



Children and learning at the heart
of our CARE-ing community

Old Fletton Primary School Bullying Procedures

Version 1 - November 2025

OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

Bullying	We will challenge all aspects of children's behaviour that is deemed to be bullying. Often intervening before the offence can be repeated, we will work to the best of our ability to instil the values of CARE in all members of our community.
Purpose	Our aim is for all children to be happy and successful in school with the right to a calm and trouble free learning environment.
Linked policies	Behaviour & Expectations Policy Safeguarding & Child Protection Policy Learning & Teaching Policy Outdoor & Educational Visits Policy Home School Agreement

What are these procedures for?	This is for all members of the Old Fletton Primary School community so that there is a common understanding about how bullying allegations are dealt with.
Who has devised and contributed to these procedures?	This procedure was initially written by the Headteacher and ratified by Governors.
How will these procedures be communicated?	This document is available on the school website and in the Headteacher's office.
How will this be monitored?	The Headteacher or Deputy Headteacher will investigate each allegation of bullying. Regular updates will be reported to the Governors through the Head's report and the procedures will be reviewed every year in line with the Behaviour and Expectations Policy.

Introduction

Bullying - behaviour by an individual or group, repeated over time, that is intended to hurt another individual or group either physically or emotionally.

Bullying is antisocial behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available in school.

The four main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks, sexual remarks, homophobic remarks)
- indirect (spreading rumours, excluding someone from social groups)
- cyber bullying (computer, text, Skype, social media).

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in school.

Our school's teaching and support staff must be alert to signs of bullying and act promptly and firmly against it in accordance with school policy.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, circle time, assemblies and teaching time, as appropriate, in an attempt to eradicate such behaviour.

Headteachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils.

Procedures for dealing with bullying

School

The following steps **may** be taken when dealing with incidents:

- if bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- a clear account of the incident will be recorded and given to the headteacher
- the headteacher will interview all concerned and will record the incident in a bullying log (both the victim and perpetrator will have a voice in this process)
- class teachers will be kept informed and if it persists the class teacher will advise the appropriate adults within school
- parents/carers of victims and perpetrators will be kept informed on a regular basis, ideally weekly, on monitoring that has taken place and if any further incidents have occurred
- punitive measures may be used as appropriate and in consultation with the parties concerned alongside educational consequences
- incidents of bullying will be reported to the governing body
- allegations will remain open as long as it takes until there is a 6 week period of no incidents. Weeks 1, 2 and 3 will be closely monitored by the Headteacher with reports to parents. Weeks 4, 5 and 6 will be remote monitoring to ensure solutions have been successful. Parties will be informed in week 6 if the bullying allegation has been resolved and closed.

Pupils

Pupils who have been bullied or who have reported bullying will be supported by:

- offering an immediate opportunity to discuss the experience with their teacher or member of staff of their choice
- reassuring the pupil
- offering continuous support
- restoring self-esteem and confidence
- being part of the monitoring process

Pupils who are found to be, or alleged to be, bullies will be helped by:

- discussing what happened
- discovering why the pupil became involved
- establishing the wrong doing and need to change
- informing parents/carers to help change the attitude of the pupil

The following disciplinary steps can be taken:

- official warnings to cease offending
- educational and where appropriate protective consequences
- exclusion from certain areas of school premises
- appropriate length fixed term exclusion
- permanent exclusion