



CEDAR
Children's Academy

Anti-Bullying Policy

September 2025

School statement on bullying

Our school is a place where everyone has the right to be themselves, to be included, and to learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness.

Aims and purpose of the policy

Bullying of any kind is unacceptable and will not be tolerated at our school. At our school, the safety, welfare and well-being of all pupils and staff is a key priority. We take all incidents of bullying seriously and it is our duty as a whole school community to take measures to prevent and tackle any bullying, harassment or discrimination. We actively promote values of respect and equality and work to ensure that difference and diversity is celebrated across the whole school community. We want to enable our pupils to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our pupils by society, when they enter secondary school and beyond in the world of work or further study.

We are committed to improving our school's approach to tackling bullying and regularly monitor, review and assess the impact of our preventative measures.

Related policies

- Behaviour policy
- Staff code of conduct

1. Definition of bullying

Bullying is hurtful or unkind behaviour which is deliberate and repeated. Bullying can be carried out by an individual or a group of people towards an individual or group. The **STOP** acronym can be applied to define bullying – **Several Times On Purpose**.

The nature of bullying can be:

- **Physical** – such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact towards someone
- **Attacking property** – such as damaging, stealing or hiding someone's possessions
- **Verbal** – such as name calling, spreading rumours about someone, using derogatory or offensive language or threatening someone
- **Psychological** – such as deliberately excluding or ignoring people
- **Cyber** – such as using text, email or other social media to write or say hurtful things about someone

Bullying can be based on any of the following things:

- **Race** (racist bullying)
- **Religion or belief**
- **Culture or class**
- **Gender** (sexist bullying)
- **Sexual orientation** (homophobic or biphobic bullying)

- **Gender identity** (transphobic bullying)
- **Special Educational Needs (SEN) or disability**
- **Appearance or health conditions**
- **Related to home or other personal situation**
- **Related to another vulnerable group of people**

No form of bullying will be tolerated and all incidents will be taken seriously.

2. Reporting bullying

PUPILS WHO ARE BEING BULLIED:

If a pupil is being bullied they are encouraged to not retaliate but to tell someone they trust about it such as a friend, family member or trusted adult. They are also encouraged to report any bullying incidents in school:

- Report to a teacher – their class teacher, or any other teacher or any other adult member of staff such as midday meals supervisors or office staff
- Tell a friend who in turn can help them tell a teacher or staff member
- Tell an adult at home
- Call Child Line to speak with someone in confidence on 0800 1111

All staff and pupils are committed to taking action regarding any instances of bullying.

Reporting – roles and responsibilities

STAFF: All school staff, both teaching and non-teaching (for example midday supervisors, caretakers) have a duty to report bullying, to be vigilant to the signs of bullying and to play an active role in the school's measures to prevent bullying. If staff are aware of bullying, they should reassure the pupils involved and inform their class teacher.

SENIOR STAFF: The Senior Leadership Team and the head teacher have overall responsibility for ensuring that the anti-bullying policy is followed by all members of staff and that the school upholds its duty to promote the safety and well-being of all young people.

PARENTS AND CARERS: Parents and carers should look out for potential signs of bullying such as distress, lack of concentration, feigning illness or other unusual behaviour. Parents and carers should encourage their child not to retaliate and support and encourage them to report the bullying. Parents and carers can report an incident of bullying to the school either in person, or by phoning or emailing the school office or a member of staff.

PUPILS: Pupils should not take part in any kind of bullying and should watch out for signs of bullying among their peers. They should never be bystanders to incidents of bullying, but should offer support to the victim and, if possible, help them to tell a trusted adult.

3. Responding to bullying

When bullying has been reported, staff will:

- Investigate the reported incidents, discussing them with all children involved.
- Keep records of this investigation (pupil statements, own notes etc.) and use them as the basis for next steps.
- Discuss the incident with senior staff to determine an appropriate course of action.
- Ensure that the incident is correctly recorded and reported, giving reasons for decisions made.

When bullying has been determined, staff will:

- Offer support to the target of the bullying in discussion with the pupil's class teacher.
- Meet with the target of the bullying to devise a plan of action that ensures they are made to feel safe and reassured that the bullying is not their fault.
- Pro-actively respond to the bully who may require support. They will discuss with the child's class teacher to devise a plan of action. (See appendix 3 for guidance)
- Inform parents or carers and where necessary involve them in any plans of action.
- Ensure any actions taken are recorded and filed in the school office.

Further actions that will be taken are:

- Office staff will record the incident centrally on Arbor so that the information is available to the Head teacher and can be reported to the AAB and RGB.
- The Head Teacher will assess whether any other authorities (such as police or the local authority) need to be involved, particularly when actions take place outside of school

4. Bullying outside of school

Bullying is unacceptable and will not be tolerated, whether it takes place inside or outside of school. Bullying can take place on the way to and from school, before or after school hours, at the weekends or during the holidays, or in the wider community. The nature of cyber bullying in particular means that it can affect pupils' well-being beyond the school day. Staff, parents and carers, and pupils must be vigilant to bullying outside of school and report and respond according to their responsibilities as outlined in this policy.

5. Derogatory language

Derogatory or offensive language is not acceptable and will not be tolerated. This type of language can take any of the forms of bullying listed in our definition of bullying. It will be challenged by staff, recorded, and monitored on Arbor. Follow up actions and sanctions, if appropriate, will be taken for pupils and staff found using any such language. Staff are also encouraged to record the casual use of derogatory language using informal mechanisms such as a classroom log or minutes in year group/ phase meetings.

6. Prejudice-based incidents

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that is motivated by a prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. All prejudice-based incidents are taken seriously, recorded and monitored. The Head Teacher regularly reports incidents to the AAB/RGB.

7. School initiatives to prevent and tackle bullying

We use a range of measures to prevent and tackle bullying including:

- Ensuring all pupils understand and uphold the anti-bullying policy through a child-friendly anti-bullying policy (see appendix 2).
- Providing pupils with strategies to recognise bullying behaviour, encouraging them to define behaviour in terms of rude, mean, or bullying behaviour. (Appendix 1)
- Using PSHE lessons and class discussion to develop pupils understanding of different types of bullying and what they can do to respond to and prevent bullying.
- Raising pupils' awareness of bullying and derogatory language through assemblies, PSHE and individual discussion.
- Celebrating difference and diversity across the school through displays, books and images.
- Participating as a school in some national events such as Anti-Bullying Week and Black History Month.
- Embedding the school values of equality and respect across the curriculum to ensure that it is as inclusive as possible.
- Reminding children of the role of the Cedar attributes of consideration, determination, assurance and resilience in tackling bullying in our school
- Encouraging staff and pupils to challenge stereotypes across the school
- Providing support to targets of bullying and those who show bullying behaviour
- Involving pupils in developing school-wide anti-bullying initiatives
- Working with parents and carers and in partnership with community organisations to tackle bullying, where appropriate

8. Training

The head teacher is responsible for ensuring that all school staff, both teaching and non-teaching (including midday supervisors and caretakers) receive regular training on all aspects of the anti-bullying policy.

9. Monitoring and reviewing

The head teacher is responsible for reporting to the governing body (and the local authority where applicable) on how the policy is being enforced and upheld, via the termly report. The governors are in turn responsible for monitoring the effectiveness of the policy via the termly report and by in-school monitoring such as learning walks and focus groups with pupils. The policy is reviewed every 12 months, in consultation with the whole school community including staff, pupils, parents, carers and governors.

Updated: September 2025

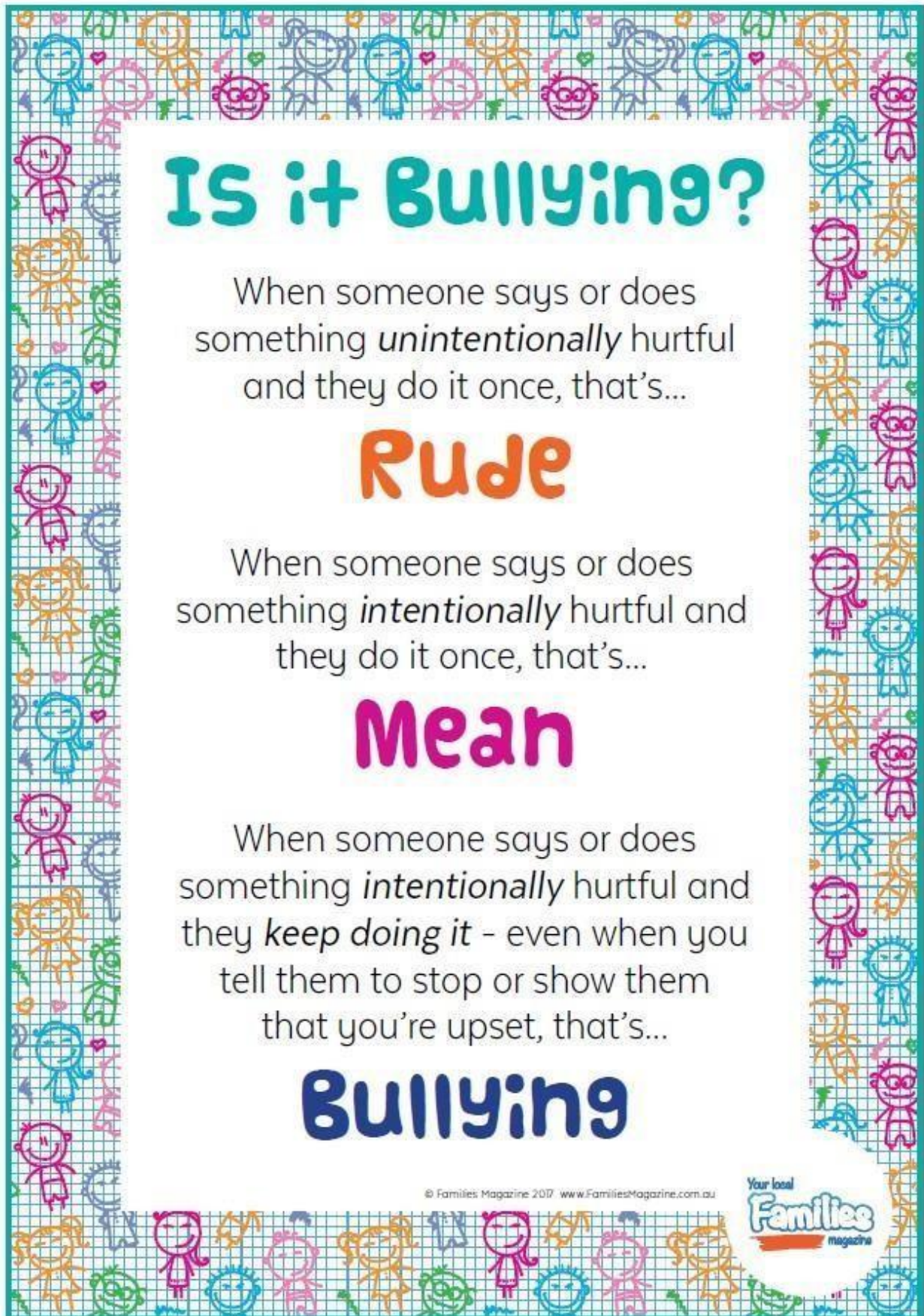
To be reviewed: September 2027

Appendix 1- Defining rude, mean, or bullying behaviour- poster for classrooms

Appendix 2-Cedar Children's Academy pupil version

Appendix 3- Guidance for sanctions and support plans

Appendix 1



IS IT BULLYING?

When someone says or does something *unintentionally* hurtful and they do it once, that's...

Rude

When someone says or does something *intentionally* hurtful and they do it once, that's...

Mean

When someone says or does something *intentionally* hurtful and they *keep doing it* - even when you tell them to stop or show them that you're upset, that's...

Bullying

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Cedar Children's Academy is a caring, friendly school. We do not agree with bullying and we think that everyone has a right to feel safe and happy in school.

No one deserves to be bullied!

What is bullying?

Bullying is when someone feels verbally, physically, or mentally threatened or hurt

Several

Times

On

Purpose



What do we do to stop bullying?

Children

- We follow the school rules.
- We make sure we tell someone if they are being unkind.
- We tell an adult straight away if we think someone has been unkind **S**everal **T**imes **O**n **P**urpose.
- We take part in lessons and assemblies about bullying.
- We look after each other.

School staff

- We make sure children follow the school rules.
- We talk to children about bullying and keeping themselves safe in lessons, assemblies and at break times.
- We listen if a child tells us someone is bullying them.
- We talk to other children and adults to find out more.
- We make sure we tell parents if we think bullying is happening.
- We decide what actions to take to make sure it doesn't happen again.

Appendix 3- Guidance for sanctions and support plans

