



### School Policy 4a – Anti-Bullying

#### TO PREVENT AND DEAL WITH INCIDENTS OF BULLYING AND/OR HARASSMENT OF ANY KIND

It should be read in conjunction with the overarching policy for **School Discipline**.

The Governors' Committee responsible for it is the Ethos and Pastoral Care Committee.

The person in the school who prepares the text of this policy for the Governors is the Deputy Headteacher. This policy was reviewed in November 2025 and is subject to annual review.

#### Introduction: SCHOOL STATEMENT

Physical, verbal, psychological (including sexual or racial) harassment of any member of the school community is not acceptable at Archbishop Tenison's School.

**Definitions:** *There are many definitions of Bullying, but most consider it to be (from DfES:*

*Bullying:*

*Don't Suffer in Silence. 2000):*

- *deliberately hurtful and can include aggression*
- *repeated often over a period of time*
- *difficult to defend against*

**Further definitions:** *When bullying involves unwelcome sexual attention, this is termed sexual harassment. When bullying is motivated by racism it becomes more than just another form of bullying, it becomes racial harassment. Racial harassment is any hostile or offensive action against individuals or groups because of their skin colour, ethnic origin, religion or cultural background (from Croydon Policy: 'Preventing Racial Harassment'). Racist bullying is any incident which is perceived to be racist by the victim or any other person (from MacPherson Report, 1999).*

**Types of bullying:** *The three main types of bullying are defined as:*

- *Physical – hitting, kicking, taking belongings, inappropriate touching*
- *Verbal – name calling, making offensive remarks*
- *Indirect (psychological) – exclusion from social groups, being subjected to malicious rumours. It can also include "cyber-bullying," such as sending intimidatory or put-down messages via a mobile phone or the internet.*

*Homophobic bullying may also take any or all of these forms and is also unacceptable within a genuinely inclusive and secure Christian school community.*

**Rationale:** the purpose of this policy is to enable the school to:

- deal immediately with any report of bullying or harassment in any form.
- enable all members of the school to work in a safe and happy environment.
- help all pupils to realise their potential free from any form of negative peer pressure.

This is to fulfil our intention of developing a friendly, supportive and caring community.  
(*School Aims*)

- Governors set this policy; they are responsible for monitoring its effectiveness and reviewing it.
- The Headteacher is responsible for establishing a climate in the school where bullying and harassment are less likely, because of the careful, purposeful leadership of the school and proper conduct of staff, students and pupils. Where incidents of bullying and harassment occur, as they do in any school, it is the Headteacher's responsibility to make sure the school's response is as effective and appropriate as it can be – aiming to reduce and prevent the possibility of a re-occurrence.
- The Deputy Headteacher and other senior leaders play a critical role in establishing the right tone and climate around the school during the school day and in being alert to any incidents which could occur. This is particularly their responsibility at times when pupils are not in formal lessons or tutor time, when they are more closely supervised by staff.
- Heads of Year and Heads of Department have the same responsibility within their own areas of work; for Heads of Department this will most often be in their subject areas; for Heads of Year this is more likely to relate to their year group, wherever they might be at any one time.
- All staff, both teaching and non-teaching, have to be aware of the school's policies related to Discipline, Equal Opportunities in Education and Safeguarding in particular. All staff have to be particularly vigilant in areas of the school where bullying can take place, e.g. corridors, stairwells, playgrounds and toilet/cloakroom areas. Staff on duty are aware that most bullying activities take place out of lesson time and visit the potential problem areas indicated above. Name calling is the most common form of bullying and all staff deal immediately with this type of behaviour.

**Principles** for dealing with bullying and harassment when it does occur:

- Pupils are encouraged to report incidents of Bullying and/or Racial Harassment without the fear of not being taken seriously. Pupils who do report such incidents must be protected from any fear of repercussions against them. Pupils must also be aware that all reported incidents will be acted on in the prescribed manner.
- Parents are encouraged to contact the school if they have any concerns in this area. Their concerns are taken seriously and investigated. The school informs parents of any pupil who is a victim in any incident as soon as possible so that they can work in partnership with the school in supporting their child. Parents of any pupil found to be the aggressor in any incident are informed as soon as possible after the incident is reported, investigated and proven.
- It is understood that any incident of bullying and/or racial harassment MUST be reported (by staff, pupils or parents) to the relevant Head of Year – or, if this is not possible, to any member of the Senior Leadership Team.
- A member of staff who has come across an incident of bullying or racial harassment (or to whom it has been reported) will take the following steps immediately:
  - Record the names of all those involved, both victim(s), aggressor(s) and witness(es)
  - Record where the incident took place
  - Record when the incident took place
  - Record the immediate action that was taken
  - Ask ALL involved to describe the incident(s) IN WRITING.
- The Head of Year takes responsibility for recording the incident using the common school procedure and recording system. Local Authority Incident Report Forms can be used for racial incidents. All reported incidents are dealt with in an appropriate manner, taking into account the nature of the incident, the pupils involved and other relevant background information about them. Reports on incidents are kept in pupils' files. Sanctions applied are those in the Discipline Policy.

**Review, monitoring and evaluation**

Pastoral leaders review incidents and the school's response at their meetings.

Senior leaders reflect on any incidents which occur and what can be learnt about future prevention. Governors monitor both incidents and the effectiveness of the policy at meetings of the Ethos and Pastoral Care Committee.