St Alban's Anti-Bullying Policy
Updated January 2026

"No school can claim with absolute confidence that "there is no bullying here". Every school has some degree of bullying even if only slight or infrequent. Parents should be reassured by a school which demonstrates, through policy and action, that it will respond positively and effectively to bullying."

Department for Education

At St Alban's Catholic Primary School, we define bullying as a range of behaviours that leads the person who is being bullied to feel uncomfortable, unsafe and unhappy. It can be verbal, emotional, physical, online / cyber or indirect. The bullying behaviour is usually repeated over a short period of time.
Examples of bullying include:

- Verbal e.g., hurtful comments and threats, name-calling (this includes hate crime - racist and homophobic, biphobic or transphobic comments).
- Physical e.g., hitting, kicking, taking belongings.
- Emotional e.g., staring, glaring, leaving people out, spreading rumours.
- Cyber e.g., using technology to hurt someone through a variety of media – e.g., text messages, comments on social networks. I
- Incidents involving online or digital platforms, including social media, messaging apps, gaming platforms or shared content, are managed in line with the school's Online Safety Policy. The school recognises that online behaviour can have a significant impact on pupils' wellbeing, even when it occurs outside of school hours.

Bullying may occur in or outside lesson time, either near the school or on the children's journey to or from school and in the home through social media and gaming devices.
When talking to the children, we use the mnemonic STOP meaning – "several times on purpose" - to reinforce the difference between bullying and an isolated incident.

Equal Opportunities

The school accepts that bullying can occur in many forms and pupils may be targeted on the grounds of their gender, appearance, ethnicity, disability or because they represent a group in society. This form of bullying is therefore likely to hurt not only the victim, but other pupils in the same group. St Alban's Catholic Primary school will not tolerate bullying of any kind. A record will be kept of any incidents of a racial or homophobic nature on CPOMS. The school recognises its duties under the Equality Act 2010 and takes all incidents of bullying related to protected characteristics seriously, responding promptly and effectively to prevent discrimination, harassment or victimisation.

Aims and objectives

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable. We aim, as a school, to produce a safe and secure environment where all children can learn without anxiety.
This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school. We aim to nurture and promote our school values of respect, compassion, inclusivity, integrity, courage and gratitude.

Responsibilities

We aim to minimise opportunities for bullying through consistent use of our positive relationships policy. We also aim to identify any problem times and areas and increase supervision at these times. Planned work across the curriculum involves pupils in activities designed to promote positive relationships and co-operative behaviour. The school's policy on bullying is reinforced through the PHSE curriculum with an annual Anti-Bullying week in November each year focusing on the theme "Spot it and Stop it".

We use our Teaching Assistants, ELSA and external agencies where necessary to work with both victims and children who have bullied to build self-esteem.

The role of governors

The governing body supports the Headteacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the governing body does not allow bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.
The governing body monitors the incidents of bullying that occur, and reviews the effectiveness of the school policy regularly. The governors require the Headteacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.
The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the Headteacher and asks them to conduct an investigation into the case and to report back to a representative of the governing body. Governors receive anonymised information about bullying incidents, patterns and trends to support effective oversight and strategic challenge. This enables the governing body to monitor the impact of the policy and ensure that actions taken contribute to a safe, inclusive and respectful school culture.

The role of the Headteacher and Senior Leadership Team

It is the responsibility of the Headteacher /SLT to implement the school Anti- Bullying policy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying.
The Headteacher sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

The role of teaching and non-teaching staff

As part of their role of pastoral care, all staff are responsible for implementing the anti-bullying policy and should ensure that they are familiar with all procedures.
Teachers should aim to create a climate of trust where pupils feel safe and secure, setting high standards of behaviour and encouraging pupils to demonstrate respect and tolerance for each other.

By praising, rewarding and celebrating success, we aim to prevent incidents of bullying from occurring. If staff witness an incident of bullying, they should deal with the matter promptly. This may involve counselling and support for the victim of the bullying, and direct work with the child who has carried out the bullying.

Supporting the victim

- We give the victim an immediate opportunity to talk about the experience with their class teacher or another adult if they choose.
- We inform the victim's parent(s) / guardian(s)
- We offer continuing support and tell the child how to get immediate help should the bullying happen again.

Working with children who have bullied

We spend time talking to the child who has bullied. We explain why the action of the child was wrong, and we endeavour to help the child change their behaviour in future. If a child is repeatedly involved in bullying other children, we inform the Headteacher /SLT. We then invite the child's parents/guardians to the school to discuss the situation. As well as working with any child who has bullied and their parents to try to stop them from bullying, we also take the following disciplinary steps to prevent any more bullying.

- Officially warn the child who has bullied to stop bullying, being very specific about what they are not to do.
- Inform the child's parent(s) / guardian(s).
- Keep the child who has bullied in at playtime and lunchtime for a period to be arranged.
- If the bullying carries on then the Headteacher /SLT will look at other options available to them such as temporary internal suspension.
- Sanctions and consequences are applied in line with the school's Behaviour Policy, ensuring they are proportionate, consistent, and focused on helping pupils understand the impact of their behaviour and make positive changes. Any disciplinary measures are balanced with appropriate support and restorative approaches where possible.

Staff who witness, or are made aware of, an incident of bullying should inform the class teacher initially. This may be recorded on CPOMS. Where appropriate such records may follow the child upon transfer to the secondary school.

The seven key points are:

- Never ignore suspected bullying
- Support the victim of bullying
- Don't make premature assumptions
- Listen carefully to all accounts
- Adopt a problem solving approach which moves pupils from justifying themselves
- Follow up incidents repeatedly, checking that the bullying has not resumed.
- Keep a record of the incidents that have occurred in order to establish whether a pattern is emerging.

If a child is repeatedly involved in incidents of bullying, staff should involve the Headteacher /SLT and the child's parents. In extreme cases, where initial discussions have proven ineffective the Headteacher may involve the HFCMAT Inclusion Team or other external agencies.

Where a parent has made an allegation of bullying, staff need to:-

- Recognise that the parent may be angry or upset
- Keep an open mind and not make pre-judgements based on previous experiences
- Remain calm and understanding
- Make clear that the school does care and something will be done
- Explain the school policy and ensure procedures are followed
- Return to the parent promptly with the outcome of the investigation and the action taken.

Any incident of bullying is recorded on CPOMS. Incidents which occur at lunchtimes will be dealt with in accordance to the procedures in this policy and reported to the class teacher.

Teachers attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of

bullying.

The role of parents

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school community.
Parents who are concerned that their child might be being bullied should contact the child's teacher immediately and follow the procedure as outlined in the Anti-Bullying Stages of Intervention appendix. Details of the incident will be investigated promptly and parents will be informed of the outcome.

The role of pupils

At St Alban's Catholic Primary School, we do not tolerate bullying behaviour. Pupils promote and uphold our school mission and values and these are discussed daily. Pupils who witness an incident of bullying should tell an adult straight away. They should be prepared to give details about who was involved so that the adult can investigate matters further. The adult can be a teacher, teaching assistant, midday assistant or a parent.

The message we give to our children is: 'If you think you are being bullied, tell somebody straight away. You can tell any grown-up you trust. That person will help the behaviour to stop. Our School Council worked together to create a "Child's Guide to Anti-Bullying" which is shared with the children at the start of each year.

Implementation

A full copy of the Anti-Bullying policy is available on our website and a hard copy can be obtained from the school office.

The school will continue to raise awareness of the anti-bullying policy and procedures using a range of strategies. These include planned assemblies which may involve outside speakers such as the community police, PHSE lessons specifically focused on aspects of anti-bullying, related displays and posters and as agenda items at staff and school council meetings.
Every year, during 'Anti-Bullying' week this will be the theme for our assemblies. At other times, if the Headteacher deems it necessary, they may use assemblies as a forum to remind the children about how wrong bullying is.

Monitoring and evaluation

This anti-bullying policy is the governors' responsibility and they review its effectiveness annually. They do this by examining records and reports and by discussion with the Headteacher. Where appropriate, governors may analyse information with regard to gender, age and ethnic background of all children involved in bullying incidents.
Where bullying behaviour raises safeguarding concerns, including emotional harm, peer-on-peer abuse or indicators of vulnerability, concerns will be escalated and managed in line with the school's Safeguarding and Child Protection Policy. Appropriate referrals will be made where necessary.

Anti-Bullying Stages of Intervention

Stage 1 (within 48 hrs)

We are informed of a potential bullying incident.

The class teacher will investigate and speak to the children involved. Parents will be given an Anti-bullying Guidance leaflet.

It is agreed that it is not a bullying incident. The children will be monitored by the class teachers and issues will be dealt with in line with the Positive Relationships policy.

It is found to be a bullying incident and will move to the next stage. Logged on CPOMS.

Stage 2

The class teacher will meet with the parents and children separately to discuss incidents. The Head of School and SLT will be informed. The class teacher and Key Stage Lead will agree an action plan with the child and share it with the parents. Other staff will be made aware and CPOMS updated. The children will be offered the relevant support. The class teacher will monitor and update parents at the end of the week.

The bullying has stopped. The class teacher will continue to monitor.

If the bullying continues, it will move to the next stage.

Stage 3

The Head of School and SLT will be informed. They will meet with the child and parents/carers. The action plan will be reviewed and amended and the meeting logged on CPOMS. Additional support will be put in place. A nominated member of the SLT will monitor regularly.

The bullying stops. The child will be continued to be monitored by the class teacher.

Stage 4

If bullying incidents continue, the Head of School will be notified and may seek advice from the MAT, Governing Body and Local Authority.