and precise account of the incident will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.

7.0 Cyberbullying

When responding to cyberbullying concerns, the school will:

- Act as soon as an incident has been reported or identified.
- Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
- Encourage the parent/child being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
- Take all available steps where possible to identify the person responsible. This may include: looking at use of the school systems; identifying and interviewing possible witnesses; contacting the service provider and the police, if necessary.
- Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include: support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content; confiscating and searching pupils' electronic devices, such as mobile phones, in accordance with the law. (Note: Schools should ensure they access the DfE

'Searching, screening and confiscation at school' and Childnet Cyberbullying guidance to ensure that the school's powers are used proportionately and lawfully).

- Requesting the deletion of locally-held content and content posted online if they contravene school behavioural policies.
- Ensure that sanctions are applied to the person responsible for the cyberbullying; the school will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
- Inform the police if a criminal offence has been committed.
- Provide information to staff and pupils regarding steps they can take to protect themselves online. This may include: advising those targeted not to retaliate or reply; providing advice on blocking or removing people from contact lists; helping those involved to think carefully about what private information they may have in the public domain.

8.0 Supporting Pupils

Pupils who have been bullied will be supported by:

- Reassuring the pupil and providing continuous support.
- Offering an immediate opportunity to discuss the experience as appropriate to their needs with their teacher, the designated safeguarding lead, or a member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Working towards restoring self-esteem and confidence.
- Providing ongoing support; this may include: working and speaking with staff, offering formal counselling/therapy, engaging with parents and carers.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through Early Help or Specialist Children's Services, or support through Child and Adolescent Mental Health Services (CAMHS).

9.0 Pupils who have perpetrated the bullying will be helped by:

- Discussing what happened, establishing the concern and the need to change as appropriate to their level of understanding.
- Informing parents/carers to help change the attitude and behaviour of the child.
- Providing appropriate education and support regarding their behaviour or actions.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning, in line with school behaviour policy; this may include official warnings, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Children's Services, or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

10.0 Supporting Adults

- Our school takes measures to prevent and tackle bullying among pupils; however, it is equally important to recognise that bullying of staff and parents, whether by pupils, parents or other staff members, is unacceptable.
- Adults (staff and parents) who have been bullied or affected will be supported by: offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Headteacher; advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
- Where the bullying takes place off school site or outside of normal school hours (including online), the school will still investigate the concern and ensure that appropriate action is taken in accordance with the school's behaviour and discipline policy.
- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

11.0 Adults (staff and parents) who have perpetrated the bullying will be helped by:

- Discussing what happened with a senior member of staff and/or the Headteacher to establish the concern.
- Establishing whether a legitimate grievance or concern has been raised and signposting to the school's official complaints procedures.
- If online, requesting that content be removed.
- Instigating disciplinary, civil or legal action as appropriate or required.

12.0 Environment

The school community will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.
- Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse).
- Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related difference. Also, children with different family situations, such as looked after children or those with caring responsibilities.
- Challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Be encouraged to use technology, especially mobile phones and social media positively and responsibly.
- Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.
- Actively create "safe spaces" for vulnerable children and young people.
- Celebrate success and achievements to promote and build a positive school ethos.

13.0 Education and Training

The school community will:

- Train all staff, including: teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the school's policy and procedures (including recording and reporting incidents).
- Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, etc as appropriate to the level of understanding of the child.
- Provide systematic opportunities to develop pupils' social and emotional skills, including building their resilience and self-esteem.

14.0 Advice to Parents

As the parent of a child whom you suspect is being bullied:

- Report bullying incidents to the class teacher.
- In cases of serious bullying, the incidents will be recorded by staff and the Headteacher notified.
- In serious cases parents should be informed and will be asked to come into a meeting to discuss the problem
- The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
- An attempt will be made to help the child using unacceptable behaviour towards others, to change their behaviour.

This policy is available on the school website, the shared staff area on the school network and on request from the Headteacher in hard copy.

It should be read in conjunction with the following policies:

- Safeguarding Policy
- Child on Child Abuse Policy and Guidance
- Positive Behaviour Support Policy
- Exploitation Policy
- Exclusions Policy
- Harmful Sexual Behaviour Policy
- Pupil Attendance and Absence Policy
- Web Filtering Policy

We are part of the Outcomes First Group Family,by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world

Outcomes First Group.

Acorn Education And Care
National Fostering Group
Options Autism