

Anti-bullying – appendix

Bracken Lane Primary Academy

September 2024

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1 Policy appendix statement

Vision, mission, values

At Bracken Lane Primary Academy it is our aim, in partnerships with families, to help our children enjoy their primary education years. It is important that children are happy, feel secure and achieve the very best that they can.

Communicating our vision:

To inspire. To raise aspiration. To create brighter tomorrows

Our mission:

We offer a stimulating, challenging and exciting knowledge-rich curriculum which offers all children a high standard of education and provides firm foundations for the future. We create an inclusive culture by ensuring that all children are empowered to achieve their full potential, contribute to the wider community and our world's sustainable future.

Articulating our values

Our Bracken Lane Behaviours



- We **strive to be the best** we can be in everything we do.
- We **celebrate** our achievements, no matter how small.
- We are **curious** learners seeking opportunities to grow.
- We **take care** of ourselves, each other and our community.
- We **persevere** to succeed.

2 Purpose and intent

This policy appendix, adheres to the Trust policy and to the latest guidance found in [Preventing and Tackling Bullying \(DfE 2017\)](#).

Bracken Lane Academy ensures that all members of our community enjoy a positive, safe, and enriching experience set within the specific context and ethos of our academy. We expect pupils and all stakeholders to contribute positively to the common good of the whole academy community. Bracken Lane Primary Academy recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for social, emotional, and mental wellbeing. Each person is uniquely valued. By effectively preventing and tackling bullying, our academy can create a safe environment where the potential of everyone in our community is nurtured and developed to reach their full potential.

We work closely with parents and carers in upholding our zero-tolerance approach to bullying and discrimination apply the policy, under paragraph 7 of Schedule 1 to the [Education \(Independent School Standards\) \(England\) Regulations 2010](#), we ensure that arrangements are made to always safeguard and promote the welfare of pupils

3 Roles and responsibilities

Helen Cawkill (Principal) with the support of the Lucy Spacey (Executive Principal):

- communicate this policy appendix to the Bracken Lane Academy community, to ensure that disciplinary measures are applied fairly, consistently and, and that a member of the senior leadership team has been identified to take overall responsibility.
- recognise that some members of our community may be more vulnerable to bullying and its impact than others; they develop and deliver effective strategies to prevent bullying from happening and provide appropriate support, if required.
- commit to facilitating intervention by identifying and tackling bullying behaviour appropriately and promptly.
- ensure that children are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.

- ensure all staff and other adults consistently follow the Policy.
- report back to parents/carers regarding concerns on bullying and deal promptly with complaints.
- support staff to promote positive relationships, to help prevent bullying.
- ensure incidents are investigated promptly and as fully as possible
- support the management of bullying issues through facilitating communication and consultation within parents / carers and relevant agencies when appropriate
- utilise support from the Local Authority and other relevant organisations when appropriate
- learn from good anti-bullying practice elsewhere and share this with the senior leadership leaders and wider staff at the academy

Local academy committee:

The academy committee regularly review incidents of bullying and challenge and reviews the academy policy and procedures in line with the Diverse Academies Anti-bullying Policy

Pupils:

At Bracken Lane Primary, we value the voice of our young children. We will:

- Regularly canvas children and young people's views on the extent and nature of bullying and build this as part of curriculum offer.
- Ensure that all pupils know how to express worries and anxieties about bullying through our PHSE curriculum and using safe spaces around school with adults.
- Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve pupils in anti-bullying campaigns in schools and embed messages in the wider academy curriculum through specific collapsed curriculum days and charity awareness.

- Publicise the details of helplines and websites.
- Offer support to pupils who have been bullied and to those who are bullying to address the problems they have

Parents/carers

We will:

- Make sure that key information (including policies and named points of contact) about bullying is available to parents/carers in a variety of formats such as sharing information on the Weduc platform
- Ensure that all parents/carers know who to contact if they are worried about bullying
- Ensure all parents/carers know about our complaints procedure and how to use it effectively
- Ensure all parents/carers know where to access independent advice about bullying
- Work with all parents/carers and the local community to address issues beyond the academy gates that give rise to bullying
- Ensure that parents work with the academy to role model positive behaviour for pupils, both on and offline

4 Preventing bullying procedures

Specific academy approaches to managing bullying. We seek to prevent bullying by:

- Creating and supporting an inclusive environment which promotes a culture of mutual respect
- Consideration and care for others which will be upheld by all
- Actively providing systematic opportunities to develop pupils' social and emotional skills, including their resilience

- Providing a range of approaches for pupils, staff and parents/carers to access support and report concerns
- Challenge practice which does not uphold the values of tolerance, non-discrimination, and respect towards others
- Consider all opportunities for addressing bullying in all forms throughout the curriculum and support with a range of approaches such as through displays, assemblies, peer support and the Pupil Leadership Team
- Regularly update and evaluate our approaches to consider the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour
- Actively create safe spaces for vulnerable children and young people
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied
- Celebrate success and achievements to promote and build a positive academy ethos

5 Responding to bullying procedures

Our academy will reflect on and review our protocols and procedures regarding incidents of bullying at regular intervals, to ensure that any problems have been resolved in the long term. Pupils should initially report bullying to their class teacher or a trusted adult. In response to an incident, the academy will take appropriate action.

- Parents or guardians should report their initial concerns about bullying to their child's teacher. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear and precise account of the incident will be recorded and given to the Principal and/or designated Behaviour Lead and logged on MyConcern
- The Principal and the Behaviour Lead will interview all concerned and will record the incident, updating MyConcern

- Class Teacher will be kept informed
- When responding to cyberbullying concerns, the academy will take all available steps to identify the bully, including looking at the academy systems, identifying and interviewing witnesses and contacting the service provider and the police, if necessary. The police will need to be involved to enable the service provider to review the data of another user
- Where the bullying takes place outside of the academy site, then the academy will ensure that the concern is investigated, and that appropriate action is taken in accordance with the academy's behaviour policy
- Parents/Carers will be kept informed
- Sanctions will be used as appropriate and in consultation with all parties concerned
- If necessary and appropriate, the police or other local services will be consulted
- Visitors or bystanders should report bullying at the academy's main reception and it will be passed on to the appropriate member of staff and the incident will be dealt with using the same protocols.

6 Reporting and recording bullying procedures

Anti-bullying personnel/key contacts Staff contacts

2.1 Principal – Helen Cawkill hcawkill@brackenlaneprimary-ac.org.uk

2.2 Behaviour Lead – Nicola Eade neade@brackenlaneprimary-ac.org.uk

2.3 Online Safety Lead – Nicola Eade neade@brackenlaneprimary-ac.org.uk

2.4 Family Support Advisor– Helen Skelton hskelton@brackenlaneprimary-ac.org.uk

2.5 Mental Health Lead – Helen Skelton hskelton@brackenlaneprimary-ac.org.uk

Obligatory action	Practice/procedure / actions that may be academy specific
Pastoral lead/ Behaviour Lead/ DSL informed – determination of case. Is it bullying?	Teachers and staff members may also be involved in this process
Statements taken from alleged victim, perpetrator, and witnesses. Ensuring immediate safe space for alleged victim(s).	Statements should be standardised, signed, and dated and reflect objectively what has occurred.
Parents/ carers of all parties informed at the appropriate opportunity.	The medium of communication may be verbal /phone or Weduc if needed for communication/translation.

Full recording of incident logged on My Concern – same day.	By staff member receiving original concern supported by DSL/DDSL team
Follow up meetings arranged with parents/ carers where appropriate.	There may be instances where meetings raise the need for broader interventions such as 'Early Help' etc
Potential PCSO involvement in serious cases or as an ongoing intervention for individuals/ groups.	There may be cases where the seriousness merits police involvement or where parents/ carers have made that contact themselves
Specific and compulsory, intervention work with the perpetrator (s)	E.g., anger management; empathy programme; behaviour contract; use of 'Peer Mentors;' restorative justice

7 Cyber / online bullying

Bracken Lane Primary Academy has a specific Online Safety Policy Appendix

8 Supporting pupils

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice
 - Reassuring the pupil and providing continuous support
 - Restoring self-esteem and confidence
 - Working with the wider community and local/national organisations to provide further or specialist advice and guidance
- Pupils who have bullied will be helped by:

- Discussing what happened and establishing the concern and the need to change
- Informing parents/carers to help change the attitude and behaviour of the child
- Providing appropriate education and support from the class teacher and pastoral team
- Sanctioning in line with the Academy Behaviour Appendix This may include official warnings, reflections, internal exclusions, fixed term, and permanent suspensions.
- Speaking with police or local services

9 Education and training

Our academy will provide opportunities to:

Train all staff, including teaching staff, support staff (e.g., administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the respective academy policy and procedures (including resources on identifying bullying and recording and reporting incidents).

Update staff on the latest research and publications around all forms of bullying and exploitation (including, for example – Online, child-on-child abuse, Child Sexual Exploitation and County Lines), within the context of contextual safeguarding.

Consider a range of approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the Pupil Leadership Team and our PSHE and Computing curriculum.

Develop pupils' social and emotional skills, including building their resilience and self-esteem through a comprehensive Relationships, Sex and Health Education and PSHE offer.

10 Communication with parents and carers (including complaints procedure)

If parents/carers or guardians are worried about bullying, they should contact the named academy leads or the child's class teacher.

A copy of the Diverse Academies Concerns and Complaints Policy will be shared.

11. Monitoring

The academy Local Academy Committee Member with responsibility for anti-bullying will work with the designated staff member to report on specific academy bullying issues, via appropriate forums including, Local Academy Committee meetings.

12. Review of the policy appendix

Helen Cawkill

September 2025