



West Craven High School

Policy / Procedure / Guideline Review

Policy/Procedure/Guideline:	Prevention of Bullying Policy
Senior Leader Responsible:	Deputy Principal
Approval date:	May 2026
Review date:	May 2027



Prevention of Bullying Policy

"Providing safe and happy places to learn is essential to achieving school improvement, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of the school community."
(DfE, 2007).

West Craven High School aims to be an academy in which young people flourish both academically and socially. We aim to foster a healthy and safe community where individuals take responsibility for themselves and show respect for others emphasising the importance of positive relationships amongst all members of the academy community.

1. Statement of Intent

West Craven High School is committed to ensuring that students learn in a supportive, caring and safe environment, without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at school.

2. Definition

Bullying is any behaviour, which is deliberately intended to hurt, threaten or frighten another person or group of people. It is repeated and usually unprovoked and can continue for a prolonged period of time. It always reflects an imbalance and abuse of power. It is important that it must not be confused with the usual childhood/teenage squabbles and arguments where individuals "fall out" with one another.

Bullying can be:

- Emotional – being unfriendly, excluding, tormenting
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name calling, sarcasm, spreading rumours, teasing
- Cyber – all areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities.
- Disability/SEN – because of, or focusing on a disability or special educational need.
- Home circumstance – targeting individuals who are looked after children or because of a particular home circumstance.

Bullying can therefore constitute any of the above activities within the context of the definition provided. Bullying may occur to anyone and this policy is inclusive of the bullying of school staff, whether by students, parents or other staff. (Members of the school workforce suffering from or concerned about bullying may also contact their trade union or professional association for support and advice).

Bullying can seriously damage a person's confidence and sense of self-worth, and they will often feel that they are at fault in some way. Students who are being bullied may show



changes in behaviour, such as becoming shy and nervous, feigning illness or taking unusual absences. There may be evidence in work patterns, lacking concentration or truanting from school. These signs and symptoms may indicate other problems, but bullying should be considered a possibility and should be investigated.

Cyberbullying, unlike other forms of bullying, can happen at any time of the day or night often intruding into spaces that have previously been considered safe. As a result, the cyberbully may never be in the same physical place as their target. Some instances of cyberbullying may be unintentional such as a person sending a joke or posting a comment, which results in another person being upset or offended, without being aware of the consequences.

Many forms of bullying take place in the presence of others. However, in the case of cyberbullying, these bystanders can easily become perpetrators by passing on online content that is designed to humiliate another person. In cases such as this, students often do not see themselves as taking part in bullying but their actions further impact the person targeted. They will be made aware that their actions can have severe consequences and that taking part in such activity will not be tolerated.

Some cyber bullying activities could also be criminal offences, and West Craven High School will work with external agencies including the police, where this is the case.

3. Academy Objectives

- To prevent, de-escalate and/or stop any continuation of harmful behaviour.
- To react to bullying incidents in a reasonable, proportionate and consistent way.
- To safeguard the student who has experienced bullying and to trigger sources of support.
- To apply disciplinary sanctions to the student causing the bullying and ensure they learn from the experience, possibly through multi-agency support.

4. Policy Aims

- All students, parents, staff and governors should have an understanding of what bullying is.
- Staff and governors should follow the school policy when bullying is reported or suspected.
- All students and parents should know what bullying is and inform a member of staff if bullying arises.
- The Academy will always take bullying seriously. We use a range of proactive and reactive strategies to combat and prevent bullying.

5. Reporting Procedures

If bullying is suspected or reported, the incident will be taken seriously and dealt with as quickly as possible by the member of staff who has been approached. A clear account of the incident will be recorded and passed to the Deputy Principal with responsibility for behaviour.



The Deputy Principal, will investigate the incident by interviewing all concerned and record outcomes in CPOMs for all involved.

Form tutors and subject staff will be kept informed and asked to monitor the behaviour of the students concerned.

Parents will be kept informed and are discouraged from taking matters into their own hands and should not approach a suspected student but speak to the Deputy Principal.

Each incident of actual or alleged bullying will be unique in its representation and its level of impact on the individuals concerned. Therefore, it is important that the school is given the opportunity to tailor a strategy to address the situation and to support the bullied student according to the particular incident/s.

Students who are victims of bullying will be offered the opportunity to discuss their experience with their form tutor, pastoral support worker or another member of staff, be offered support in terms of access to the counselling or behaviour mentoring scheme in school to restore self-esteem and build confidence and have the use of a supervised room for as long as needed.

Students who have bullied will be helped by; discussing what happened, discovering why the student became involved and establishing a sense of wrong-doing. Parents/carers will be informed to help change the attitude and behaviour of the student.

In agreement with both parties involved there will also be the opportunity to rebuild relationships, involving a discussion mediated by a member of staff as a way of resolving disputes.

The following disciplinary steps may be taken:

- Official warning to cease offending recorded in CPOMs
- Exclusion from certain areas of the school premises or certain activities
- Detentions
- Isolation
- Referral to senior staff and/or external agencies e.g. Education Welfare Officer, Police Liaison Officer.
- Internal fixed term exclusion
- External fixed term or permanent exclusion.

Students with special educational needs will be given careful consideration if sanctions need to be applied so that they fully understand the process.



6. Prevention

As an academy we take bullying seriously. We use a range of proactive strategies to prevent bullying. These include:

- Effective school leadership that promotes an open and honest anti-bullying ethos.
- Use of curriculum opportunities, in particular tutor periods and PSHE classes where issues of diversity are discussed and anti-bullying messages are drawn out.
- Use of opportunities throughout the school calendar and at certain times of the school day to raise awareness of the negative consequences of bullying
- e.g. Anti-Bullying Week in November of each year
- Whole school assemblies.
- Student voice surveys.
- Poster campaigns.
- Improved supervision in potential problem areas.
- Behaviour mentoring and Buddy Schemes.
- Student 'Need to chat' email for students to report any concerns about themselves or others
- Review of general and specific staff induction and continuing professional development to ensure staff training reflects the anti-bullying policy and practice of the school.

7. Communication

We, as an academy, are aware of the need for open communication between stakeholders. All sections of the academy organisation must understand its role and responsibilities. We understand the need to ensure this policy is a living document, known and understood by all. Parents/carers are made aware of the academy's policy at the induction meeting and through documentation, including this Policy and supporting information available on the website and displayed appropriately within the academy for all stakeholders. Regular bulletins about what bullying is, how to communicate with staff, recognising early intervention is crucial. Parents know that the Academy acts to prevent bullying and not just deal with bullying incidents. The views of parents, carers and other stakeholders are regularly recorded and taken into consideration in the rollout of academy strategies.

New intakes are reassured that bullying is not permitted and it is a warning to potential bullies that such behaviour is unacceptable from the outset.

Our staff do not wait for bullying to be proved before it is acted against. A positive, caring ethos demands a Prevention of Bullying Policy in operation throughout the academy.

In the event of an unresolved or disputed issue, the following is a link to our complaints policy.



8. Hate Crime

A hate crime is any incident that constitutes a criminal offence that is perceived by the victim, or any other person, as being motivated by prejudice or hate. It could involve physical attack, threat of attack or verbal abuse or insult around issues such as race, faith, homophobia, transphobia or disability. A hate incident may or may not constitute a criminal offence but is perceived by the victim, or any other person as being motivated by prejudice or hate.

If an incident appears to be a hate crime or incident, we as an academy recognise the need for this to be reported to the police if appropriate

9. Development, Monitoring and Review

We plan to:

- Monitor, evaluate and review our anti-bullying policy on a regular basis led by the Deputy Principal and reported regularly.
- Support staff to identify and tackle bullying appropriately.
- Ensure that students are aware that all bullying concerns will be dealt with sensitively and effectively and seek feedback from students via the Student Council and annual student questionnaires.
- To learn from anti-bullying good practice elsewhere and utilise the support of the Pendle Education Trust and relevant statutory/voluntary organisations when appropriate.

