

Loxwood Primary School Anti-Bullying Policy



Approved by:

Governing Body

Date: October 2025

Next review due by:

October 2026

Policy Statement:

At Loxwood Primary School we are committed to providing a warm, caring and safe environment for all our children. Bullying behaviour of any kind is unacceptable and will not be tolerated in our school. We take all incidents of bullying behaviour seriously. No-one deserves to be a victim of bullying behaviour. Everybody has the right to be treated with respect and pupils who are bullying others need to learn different ways of behaving. When bullying behaviour does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. We are a TELLING school. This means that anyone who knows that bullying behaviour is happening is expected to tell the staff.

Legal Framework:

At Loxwood Primary School, we are aware that pupils may be bullied, and recognise that preventing, raising awareness and consistently responding to any cases of bullying behaviour should be a priority to ensure the safety and well-being of our pupils. It is the responsibility of the governing body and the Headteacher to ensure that all members of the school community work within a safe and enabling environment.

In line with the Equality Act 2010, it is essential that our school:

- Eliminates unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

At Loxwood Primary School, we are committed to safeguarding and promoting the welfare of pupils and young people and expect all staff and volunteers to share this commitment. Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a pupil is suffering, or is likely to suffer, significant harm'. Where this is the case, the school staff should report their concerns to their Local Authority's safeguarding team.

Definition:

Bullying behaviour is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves (remember STOP – it happens Several Times on Purpose). Bullying behaviour is mean and results in worry, fear, pain and distress to the victim/s.

Bullying behaviour can be:

- **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation
- **Verbal:** name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone
- **Physical:** pushing, kicking, hitting, pinching, throwing stones, biting, spitting, punching or any other forms of violence, taking or hiding someone's things
- **Racist:** racial taunts, graffiti, gestures, making fun of culture and religion
- **Sexual:** unwanted physical contact or sexually abusive or sexist comments
- **Homophobic:** because of/or focussing on the issue of sexuality
- **Online/cyber:** setting up 'hate websites', sending offensive text messages, emails and abusing the victims via their mobile phones
- **Any unfavourable or negative comments,** gestures or actions made to someone relating to their disability or special educational needs.

Bullying behaviour is not: It is important to understand that bullying behaviour is not the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying behaviour if it is done several times on purpose. Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise, it is not classed as bullying behaviour. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name calling or 'childish prank'. We all have to learn how to deal with these situations and develop social skills to repair relationships.

Procedures for reporting and responding to bullying behaviour incidents:

At Loxwood Primary School, all staff will respond calmly, consistently, and promptly to any allegations or incidents of bullying behaviour. Such concerns will always be taken seriously and dealt with impartially. Every child involved will have the opportunity to be heard, and staff will take steps to protect and support all pupils throughout the process of investigation and resolution.

Parents and carers are encouraged to refer to the *Guidance for Parents: If You Think Your Child Is Being Bullied Flowchart* (Appendix 1) and the *Who to Contact* poster (Appendix 2) for further information on how to raise concerns, who to speak to, and what to expect from the school's response.

The following step-by-step procedure will be used when responding to allegations or incidents of bullying behaviour:

1. All allegations and incidents of bullying behaviour must be reported to a member of staff.
2. Staff will ensure the victim(s) is safe and feels safe.
3. Appropriate advice and reassurance will be given to help the victim(s).
4. Staff will listen carefully and speak separately with all children involved in the incident.
5. The problem will be clearly identified and possible solutions discussed.
6. Staff will adopt a problem-solving approach that encourages reflection and accountability rather than justification of behaviour.
7. Prompt and appropriate action will be taken to stop the bullying behaviour or threats of bullying.
8. Staff will reinforce to the pupil(s) displaying bullying behaviour that their actions are unacceptable.
9. The pupil(s) may be asked to make a genuine apology; other consequences or sanctions may be applied as appropriate.
10. Where possible and appropriate, pupils will be reconciled through a restorative process.
11. Support will be provided to help the pupil(s) understand the impact of their behaviour and make positive changes.
12. All investigations and actions taken will be recorded on CPOMS.
13. In serious cases, parents or carers will be informed and invited to meet with the Headteacher to discuss the matter.
14. After the incident has been addressed, staff will continue to monitor the situation to ensure that the behaviour does not reoccur.
15. Governors will receive termly reports summarising any bullying behaviour incidents.
16. Where necessary, appropriate external agencies will be consulted for advice or support.

If the situation does not improve, the Headteacher or Deputy will meet with the parent(s) of the child(ren) displaying bullying behaviour to agree clear expectations and boundaries, which will be communicated to all pupils involved. Any further incidents will result in additional intervention, such as support from our Learning Mentor or external professionals, alongside further monitoring and appropriate sanctions. Action will continue until the bullying behaviour has stopped.

Vulnerable Groups:

We recognise that some groups of pupils may be more vulnerable to bullying behaviour, including:

- Looked After Children
- Gypsy, Roma and Traveller children
- Children with Special Educational Needs or Disabilities (SEND)
- Children from ethnic minorities
- Children for whom English is an Additional Language
- Children who are perceived to be gay, lesbian, bisexual or transsexual
- Staff should be mindful that any vulnerable pupil may be susceptible to strong influence and extremist views. When dealing with behaviour staff should always be mindful of the PREVENT training that they have undertaken.

What's a racist incident?

A racist incident is "any incident which is perceived to be racist by the victim or any other person", according to the [Stephen Lawrence Inquiry report](#) (page 362, section 45.17).

When to report a racist incident

There's no specific legal requirement for schools to report racist incidents to any external bodies, whether they involve pupils or not – **unless** the racist incident is a crime.

Only report a racist incident to the police if you believe a crime has been committed

[Citizens Advice](#) gives guidance on when a racist incident can be considered a crime:

- If a racist incident occurs between parents of pupils, it's up to either of the parents to decide whether to call the police.
- If the incident occurs on the school premises, and you believe pupils or others are at immediate risk of harm, you should inform the police.

You'll need to report bullying behaviour incidents in some circumstances

You **must** report bullying behaviour (including racist bullying behaviour) incidents to:

- **Your LA's children's social care team** (and the police, if appropriate), **if** you think the incident constitutes a child protection concern – this would be where there's "reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm"
- **The police**, **if** the incident could be a criminal offence or pose a serious threat to a member of the public (this applies whether it happened on or off school premises)

These requirements are outlined on page 6 of the DfE's guidance on [preventing and tackling bullying](#).

Take a look at our article on [recording and reporting bullying incidents](#), which explains this in more detail.

How to record racist incidents

Racist incidents will be recorded on CPOMS.

If you, or someone you know has been a victim of Hate Crime, this can be reported through the Hate Incident Support Service at www.westsussex.gov.uk/reportahateincident or by calling 0808 168 9274.

At Loxwood we take racist bullying seriously

Under the [Equality Act 2010](#), schools have a duty to eliminate discrimination against pupils due to factors including race, which covers:

- Skin colour
- Nationality
- Ethnic or national origins

Bullying Prevention:

- **Curriculum Links:** We utilise subjects like RSE and computing to educate the children about bullying behaviour, including online. An annual 'Anti-bullying Week' is held to further raise awareness.
- **School Environment:** We foster an inclusive and safe environment both physically and emotionally. Staff build trusting relationships with the children at Loxwood. Pupils are taught to tell an adult in school if they are concerned that someone is being bullied.
- **Mental Health Support:** We have a mental health team who work together to support those involved in bullying incidents.
- [Welcoming Refugee and Asylum Seeking Learners - The Bell Foundation](#)
- [Home | an Aardman and Save the Children UK short film - YouTube](#)
- [Refugee Week – Resources for Schools & EYFS | National Literacy Trust' | National Literacy Trust](#)

Anti-bullying Ambassadors:

Loxwood Primary School is proud to be part of *The Diana Award Anti-Bullying Ambassador Programme*, which empowers young people to promote kindness, respect, and inclusion.

Our six trained *Anti-Bullying Ambassadors*, supported by Mrs Swann, help create a positive school culture where everyone feels safe and valued. They:

- Lead assemblies and awareness events such as *Anti-Bullying Week*.
- Promote kindness and inclusion across the school.
- Offer peer support and encourage pupils to seek help from trusted adults.
- Share pupil voice to help improve our school's approach to bullying.

The Ambassadors have also written a *Child-Friendly Anti-Bullying Policy* (Appendix 3) so that all pupils understand what bullying behaviour is, how to get help, and how we work together to stop it.

Monitoring & Review:

- **Record Keeping:** Staff maintain detailed records of all reported incidents and their resolutions as suggested by Ofsted guidelines.
- **Reviewing the Policy:** We review the policy yearly to ensure its relevance and effectiveness.

Links to Other Policies

- Behaviour Policy
- Safeguarding Policy

Sources of further information, support and help

There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support available that teachers, parents and children have found useful:

Against Bullying 0845 230 2560 www.actagainstbullying.com

Anti-Bullying Alliance (ABA) 0207 843 1901 www.anti-bullyingalliance.org.uk

Anti-bullying Network 0131 651 6103 www.antibullying.net

Childline 0800 1111 (helpline for children) www.childline.org.uk

Kidscape 020 7730 3300 (general enquiry number) 08451 205 204 (helpline for adults only) www.kidscape.org.uk

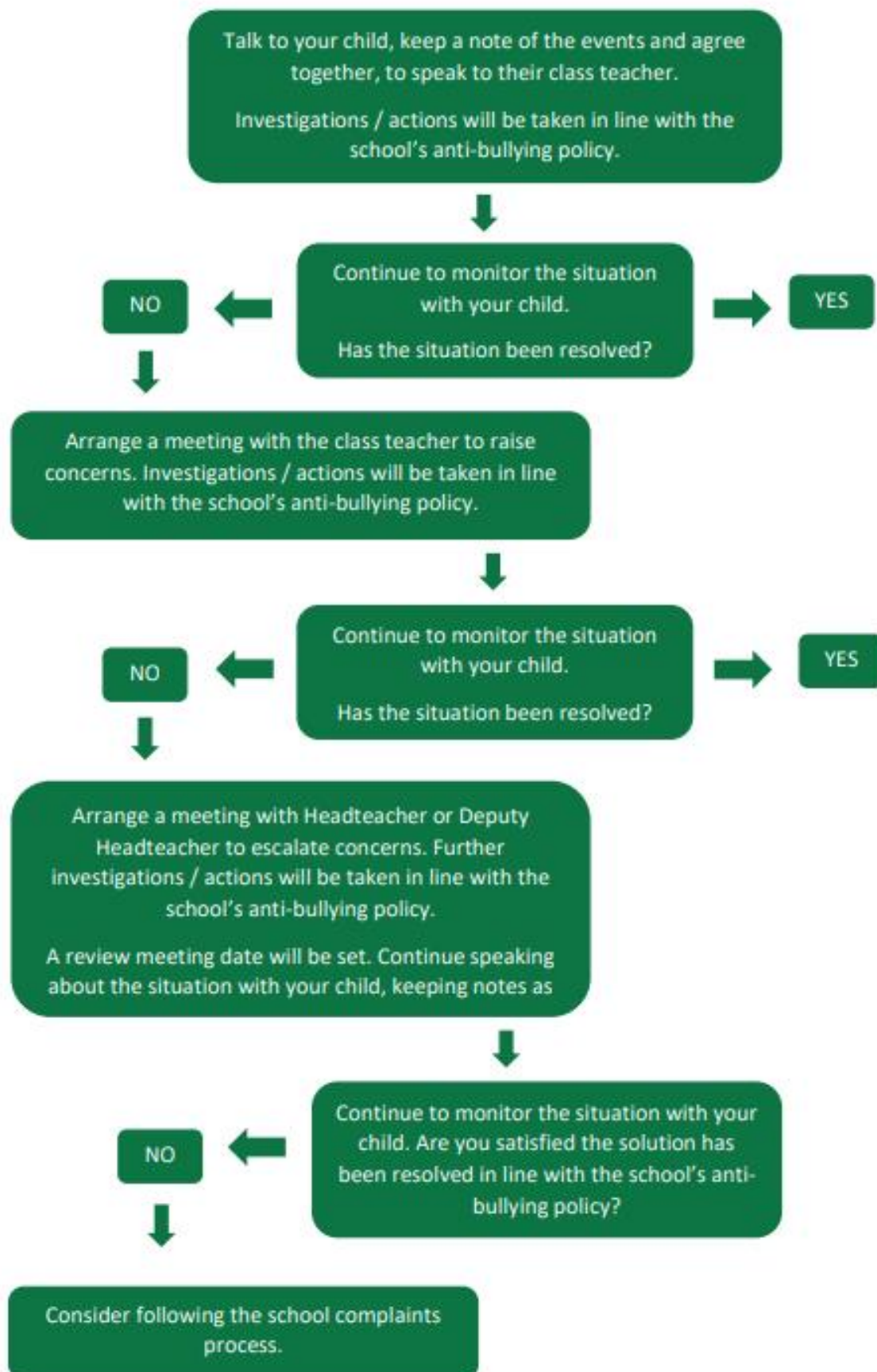
NSPCC 0207 825 2500 www.nspcc.org.uk

Appendix 1: Guidance for parents: If You Think Your Child Is Being Bullied Flowchart



Guidance for Parents: If you think your child is being bullied

(Please read in conjunction with the school's anti-bullying policy.)



WHO TO CONTACT

There will be times when you need to contact school. Should you have an issue or concern that relates to your child, please don't hesitate to approach the school directly. The first point of contact will usually be your child's class teacher. It's in everybody's best interests that any issues are resolved as quickly as possible. This guidance is designed to help you handle concerns quickly and confidently by directing you to the person in school who is best-placed to help. Our full complaints policy and procedure are also available on our website. This document is designed to be an 'at a glance' contact list.



For matters pertaining to:

- Pupil absence
- Dates / times for school events
- Payments to school
- General non-urgent queries



Please contact the School Office:

- ☎ 01403752207
- ✉ messages@loxwoodschool.com
- 📱 Loxwood Primary School, Nicholsfield, Loxwood, West Sussex, RH140SR

For matters pertaining to:

- Class-based concerns
- Your child's learning
- Your child's general well-being



Please contact your child's Class Teacher:

- 🗣 In the first instance, we encourage short conversations at the start or end of the day where possible. For matters which require a more in-depth conversation, please call or email the school office to arrange for the class teacher to call you back.
- ✉

For matters pertaining to:

- Special Educational Needs
- Safeguarding concerns



Please contact our SEND Coordinator

Miss Daisy Price :

- ☎ 01403752207
- ✉ sendco@loxwoodschool.com
- 📱 Loxwood Primary School, Nicholsfield, Loxwood, West Sussex, RH140SR

For matters pertaining to:

- Any ongoing matters that you have raised previously with the class teacher but you feel have not been resolved.
- If the matter is regarding one of the members of staff mentioned above.
- Feedback about the school: negative or positive.



Please contact our Deputy Headteacher

Miss Daisy Price :

- ☎ 01403752207
- ✉ deputy@loxwoodschool.com
- 📱 Loxwood Primary School, Nicholsfield, Loxwood, West Sussex, RH140SR

For matters pertaining to:

- Any long-term matters that you have raised previously via the above channels but you feel have not yet been resolved successfully or you are dissatisfied with the outcome.
- If the matter is regarding one of the members of staff mentioned above.
- Safeguarding concerns.
- Serious and urgent queries.



Please contact our Headteacher

Mrs Sharon Mellors :

- ☎ 01403752207
- ✉ head@loxwoodschool.com
- 📱 Loxwood Primary School, Nicholsfield, Loxwood, West Sussex, RH140SR

Appendix 3: Child Friendly Anti-Bullying Policy

Loxwood Primary School is committed to providing a supportive, caring and safe environment in which all children are free from the fear of bullying behaviour. As a school we take bullying behaviour and its impact seriously. Bullying behaviour of any form is not tolerated in our school. Anyone who knows that bullying behaviour is happening is expected to tell a member of staff.

Our Anti-Bullying Ambassadors (trained by The Diana Award) have written their own Anti-Bullying Policy. This document is written by children, for children. Its purpose is to make clear, in child-friendly language, how bullying behaviour is dealt with in our school.

Anti-Bullying Policy

written by the Anti-Bullying Ambassadors, reviewed November 2025

Loxwood Primary School is a LOVING, CARING and KIND School that is full of happy helpful and lovely children and adults.

The Diana Award defines bullying behaviour as:

“repeated, negative behaviour that is intended to make others feel upset, uncomfortable or unsafe.”

It is something that happens to you: **Several Times On Purpose**

Bullying behaviour can happen anywhere at any time.

Several
Times
On
Purpose

Types of bullying behaviour:

Verbal – this is when people repeatedly use unkind or hurtful words, or swear words, to hurt you, on purpose.

Indirect – this is when people repeatedly spread rumours, leave you out, steal things from you or are unkind online, on purpose.

Physical – this is when people repeatedly use body contact to hurt you, for example kicking, punching or spitting, on purpose.

We are **upstanders** against bullying behaviour. We know that bullying can make someone feel: unsafe; sad; lonely; anxious; angry; frustrated; and upset.

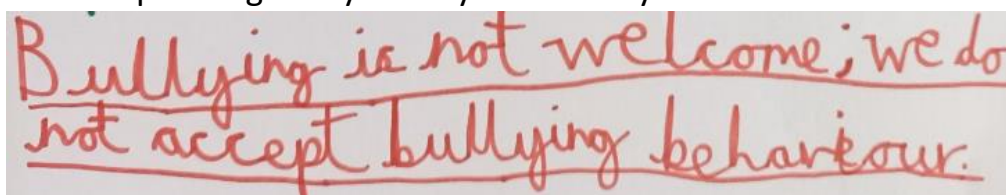
At school, if you are worried about bullying behaviour, you can talk to one of the Anti-Bullying Ambassadors.

- We can help you **tell a teacher or a TA**. It does not have to be your own teacher or TA; you may have a different adult in school who you feel more comfortable talking to.
- You can write a note and put it in your class **worry box** for the Class Teacher.
- If the bullying behaviour is happening outside of school, you can **talk to an adult you trust**. It might be a parent, a grandparent or a family friend.

How can the Anti-Bullying Ambassadors help?

It is our job as Anti-Bullying Ambassadors to support you if you are experiencing bullying behaviour.

- We cannot promise to keep what you tell us a secret. We want to help you, and if you or someone else is at risk of harm or is being hurt, it is our responsibility to tell an adult.
- We are here to listen to you. We know you might be feeling alone, so we will ask you how we can help and check-in with you afterwards to see how you are feeling.
- We will encourage you to speak to a trusted adult in school. We can speak to them together if you would like.
- If the bullying behaviour is online, we will remind you to take a screenshot of it and to tell a trusted adult who can help you to block and report things that make you feel upset.
- We might suggest writing down or drawing what has happened so that it is easier to remember everything when you talk to an adult.
- We will help you find support.
- We will remind you how brilliant you are – bullying behaviour can make you feel low, and we can help to brighten your day and make you feel better.



Bullying is not welcome; we do not accept bullying behaviour.